

# **HSNC University Mumbai**

**(Established by Government of Maharashtra vide notification dated 30<sup>th</sup>  
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 2023-24**



## Board of Studies in the Subject of Banking, Insurance and Financial Markets

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

- a) **Dr. Tasneem Razmi, Chairperson**, Assistant Professor- Accounting and Finance, HR College, HSNC University Churchgate, Mumbai – 400 020. Email ID- [tasneemrazmi@gmail.com](mailto:tasneemrazmi@gmail.com) Mobile no- 9820478500
- b) **Dr. Ritika Pathak, Co- Chairperson**, Assistant Professor and Head- Department of BAF/BBI/BFM/BMS, KC College, HSNC University Churchgate, Mumbai –400 020. Email ID- [ritika.pathak@kccollege.edu.in](mailto:ritika.pathak@kccollege.edu.in), Mobile no-9819690065.

### 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. **Ms. Bharti Jethani**, Assistant Professor- HR College, HSNC University, Churchgate, Mumbai –400 020 Email ID- [bharti\\_jethani06@yahoo.co.in](mailto:bharti_jethani06@yahoo.co.in), Mobile No- 9665403944
- b. **Dr. Riya Nathani**, Assistant Professor- KC College, HSNC University Churchgate, Mumbai – 400 020. Email ID [riya.nathani@kccollege.edu.in](mailto:riya.nathani@kccollege.edu.in), Mobile No-8698908583
- c. **Ms. Sneha Singh**, Assistant Professor- KC College, HSNC University Churchgate, Mumbai – 400 020. Email ID [Sneha.singh@kccollege.edu.in](mailto:Sneha.singh@kccollege.edu.in), Mobile No-9004004767
- d. **Mr. Vicky Karnani**, Assistant Professor-HR College, HSNC University, Email Id: [Vicky.karnani@hrcollege.edu.in](mailto:Vicky.karnani@hrcollege.edu.in), Mobile No- 9820289580
- e. **Ms Bhakti Mulchandani**, Assistant Professor-HR College, HSNC University, Email Id: [bhakti.mulchandani@hrcollege.edu.in](mailto:bhakti.mulchandani@hrcollege.edu.in), Mobile No- 9552447447
- f. **Mr. Rahul Mishra** Assistant Professor-HR College, HSNC University, Churchgate, Mumbai –400 020, Email Id: [rahul.mishra@hrcollege.edu](mailto:rahul.mishra@hrcollege.edu) , Mobile No. 8108588601

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

a) **Prof. Sundar Ram Korivi**, Professor, Senior Consultant, NIFM, Email ID- [sundfina9@gmail.com](mailto:sundfina9@gmail.com), Mobile No- 9987296128

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

a) **Mr. Kunal Rambhia**, Fund Manager, The Streets, Mumbai, Email ID – [kunal@thestreets.co.in](mailto:kunal@thestreets.co.in) Mobile no-9820368847

b) **Mr. Tushar Desai**, Ex MD Goldman Sachs, Email ID- [tushardesai31@gmail.com](mailto:tushardesai31@gmail.com), Mobile No- 9902173030

c) **Mr. Bhavin Doshi**, Email ID- [bhavin.doshi@sharekhan.com](mailto:bhavin.doshi@sharekhan.com) Mobile No- 9870974813

**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) **Mr. Pasan Chokshi**, AVP- Trading, Ujjivan Small Finance Bank Ltd. Email - [pasanchoksi@gmail.com](mailto:pasanchoksi@gmail.com) Mobile no- 92207 27759

b) **Ms Mohini Mahadevia**, Proprietor, Soulfm financial planners, Email ID- [mohinimahadevia@gmail.com](mailto:mohinimahadevia@gmail.com) , Mobile no- 983314032

c) **Ms. Shweta Anchan**, Senior Team Member, JPMorgan Chase & Co, Email ID: [shwetaanchan2811@gmail.com](mailto:shwetaanchan2811@gmail.com), Mobile No- 8452805085



HSNC University  
Mumbai  
(2020-2021)

Ordinances and Regulations  
With Respect to

Choice Based Credit System (CBCS)

for the Programmes  
under

**The Faculty of Commerce & Management**

for the Programme

**Bachelors of Financial Markets**

**Curriculum– First Year Undergraduate Programme**

**Semester-I and Semester -II**

# INDEX

## Semester I

### Subjects:

#### **I. Major:**

1. Financial Institutions and Markets
2. Financial Accounting I

#### **II. Minor:**

1. Business Strategy- Principles of Management

**III. Vocational Course:** Financial Mathematics and Statistics using MS Excel

**IV. Ability enhancement course**

**V. Value Added Course**

**VI. Indian Knowledge system**

**VII. Open Elective**

## Semester II

### Subjects:

#### **I. Major:**

1. Principles of Investment
2. Financial Accounting II

#### **II. Minor**

1. Business Strategy- Business Environment

**III. Vocational Course - Financial Mathematics and Statistics using MS Excel**

**IV. Ability enhancement course**

**V. Value Added Course**

**VI. Indian Knowledge system**

**VII. Open Elective**

## Preamble

Financial Market helps in promoting the savings of the economy - helping to adopt an effective channel to transmit various financial policies. The Indian financial sector is well-developed, competitive, efficient and integrated to face all shocks. In the India financial market there are various types of financial products whose prices are determined by the numerous buyers and sellers in the market. The other determinant factor of the prices of the financial products is the market forces of demand and supply. The various other types of Indian markets help in the functioning of the wide India financial sector.

This 3 year undergraduate course is a comprehensive program which covers all the different aspects of capital markets. While the course is primarily theoretical, there is a good blend of projects, case studies and industrial visits to enable a student to get well-versed with the functioning of the industry. There is also exposure to working in the industry during the Summer internship Programs. It helps the students to:

- To provide adequate basic understanding about Banking, Insurance & other financial services to the students and to give an adequate exposure to operational environment in the field of Banking, Insurance & other related financial services of Accounting and Finance.
- To inculcate training, and practical approach, by organizing industrial visits, summer placements and using modern technology in teaching the students in the field of Accounting & Finance and Banking.
- To create an additional avenue of self employment to the student and to provide suitable trained personnel for the Financial Services Sector.
- To prepare and train the graduates in such a manner so that they can compete in the markets
- To make them aware about the practical aspect of the theoretical concepts.
- To establish strong coordination with the service sector.

## SEMESTER I

### 1. Course objective:

#### a) **UC-FFM-101 Financial Institutions and Markets**

- Students will be aware about the financial system prevalent in the world.
- It will also enlighten them on how it has evolved over period.
- It will provide knowledge about the constituents of the system.
- It will involve working of various financial instruments across capital, money, forex, commodity & derivative markets.
- It will also encompass the role of financial regulators & their roles.

#### b) **UC- FFM -102 Financial Accounting I**

- To give an insight into the basics of Accounting Concepts and Principles to students to have the foot hold in accounts.
- To make the students aware about Indian Accounting Standards.
- To enlighten the students about the concepts Capital and Revenue, Adjusting and Closing entries and Final accounts of a Manufacturing concern.
- To acquaint learners about accounting for issue of shares and debentures.

#### c) **UC- FFM -103 Principles of Management**

- Students will understand the basics of management. They will get to know how to attain maximum output by utilizing the resources (economic and non-economic) to its best.
- They will learn about the essential elements of management i.e. POSDCORB : their features, need and importance.
- It will enlighten the students as how management has evolved over the period.
- It will provide clarity to the students about organization vision, mission, objectives and goals.
- It will help students to understand the integration of individual goals with the organizational goals.

