

HSNC University, Mumbai

(The Cluster University established by Government of Maharashtra vide notification dated 30th October, 2019 under section 3(6) of Maharashtra Public Universities Act)



Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the

Programmes

Under

The Faculty of Commerce & Management

With effect from the

Academic year 2020-21



HSNC UNIVERSITY, MUMBAI

Board of Studies in Faculties of Commerce & Management

Board of Studies in Commerce and Management Subject

1) Name of Chairperson/Co-Chairperson/ Coordinator: -

- a) **Dr Rita Khatri** , Associate Professor, Department of Commerce H. R College., Mumbai- 400020, Email id: khatririta@hrcollege.edu, Mobile No. 9324016060.
- b) **Prof Smarajit Padhe**, Assistant Professor, K.C College at K.C. College, Mumbai - 400020 Email id: smarajit.padhi@kccollege.edu.in, Mobile No. 7977676421.

2) Two to five teachers each having minimum five years teaching experience amongst the full-time teachers of the Departments, in the relevant subject.

- a) **Dr Jasbir Sodi** , Assistant Professor at H. R. College, Mumbai- 400020
Email id: jas.saj@rediffmail.com, Mobile No.: 9619136511
- b) **Dr Navin Punjabi**, Vice Principal and Assistant Professor at H.R. College, Mumbai -400020 Email id: navin.punjabi@gmail.com, Mobile No.: 9920177199
- c) **Dr Kulvinder Batth**, Associate Professor, Department of Commerce at K.C. College., Mumbai- 400020, Email id- kulprofessional@gmail.com
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- d) **Ms Kanu Priya Sharma**, Assistant Professor , at H.R College, Mumbai – 400020
Email id: Kanupriya.sharma@hrcollege.edu , Mobile No : 8879512354
- e) **Ms Shweta Singh** , Assistant Professor at H.R College, Mumbai – 400020 ,
Email id: singhshweta0902@gmail.com , Mobile no : 9702050350

3) One Professor / Associate Professor from other Universities or professor / Associate Professor from colleges managed by Parent Body;

a.) **Dr Khushpat Jain** (HOD), Associate Professor at Sydenham College Mumbai

Email id: ksjain2002@yahoo.com Mobile No - 9867799797

4) Four external experts from Industry / Research / eminent scholar in the field relevant to the subject nominated by the Parent Body;

a) **Dr Hasina Sayed** (HOD), Associate Professor Jai Hind College. Email id: hasina.sayed@jaihindcollege.edu.in Mob: 9819121250

b) **Dr Ketan Vira** , Dean and Associate Professor at GNVS Institute of Management, Mumbai. Email id ketanvira@rediffmail.com Mobile No : 9870551111

c) **Mr Akhilesh Rao** , Director Operations- Ezychain Logistics Pvt limited
Email id: raoakhil24@gmail.com Mobile No:9321498932

d) **Mr Rajiv Kalwani** , Vice President- Reliance Retail Ltd
Email id: rajivkalwani0204@gmail.com Mobile No:9967613000

5) Top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

a) **Geetika Bhatia** (Under Graduate student) H R College Email id geetikabhatia58@gmail.com , Mobile no :9820783509

b) **Jeevika Sahajwani** (Under Graduate student) H R College Email id jeevika.sahajwani@gmil.com Mobile no:9712917598

c) **Sarah Vaz** (Under Graduate student) HR College Email id : sarahvaz1@gmail.com,
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HSNC University Mumbai

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Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the

Programmes

Under

The Faculty of Arts and Commerce

With effect from the

Academic year 2020-21

Part I (Section – A)

R. **** : The Definitions Of The Key Terms Used In The Choice Based Credit System And Grading System Introduced From The Academic Year 2020-2021 Are As Under:

Outline of the Choice Based Credit System as outlined by the University Grants Commission:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of **interdisciplinary** nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project:** An elective course designed to acquire Special/advanced knowledge, such as supplement study/support study to project work, and a candidate studies such a course on his own with advisory support by a teacher/faculty member is called dissertation/project. A Project / Dissertation work would be of 6 credits. A Project / Dissertation work may be given in place of a discipline-specific elective paper.

2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, to seek exposure is called a Generic Elective.

Note: A core course offered in a discipline/subject may be treated as an elective by another discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE)

Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement;

SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

4. Choice Based Credit System (CBCS)

CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill-oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.

5. Honours Program

To enhance employability and entrepreneurship abilities among the learners, through aligning Inter-Disciplinary / Intra Disciplinary courses with Degree Program. Honours Program will have 40 additional credits to be undertaken by the learner across three years essentially in Inter / Intra Disciplinary course.

A learner who joins Regular Undergraduate Program will have to opt for the Honours Program in the first year of the Program. However, the credits for honours, though divided across three years can be completed within three years to become eligible for award of Honours Degree.

6. Program:

A Program is a set of course that are linked together in an academically meaningful way and generally ends with the award of a Degree Certificate depending on the level of knowledge attained and the total duration of the study.

7. Course:

A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, i.e. there must be a common thread linking the various components of a course. Several linked courses considered together are in practice, a 'program'.

8. Bridge Course:

Bridge course is visualized as Pre semester preparation by the learner before the commencement of regular lectures. For each semester the topics, whose knowledge is considered as essential for effective and seamless learning of topics of the Semester, will be specified. The Bridge Course can be conducted in online mode. Online content can be created for the Bridge Course Topics.

9. Module and Unit:

A course which is generally an independent entity having its own separate identity is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

10. Self-Learning:

20% of the topics will be marked for Self-Learning. Topics for Self-Learning are to be learned independently by the student, in a time-bound manner, using online and offline

resources including online lectures, videos, library, discussion forums, fieldwork, internships etc.

Evaluative sessions (physical/online), equivalent to the credit allocation of the Self Learning topics, shall be conducted, preferably, every week for each course. Learners are to be evaluated in real-time during evaluative sessions. The purpose of evaluative sessions is to assess the level of the students' learning achieved in the topics earmarked for Self-Learning.

The teacher's role in these evaluative sessions will be that of a Moderator and Mentor, who will guide and navigate the discussions in the sessions, and offer concluding remarks, with proper reasoning on the aspects which may have been missed by the students, in the course of the Self-Learning process.

The modes to evaluate self-learning can be a combination of the various methods such as written reports, handouts with gaps and MCQs, objective tests, case studies and Peer learning. Groups can be formed to present self-learning topics to peer groups, followed by Question and Answer sessions and open discussion. The marking scheme for Self Learning will be defined under Examination and Teaching.

The topics stipulated for self-learning can be increased or reduced as per the recommendations of the Board of Studies and Academic Council from time to time. All decisions regarding evaluation need to be taken and communicated to the stakeholders preferably before the commencement of a semester. Some exceptions may be made in exigencies, like the current situation arising from the lockdown, but such ad hoc decisions are to be kept to the minimum possible.

11. Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures/counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully.

12. Credit Completion and Credit Accumulation:

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria concerning a single course. Learner level of performance above the minimum prescribed level (viz. grades/marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus the learner 'accumulates' course wise credits.

13. Credit Bank:

A Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. Also, all the information regarding the number of Credits transferred to different programs or credit exemptions given may be stored with the individual's history.

14. Credit Transfer:

(Performance transfer) When a learner completes a program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and Performance transfer is said to have taken place.

15. Course Exemption:

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

Part II (Section –B)

Note: The Ordinances and Regulations given below apply to Under Graduate Programmes of the University.

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The minimum duration of the Under Graduate Programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who completes 120 credits of the programme in a period of 3 to 6 years from the year of enrolment to semester VI.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing an equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

O*** The fees for the transfer of credits or performance will be based on the number of credits that a learner has to complete for the award of the degree.**

R **** Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

R** The Scheme of Teaching and Examination:**

The Scheme of Teaching and Examination shall be divided into **TWO** components, **internal assessment and External assessment** (semester-end examination) for each course of the program.

The performance of the learners shall be evaluated in two components: Internal Assessment with 40% marks by way of continuous evaluation and by Semester End Examination with 60% marks by conducting the theory examination.

Internal Assessment: - It is defined as the assessment of the learners based on continuous evaluation as envisaged in the credit-based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

A). Internal Assessment – 40%

40 marks

1. For Theory Courses

Sr. No.	Particulars	Marks
1	One class test / online examination to be conducted in the given semester	15 Marks
2	One assignment based on curriculum (to be assessed by the teacher Concerned	10 Marks
3	Self-Learning Evaluation	10 Marks
4	Active participation in routine class instructional deliveries	05 Marks

2. For Practical Courses

Sr. No.	Particulars	Marks	
1	Semester End Practical Examination	15 Marks	
	Journal		05 Marks
	Viva		05 Marks
	Laboratory Work		05 Marks
2.	One assignment/project with the class presentation to be assessed by teacher concerned	10 Marks	
	Presentation		05 Marks
	Written Document		05 Marks
3	Self-Learning Evaluation	10 Marks	
4	Active participation in routine class / Laboratory instructional deliveries	05 Marks	

➤ **Project and Assignment:**

- Project or Assignment, which can in the following forms
 - Case Studies
 - Videos
 - Blogs
 - Research paper (Presented in Seminar/Conference)
 - Field Visit Report
 - Presentations related to the subject (Moot Court, Youth Parliament, etc.)
 - Internships (Exposition of theory into practice)
 - Open Book Test
 - Any other innovative methods

➤ **Self-Learning Evaluation**

- 20% of the topics of the curriculum are learned by the student through self-learning using online/offline academic resource specified in the curriculum. hence 20% of the lectures shall be allocated for evaluation of students on self-learning topics.
- The identified topics in the syllabus shall be learnt independently by the students in a time-bound manner preferably from online resources. Evaluative sessions shall be conducted by the teachers and will carry 10 Marks.
- The self-learning topics can be evaluated into 3-4 student groups on the topics,

- Prescribe time duration (in days) for completion of each group of the topic and earmark self-learning evaluation lectures in the timetable. hence each group of the topic can be assigned 3 regular lectures for this evaluation for the entire class.