#### d) **UC- FFM -104 Financial Mathematics and Statistics using MS Excel**

- To develop an understanding of MS-Excel
- To develop the ability to construct diagrams and graphs which can be applicable to real life in the fields of commerce, economics and management.
- To learn how to convert the given mathematical and statistical problems into data in MS-Excel and then apply functions and commands to get the desired solutions.

- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired
- To understand the concept of simple interest and compound interest

e) **UC- FFM- 105 : Ability Enhancement Course: Communication Skills in English - I**

- To strengthen language proficiency by providing adequate exposure to reading, speaking, listening and writing skills
- To complete various communication tasks effectively
- To develop a comprehensive understanding of the oral aspects of communication
- To develop skills in communication like writing letters, emails, essays and reports
- To enhance the range of lexical resources of the learners through a variety of exercises.

f) **UC-FFM-106 -VALUE ADDED COURSE: Contemporary India: Values and Issues -I**

- To gain an understanding about the Indian state, its values and diversity of Indian society.
- To learn about environmental ethics and movements.
- To have a key understanding of digital space and its usage.

g) **UC-FFM-107 : Introduction To Indian Knowledge Systems**

- To understand the concept and relevance of knowledge systems.
- To get familiar with the elements of India's rich culture and heritage.
- To explore opportunities for resolving modern day issues by gaining an insight in our history.



## **SEMESTER II**

**a) UC- FFM -201 Principles of Investment**

- Students will be aware about the various investment avenues prevalent in the market.
- It will also enlighten them on how relevant they are & their objectives.
- It will provide knowledge about the various types of investments & its features.
- It will also involve working of various financial investments concepts & their planning, risks, allocation & taxation.

**b) UC-FFM-202 - Financial Accounting II**

- Accounting involves dealing with real revenues, actual transactions and observable finance.
- It will help students in preparing financial statements in accordance with appropriate standards.
- It will help students in interpreting the business implications of financial statement information
- It will help students in Preparing accounting information for planning and control and for the evaluation of products, projects and divisions.

**c) UC-FFM-203 - Business Environment**

- Students will be aware about the business environment with the
- It will also enlighten them on how relevant they are & their objectives.
- It will provide knowledge about the various factors affecting business
- It will give an overview on Entrepreneurship, Globalisation and at the same time Contemporary issues.

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**d) UC-FFM-204 Financial Mathematics and Statistics using MS Excel**

- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired.
- To describe data and make evidence-based decisions using inferential statistics
- To develop arithmetical and numerical abilities.
- To develop the abilities to apply mathematical concepts to real life problems in commerce, economics and management.
- To develop logic and quantitative thinking.
- To prepare for competitive examinations.

e) **UC- FFM- 205 : Ability Enhancement Course: Communication Skills in English - I**

- To strengthen language proficiency by providing adequate exposure to reading, speaking, listening and writing skills
- To complete various communication tasks effectively
- To develop a comprehensive understanding of the oral aspects of communication
- To develop skills in communication like writing letters, emails, essays and reports
- To enhance the range of lexical resources of the learners through a variety of exercises.

f) **FFM-206- VALUE ADDED COURSE -Contemporary India: Values and Issues -II**

- To gain an understanding about Indian constitutional values.
- To understand significance of disaster management and responsibility towards sustainable approach to business.
- To learn about Yoga for health and wellness.

g) **UC-FFM-207: INTRODUCTION TO INDIAN KNOWLEDGE SYSTEMS**

- To understand the growth of science and technology in India.
- To familiarize students with the philosophical and spiritual elements rooted in India's rich scientific heritage.
- To examine and analyse the evolution of the art of storytelling in India.

## **2. Process adopted for curriculum designing:**

The members of the respective departments initially developed a draft syllabus after research on the existing curriculum from other Universities, studying the current needs of the industry, analyzing the new trends in the subjects and even connecting to some NGOs in few subjects. The drafted syllabus was then shown to academicians, experts from industry and researchers through emails and their inputs were gathered through meetings. These valuable inputs were incorporated into the syllabus ensuring that the syllabus is enriched in all aspects.

## **3. Salient features, how it has been made more relevant**

While designing of the syllabus, care has been taken to ensure that the student learns application skills along with theory. Demonstrations of the practical applications shall be conducted through special lectures and workshops that will contribute to enhanced learning. A combination of lectures, problem solving through case study sessions all contribute to make a student job ready.

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

**Semester – I**

**Summary**

Sr. No.	Choice Based Credit System	Subject Code	Remarks
1	<b>Major Course</b> Financial Institutions and markets Financial Accounting I	UC-FFM-101 UC-FFM-102	
2	<b>Minor Course</b> Business Strategy - Principles of Management	UC-FFM-103	
3	<b>Vocational Course:</b> Financial Mathematics and Statistics using MS-Excel	UC-FFM-104	
4	<b>Ability Enhancement Courses (AEC):</b> Communication Skills in English – I	UC-FFM-105	
5	<b>Value Added Course:</b> Contemporary India: Values and Issues -I	UC-FFM-106	
6	<b>Indian Knowledge system</b>	UC-FFM-107	
7	<b>Open Elective</b>		

## First Year Semester I Formative and Summative Detail Scheme

Sr. No.	Subject Code	Subject Title	Periods Per Week					Credit	Seasonal Evaluation Scheme					Total Marks
			Units	S.L.*	L	T	P		S.L.E	C.T	T.A	A.P	SE	
1	UC-FFM-101	Financial Institutions and markets	4	20%*	4	0	0	4	10	15	10	05	60	100
2	UC-FFM-102	Financial Accounting I	4	20%*	4	0	0	4	10	15	10	05	60	100
3	UC-FFM-103	Business strategy - Principles of Management	4	20%*	4	0	0	4	10	15	10	05	60	100
4	UC-FFM-104	<b>Vocational Course:</b> Financial Mathematics and Statistics using MS-Excel	5	20%*	1	0	0	1	10	15				25
5	UC-FFM-105	<b>Ability Enhancement Courses</b>	3	20%*	1	1	0	2	10		10		30	50

		<b>(AEC):</b> Communica tion Skills in English – I												
6	UC- FFM- 106	<b>Value Added Course</b> Contempora ry India: values and issues -I	3	20 % *	2	0	0	2	1 0			10	30	50
7	UC- FFM- 107	<b>Indian Knowledge system</b>	2	30 %	1	0	0	1	1 0	15				25
8		<b>Open Elective</b>						2						50
Total Hours / Credit								20	Total Marks					500

**\*One to two lectures to be taken for CONTINUOUS self -learning evaluation**

- **Lecture Duration – 60 Minutes**
- **One Credit = 15 hours of lectures, 30 hours practicals**