3 Sub Topics

Each evaluative session shall carry 3 Marks (3 x 3 Units = 9 Marks). Students who participate in all evaluative sessions shall be awarded 1 additional Mark.

4 Sub Topics

Each evaluative session shall carry 2.5 Marks (2.5 x 4 Units = 10 Marks).

- Evaluation of self-learning topics can commence in regular lectures assigned for self-learning evaluation in the timetable
- All students will actively participate in the presentation of each of the sub-topics.
- Suggestive Methods for Evaluation of Self-learning topics in lectures :
 - Seminars/presentation (PPT or poster), followed by Q&A
 - Objective questions /Quiz / Framing of MCQ questions.
 - Debates
 - Group discussion
 - You-Tube videos (Marks shall be based on the quality and viewership)
 - Improvisation of videos
 - Role Play followed by question-answers
 - Viva Voce
 - Any other innovative method

Student can be evaluated based on the quality of presentation, quality of q & a, the framing of the quiz, conduct of quiz, performance in debate etc

- Teachers can frame other methods of evaluation also provided that the method, duly approved by the college examination committee, is notified to the students at least 7 days before the commencement of the evaluation session and is forwarded for information and necessary action at least 3 days before the commencement of the evaluation session.

SEMESTER END EXAMINATION: - It is defined as the examination of the learners based on performance in the semester-end theory / written examinations.

B. Semester End Examination- 60 %

60 Marks

- 1) Duration – These examinations shall be of 2 hours duration.
- 2) Question Paper Pattern: -
 - i.i There shall be four questions each of 15 marks.
 - i.ii All questions shall be compulsory with internal choice within the questions.
 - i,iii The question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

The marks of the internal assessment should not be disclosed to the students till the results of the corresponding semester is declared by the university.



HSNC University, Mumbai

(2020-2021)

Ordinances and Regulations

With Respect to

Choice Based Credit System

(CBCS)

For the Programmes Under

The Faculty of Commerce and Management

For the programme

Bachelors of Management Studies

Curriculum– First Year Undergraduate Programmes

Semester-I and Semester -II

INDEX

SEMESTER -I

1. Introduction to Financial Accounting
2. Business Law – I
3. Business Mathematics and Statistics – I
4. Information Technology
5. Foundation Course - I (Indian Society and State : Contemporary Issues)
6. Management Foundation
7. Micro Economics

SEMESTER -II

1. Fundamentals of Business
2. Business Law II
3. Business Statistics II
4. Business Communication
5. Foundation Course - II (Human Personality and Society)
6. Business Environment
7. Macro Economics

Section -C

Bachelor of Management Studies

Part 1- Preamble

Bachelor of Management Studies or BMS is an undergraduate program for management studies. The course allows students to obtain the knowledge and skills needed to assume management positions in a wide range of organizations. The course of Bachelor of Management Studies at the undergraduate level embraces principles and activities in the core functional areas of business management. It also covers legal environment of business, information technology, globalization, economic integration and entrepreneurship.

The aim of the course is to provide learners with an opportunity, encouragement and the right literature/reference material to enable them to receive formal academic orientation with a tilt to look at the professional environment. The goal is to ensure that learners would not only be more effective but also be creative.

Management Studies program provides students with a solid foundation in the field of management and strategy designing. The electives allow students to develop deeper knowledge in specific areas of interest – finance, marketing, human resource management and management of global business. In addition to business management course, it will also equip students to understand how organizations work, how they are managed, and sensitize students towards national and international environments. Students centered learning focuses on skills and practices that enable lifelong learning and independent problem-solving

The new curriculum of Bachelor of Management Studies offer students' core papers that help build their foundation in the area of management. The choice of generic electives and skill enhancement courses enable students to pursue an area of their interest in the field of management. The contents of each course have been carefully designed to prepare students with knowledge and skill sets that will not only make them industry ready but also foster entrepreneurial and innovative thinking.

To comply with the education policy of Government of India, the syllabus includes Online Courses (OLC) which is available on NPTEL or SWAYAM portals under MOOCS programme being developed by MHRD. The online courses would inculcate the habit of self-study at their own pace by the students and also acclimatize them to future technologies of learning processes.

Programme Objectives:

- To create and develop future managers and entrepreneurs for real world challenges
- To inculcate the knowledge and skills in the students to make them job ready and hold good profile in the corporate world
- To acquaint students about different management streams and its contribution towards the business objectives
- To provide practical exposure to the students through role plays, case studies , seminars industrial visits and interactive sessions and make them ready to take up future challenge in the competitive business environment

Course Objectives

Semester I

UC-FMS-101

Introduction to Financial Accounting

- Define bookkeeping and accounting
- Explain the general purposes and functions of accounting
- Explain the difference between management and financial accounting
- Describe the main elements of financial accounting information – assets, liabilities, revenue and expenses
- Identify the main financial statements and their purposes.

UC- FMS-102

Business Law – I

- The students will be able to understand how law is important in day to day life
- The students will be able to identify and understand various laws applicable to individual and business concerns
- The students will get elementary knowledge about process of various legal transactions that occurs in the business world
- The students will get knowledge of how to exercise their legal rights in case of breach / violation in transactions in the business world

UC-FMS-103

Business Mathematics and Statistics – I

- The subject fortifies the students to think logically and provide numerical output, which enables decision making.
- The subject enables problem solving where unbiased and non- judgemental outputs are desired in the form of concise numbers.
- The subject complements qualitative thinking where both are to be looked at, as two sides of a coin, prior to providing a solution to a problem.
- The subject provides a window for their further development into areas of analytics and big data.

UC-FMS-104

Information Technology

- To acquaint the students with the art of Professionalism which include professional style of making presentation using keyboard shortcuts and presenting the same to a large number of audiences.
- Documentation is another aspect where we want student to emphasize on how to select the correct format, layers and alignment in the documents,
- We also provide hands on working experience with working with spreadsheet (DATABASE) basic skills in terms of Practical
- As far as theory student must be acquainted with the knowledge of Computer, software o SAP and some programming language Like Python

UC-FMS-105

Foundation Course - I (Indian Society and State: Contemporary Issues)

- To understand the pluralistic nature of Indian society.
- To sensitize the students about gender disparity in the society.
- To explain significance of human rights and understand the tenets of Indian Constitution.
- To create awareness about growing social and environmental problems in India.

UC- FMS- 106

Management Foundation

- To enable understanding of the basics of management. To ensure learning of how managers can attain maximum output by optimally utilizing resources (economic and non-economic).
- To enable learning about the essential elements of management i.e. POSDCORB : their features, need and importance.
- To enlighten the students as how management has evolved over period of time.
- To provide clarity to the students about organization's vision, mission, objectives and goals.
- To help students in understanding the integration of individual goals with the organizational goals.
- To update students with the kind of skills and organization structure and their role in creating a sustainable business.

UC-FMS-107

Micro Economics

- Students will be able to identify and explain economic concepts and theories related to the behavior of economic agents, markets, industry and firm structures, legal institutions, social norms, and government policies.

- Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence in order to explain past economic events and to formulate predictions on future ones.
- Students will be able to evaluate the consequences of economic activities and institutions for individual and social welfare.
- Students will be able to identify the basic features of alternative representations of human behavior in economics.

Semester II

UC- FMS-201

Fundamentals of Business

- To provide students with an understanding of the nature of business activities
- To enable understanding of marketing environment within which organization's function.
- To ensure an understanding of human resource management business activities.
- To communicate importance of entrepreneurship.

UC- FMS – 202

Business Law- II

- The students will be able to understand how law is important in day to day life
- The students will be able to identify and understand various laws applicable to individual and business concerns
- The students will get elementary knowledge about process of various legal transactions that occurs in the business world
- The students will get knowledge of how to exercise their legal rights in case of breach / violation in transactions in the business world

UC-FMS-203

Business Statistics -II

- The students will be able to apply quantitative techniques in production, marketing and various other fields in the real world scenario
- This subject will empower the students to quantify data and analyse it for the purpose of research
- It will equip students in organisational decision making and choosing the best alternative under different situations
- It will also enable students to read statistical data and draw inferences from the same

UC-FMS-204

Business Communication

- To enhance interpersonal skills that contribute to satisfying personal, social and professional relationships
- To gain knowledge about channels and methods of communication and learn their applications
- To draft letters essential for business correspondence
- To acquire skills to handle interview questions, conferences, group discussions and meetings

UC-FMS-205

Foundation Course - II (Human Personality and Society)

- To understand the basic behaviour pattern of human personality.
- To comprehend group behaviour.
- To understand the issues of stress and stress management
- To develop an understanding of aspects of organizational behaviour and motivation.

UC – FMS – 206

Business Environment

- To help students in equipping and taking decisions in the business at the national and International level
- To scan the environment from the micro and macro point of view
- To build confidence amongst students with the changing trends in business

UC-FMS-207

Macro Economics

- Students will be able to identify and explain macroeconomic variables and understand the economic forces that influence and determine them.
- Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence in order to explain past economic events and to formulate predictions on future ones.
- Students will be able to evaluate the consequences of economic activities and institutions at the macro level
- Students will be able to identify the basic features of alternative representations of human behaviour in economics.

1. Process adopted for curriculum designing:

The curriculum was designed in a stepwise manner, firstly the members of respective departments initially developed a draft syllabus on the basis of feedback obtained from various stakeholders and also analyzing the new trends in the subjects. The drafted syllabus were discussed with representatives from academia, industry experts and research institutions to assure that the syllabus is enriched in all the aspects.

2. Salient features, how it has been made more relevant.

While designing of the syllabus, care has been taken to balance management process and techniques with entrepreneurship skills. The course would help the students to become practical, creative and skilled managers who are fully equipped to further organizations in sync with requirements of Industry. Micro and macroeconomic changes deeply affect businesses and strategic management plays an important role in dealing with these changes. Strategic and critical thinking is developed by studying concepts pertaining to all aspects of management and analyzing the linkages between the same.

3. Learning Outcomes.

Management is a critical function for every organization, and students trained in management play this important role in organizations of every size and type. The skills, techniques, and theories acquired by the manager leads to jobs in business, government, and the non-profit sector. Students who plan to establish their own firms or to become part of a family owned firm may also pursue this course. This course shall help individuals learn to:

- motivate, lead, and develop others
- structure organizations capable of meeting both profit and social responsibility goals
- work well in accomplishing work individually and through others
- communicate accurately
- develop a strategic perspective on the organization and its parts

The primary objective of this programme is provide students with a sound theoretical base and exposure to current business challenges. This is essentially achieved through enhancing the ability of students to meet global challenges through sensitivity towards organizational, economic and cultural diversity.

4. Input from stakeholders

This syllabus was made with due consideration being given to all stakeholders and their valued suggestions. The various groups of stakeholders included were Industry representatives, Reputed academia, and brilliant students who have graduated from this program.

Some of the suggestions that were included were as follows:

1. Including entrepreneurship as module in First year to ensure that students have a experiential learning and understand the relevance of different types of Business Plans.
2. Including current business and trends and introduce the topic of Industry – 4.0
3. Exposure to the case studies in order to get experience of problem solving.
4. Revamp of evaluation pattern by making internal marking more practical. Learners to be assessed on their conceptual knowledge and applied component.

Part 2: The Scheme of Teaching and Examination is as under:

**Semester – I
Summary**

Sr. No	Choice Based Credit System	Subject Code	Subject Name
1	Core Course (Management Studies)	UC-FMS-106 UC-FMS-107	Management Foundation Micro Economics
2	Elective Courses	UC-FMS-101 UC-FMS-102 UC-FMS-103	Introduction to Financial Accounting Business Law – I Business Mathematics and Statistics -I
3	Ability Enhancement Courses (AEC)	US-FMS-104	Information Technology
4	Skill Enhancement Courses (SEC)	US-FMS-105	Foundation Course - I (Indian Society and State: Contemporary Issues)

First Year Semester I Internal and External Detailed Scheme

Sr. no	Subject Code	Subject Title	Units	S.L.	L	T	P	Credit	S.L.E	CT	AP	TA	SEE	Total Marks
1	UC-FMS-101	Introduction to Financial Accounting	4	20%	4	0	0	3	10	15	5	10	60	100
2	UC-FMS-102	Business Law – I	4	20%	4	0	0	3	10	15	5	10	60	100
3	UC-FMS-103	Business Mathematics and Statistics-I	4	20%	4	0	0	3	10	15	5	10	60	100
4	UC-FMS-104	Information Technology	4	20%	2	0	2	3	10	15	5	10	60	100
5	UC-FMS-105	Foundation Course - I (Indian Society and State: Contemporary Issues)	4	20%	3	0	0	2	10	15	5	10	60	100
6	UC-FMS-106	Management Foundation	4	20%	4	0	0	3	10	15	5	10	60	100
7	UC-FMS-107	Micro Economics	4	20%	4	0	0	3	10	15	5	10	60	100
Total Hours/ Credit								20	Total Marks				700	

SL: Self Learning , L: Lecture , T: Tutorials, SLE – Self Learning evaluation , CT – Commutative Test , AP – Active Participation , SEE – Semester End Examination , TA – Teacher Assessment

First Year Semester – I Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lect ures	Total No. of lectures	Cre dit	Total Marks
1	UC-FMS-101	I	Introduction to Financial Accounting	15	60	3	100 (60+40)
		II	Accounting Transactions	15			
		III	Depreciation Accounting and Trial Balance	15			
		IV	Preparation of Final Accounts	15			
2	UC-FMS102	I	The Indian Contract Act, 1872 (General Contract) Part I	15	60	3	100 (60+40)
		II	The Indian Contract Act, 1872 (General Contract) Part II	15			
		III	Negotiable Instruments Act, 1881	15			
		IV	The Consumer Protection Act,1986	15			
3	UC-FMS-103	I	Elementary Financial Mathematics	15	60	3	100 (60+40)
		II	Derivatives and Applications of Derivatives	15			
		III	Introduction to Statistics, Measures of Central Tendency and Measures of Dispersion	15			
		IV	Correlation and Linear Regression	15			
4	UC-FMS-104	I	Microsoft Office (Part 1)	15	60	3	100 (60+40)
		II	Microsoft Office (Part II)	15			
		III	Database Management Systems	15			
		IV	Emerging Trends in Information Technology	15			
5	UC-FMS-105	I	Indian Society-Diversity	11	45	2	100
		II	Indian Constitution and Human	12			

			Rights				(60+40)
		III	Concept of Disparity	11			
		IV	Environmental Management	11			
6	UC-FMS-106	I	Nature of Management	15	60	3	100 (60+40)
		II	Planning and Decision Making	15			
		III	Organizing and Staffing	15			
		IV	Directing, leadership, co-ordination and controlling	15			
7	UC-FMS-107	I	Introduction to Micro-Economics	15	60	3	100 (60+40)
		II	Demand and Supply Analysis	15			
		III	Production decisions, Cost of Production and Revenue	15			
		IV	Market Structure: Short run and Long equilibrium of a complete line firm and of industry	15			
			Total			20	700

- **Lecture Duration – 48 Minutes**
- **For Subjects other than Foundation Course
(60 Lectures equivalent to 48 hours)
One Credit =16 hours**
- **For the subject of Foundation Course
(45 lectures equivalent to 36 hours)
One credit = 18 hours**

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation CT-Commutative Test, SEE- Semester End Examination , TA- Teacher Assessment

Part 3-Detailed Scheme

Curriculum Topics along with Self Learning Topics- To be covered through Self learning mode along with the respective Units. Evaluation of self learning topics to be undertaken before the concluding lectures instruction of respective units.

Financial Accounting- UC-FMS-101

Learning Outcomes

Students will revisit and strengthen fundamental accounting principles and processes, learn relevant accounting standards, accounting treatment for depreciation and other special transactions culminating in the preparation of financial statements of sole proprietorship in manufacturing concerns.

Course Code: UC-FMS-101

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Introduction</p> <p>Meaning and scope of accounting, Need and development, Definition, Book-keeping and Accounting, Persons interested in Accounting, Branches of Accounting, Objectives of Accounting.</p> <p>1.1 Accounting Principles: Introductions to Concepts and Conventions.</p> <p>1.2 Introduction to Indian Accounting Standards: (Meaning & Scope)</p> <p style="padding-left: 20px;">Ind AS 1: Presentation of Financial Statements</p> <p style="padding-left: 20px;">Ind AS 2 Inventories</p> <p>1.3 International Financial Reporting Standards (IFRS): Introduction</p> <p>1.4 Accounting in Computerised Environment</p> <p style="padding-left: 20px;">Introduction, Features and Application in various Areas</p>	15
II	<p style="text-align: center;">Accounting Transactions</p> <p>2.1 Accounting Transaction: Accounting cycle, journal, journal proper, ledgers and Posting, Subsidiary books (Purchase, Purchase Return, Sales, Sales Returns and Cash Book-Triple Column)</p> <p>2.2 Treatment of Capital and Revenue</p> <p>2.3 Bank Reconciliation Statement</p>	15

III	Depreciation Accounting and Trial Balance	15
	3.1 Depreciation Accounting: Practical Problem based on Depreciation using SLM and RBM Methods as per Ind AS 16 3.2 Preparation of Trial Balance: Introduction and Preparation of Trial Balance	
IV	Preparation of Final Accounts	15
	4.1 Introduction to Final Accounts of a Sole Proprietor 4.2 Rectification of Errors 4.3 Manufacturing Accounts, Trading Account, Profit and Loss Account and Balance Sheet 4.4 Introduction to schedule III of Companies Act, 2013.	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.2	Introduction to Indian AS
2	3.1	Depreciation Accounting

Online Resources

https://nptel.ac.in/courses/110/101/110101131/
https://swayam.gov.in/nd2_cec20_mg16/preview

Reference Books

- 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 Chandwick, Pentice Hall of India AdinBakley (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

Business Law- I UC-FMS-102

Learning Outcomes.