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, AP- Active Participation

## Part 3 - DETAILED SYLLABUS

### UC-FFM-101 -Financial Institutions & Markets

Sr. No.	MODULES/UNITS	No. of Lectures
1	<b>Introduction to Financial Institutions</b>	15
	<ol style="list-style-type: none"><li>1. Introduction- Role of Financial Institutions in economic development- overview of Financial Institutions.</li><li>2. RBI-introduction, objectives and functions and structure, credit control measures, NBFCs, HFC, Authorized Dealers, FIMMDA, FEDAI and various other Intermediaries.</li><li>3. IRDA-introductions, objectives, functions, structure, agents, brokers etc</li><li>4. SEBI-introduction and powers</li><li>5. IBBI-introduction and functions</li><li>6. PFRDA- introduction and functions, NPS, Retirement Advisors</li></ol>	
2	<b>OTHER FINANCIAL INSTITUTIONS</b>	15
	<ol style="list-style-type: none"><li>1. Commercial Banking - Nationalization of commercial Banks, Narasimham Committee Report, Structure of Commercial Banks in India, Functions, Asset structure of Commercial banks. Sources of funds. Investment of funds. Investment policy.</li><li>2. Non Banking Institutions - SFC's SIDC's LIC, Mutual funds, EXIM Bank- Constitution, objectives and functions, SIDBI, EXIM, NHB, NABARD</li></ol>	
3	<b>MONEY MARKET</b>	15
	<ol style="list-style-type: none"><li>1. Financial Markets, Structure of Financial Markets, Meaning, role, participants, features, components, reforms, process, Emerging Structure of Indian Money Market.</li><li>2. Instruments of Money Market: Call Money Markets, Repos and reverse Repo concepts, Treasury Bill Markets, Market for Commercial Paper, Commercial Bills and Certificate of Deposit.</li><li>3. Regulation of Money Markets.</li></ol>	
4	<b>CAPITAL MARKET</b>	15

	<ol style="list-style-type: none"> <li>1. Concept, features, Structure and Functions of Capital Market</li> <li>2. Primary Market- Instruments of Issue and Methods of Flotation;</li> <li>3. Secondary Market — Concept, Market Players, trading System and Settlement</li> <li>4. Intermediaries, Stock Market, Stock Exchange, NSE, BSE, Derivatives</li> </ol>	
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**Reference Link –**

1. <https://nptel.ac.in/courses/110/105/110105121/>
2. <https://swayam.gov.in/explorer?searchText=financial+markets>
3. <https://www.youtube.com/@BSEworldBSEIndia/videos>
4. <https://www.youtube.com/@nseindia>
5. <https://www.youtube.com/@SMTSEBIRegistered>
6. <https://www.youtube.com/@reservebankofindia593>
7. <https://www.youtube.com/@irdaiconnects2948>
8. <https://www.youtube.com/@PFRDAINDIA>

**SLE Topic –**

1. Non banking financial institutions -NISM Modules
2. Stock exchanges in India
3. Intermediaries in capital markets

**Evaluation Pattern**

**For 40 Marks**

Internal assessment is as follows:

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

**For 60 Marks**

**Semester End** Examination

**Time:**2 hours

**Question Paper Pattern**

- N. B. 1. All questions are Compulsory.
2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

**Reference Book –**

1. Financial Markets and Institutions (8e) by Frederic S. Mishkin and Stanley Eakins (2017). Pearson Education.
2. Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.
3. Indian Financial System, Machiraju. R.H, Vikas Publishing House.
4. Indian Financial System, Khan M.Y Tata Mcgraw Hill.
5. Financial Institutions and Markets, Bhole M, Tata Mcgraw Hill.
6. The Indian Financial System, Desai, Vasantha Himalaya Publishing House



**Course Code: UC-FFM-102**  
**Financial Accounting I**

Sr. No.	Modules / Units	No. of lectures
1.	<b>Introduction to Indian Accounting standards and classification of Income and expenditure</b>	15
	<ul style="list-style-type: none"> <li>· Capital and Revenue</li> <li>· Indian AS 16- property plant and equipment</li> <li>· IND AS 1 Presentation of financial statements</li> <li>· IND AS 8 Accounting policies, Changes in Accounting</li> </ul>	
2.	<b>Issue of Shares and Debentures</b>	15
	<ul style="list-style-type: none"> <li>· Introduction to issue of Shares and Debentures</li> <li>· Relevant journal entries and balance sheet post issue.</li> </ul>	
3.	<b>Investment Accounting</b>	15
	<ul style="list-style-type: none"> <li>· Meaning and Objectives of Investments</li> <li>· Types/ Classifications of Investments</li> <li>· Important Terms</li> <li>· Accounting Procedure</li> </ul>	
4.	<b>Preparation of Final Accounts</b>	15
	<ul style="list-style-type: none"> <li>· Introduction to Final Accounts of a Sole Proprietor</li> <li>· Rectification of Errors</li> <li>· Manufacturing Accounts, Trading Account, Profit and Loss Account and Balance Sheet</li> </ul>	

**Self-Learning topics (Unit wise):**

Sr. No	Unit	Topic
1	1	Introduction to Accounting standards
2	2	Issue of shares

**ONLINE RESOURCES**

[http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view\\_module ug.php/197](http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module ug.php/197)

<https://nptel.ac.in/courses/110/101/110101131/>

### **Evaluation Pattern**

#### **For 40 Marks**

Internal assessment is as follows:

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

#### **For 60 Marks**

**Semester End Examination**

**Time 2 hours**

#### **Reference Books**

- Introduction to Accountancy by T.S. 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 LesileChandwichk, 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
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**Course Code: UC-FFM-103 Business Strategy :**  
**PRINCIPLES OF MANAGEMENT**

<b>SR. NO.</b>	<b>Modules/ Units</b>	<b>No. of Lectures</b>
1	<b>NATURE OF MANAGEMENT</b> 1.1 Concept and significance of management 1.2 Skills of manager 1.3 Levels of management 1.4 Concept of POSDCORB 1.5 Henry Mintzberg Managerial roles 1.6 Contingency approach 1.7 Modern management theory -Peter Drucker.	15
2	<b>PLANNING AND DECISION MAKING</b> 2.1 Planning – meaning and importance 2.2 Elements of a plan 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.	15
3	<b>ORGANIZING AND STAFFING</b> 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 organising 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

4	<p><b>DIRECTING, LEADERSHIP, CO-ORDINATION AND CONTROLLING</b></p> <p>4.1 Directing: Meaning of Directing</p> <p>4.2 Process of directing</p> <p>4.3 Meaning of Leadership</p> <p>4.4 Qualities of a good leader</p> <p>4.5 Styles of Leadership</p> <p>4.6 Meaning and significance of motivation</p> <p>4.7 Motivators</p> <p>4.8 Co-ordination: Concept and importance</p> <p>4.9 Controlling: Meaning,</p> <p>4.10 Process of Controlling</p> <p>4.11 Techniques of Controlling</p>	15
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#### Self Learning Topics

<b>1.1 Concept and significance of management</b>
<b>3.1 Meaning and concepts of organizing</b>
<b>4.3 Meaning of Leadership</b>

#### Online Resources

<p><a href="http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_pg.php/384">http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_pg.php/384</a> -</p> <p>(Select Evolution Theory and Elements of Management from drop down menu)</p>
<p><a href="http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_pg.php/384">http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_pg.php/384</a> -</p> <p>(Select Organising Concept from drop down menu)</p>
<p><a href="https://nptel.ac.in/courses/122/105/122105021/">https://nptel.ac.in/courses/122/105/122105021/</a></p> <p>(select Introduction to Leadership from drop down menu)</p>

## Evaluation Pattern

### For 40 Marks

**Internal assessment is as follows:**

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

### For 60 Marks

**Semester End Examination**

**Time 2 hours**

#### **Question Paper Pattern:**

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

#### **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. Jayasanka

## Course Code UC-FFM-104:

### Financial Mathematics and Statistics using MS-Excel

**Learning Outcomes:** At the end of the course, students will be able to

- use Ms-Excel fairly easily
- represent data using frequency tables, graphs and diagrams.
- solve mathematical and statistical problems easily using the software through hands on training during the practicals.