- Role of law in economic, political and social context
- Understand the legal and fiscal structure of different forms of business organizations and their responsibilities as employer
- Relevance of law to individuals, business and organization

Course Code: UC-FMS-102

Unit	Content	No. of Lectures
I	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part I</p> <p>1.1 Definitions: Agreement, Kinds of Agreements, Contract-Kinds of Contracts: Valid, Void, Voidable, Contingent and Quasi Contract and E-Contract, Distinguish between Agreement and Contract.</p> <p>1.2 Offer or Proposal – Definition, Essentials of Valid proposal or offer, Counter offer, Standing or Open offer, distinguish between offer and Invitation to offer, Acceptance- Definition, Essentials of a Valid</p>	15

	<p>Acceptance, Promise.</p> <p>1.3 Communication of Offer and Acceptance and Revocation.</p> <p>1.4 Capacity to contract, Consent and Free Consent.</p> <p>1.5 Consideration and Void Agreements.</p>	
II	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part II</p> <p>2.1 Contingent Contract Quasi Contract and Its Types</p> <p>2.2 Performance of Contract Effects of Performance of Contract Time and Place of Performance of Contract, Time is Essence of Contract</p> <p>2.3 Discharge of Contract Remedies of Breach of Contract</p> <p>2.4 Liquidated Damages</p>	15
III	<p style="text-align: center;">Negotiable Instrument Act,1881</p> <p>3.1 Meaning and Characteristics of Negotiable Instrument, Operational Rules of Evidence –Presumptions, Classifications of Negotiable Instruments.</p> <p>3.2 Promissory Notes and Bills of Exchange: Essential Elements of Promissory Note and Bills of Exchange, Distinguish between Promissory Note and Bills of Exchange. Acceptor and Acceptance, Definition of Acceptor, Acceptance for Honour, Absolute and Qualified or Conditional Acceptance, Drawer, Drawee in case of Need Payee.</p> <p>3.3 Cheques, Types of Cheque and Penalties in case of Dishonour of certain cheques, Distinguish between Cheque and Bill of Exchange</p> <p>3.4 Miscellaneous Provisions: Holder, Holder in Due Course, Rights and Privileges of Holder in Due course Payment in Due Course, Maturity of an Instrument, Noting, Protest. Bills in Set</p>	15
IV	<p style="text-align: center;">The Consumer Protection Act ,1986</p> <p>4.1 Salient features, definition of consumers,</p> <p>4.2 Deficiency in service defects in goods,</p> <p>4.3 Consumer dispute and complaint</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.2	Offer acceptance free consent, capacity of contract breach of contract discharge of contract void contract
2	2.3	Discharge of contract by Performance and Breach of Contract
3	3.3	Types of cheques dishonor of cheques, holder in due course crossing of cheque discharge of liability

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201

Reference Books

- Indian Contract Act , Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons
- The Negotiable Instruments Act – Khergamwala J S – N M Tripathy
- The Principles of Mercantile Law – Singh Avtar – Eastern Books Co.
- Elements of mercantile Law – N.D.Kapoor
- Business Law – P.C. Tulsian
- Business Law – SS Gulshan
- Indian contract Act – Dr.Avtar Singh
- Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.

Business Mathematics and Statistics- I UC-FMS-103

Learning Outcome :

- It will enable students to apply basic mathematical techniques to daily walks of life
- It will enable students to understand how the finance industry carries out simple calculations
- It will empower students to understand the introduction to statistics and how averages are used to compute variables

Course Code: UC-FMS-103

Unit	Content	No. of Lectures
I	Elementary Financial Mathematics 1.1 Simple & Compound interest: Interest Compounded once a year, more than once a year, continuous, nominal and effective rate of interest 1.2 Annuity – regular annuity present and future value, EMI – using flat interest rate & reducing balance method, perpetuity.	15

II	Derivatives and Applications of Derivatives	15
	<p>2.1 Functions: Algebraic functions and the functions used in business and economics, break even & equilibrium point.</p> <p>2.2 Derivatives – Introduction & Concept. Derivatives of a constant function, logarithmic functions, polynomial and exponential functions.</p> <p>2.3 Rules of Derivatives: addition, multiplication, quotient, chain rule</p> <p>2.4 Second order Derivatives</p> <p>2.5 Application of Derivatives: Increasing, decreasing functions, maxima, minima, use of applications of derivatives in economics</p>	
III	Introduction to Statistics, Measures of Central tendency and Measures of dispersion	15
	<p>3.1 Introduction: Statistics – Function /Scope, Importance, limitations. Primary and Secondary data (Sources & Meaning), Classification and frequency distributions – discrete and continuous</p> <p>3.2 Measures of Central tendency: Mean (AM, weighted, combined), Median , quartiles , deciles, percentiles and locating these graphically Using Ogive, Mode (calculation & Graphical using histograms), Comparative analysis of all measures.</p> <p>3.3 Meaning-Absolute & relative measure of Dispersion , Types –Range, Quartile deviation , Mean Deviation, Standard deviation , coefficient of each method, skewness and kurtosis (concept only)</p>	
IV	Correlation & Linear regression	15
	<p>4.1 Correlation : Concept and types, Scatter Diagram, Karl Pearson formula, Spearman’s rank correlation for repeated and non repeated ranks.</p> <p>4.2 Linear regression: Concept, Least square method, properties of regression equations.</p>	

Self Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2.1	Functions
2	2.4	Second Order Derivatives
3	3.1	Introduction to Statistics

Online Resources

<https://www.mooc-list.com/course/mathtrackx-differential-calculus-edx>

Reference Books

- 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. Amarnath Dikshit & 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
- Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.

Information Technology – UC-FMS-104

Learning Outcomes:

- The above objective will help student to be a professional when it comes to working with the banking sector and corporates.
- There are well equipped with the hands-on skill for the Industry.
- We are making them professional in a way that one can be qualified to be a Literate in the Field of Information technology
- Student will gain basic knowledge of Software and hardware along with Microsoft office Skills
- Today we want our students to be market oriented so we have e module to know more about cyber-crime and technology with regards to handle misuse of internet

Course Code : UC-FMS-104

Unit	Content	No. of Lectures
I	<p align="center">Microsoft Office (Part 1)</p> <p>1.1) MS-WORD</p> <ul style="list-style-type: none"> • Creating, Editing, Printing Documents • Page Layout, Formatting Text, Tab Setting, Paragraph Setting • Working with Tables, Clip Art, Graphics, Word-Art • Spelling & Grammar, Thesaurus, AutoCorrect • Using Mail-Merge <p>1.2) MS- PowerPoint</p> <ul style="list-style-type: none"> • Creating presentation using master slide concept • Photo album • Adding timer to the presentation • Adding audio and video in presentation • Creating, Editing, Printing Presentations • Inserting excel in PowerPoint • Teary effect to an image • Slide Transition, • Slide Animation • Hyperlinks within Presentations 	15
II	<p align="center">Microsoft Office (Part II)</p> <p>2.1 Basic Excel</p> <p>Excel basic</p> <ul style="list-style-type: none"> • DATA TYPE (Arithmetic, Text, Date, Logical) Functions • Function : <ul style="list-style-type: none"> ○ -Arithmetic – Sum(), Average(), Count(), Min(), Max(), Round(), Int(), ○ Text – Left(), Right(), Mid() ○ Date – Date(), Month(), Year(), Day(), WeekDay(),today() ○ Logical – If(), Sumif(), sumifs(), countifs() Countif(), And(), Or() • LOOK UP FUNCTION : Vlook up , Hlook up ,lookup • Data Sorting & Filtering • Linking worksheets 	20

	<p>2.2 Advanced Excel</p> <ul style="list-style-type: none"> • 3 D Referencing, working with Multiple worksheets, linking workbook • Name range • Consolidate by position, Consolidate by category • Advanced Charting Techniques • Sparkline, Trendline • Concatenate Function • Sub total • WHAT IF ANALYSIS: goal seek , scenario analysis, data tables ,solver tool • DATA VALIDATION : Number Date and Time validation , Text and List Validation Custom Validation Dynamic Drop down list creation • PIVOT TABLE : Creating Simple Pivot Table ,Basic and Advanced Value Field Setting ,Classic Pivot Table 	
III	<p style="text-align: center;">Database Management Systems</p> <p>3.1 Database basics (Data, information)</p> <p>3.2 DBMS & RDBMS Concepts and Terminologies</p> <p>3.3 Data and its types</p> <p>3.4 Type of key – Primary Key, Foreign Key and Relationships within tables</p> <p>3.5 Data Independence</p> <p>3.6 Entity-Relationship Database Model</p>	15
IV	<p style="text-align: center;">Emerging Trends in Information Technology</p> <p>4.1 Introduction to Systems, Applications & Products in Data Processing (SAP)</p> <p>4.2 Introduction to Machine Learning and Artificial Intelligence</p> <p>4.3 Introduction to Python and some basic program</p>	10

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Microsoft Office (Basics of Word and Excel)
2	3	Basics of Data Base Management
3	4	Introduction to Machine Learning

Online Resources:

<https://nptel.ac.in/courses/106/106/106106220/>

<https://www.mooc-list.com/course/machine-learning-clustering-retrieval-coursera>

<https://www.mooc-list.com/course/microsoft-office-fundamentals-outlook-word-and-excel-edx>

Reference Books

- 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
- PC Software Made Simple-R.K.Taxali
- Office 2013 complete reference – Stephen L.Nelson
- Quick course in Micro-soft office – Joyce Cox, Polly Orban
- Mastering Office 2013 – GimiCouster
- Information Technology for Management, 6TH ED (With CD)
- By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)
- Microsoft Office Professional 2013 Step by Step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
- Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)

Foundation Course – I (Indian Society and State: Contemporary Issues)

UC-FMS-105

Learning Outcomes:

- Enhanced understanding of current challenges and issues of Indian society.
- A sensitized approach towards social problems plaguing Indian society ability to address the same.
- Increased awareness towards environmental issues.

Course Code: UC- FMS -105

Unit	Content	No. of Lectures
I	<p align="center">Indian Society – Diversity</p> <p>1.1. Concept of diversity and multiculturalism.</p> <p>1.2 Understand India’s social, cultural and regional diversity: ethnicity, religion, language.</p> <p>1.3. State policy, social acceptance and roadblocks towards appreciation and promotion of diversity.</p>	11
II	<p align="center">Indian Constitution and Human Rights</p> <p>2.1. Philosophy , Features and Structure of the Constitution</p> <p>2.2. Fundamental Rights and Fundamental Duties.</p> <p>2.3. Human rights and day to day life.</p>	12
III	<p align="center">Concept of Disparity</p> <p>3.1. Issues in gender inequality.</p> <p>3.2. Understand the issues of people with physical and mental disabilities.</p> <p>3.3. Social issues and disabilities.</p>	11
IV	<p align="center">Environmental Management</p> <p>4.1. Meaning and relevance.</p> <p>4.2. Sustainable development: Meaning, concept and components.</p> <p>4.3 Environmental movements in India: Case studies</p>	11

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Cultural diversity
	2	Universal Declaration of Human Rights
	3	Gender differences and gender roles

4	Environmental Balance Sheet
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Online Resources

http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrXFRVFI1Z3FwMDhobVIBMkZsYnFHZkh6OWFxcWo4VVAYUnJ1Nnhvcg15
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg/53
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrXFRVFI1Z3FwMDhobVIBMkZsYURIMXB0bFBSZmEzRFpjL2lsN3VocA
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/241

Reference Books

- Ahuja Ram (2014), *Social Problems in India*, Jaipur:Rawat Publication.
- Bennet, C.J. (1980), “The Morphology of Language Boundaries: Indo-Aryan and Dravidian in peninsular India”, *Journal of Borderland Studies*, Issue 3, Vol.16, Taylor and Francis.
- Chandra Bipan (1984), *Communalism in Modern India*, Delhi: Vikas Publishing House.
- Chatterjee Sushma (2000) *Indian Women from Darkness to Light*, Calcutta: Parumita Publications.
- Desai, A.R. (1959), *Social Background of Indian Nationalism*, Bombay: Popular Prakashan.
- Deshta Sunil, Kashyap Sunita (2014), *Fundamental Duties of Citizens*. Delhi: Regal Publications.
- Dubey S.C. (2018), ‘*Indian Society*’, National Book Trust.
- Furer Christoph Von-Haimendorf (1992), *Tribes of India The Struggle for Survival*, Berkely: University of California Press.
- Ganesh, Kamala, Thakkar (2005), “*Culture and the making of Identity in contemporary India*” Usha, Sage Publication, New Delhi,
- Harvey Carol P and Allard June M (2005), *Understanding and managing Diversity Readings Cases, and Exercises*; New Delhi: Prentice Hall of India.
- Joshi PC (1989), *Culture Communication and Social Change*, New Delhi: Vikas Publishing House.
- Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.

- Pattanaik Bikram K (2006), *Social and Human Well Being Selected Perspectives*; Ambala: The Associated Press.
- Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association , Deep and Deep Publications.
- Suresh Jayshree, Raghavan, B.S (2003), *Human Values and Professional Ethics*. New Delhi: S Chand

Management Foundation - UC-FMS-106

Learning Outcomes

- It will make students better future managers and leaders.
- It will help students to improve their decision-making skills.
- It will create awareness amongst students about the complexities of the business and enable them to better tackle the issues and challenges of the organization .
- Students will be able to design better organizational structure, policies, processes and procedures in order to achieve the organizational objectives.
- Students will not only understand the essentials of management and functioning of the organization but will be also able to judge the needs, wants and motivation levels of their human resources, which will help them to align individual interest with the organizational requirement

Course Code: UC-FMS-106

SR.No	Modules/ Units	No. of Lectures
I	Nature of Management 1.1 Concept and significance of management 1.2 Role and skills of manager 1.3 Levels of management 1.4 Concept of POSDCORB 1.5 Henry Mintzberg Managerial roles 1.6 Evolution of management thoughts-contribution of F.W. Taylor, Henry Fayol 1.7 Contingency approach 1.8 Modern management theory -Peter Drucker.	15
II	Planning and decision making 2.1 Planning – meaning and importance 2.2 Elements of a plan	15

	2.3 Process of planning 2.4 Limitations of Planning 2.5 MBO, MBE, OGSM model 2.6 Decision making – meaning and importance 2.7 Process of decision making 2.8 Technique of decision making.	
III	Organizing and Staffing 3.1 Meaning and concepts of organizing 3.2 Structure of an organization (formal and informal, line and staff and matrix) 3.3. Advantages and limitations of organizing 3.4 Meaning of departmentation 3.5 Basis and significance of departmentation 3.6 Span of control: Meaning and theory 3.7 Factors affecting span of control 3.8 Centralization v/s decentralization 3.9 Delegation: Authority and responsibility relationship 3.10 Staffing: Importance 3.11 Sources of recruitment 3.12 Selection process	15
IV	Directing, leadership, co-ordination and controlling 4.1 Directing: Meaning of Directing 4.2 Process of directing 4.3 Meaning of Leadership 4.4 Styles of Leadership 4.5 Qualities of a good leader 4.6 Meaning and significance of motivation 4.7 Motivators 4.8 Co-ordination: Concept and importance 4.9 Controlling: Meaning 4.10 Process of Controlling 4.11 Techniques of Controlling	15

Self -Learning topics (Unit wise)

SR No	Unit	Topics
1	1.1	Concept and significance of management
2	1.6	Evolution of management thoughts-contribution of F.W.Taylor, Henry Fayol

3	2.1	Planning – meaning and importance
4	3.1	Meaning and concepts of organizing
5	4.3	Meaning of Leadership
6	4.5	Qualities of a good leader

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384 – (Select Evolution Theory and Elements of Management from drop down menu)
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384 (Select Elements of Planning from drop down menu)
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384 – (Select Organising Concept from drop down menu)
https://nptel.ac.in/courses/122/105/122105021/ (Introduction to Leadership)
https://nptel.ac.in/courses/122/108/122108038/ (Coordination)

Reference Books:

- Principles and Practice of Management – L.M.Prasad , Sultan Chand and Sons
- Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
- Essentials of Management –Harold Koontz and Heinz Welhrich Tata Mc Grew Hill Publishing Company Limited , New Delhi
- Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications

Micro Economics- UC-FMS-107

Learning Outcome

- It will enable students to study how demand and supply works at the micro level
- It will enable them to understand what are the various costs of production and revenues
- Students will be able to understand markets and their equilibrium
- It will enable students to understand how prices are determined

UC-FMS-107

Unit	Content	No. of Lectures
I	Introduction to Micro-Economics 1.1 Scope and importance of business 1.2 Basic tools: Opportunity Cost Principle, Incremental and Marginal concepts, Present and Future value, production possibility curve. Basic Economic Relations functional relations use of Marginal Analysis in decision making. 1.3 Difference Between Micro and Macroeconomics	15
II	Demand and Supply Analysis 2.1 Demand function: Meaning, significance determinants types. Variation and change in demand. Measurement of elasticity of demand (price elasticity, income, cross and promotional) Uses of elasticity. Relationship between elasticity of demand and revenue concepts. Consumer surplus 2.2 Supply function Meaning, significance determinants types. Variation and change in supply. Producer Surplus. 2.2 Demand Estimation and forecasting Meaning and Significance methods of demand estimation survey and statistics method (only theory) 2.3 Case Studies and numerical on Elasticity.	15
III	Production decisions, Cost of Production and Revenue 3.1 Production Function: Meaning, types a. Short Run Analysis with law of Variable Proportions. b. Isoquants, ridge lines and least cost combination of inputs. c. Long Run Production Function: Law of Returns to scale expansion path. Economics and Diseconomies of scale. Economics of scope. 3.2 Cost Concepts Accounting and economics cost, implicit and explicit cost, fixed and variable cost. Total, average and marginal cost. Cost output relationship in the short run and long run. LAC and learning curve. Break Even Analysis 3.3 Revenue concepts: Types Average, marginal and total revenue (under perfect and imperfect competition) 3.4 Profit concepts Supernormal, Normal, loss. 3.5 Numericals on output, cost, revenue and profit	15