#### Detailed Syllabus

Unit	Content	No. of Practicals
I	<b>Introduction to Excel</b> 1.1 Workbook, worksheets, cells, types of data, cell references, cut, copy, paste (paste-special, values, formulas), conditional formatting 1.2 Operators- Arithmetic operators, Relational operators, Logical operators, creating formulas, functions, working with excel sheets – freeze panes, sort, custom sort, filter, find and replace, IF and Nested IF functions.	3
II	<b>Time value of money, annuities and loan amortization</b> 2.1 Compound interest, discrete and continuous compounding, nominal and effective rate of interest 2.2 Regular annuity, future and present value of annuity, equated monthly instalments, amortization.	3
III	<b>Matrices, simultaneous equations, LPP</b> 3.1 Matrices types, operations on matrices – scalar multiplication, addition, subtraction, product of matrices, determinants, inverse of a matrix 3.2 Simultaneous Equations construction and solving 3.3 Linear Programming Problems in two variables, formulation of LPP and solving graphically	3
IV	<b>Data representation using diagrams:</b> 4.1 Constructing frequency tables 4.2 Making bar charts, pie charts and histograms	3
V	<b>Revision / Extra Practicals</b>	3

#### List of Practicals

1. Working with Excel sheets.
2. Conditional Formatting, Sort and Filter.
3. Working with Formulas and Logical Operators.
4. Time Value of Money.
5. Annuities.
6. Loan Amortization.
7. Working with Matrices I

8. Working with Matrices II
9. Simultaneous Equations.
10. Linear Programming Problems.
11. Data Representation using Diagrams I
12. Data Representation using Diagrams II

**Note:**

1. One practical will be of two hours each
2. A practical batch will consist of 30-40 students.
3. Students will maintain a file/journal in which the practical questions and the output obtained in the practicals will be filed.

**Evaluation Pattern:**

The course will be assessed for a total of 25 marks and will consist of:

- Journal consisting of output of at least 9 practicals – 5 marks
- Practical examination at end of Semester – 20 marks

## Course Code: UC- FFM- 105 :

### Ability Enhancement Course: Communication Skills in English – I

#### Learning Outcomes

On successful completion of the course learners are expected -

- To become proficient in reading, writing, speaking and listening skills
- To efficiently perform various communication tasks
- To be competent in the various aspects of oral communication
- To be able to write letters, emails, essays and reports effectively
- To broaden their language proficiency and the range of their lexical resources

Unit	Content	No. of Lectures
<u>UNIT I:</u>	<b>Letters</b> 1. Job Application Letter with Resume 2. Statement of Purpose 3. Letters to the Editor 4. Sales/Promotion Letters	<b>5</b>
<u>UNIT II:</u>	<b>Data Interpretation</b> Students will learn to read and interpret maps, pie charts, tables, line and bar graphs, and flow charts and express the same in a paragraph form. (Note: Other important forms of visual communication may also be introduced to students. However, they will be tested only on the above forms in the examination.)	<b>5</b>
<u>UNIT III</u>	<b>Essay</b> 1. Reflective 2. Analytical 3. Persuasive/Argumentative	<b>5</b>

#### Reference Books

1. Bansal, R.K. and J.B. Harrison, *Spoken English: A Manual of Speech and Phonetics* New Delhi:Orient Black Swan, 4th edn, 2013).
2. Bellare, Nirmala. *Reading Strategies. Vols. 1 and 2.* New Delhi. Oxford University Press, 1998.Bhasker, W. W. S & Prabhu, N. S.: *English through Reading, Vols. 1 and 2.* Macmillan, 1975. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well.*
3. Sydney: Allen and Unwin, 2004.
4. Dev, Anjana Neira (2009). *Creative Writing: A Beginner's Manual.* Pearson, Delhi, 2009. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate).*
5. Cambridge: CUP, 2004.



6. Doughty, P. P., Thornton, J. G. *Language in Use*. London: Edward Arrol, 1973. Eastwood, John. (2005) *Oxford Practice Grammar*. Oxford, OUP
7. Freeman, Sarah. *Written Communication*. New Delhi: Orient Longman, 1977.
8. Glendinning, Eric H. and Beverley Holmstrom. *Second edition. Study Reading: A Course in Reading Skills for Academic Purposes*. Cambridge: CUP, 2004
9. Grellet, F. *Developing Reading Skills*, Cambridge: Cambridge University Press, 1981.
10. Hamp-Lyons, Liz and Ben Heasley. *Second edition. Study Writing: A Course in Writing Skills for Academic Purposes*. Cambridge: CUP, 2006
11. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1*. Cambridge: CUP, 1996.
12. Maley, Alan and Alan Duff. *Second Edition. Drama Techniques in Language Learning*
13. Cambridge: CUP, 1983.
14. Mohan Krishna & Banerji, Meera: *Developing Communication Skills*. New Delhi: Macmillan India, 1990.
15. Mohan Krishna & Singh, N. P. *Speaking English Effectively*. New Delhi: Macmillan India, 1995. Morley, David. *The Cambridge Introduction to Creative Writing*. Cambridge, New York, 2007. Narayanaswami, V. R. *Organised Writing, Book 2*. New Delhi: Orient Longman.
16. *Reading & Thinking in English, Four volumes* The British Council Oxford University Press, 1979-1981.
17. Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.
18. Ludlow, R. & Panton, F.; *The Essence of Effective Communications*, Prentice Hall of India Pvt. Ltd., New Delhi.
19. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*.
20. New Delhi: Foundation Books, Cambridge House, 2006.
21. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005. Wallace, Michael. *Study Skills*. Cambridge: CUP, 2004.
22. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press

### **Webliography:**

1. <http://www.onestopenglish.com>
2. [www.britishcouncil.org/learning-learn-english.htm](http://www.britishcouncil.org/learning-learn-english.htm)
3. <http://www.teachingenglish.org.uk>
4. <http://www.usingenglish.com/>
5. Technical writing PDF (David McMurrey)
6. <http://www.bbc.co.uk/>
7. <http://www.pearsoned.co.uk/AboutUs/ELT/>
8. <http://www.howisay.com/>
9. <http://www.thefreedictionary.com/>
10. <https://www.merriam-webster.com/games>
11. <https://www.nytimes.com/puzzles/letter-boxed>
12. Jon Ingold - Sparkling Dialogue: A Masterclass.” *YouTube*, 1 Dec. 2018, [www.youtube.com/watch?v=\\_vRfNtvFVRo](http://www.youtube.com/watch?v=_vRfNtvFVRo).

### **Summative Assessment:**

QUESTION PAPER PATTERN

Duration: 1 hour

Marks: 30

Q.1 Letters (1 out of 2) [Unit I] (10 marks)

Q.2 Data Interpretation (150 words) [Unit II] (10 marks)

(Students will present a summary of the visual data given)

Q.3 Essay (1 out of 2) (200-250 words) [Unit III] (10 marks)

**Total Marks: 50**

**i) Summative Assessment : 30 marks** Duration: 1 hour Pattern: 3 Questions of 10 marks each

**ii) Formative Assessment: 20 marks**

**Course Code: UC-FFM-106 –**

**VALUE ADDED COURSE (VAC) - Contemporary India: Values and Issues -I**

**Learning Outcomes**

- An improved understanding of values and social aspects of Indian society.
- Awareness of environmental ethics and Indian environmental movements.
- Mindfulness of engagement with digital space.