IV	Market Structure: Short run and Long equilibrium of a complete line firm and of industry	15
	<p>4.1 Monopoly Short run and long equilibrium of the firm. Price Discrimination. Dumping (only theory)</p> <p>4.2 Monopolistic competition Equilibrium of the firm in short run and long run, role of advertisement</p> <p>4.3 Oligopoly Features, collusive and Non collusive Oligopoly. Price rigidity, kinked demand curve, cartel and price leadership models.</p> <p>4.4 Perfect Competition Equilibrium of the firm in short run and long run</p>	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.3	Difference between Micro and Macro Economics
2	3.2	Break even analysis

Online resources

https://nptel.ac.in/courses/110/105/110105075/
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/720
https://nptel.ac.in/courses/110/105/110105075/

Reference Books

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirchey .M., Managerial Economics, Thomson South western (2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)

- Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint) • Samuelson & Nordhaus.: Economics (Tata McGraw Hills, New Delhi, 2002)
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)

Part 4 – The Scheme of Teaching and Examination

Semester – II Summary

Sr. No.	Choice Based Credit System	Subject Code	Subject Names
1	Core Course (Management Studies)	UC-FMS-206, US-FMS-207	Business Environment Macro Economics
2	Elective Courses	UC-FMS-201 UC-FMS-202 UC-FMS-203	Fundamentals of Business Business Law- II Business Statistics- II
3	Ability Enhancement Courses (AEC)	US-FMS-204	Business Communication
4	Skill Enhancement Courses (SEC)	US-FMS-205	Foundation Course – II (Human Personality and Society)

First Year Semester II Internal and External Detailed Scheme

Sr. No .	Subject Code	Subject Title	Periods Per Week						Credits	S.L.E	Internals				Total Marks
			Units	S.L.	L	T	P	CT			AP	TA	SEE		
1	UC-FMS-201	Fundamentals of Business	4	20%	4	0	0	3	10	15	5	10	60	100	
2	UC-FMS-202	Business Law II	4	20%	4	0	0	3	10	15	5	10	60	100	
3	UC-FMS-203	Business Statistics -II	4	20%	4	0	0	3	10	15	5	10	60	100	
4	UC-FMS-204	Business Communication	4	20%	4	0	0	3	10	15	5	10	60	100	
5	UC-FMS-205	Foundation Course - II (Human Personality and Society)	4	20%	3	0	0	2	10	15	5	10	60	100	
6	UC-FMS-206	Business Environment	4	20%	4	0	0	3	10	15	5	10	60	100	
7	UC-FMS-207	Macro Economics	4	20%	4	0	0	3	10	15	5	10	60	100	
Total Hours /Credit									20		Total Marks				700

SL: Self Learning , L: Lecture , T: Tutorials, SLE – Self Learning evaluation , CT – Commutative Test , AP – Active Participation , SEE – Semester End Examination , TA – Teacher Assessment

First Year Semester – II Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lect ures	Total No. of lectures	Cre dit	Total Marks
1	UC-FMS-201	I	Introduction to marketing	15	60	3	100 (60+40)
		II	Overview of financial system	15			
		III	Introduction to Human resource Management	15			
		IV	Entrepreneurship	15			
2	UC-FMS-202	I	The Indian Contract Act 1872,(Special Contract) (Part I)	15	60	3	100 (60+40)
		II	The Indian Contract Act 1872(Special Contract) (Part II)	15			
		III	Laws related to compensation management	15			
		IV	The Sale of Goods Act,1930	15			
3	UC-FMS-203	I	Time Series and Index Numbers	15	60	3	100 (60+40)
		II	Probability and Probability Distributions	15			
		III	Normal Distribution and Hypothesis Testing	15			
		IV	Decision Theory	15			
4	UC-FMS-204	I	Theory of Communication	15	60	3	100 (60+40)
		II	Corporate grooming and Etiquettes	15			
		III	Personality Enhancement	15			
		IV	Business Writing and language	15			

5	UC-FMS-205	I	Understanding Human Personality	11	45	2	100 (60+40)
		II	Introduction to Group Behaviour	11			
		III	Conflict of motives and Stress Management	12			
		IV	Organization Culture and Motivation	11			
6	UC-FMS-206	I	Introduction to Business Environment	15	60	3	100 (60+40)
		II	Political and Legal Environment	15			
		III	Social and Cultural Environment, Technological environment and Competitive Environment	15			
		IV	International Environment	15			
7	UC-FMS-207	I	Macroeconomics: Meaning, Scope and Importance	15	60	3	100 (60+40)
		II	Money Inflation and Monetary Policy	15			
		III	Constituents of Fiscal Policy	15			
		IV	Open Economy: Theory and Issues of International Trade	15			
			Total			20	700

- **Lecture Duration – 48 Minutes**
- **For Subjects other than Foundation Course**
(60 Lectures equivalent to 48 hours)
One Credit =16 hours
- **For the subject of Foundation Course**
(45 lectures equivalent to 36 hours)
One credit = 18 hours

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation CT-Commutative Test, SEE- Semester End Examination , TA- Teacher Assessment

Fundamentals of Business - UC-FMS-201

Learning Outcomes:

- Students will get an overview on the managerial and entrepreneurial concepts which will be helpful for them in the future
- The program seeks to develop in students the competencies and attitude in playing the various roles in the business world
- Students will get a clarity to take the specialization subject in the next semester as per their area of interest

Course Code : UC-FMS-201

Sr. No.	Modules/units	No. of Lectures
I	Introduction to marketing 1.1 Introduction to marketing: definition 1.2 Features, advantages and scope of marketing 1.3 4P's and 7P's of Marketing 1.4 Marketing vs selling 1.5 Latest trends in marketing: E-marketing, M-marketing, social media marketing, societal and relationship marketing	15
II	Overview of financial system 2.1 Introduction of financial system 2.2 Overview and functions of financial system 2.3 Evolution of financial systems 2.4 Structure of Indian financial system 2.5 Financial Sectors reforms in India	15
III	Introduction to Human resource management 3.1 Role and functions of Human resource management 3.2 HRIS 3.3 Latest trends in HRM 3.4 Changing environment of HRM- globalization, cultural	15

	<p>environment, technological advances, workforce diversity, corporate downsizing, changing skill requirement</p> <p>3.5 Work life balance</p> <p>3.6 Training: Concept and Process</p>	
IV	<p>Entrepreneurship</p> <p>4.1 Concepts and importance of Entrepreneurship</p> <p>4.2 Factors contributing to growth of Entrepreneurship</p> <p>4.3 Entrepreneur and intrapreneur</p> <p>4.4 Qualities and skills of an Entrepreneur</p> <p>4.5 Entrepreneurship as a career option</p> <p>4.6 Development of business Entrepreneurship</p> <p>4.7 Entrepreneurship and economic development</p> <p>4.8 Entrepreneurial ecosystem- Introduction to concepts - bootstrapping, Venture capitalists, Angel investors, crowd funding, incubation center.</p>	15

Self learning topics (Unit wise)

Sr No.	Unit	Particulars
1	1	Introduction to marketing: definition
2	2	Overview and functions of financial system
3	3	Role and functions of Human resource management
4	4	Qualities and skills of an Entrepreneur

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389

(Select Concept, Significance and nature of business environment from drop down menu)

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/199 (select fundamentals of Entrepreneur and fundamentals of Entrepreneurship from drop down menu)

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/221 (Select Introduction to Marketing from drop down menu)

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/240 (Select Meaning, Importance and Role of HRM in Business and important functions)

<https://nptel.ac.in/courses/110/105/110105121/> (Select Introduction to Financial System from drop down menu)

Reference Books

- Kotler, P., Armstrong, G., Agnihotri, P. Y., Haq, ul Ehsan: Principles of Marketing: A South Asian Perspective, Pearson, [Chapter 2,3,9] Kotler, P. & Keller, K. L.: Marketing Management, Pearson. – [Chapter 1,23].
- Financial Management: Text Problem and Cases, M.Y. Khan & P.K. Jain, 8th ed., Tata McGraw Hill Publishing Co. Ltd.
- Financial Management: Theory, Concepts and Problems with excel applications and case studies, 6th revised edition Dr. R. S. Rustagi, Taxmann.
- Fundamentals of Financial Management: with Excel application supplement, Surender Singh and Rajeev Kaur, Mayur Paperbacks.
- Dessler Gary, Warkkey Biju- Human Resource Management, Pearson.
- Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons.
- Chhabra T.N-Human Resource Management Concept & Issues, Dhanpat Rai and company.
- 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

Business Law II - UC-FMS-202

Learning Outcomes.

- Role of law in economic, political and social context
- Understand the legal and fiscal structure of different forms of business organizations and their responsibilities as employer
- Relevance of law to individuals, business and organization

Course Code: UC-FMS-202

Unit	Content	No. of Lectures
I	<p style="text-align: center;">The Indian Contract Act ,1872(Special Contract) (Part I)</p> <p>1.1 Definitions of Contract of Indemnity, Object, Essentials, Rights of Indemnity Holder</p> <p>1.2 Definitions of Contract of Guarantee Essentials, Difference between Contract of indemnity and Contract of Guarantee, Kinds Guarantee, Revocation of Continuing Guarantee, Circumstances under which surety is not discharged, Rights of Surety</p>	15
II	<p style="text-align: center;">The Indian Contract Act ,1872(Special Contract) (Part II)</p> <p>2.1 Contract of Bailment, Essentials of Bailment, Types of Bailment, Rights of Bailor, Duties Bailor, Rights of Bailee, Duties of Bailee, Lien, Pledge,</p> <p>2.2 Contract of Agency, Method of Creating an Agency, Rules Governing Ratification, Relationships between principal agent and sub-agent, Rights of an agent, Personal Liability of an Agent, Termination of Agency</p>	15
III	<p style="text-align: center;">Laws Related to Compensation Management</p> <p>3.1 Workmen Compensation Act 1923: Introduction: The doctrine of assumed risk, the doctrine of common employment, the doctrine of contributory negligence definitions, employer's liability compensation Rules as to compensation</p> <p>3.2 Payment of Bonus Act,1965: Definition, objectives of the act, power of exemption, determination of bonus, inspector, penalties & offences</p> <p>3.3 Payment of Gratuity Act,1972: Definition, objectives of the act, payment of gratuity, forfeiture of gratuity, nominations, determination of amount of gratuity, inspector, obligation of rights of employer and employee</p>	15

IV	Sale of Goods Act ,1930	15
	4.1 Introduction, Definitions, Formalities of the Contract of Sale, Distinction between ‘Sale’ and ‘Agreement of Sell’, Distinction between ‘Sale and Hire-Purchase Agreement’.	
	4.2 Conditions and Warranties	
	4.3 Transfer of Property as between the Seller and the Buyer	
	4.4 Rights of an Unpaid Seller	
	4.5 Auction Sale	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Indemnity and Guarantee
2	2	Bailment and Pledge
2	4	Condition and Warranties, Unpaid Seller Rights

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/201

Reference Books

- Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd
- Labour and Industrial Laws, S.N Misra, Central Law Publication
- Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition
- Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd
- Industrial Law, Mr. N.D. Kapoor, Sultan Chand
- Employee’s Provident Fund, Chopra D.S, Labour Law Agency
- Industrial Law, Mr. P.L. Mallick, Sultan Chand • Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall
- Indian Contract Act, Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons

Business Statistics- II UC – FMS-203

Learning Outcome :

- It will enable students to apply quantitative techniques to research, finance and several other fields
- Students will be able to predict future variables using the past
- Students will be able to make assumptions about relationship between variables and prove them

Course Code: UC – FMS-203

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Time Series and Index Numbers</p> <p>1.1 Time Series: Moving average method, Fitting a straight line method. 1.2 Index numbers: Simple (unweighted), aggregate method, weighted aggregate method, Simple average of price relatives, chain base index numbers, base shifting, splicing and deflating, cost of living index number</p>	15
II	<p style="text-align: center;">Probability and Probability Distributions</p> <p>2.1 Introduction to Permutations & Combinations 2.2 Probability: Concept of sample space, concept of event, definition of probability, addition and multiplication laws, conditional probability, Baye's theorem, Expectation & Variance 2.3 Binomial distribution</p>	15
III	<p style="text-align: center;">Normal distribution and Hypothesis testing</p> <p>3.1 Normal Distribution 3.2 Hypothesis testing: Define Population and sample mean & variance, level of significance, test statistic, p value and statistical significance, Errors in testing, test statistic, p-value, statistical significance, Z-test - One and two tailed, Student's t- test.</p>	15
IV	<p style="text-align: center;">Decision theory</p> <p>4.1 Decision Environments – Risk & Uncertainty. Payoff Table, Regret Table 4.2 Decision Making under Uncertainty, Maximin & Maximax Criteria, Minimax Regret Criterion , Laplace Criterion , Hurwicz Criterion 4.3 Expected Monetary Value Criterion. Expected Value of Perfect Information (E.V.P.I), Expected Opportunity Loss (E.O.L) 4.4 Decision Trees</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1.1	Time series
2	2.1	Permutations and Combinations

Online Resources

https://nptel.ac.in/courses/111/102/111102111/
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/234

Reference Books

- 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.

Business Communication UC – FMS-204

Learning Outcomes

- Enhance listening, speaking, reading and writing skills to meet the challenges in the business environment
- Understand the importance of communication methods and channels in order to successfully use them in professional settings
- Understand and demonstrate the use of basic and advanced writing techniques
- Confidently participate in meetings, conferences, interviews and group discussions

Course Code: UC – FMS-204

Sr. No.	Modules/Units	No. of Lectures
1.	<p>Theory of communication</p> <p>1.1. Concept of Communication: meaning, definition, objectives, process, emergence and impact of technological advancements on communication</p> <p>1.2. Channels of Communication: formal and informal, vertical, horizontal, diagonal, grapevine</p> <p>1.3. Methods and Modes of Communication: verbal and non- verbal</p> <p>1.4. Barriers to Communication: physical barriers, language barriers, socio-cultural barriers, psychological barriers</p> <p>1.5. Listening: importance of listening skills, cultivating good listening skills</p>	15
2	<p>Corporate grooming and Etiquettes</p> <p>2.1 Self-Management and Personality Development</p> <p>2.2 Presentation: Principals of Effective Presentation, Effective use of various audio-visual aids</p> <p>2.3 Interviews: Group Discussion, Types of Interviews, Preparing for an Interview</p> <p>2.4 Meetings and Conferences: Need and Importance of Meetings and Conferences, Role of Chairperson and Participants, Drafting of Notice, Agenda and Resolutions</p> <p>2.5 Corporate Etiquette: Dining etiquette, Telephone etiquette, Office etiquette, Meeting etiquette, Business card etiquette</p>	15
3.	<p>Personality Enhancement</p> <p>3.1 The Art of Public Speaking: Overcoming Stage Fear</p> <p>3.2 Voice Modulation</p> <p>3.3 Personality Grooming: Personal Branding – Importance, Strategies, Steps to build powerful personal brand</p>	15

	3.4 First Impression – Power of Personal Appearance 3.5 Vocabulary Enhancement	
4.	Business writing and Language 4.1 Theory of Business Letter Writing: Parts, Structure, Layout of Letters- (Full block, Modified Block, Semi- Modified Block) 4.2 Resume Writing and Job Application Letter 4.3 Personnel Correspondence: Statement of Purpose, Letter of Acceptance of Job-offer, Letter of Resignation, Letter of Appreciation, Letter under Right to Information Act (RTI) 4.4 Reports: Parts, Types, Feasibility report, Investigative report 4.5 Summarization: Identification of main and supporting sub points, Presenting these in a cohesive manner 4.6 Email Writing 4.7 Business Proposal	15

Self-Learning topics (Unit wise):

Sub- unit	Topic
1.1	Impact of technological advancements on communication
4.5	Summarization: identification of main and supporting sub points, presenting these in a cohesive manner
4.7	Business Proposal

Online Resources

https://files.eric.ed.gov/fulltext/ED557272.pdf
https://2020science.org/2009/04/07/communication-science-and-technology-in-a-connected-world/
https://nptel.ac.in/content/storage2/courses/121106007/Assignments/Assignment%201.pdf
http://www.laspositascollege.edu/raw/summaries.php
https://www.youtube.com/watch?v=-zgKOguRrRs
https://youtu.be/mozVzcNZMG0

Reference Books

- Modern Business correspondence by Grlside,LE,McDonald and Evans Ltd,Plymouth,1980
- The Art of Interview by James Storey,Create Space Publishing, 2016
- Business Communication by Ramesh Tiwari,Pointer Publication, Jaipur,2006
- “What is public relations?” by Roos,Dave,SAGE,New York ,2014
- Effective Communication Made Simple by Eyre,E.C,Rupa and Co.,Calcutta-1985
- Making Meetings work by Barkar,Alan, Sterling Publications Pvt Ltd,New Delhi,1993
- Excellence in Public Relations and communications management edited by James E Grunig,Lawrence Erlbaum Associates Hillsdale,NJ1992
- How to Interview and be interviewed by Brown,Michele and Gyles Branderth,Sheldon Press London 1994
- Business Communication II by Mukhta M Jacob, Chippy S Bobby,Shefali Naranje,Himalaya Publishing House,2008
- Effective Academic Writing bySavage,Alice,Oxford OUP,2005
- Communication in Organization by Fisher,Dalmar,Jaico Publishing House,Delhi 1999
- The Essence of Effective Communication by Ludlaw,Ron,Prentice,New Delhi,1995
- The Right Way to conduct Meetings, conferences and Discussions by HM Taylor and AG Mears,Elliot Right Way Books,1994

Foundation Course - II (Human Personality and Society) - UC-FMS – 205

Learning outcomes:

- The subject will enable the students to appreciate the importance of understanding self and group behaviour.
- Students will understand the importance of team and how team building contributes to the success of the organization.
- Leadership qualities and motivating factors relevant to human beings will be understood well.