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b>UNIT I:</b>	<p><b>A. Understanding India</b></p> <p>1.1. Society and State- Religion, caste, rural, urban and tribal, gender and sex ratio</p> <p>1.2. Appreciating values of pluralism/ diversity and challenges to pluralism- regionalism, linguism and ethnic conflicts.</p> <p><b>B. Environment: Ethical concerns</b></p> <p>1.3. Environmental Ethics - Deep Ecology, Eco-Feminism,</p> <p>1.4. Eco-Tourism, Environmental Movements in independent India.</p>	<b>15</b>
<b>UNIT II:</b>	<p><b>A. Ethics in Digital Technology</b></p> <p>2.1. Artificial Intelligence (AI)- Case Study on ChatGPT.</p> <p>2.2. Cyber Security- hacking, malware, phishing, internet shopping/ banking.</p> <p><b>B. Ethical concerns in social media</b></p> <p>2.3. Issues in social media- cyber bullying, trolling, identity theft,</p> <p>2.4. Abuse of social media accounts- Facebook, Twitter and other.</p>	<b>15</b>

**Self-Learning topics (Unit wise)**

<b>Sub Unit</b>	<b>Topics</b>
1. A	<p>Challenges to National Integration</p> <p><a href="https://nios.ac.in/media/documents/331courseE/L-25%20NATIONAL%20INTEGRATION%20CONCEPT%20AND%20CHALLENGE.pdf">https://nios.ac.in/media/documents/331courseE/L-25%20NATIONAL%20INTEGRATION%20CONCEPT%20AND%20CHALLENGE.pdf</a></p> <p><a href="https://egyankosh.ac.in/bitstream/123456789/16217/1/Unit-21.pdf">https://egyankosh.ac.in/bitstream/123456789/16217/1/Unit-21.pdf</a></p> <p><a href="https://egyankosh.ac.in/bitstream/123456789/16216/1/Unit-20.pdf">https://egyankosh.ac.in/bitstream/123456789/16216/1/Unit-20.pdf</a></p>
1. B	<p>Sustainability on everyday life</p> <p><a href="https://nptel.ac.in/courses/124106157">https://nptel.ac.in/courses/124106157</a></p>

2. A	An introduction to Artificial Intelligence (AI) <a href="https://nptel.ac.in/courses/106102220">https://nptel.ac.in/courses/106102220</a> (Module 1)
2. B	Privacy in social media <a href="https://archive.nptel.ac.in/courses/106/106/106106146/">https://archive.nptel.ac.in/courses/106/106/106106146/</a>

### References:

- Ahuja Ram (2014), *Social Problems in India*, Jaipur: Rawat Publication.
- Chandra Bipan (1984), *Communalism in Modern India*, Delhi: Vikas Publishing House.
- 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.
- Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
- Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association, Deep and Deep Publications.
- Roy, Gaurav K. (2020), *Cyber Security and Digital Privacy a universal approach*, Highbrow Scribes Publications.
- Suresh Jayshree, Raghavan, B.S (2003), *Human Values and Professional Ethics*. New Delhi: S. Chand
- Shinde, Anand (2021), *Introduction to Cyber Security Guide to the world of Cyber Security*.

### **II Journals and Magazines**

- AIDWA
- Economic and Political Weekly of India
- Frontline
- India Today
- Man and Development

**EVALUATION CRITERIA AND QUESTION PAPER PATTERN:**

Part A) Summative assessment –Time: One hour 30 Marks

Q. 1 A OR Q.1 B 10 Marks

Q. 2 A OR Q. 2 B 10 Marks

Q.3. Short notes: Any two from four (5 marks each) 10 Marks

Part B Formative assessment – 20 marks - 15m – SLE/MCQ/Class Test/ Projects

+ 5m (class participation)

## Course Code UC-FFM-107 :

### INTRODUCTION TO INDIAN KNOWLEDGE SYSTEMS

#### Learning Outcomes

At the end of the course the student would be able to develop

- improved understanding of India's socio-cultural past and its varied traditions.
- respect for the tradition of coexistence built into the Indian culture since time immemorial.
- high regard for the diversity in the Indian culture and society.

#### Detailed syllabus

Unit	Content	No. of Lectures
<u>UNIT I:</u>	<b>Introduction to Indian Knowledge Systems</b> a. Concept, relevance and methodology b. Darshanas of the Hindu Philosophy, questioning set paradigms through Buddhism and Jainism c. Transmission of knowledge - oral, guru-shishya Parampara, ancient centres of higher education, experiential learning (Bhakti and Sufi movement) d. Contribution of women scholars in early India.	9
<u>UNIT II:</u>	<b>Indian Knowledge system: An aesthetic approach</b> a. Natyashastra, b. Indian music tradition (gharana system), c. culinary traditions, paintings and textiles.	6

#### READINGS:

- Basham, A. L. (1987), *The Wonder that was India*, Sidgwick & Jackson Ltd., London
- Chattopadhyaya, Deviprasad (1977), *Science and Society in Ancient India*, Research India Publications
- Jha, Amit (2009), *Traditional Knowledge System in India*, Atlantic Publishers, New Delhi.

- Jha, D. N. (2004), *Early India, A Concise History*, Manohar Publishers & Distributors.
- Jha, D. N. (1993), *Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Publishers
- Singh, Sahana (2022), *Revisiting the Educational Heritage of India*, Global Collective Publishers.
- Sen, Amartya (2005), *Argumentative Indian*, Allan Lane.
- Singh, Upinder (2008), *A History of Ancient and Early Medieval India: From the Stone Age to the 12<sup>th</sup> Century*, Pearson Education India.
- Thapar, Romila (2018), *Indian Cultures as Heritage: Contemporary Pasts*, Aleph Book Company.
- Thapar, Romila (2014), *The Past as Present: Forging Contemporary Identities Through History*, Aleph Book Company.

### **Evaluation Criteria -**

#### **25 Marks: Formative assessment (CAE)**

20 marks-Internal assessment that can include project submission/ debate/ group discussion/ presentation and online learning from Swayam portal

05 marks- class participation

## Semester – II

### Summary

Sr. No.	Choice Based Credit System	Subject Code	Remarks
1	<b>Major Course</b> Principles of Investment Financial Accounting II	UC-FFM-201 UC-FFM-202	
2	<b>Minor Course</b> Business Strategy – Business environment	UC-FFM-203	
3	<b>Vocational Course:</b> Financial Mathematics and Statistics using MS-Excel	UC-FFM-204	
4	<b>Ability Enhancement Courses (AEC):</b> Communication Skills in English – II	UC-FFM-205	
5	<b>Value Added Course:</b> Contemporary India: values and issues -II	UC-FFM-206	
6	<b>Indian Knowledge system</b>	UC-FFM-207	
7	<b>Open Elective</b>		



## First Year Semester II Formative and Summative Detail Scheme

Sr. No.	Subject Code	Subject Title	Periods Per Week						Credit	Seasonal Evaluation Scheme					Total Marks
			Units	S.L.	L	T	P	S.L.E		C	T	A	SE		
1	UC- FFM- 201	Principles Of Investment	4	20 % *	4	0	0	4	1 0	15	10	05	60	100	
2	UC- FFM- 202	Financial Accounting II	4	20 % *	4	0	0	4	1 0	15	10	05	60	100	
3	UC- FFM- 203	Business Strategy: Business Environment	4	20 % *	4	0	0	4	1 0	15	10	05	60	100	
4	UC- FFM- 204	<b>Vocational Course:</b> Maths and Statistics with excel	2	20 % *	0	0	1	1	1 0	15				25	
5	UC- FFM- 205	<b>Ability Enhanceme nt Courses (AEC):</b> Communica	3	20 % *	1	1	0	2	1 0		10		30	50	

		tion Skills in English – II												
6	UC- FFM- 206	<b>Value Added Course</b> Contemporary India: values and issues -II	3	20 % *	2	0	0	2	1 0			10	30	50
7	UC- FFM- 207	<b>Indian Knowledge system</b>	2	30 %	1	0	0	1	1 0	15				25
8		<b>OPEN ELECTIVE</b>						2						50
	<b>Total Hours / Credit</b>							<b>20</b>		<b>Total Marks</b>			<b>500</b>	