Course Code: UC-FMS – 205

Unit	Content	No. of Lectures
I	Understanding Human Personality 1.1. Meaning and types of personality. 1.2. Agents of socialization: Family, school, peers, reference group, media and nation. 1.3. Thinking styles and theories of learning and factors influencing individual perception.	11
II	Introduction to group behavior 2.1. Group dynamics – types and group behavior model. 2.2. Team building – types and features 3.3. Leadership – styles of leadership and qualities of a good leader.	11
III	Conflict of motives and stress management 3.1 Conflict of motives: Types, causes and effects. 3.2 Resolution of conflict and conflict management 3.3 Understanding and managing stress: Types, causes, effects and coping mechanisms.	12

IV	Organizational culture and motivation	11
	4.1. Organizational culture: characteristics, types, functions.	
	4.2. Ways of creating and maintaining effective organizational culture.	
	4.3. Concept and theories of motivation.	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Understanding Self and self-image
2	2	Effective Group Communication
3	3	Reaction to Stress
3	4	Barriers of organizational culture: Issues in health and hygiene

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/229
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkvwY2tSTEVURytPMjhzUnpFUUpnY3ArNQ
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkvwY200NXILT0lhT29zUm12Y1Nma3NIVg
https://nptel.ac.in/courses/121/105/121105009
https://freevideolectures.com/course/4807/nptel-stress-
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384

Reference Books

- Bhatnagar, Mamta and Bhatnagar, Nitin.(2011). Effective Communication and Soft Skills. New Delhi, Pearson India.
- K. Aswathappa, Organisational behaviour, Himalaya Publishing House.
- Koontz, Harold, Essentials of Management, Tata McGraw-Hill.
- Robbins, Stephen T. Robbins, Timothy A. Judge, Hasahm, Elham S. Organisational Behaviour, Prentice Hall.
- Suresh Jayshree, Raghavan, B.S. (2003), Human Values and Professional Ethics, New Delhi: S Chand.
- John W. Newstrom and Keith Davis, Organisational Behaviour, Tata McGraw-Hill

Business Environment - UC – FMS- 206

Learning Outcome :

- Students will know the concept of business environment and factors influencing the environment
- Students will have a fair understanding of the Business
- Students will get to learn the latest trends in the Business

Course Code: UC – FMS- 206

Sr. No	Modules/units	No. of Lectures
I	<p style="text-align: center;">Introduction to Business Environment</p> <p>1.1 Business: Meaning and Definition</p> <p>1.2 Nature and Scope of Business</p> <p>1.3 Types of Business Organizations</p> <p>1.4 Business Environment: Meaning, Characteristics, Scope and Significance</p> <p>1.5 Components of Business Environment - Micro and Macro Environment: Definition, Differentiation</p> <p>1.6 Analysis of Business Environment, SWOT Analysis.</p> <p>1.7 Introduction to Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity</p> <p>1.8 External Environment: Micro Environment Firm, customers, suppliers, distributors, Competitors, Society</p> <p>1.9 Introduction to Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)</p> <p>1.10 Environment analysis: Importance and Factors</p> <p>1.11 PESTEL and SWOC analysis</p> <p>1.12 Latest Trends in Business- Big data, Data analytics, Introduction to Industry 4.0, VUCA</p>	15
II	<p style="text-align: center;">Political and Legal Environment</p> <p>2.1 Political Institutions: Legislature, Executive, Judiciary Role of government in Business Legal framework in India</p> <p>2.2 Economic environment: economic system and economic policies</p> <p>2.3 Concept of Capitalism, Socialism and Mixed Economy</p>	15

	2.4 Impact of business on Private sector, Public sector and Joint sector 2.5 Sun-rise sectors of India Economy. Challenges of Indian economy.	
III	<p align="center">Social and Cultural Environment, Technological environment and Competitive Environment</p> <p>3.1 Social and Cultural Environment: Nature, Impact of foreign culture on Business, Traditional Values and its Impact,</p> <p>3.2 Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business</p> <p>3.3 Technological environment: Features, impact of technology on Business</p> <p>3.4 Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies</p>	15
IV	<p align="center">International Environment</p> <p>4.1 GATT/ WTO: Overview on GATT</p> <p>4.2 Functions of WTO, Pros and Cons of WTO , TRIPS & TRIMS and other agreements</p> <p>4.3 Globalization: Meaning, Nature and stages of Globalization, features of Globalization,</p> <p>4.4 Foreign Market entry strategies, LPG model</p> <p>4.5 MNCs: Definition, meaning, merits, demerits, MNCs in India</p> <p>4.6 FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India,</p> <p>4.7 Challenges faced by International Business and Investment Opportunities for Indian Industry</p>	15

Self learning topics (Unit wise)

SR No.	Unit No.	Particulars
1	1.1	Functions of business
2	2.3	Concept of Capitalism, Socialism and Mixed Economy
3	3.2	Social Audit and Social responsibility
4	4.4	LPG model
5	4.5	MNCs: Definition, meaning, merits, demerits

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389 Select Concept, Significance and nature of business environment from drop down menu)
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https://nptel.ac.in/courses/110/107/110107145/ Unit 3 – LPG Framework
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https://nptel.ac.in/courses/110/105/110105081/

Reference Books

- Morrison J, The International Business Environment, Palgrave
- Francis Cherunilam, Business Environment-Himalaya Publishing House, New Delhi
- K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi
- MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi
- Business Environment Raj Aggarwal Excel Books, Delhi
- Strategic Planning for Corporate Ramaswamy V McMillan, New Delhi
- Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers.
- Economic Environment of Business - M. Adhikary, Sultan Chand & Sons.

Macroeconomics – UC – FMS - 207

Learning Outcome

Students will learn how the economy functions, how trade with the rest of the World affects the Country, different macro economic models of different economists and how they apply to the real World and the role played by the Government and Central Banks in stabilizing the economy under different conditions.

Course Code: UC – FMS - 207

Unit	Content	No. of Lectures
I	<p style="text-align: center;">Macroeconomics: Meaning, Scope and Importance</p> <p>1.1 Circular Flow of Aggregate Income and Expenditure: closed and open economy models</p> <p>1.2 The Measurement of National Product: meaning and importance – conventional and Green GNP and NNP concepts- relationship between national income and economic welfare</p> <p>1.3 Short Run Economic Fluctuations- features and phases of trade cycles</p> <p>1.4 The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply-Consumption Function – Investment Function – effects of investment multiplier on changes in income and output</p>	15
II	<p style="text-align: center;">Money, Inflation and Monetary Policy</p> <p>2.1 Money Supply: Determinants of money supply- factors influencing Velocity of Circulation of money</p> <p>2.2 Demand for Money: Classical and Keynesian approaches and Keynes’ liquidity theory of interest</p> <p>2.3 Money and prices: Quantity theory of money- Fisher’s equation of exchange- Cambridge cash balance approach</p> <p>2.4 Inflation: Demand Pull inflation and Cost push inflation- Effects of inflation – Nature of inflation in a developing economy</p> <p>2.5 Monetary Policy: meaning, objectives, instruments, Inflation Targeting</p>	15
III	<p style="text-align: center;">Constituents of Fiscal Policy</p> <p>3.1 Role of a Government to provide public goods- principles of Sound and Functional Finance</p> <p>3.2 Fiscal Policy: meaning, objectives – Contracyclical and Discretionary Fiscal Policy</p> <p>3.3 Instruments of Fiscal Policy: canons of taxation – factors influencing incidence of taxation – effects of taxation. Significance of public expenditure. Public Debt and Fiscal solvency, Burden of debt finance</p> <p>3.4 Union Budget – Structure – Deficit concepts – FRBM Act</p>	15

IV	Open Economy: Theory and Issues of International Trade	15
	<p>4.1 The basis of International Trade: Ricardo’s Theory of Comparative Cost Advantage, - terms of trade – meaning and types- factors determining terms of trade- Gains from trade – Free trade versus Protectionism</p> <p>4.2 Foreign Investments: FDI and FPI, their comparison, merits and demerits of FDI – Globalization and Role of Multinational Corporations, Transnational corporation</p> <p>4.3 Balance of Payments – structure – types of disequilibrium – measures to correct disequilibrium in BOP</p> <p>4.4 Foreign Exchange and Foreign Exchange Markets: Spot and Forward rate of exchange -Hedging, Speculation, Arbitrage – Fixed and Flexible exchange rates – Managed Float exchange rate system</p> <p>4.5 International Organization and Global Environment: Trading blocks , WTO, GATT</p>	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2.4	Inflation
2	4.2	Globalization

Online Resources

<https://nptel.ac.in/courses/109/104/109104073/#>

<https://nptel.ac.in/noc/courses/noc15/SEM1/noc15-hs08/>

Reference Books

- 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)

Dr Rita Khatri

Chairperson – BOS (Commerce and Management)