**\*One to two lectures to be taken for CONTINUOUS self -learning evaluation**

- **Lecture Duration – 60 Minutes**
- **One Credit = 15 hours or 30 hours of practicals**

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, AP- Active Participation

## SEMESTER II - Detailed scheme

### Principles Of Investment

COURSE CODE: UC-FFM-201

Sr. no.	Modules/ Units	No. of Lectures
1	<b>INVESTMENT OVERVIEW</b>	15
	1.1 Introduction to investment 1.2 Investment Avenues 1.3 Types of Risk & Return 1.4 Investment Terminologies	
2	<b>INVESTMENT CLASSIFICATION</b>	15
	2.1 Economy – Sector – Industry – Company Segmentation (top down and bottom up approach) 2.2 Golden Rules of Investments – Warren Buffet 2.3 Investment Strategies – Value, Growth, Alternative, Momentum	
3	<b>INVESTMENT ANALYSIS</b>	15
	3.1 Time Value of Money, Rule of 72, Rule of 100 3.2 Measures of Central Tendency 3.3 Different types of risk and return numerical- (Standard deviation and variance) (HPR, Harmonic, Geometric )	
4.	<b>INVESTMENT PROCESS</b>	15
	4.1 Risk profiling of investor – research 4.2 Portfolio Creation 4.3 Portfolio Valuation – Sharpe, Treynor, Jenson	

#### Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2	Investment Classification

#### Online Resources:

<https://nptel.ac.in/courses/110/105/110105121/>

## Evaluation Pattern

### For 40 Marks

Internal assessment is as follows:

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

### For 60 Marks

**Semester End** Examination

**Time** 2 hours

### Question Paper Pattern

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

### References:

1. The Intelligent Investor by Benjamin Graham
2. Common Stocks & Uncommon Profits by Philip A. Fisher
3. Learn To Earn by Peter Lynch
4. The Warren Buffet Way by Robert Hagstrom
5. One Up on Wall Street by Peter Lynch

**COURSE CODE: UC-FFM-2023****Financial Accounting II**

<b>Sr. no.</b>	<b>Modules/Units</b>	<b>No. of Lectures</b>
1.	<b>Corporate accounting</b> <ul style="list-style-type: none"><li>· Preparation of corporate financial statements in vertical form schedule 3</li><li>· Closing entries and adjustments</li></ul>	15
2.	<b>Valuation of goodwill and shares</b> <ul style="list-style-type: none"><li>· Valuation of goodwill</li><li>· Future Maintainable profits method, super profit method, capitalization method ,annuity method</li><li>· Valuations of shares</li><li>· Intrinsic value method, yield method and fair value method</li><li>· Indian AS 36 – impairment of assets</li><li>· Indian AS 38 – intangible assets</li></ul>	15
3.	<ul style="list-style-type: none"><li>• <b>Redemption of preference shares and debentures</b></li><li>• · Company law / legal provisions for redemption of preference shares in companies act, sources of redemption including divisible profits and proceeds of fresh issue of shares, premium on redemption from security premium and profits of company.</li><li>• · Capital redemption reserve account –creation and use · Redemption of debentures by payment from sources including out of capital / or out of profits.</li><li>• · Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy</li><li>• · Redemption of debentures by conversion into new class of shares or debentures with options – including at par premium and discount</li></ul>	15
4	<b>Buyback of equity shares</b> <ul style="list-style-type: none"><li>· Company law / legal provisions (including creation of capital redemption reserve account).</li><li>· Compliance of conditions including sources, maximum limits and debt equity ratio.</li></ul>	

**Self-Learning topics (Unit wise):**

<b>Sr. No</b>	<b>Unit</b>	<b>Topic</b>
1	1	Corporate Accounting(understanding balance sheet and profit and loss items)

**Online Resources:**

<https://nptel.ac.in/courses/110/101/110101131/>

## Evaluation Pattern

### For 40 Marks

Internal assessment is as follows:

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

### For 60 Marks

**Semester End Examination**

**Time 2 hours**

#### 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 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, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

**Course Code: UC-FFM 203:**

**Business Strategy: BUSINESS ENVIRONMENT**

<b>Sr. no.</b>	<b>Modules/ Units</b>	<b>No. of Lectures</b>
<b>1</b>	<b>BUSINESS AND ITS ENVIRONMENT</b>	<b>15</b>
	<p>1.1 Introduction to business: concepts, function, scope, significance.</p> <p>1.2 Objectives, dynamics of business and its environment. Types of business environment.</p> <p>1.3 Environment analysis: Importance, factors PESTEL, SWOC,</p> <p>1.4 Introduction to Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity</p> <p>1.5 Introduction to External Environment :</p> <p>1.5.1 Micro Environment: Firm, customers, suppliers, distributors, Competitors, Society</p> <p>1.5.2 Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal</p> <p>1.6 Latest Trends in Business , Introduction to Industry 4.0, VUCA</p>	
<b>2</b>	<b>BUSINESS AND SOCIETY</b>	<b>15</b>
	<p>2.1 Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate</p> <p>2.2 Impact of business on Private sector, Public sector and Joint sector</p> <p>2.3 Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 (Amended in 2020), Entrepreneurship as a Career Option</p> <p>2.4 Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986</p>	

<b>3</b>	<b>PESTEL Environment</b>	<b>15</b>
	<p>3.1 Political Institutions: Legislature, Executive, Judiciary Role of government in Business Legal framework in India</p> <p>3.2 Economic environment: economic system and economic policies</p> <p>3.3 Sun-rise sectors of India Economy. Challenges of Indian economy.</p> <p>3.4 Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit</p> <p>3.5 Technological environment: Features, impact of technology on Business</p> <p>3.6 Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies</p> <p>3.7 Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business,</p> <p>3.8 Ecology and Business, Carbon Credit</p>	
<b>4</b>	<b>INTERNATIONAL ENVIRONMENT</b>	<b>15</b>
	<p>4.1 Strategies for going Global: MNCs and TNCs, GATT /WTO, TRIPS &amp; TRIMS and other agreements</p> <p>4.2 Globalization: Meaning, Nature and stages of Globalization, features of Globalization,</p> <p>4.3 Foreign Trade in India- Balance of Trade</p> <p>4.4 FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India,</p> <p>4.5 Challenges faced by International Business and Investment Opportunities for Indian Industry</p>	

**Self-Learning topics (Unit wise):**

<b>Sr.no</b>	<b>Unit</b>	<b>Topic</b>
1	1	Business and its environment
2	1	Environment analysis: Importance
3	3	Technological environment: Features, impact of technology on Business
4	4	MNCs: Definition, meaning, merits, demerits



## Online Resources

[http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view\\_module\\_pg.php/389](http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389)

[http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view\\_module\\_pg.php/389](http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389) Select Concept, Significance and nature of business environment from drop down menu)

## Evaluation Pattern

### For 40 Marks

Internal assessment is as follows:

Sr. No.	Particulars	Marks
1	ONE class test	20 Marks
2	Self-Learning Evaluation 15 marks + Active Participation in routine class instructional deliveries 05 Marks	20 Marks

### For 60 Marks

**Semester End Examination**

**Time:2 hours**

### Question Paper Pattern

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

**References:**

1. The Intelligent Investor by Benjamin Graham
2. Common Stocks & Uncommon Profits by Philip A. Fisher
3. Learn To Earn by Peter Lynch
4. Irrational Exuberance by Robert J. Shiller
5. Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers.
6. Economic Environment of Business - M. Adhikary, Sultan Chand & Sons
7. International Business Environment (2015)Dr. S. Porkodi and Dr. Ansarul Haque

## Course Code: UC-FFM- 204:

### Financial Mathematics & Statistics with Ms Excel

#### Learning Outcomes:

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

- To calculate measures of central tendency and measures of dispersion through excel which can be used in research
- To find relationships between variables which can be used for forecasting.

#### Detailed Syllabus

Unit	Content	No. of Practicals
I	<b>Measures of Central Tendency</b> 1.1 Mean 1.2 Median, Quartiles Deciles and Percentiles 1.3 Mode	3
II	<b>Measures of Dispersion</b> 2.1 Range and coefficient of range 2.2 Quartile Deviation and coefficient of quartile deviation 2.3 Mean Deviation and coefficient of mean deviation 2.4 Standard deviation and coefficient of variation	3
III	<b>Correlation and Regression</b> 3.1 Scatter plot, Karl Pearson's formula, Rank Correlation, Spearman's coefficient 3.2 Linear Regression, forecasting	3
IV	<b>Time Series and Index Numbers</b> 4.1 Time Series Analysis, forecasting using time series 4.2 Index Numbers unweighted and weighted, Laspeyre, Paasche, Fischer, Marshall-Edgeworth and Dorbish-Bowley index numbers	3
V	<b>Revision / Extra Practicals</b>	3

#### List of Practicals

1. Mean, Median and Mode.
2. Quartiles, Percentiles and Deciles.
3. Range, Quartile Deviation and their coefficients
4. Mean deviation from mean, median, mode and their coefficients
5. Standard deviation, variance, coefficient of variation
6. Scatter plots
7. Karl Pearson and Spearman's coefficients
8. Plotting linear equations
9. Linear Regression

10. Calculating moving averages
11. Forecasting using time series
12. Index numbers

**Note:**

1. One practical will be of two hours each
2. A practical batch will consist of 30-40 students.
3. Students will maintain a file/journal in which the practical questions and the output obtained in the practicals will be filed.

**Evaluation Pattern:**

The course will be assessed for a total of 25 marks and will consist of:

- Journal consisting of output of at least 9 practicals – 5 marks
- Practical examination at end of Semester – 20 marks

**Reference Books:**

1. Microsoft Excel 2016 Bible by John Walkenbach, Wiley India
2. Microsoft Excel 2016 for Dummies by Greg Harvey, Wiley
3. Excel 2016 from scratch: Excel Course with Demos and Exercises by Peter Kalmstrom and Kate Kalmstrom
4. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press
5. Business Mathematics by D.C.Sancheti and V.K.Kapoor, Sultan Chand & Sons
6. Mathematics for Business and Economics by J.D.Gupta, P.K.Gupta and ManMohan, TataMc-Graw Hill Publishing Co.Ltd.
7. Quantitative Methods-Part-I by S.Saha and S.Mukerji, New Central Book Agency
8. Investments by J.C.Francis & R.W.Taylor, Schaum's Outlines, Tata Mc-GrawHill
9. Operations Research by Gupta and Kapoor
10. Statistical Methods by S.G.Gupta, S.Chand &Co
11. Statistics for Management by Levin & Rubin, Prentice Hall of India
12. Statistics - Theory, Method & Applications by D.S.Sancheti & V.K.Kapoor
13. Modern Business Statistics (Revised) by B.Pearles & C.Sullivan –Prentice Hall of India.
14. Business Mathematics & Statistics by B Aggarwal, Ane Book Pvt.Limited

**Software Requirement:**

MICROSOFT EXCEL 2016 or above

**UC-FFM-205 Ability enhancement course:  
Communication Skills in English – II**

**Learning Outcomes:**

On successful completion of the course learners are expected -

- To become proficient in reading, writing, speaking and listening skills
- To efficiently perform various communication tasks
- To be competent in the various aspects of oral communication
- To be able to write letters, emails, essays and reports effectively
- To broaden their language proficiency and the range of their lexical resources

<b>Unit</b>	<b>Content</b>	<b>No. of Lectures</b>
<b><u>UNIT I:</u></b>	<b>Emails</b> 1. Enquiry 2. Invitation 3. Thank You 4. Permission	<b>5</b>
<b><u>UNIT II:</u></b>	<b>Report Writing</b> 1. Eyewitness Report 2. Activity Report 3. Newspaper Report	<b>5</b>
<b><u>UNIT III</u></b>	<b>Creative Writing</b> 1. Story Writing 2. Dialogue Writing 3. Blog Writing	<b>5</b>

**Formative Assessment: (for both semesters) (20 marks per semester)**

Any one of the following methods of assessment may be undertaken:

1. Class Test
2. Online Exam
3. Assignment/Project
4. Presentation

**Summative Assessment:**

**QUESTION PAPER PATTERN**

**Semester II (Sem-end Exam)**

**Communication Skills in English - II**

**Duration:** 1 hour

**Marks:** 30

- Q.1 Emails (1 out of 2) [Unit I] (10 marks)  
Q.2 Reports (1 out of 2) [Unit II] (10 marks)  
Q.3 Creative Writing (1 out of 2) (200-250 words) [Unit III] (10 marks)

### Reference Books

1. Bansal, R.K. and J.B. Harrison, *Spoken English: A Manual of Speech and Phonetics* (New Delhi: Orient Black Swan, 4th edn, 2013).
2. Bellare, Nirmala. *Reading Strategies. Vols. 1 and 2.* New Delhi. Oxford University Press, 1998.
3. Bhasker, W. W. S & Prabhu, N. S.: *English through Reading, Vols. 1 and 2.* Macmillan, 1975.
4. Brown, Ralph: *Making Business Writing Happen: A Simple and Effective Guide to Writing Well.* Sydney: Allen and Unwin, 2004.
5. Dev, Anjana Neira (2009). *Creative Writing: A Beginner's Manual.* Pearson, Delhi, 2009.
6. Doff, Adrian and Christopher Jones. *Language in Use (Intermediate and Upper Intermediate).* Cambridge: CUP, 2004.
7. Doughty, P. P., Thornton, J. G. *Language in Use.* London: Edward Arnold, 1973.
8. Eastwood, John. (2005) *Oxford Practice Grammar.* Oxford, OUP
9. Freeman, Sarah. *Written Communication.* New Delhi: Orient Longman, 1977.
10. Glendinning, Eric H. and Beverley Holmstrom. *Second edition. Study Reading: A Course in Reading Skills for Academic Purposes.* Cambridge: CUP, 2004
11. Grellet, F. *Developing Reading Skills,* Cambridge: Cambridge University Press, 1981.
12. Hamp-Lyons, Liz and Ben Heasley. *Second edition. Study Writing: A Course in Writing Skills for Academic Purposes.* Cambridge: CUP, 2006
13. Jakeman, Vanessa and Clare McDowell. *Cambridge Practice Test for IELTS 1.* Cambridge: CUP, 1996.
14. Maley, Alan and Alan Duff. *Second Edition. Drama Techniques in Language Learning* Cambridge: CUP, 1983.
15. Mohan Krishna & Banerji, Meera: *Developing Communication Skills.* New Delhi: Macmillan India, 1990.
16. Mohan Krishna & Singh, N. P. *Speaking English Effectively.* New Delhi: Macmillan India, 1995.
17. Morley, David. *The Cambridge Introduction to Creative Writing.* Cambridge, New York, 2007.
18. Narayanaswami, V. R. *Organised Writing, Book 2.* New Delhi: Orient Longman.
19. *Reading & Thinking in English, Four volumes* The British Council Oxford University Press, 1979-1981.
20. Lesikar, R.V. & Flatley, M.E.; *Basic Business Communication Skills for Empowering*

*the Internet Generation*, Tata McGraw Hill Publishing Company Ltd. New Delhi.

21. Ludlow, R. & Panton, F.; *The Essence of Effective Communications*, Prentice Hall of India Pvt. Ltd., New Delhi.
22. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. *A Course in Listening and Speaking I & II*. New Delhi: Foundation Books, Cambridge House, 2006.
23. Savage, Alice, et al. *Effective Academic Writing*. Oxford: OUP, 2005.
24. Wallace, Michael. *Study Skills*. Cambridge: CUP, 2004.
25. Widdowson, H. G.: *English in Focus. English for Social Sciences*. Oxford University Press

### **Webliography:**

1. <http://www.onestopenglish.com>
2. [www.britishcouncil.org/learning-learn-english.htm](http://www.britishcouncil.org/learning-learn-english.htm)
3. <http://www.teachingenglish.org.uk>
4. <http://www.usingenglish.com/>
5. Technical writing PDF (David McMurrey)
6. <http://www.bbc.co.uk/>
7. <http://www.pearsoned.co.uk/AboutUs/ELT/>
8. <http://www.howisay.com/>
9. <http://www.thefreedictionary.com/>
10. <https://www.merriam-webster.com/games>
11. <https://www.nytimes.com/puzzles/letter-boxed>
12. Jon Ingold - Sparkling Dialogue: A Masterclass.” *YouTube*, 1 Dec. 2018, [www.youtube.com/watch?v=vRfNtvFVRo](http://www.youtube.com/watch?v=vRfNtvFVRo).

## UC-FFM-206

### Value Added Course: Contemporary India: Values and issues -II

#### Learning Outcomes:

- An improved understanding of values and social aspects of Indian society.
- Awareness of environmental ethics and Indian environmental movements.
- Mindfulness of engagement with digital space.

Unit	Content	No. of Lectures
UNIT I:	<b>A. Constitution of India -I</b> 1.1. Introduction to Constitution – Basic structure. 1.2. Constitutional Values-secularism, equality, liberty, fraternity, federalism, unity and integrity, sovereignty. <b>B. Constitution of India -II</b> 1.3. Fundamental Rights 1.4. Directive Principles of State Policy	15
UNIT II:	<b>A. Environmental commitments.</b> 2.1. Disaster Management- natural and human-made disasters, mitigation measures. 2.2. Green Business and Green consumerism. <b>B. Yoga</b> 2.3. Basics of Yoga - Definition, goal and purpose, benefits and limitations of Yoga. Patanjali's Ashtanga Yoga. 2.4. Yoga for wellness and health- WHO definition of health, classification for health, diet for health, management of stress through yoga.	15

#### Self-Learning topics (Unit wise)

Sub Unit	Topics
1. A	Preamble to the Indian Constitution <a href="https://egyankosh.ac.in/bitstream/123456789/57869/1/Unit3.pdf">https://egyankosh.ac.in/bitstream/123456789/57869/1/Unit3.pdf</a>
1. B	Fundamental Duties <a href="https://egyankosh.ac.in/bitstream/123456789/57885/1/Unit6.pdf">https://egyankosh.ac.in/bitstream/123456789/57885/1/Unit6.pdf</a>
2. A	Green Accounting <a href="https://egyankosh.ac.in/bitstream/123456789/60546/2/Unit-7.pdf">https://egyankosh.ac.in/bitstream/123456789/60546/2/Unit-7.pdf</a> <a href="https://egyankosh.ac.in/bitstream/123456789/61594/1/Unit-14.pdf">https://egyankosh.ac.in/bitstream/123456789/61594/1/Unit-14.pdf</a>
2.B	Yoga practice for Self <a href="https://egyankosh.ac.in/bitstream/123456789/46358/1/BESL-124B2E.pdf">https://egyankosh.ac.in/bitstream/123456789/46358/1/BESL-124B2E.pdf</a> (only Unit 4)



**Assessment: Total 50 marks**

**Part A) Summative Assessment –Time: One hour 30 Marks**

Q. 1 A OR Q.1 B 10 Marks

Q. 2 A OR Q. 2 B 10 Marks

Q.3. Short notes: Any two from four (5 marks each) 10 Marks

**Part B) Formative assessment – 20 marks - 15m – SLE/MCQ/Class Test/ Projects  
+ 5m (class participation)**

**References**

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- Basu, D. D., & Lakshmanan, A. (2009). *Shorter constitution of India*. LexisNexis Butterworth Wadhwa Nagpur.
- Bhargava, R. (2010). *Politics and ethics of the Indian Constitution*. Oxford University Press.
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- Jahanbegloo, R., & Thapar, R. (2008). *India revisited: Conversations on contemporary India*. Oxford University Press.
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- Kashyap, S. C. (2011b). *Our Parliament: An introduction to the Parliament of India*. National Book Trust, India.
- Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
- Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association, Deep and Deep Publications.
- Rathore, A. S. (2022), *Ambedkar's Preamble: A secret history of the constitution of India*. Vintage Books.
- Nagratna, R. Dr. & Nagendra, H. R. Dr *Positive Health*, published by SVYASA, Bangaluru.

## UC-FFM-207 Indian Knowledge system

### Learning Outcomes

- Improved understanding of India's socio-cultural past and its varied traditions.
- Respect for the tradition of coexistence built into the Indian culture since time immemorial.
- High regard for the diversity in the Indian culture and society.

Unit	Content	No. of Lectures
<u>UNIT I:</u>	<b>Overview of Indian scientific thought</b>  a. Mathematics, Geometry, Astronomy, Chemistry, b. Health sciences c. Yoga.	7
<u>UNIT II:</u>	<b>'Katha'</b>  a. Tales, stories and storytelling tradition of India- Indian Folk tales b. Buddhist Jataka stories, Gatha Saptasahati, Hitopadesha, Panchatantra c. Folklore from North East India.	8

### READINGS

- Basham, A. L. (1987), *The Wonder that was India*, Sidgwick & Jackson Ltd., London
- Chattopadhyaya, Deviprasad (1977), *Science and Society in Ancient India*, Research India Publications
- Jha, Amit (2009), *Traditional Knowledge System in India*, Atlantic Publishers, New Delhi.
- Jha, D. N. (2004), *Early India, A Concise History*, Manohar Publishers & Distributors.
- Jha, D. N. (1993), *Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Publishers
- Singh, Sahana (2022), *Revisiting the Educational Heritage of India*, Global Collective Publishers.
- Sen, Amartya (2005), *Argumentative Indian*, Allan Lane.
- Singh, Upinder (2008), *A History of Ancient and Early Medieval India: From the Stone Age to the 12<sup>th</sup> Century*, Pearson Education India.

- Thapar, Romila (2018), *Indian Cultures as Heritage: Contemporary Pasts*, Aleph Book Company.
- Thapar, Romila (2014), *The Past as Present: Forging Contemporary Identities Through History*, Aleph Book Company.

**Evaluation Criteria -  
25 Marks: Formative assessment (CAE)**

20 marks-Internal assessment that can include project submission/ debate/ group discussion/ presentation and online learning from Swayam portal

05 marks- class participation



Dr Tasneem Razmi

Chairperson – BOS (Banking Insurance and Financial Markets)