

HSNC University, Mumbai

**(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

For the

Programmes Under

The Faculty of Commerce & Management

With effect from the Academic year

2024-25



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 Vocational Studies

Wealth Management

Curriculum– First Year Undergraduate Programmes

Semester-I and Semester -II

INDEX

Semester I

Sr No	Particulars	Name of Subject	Credits
1	Major subjects (M1 and M2)	Introduction To Financial Systems Basics of Wealth Management	4+4
2	Minor Subjects(M3)	Business Management I- Principles of Management	4
8	Multidiscipline Elective	Micro Economics	2
4	Vocational Subjects	Financial Mathematics and Statistics with MS-Excel I	1
5	Value addition Course(VAC)	Contemporary India: Values and Issues I	2
6	Ability Enhancement course(AEC)	Communication Skills in English I	2
7	IKS	Introduction to Indian Knowledge Systems I	1
	Total		20+2

Semester II

Sr No	Particulars	Name of Subject	Credits
1	Major subjects (M1 and M2)	Equity Markets Principles And Practices Of Banking	4+4
2	Minor Subjects(M3)	Business Management II- Financial Accounting	4
3	Multidiscipline Elective	Macro Economics	2
4	Vocational Subjects	Financial Mathematics and Statistics with MS-Excel II	1
5	Value addition course(VAC)	Contemporary India: Values and Issues II	2
6	Ability Enhancement Course(AEC)	Communication Skills in English II	2
7	IKS	Introduction to Indian Knowledge Systems II	1
	Total		20+2

Preamble

The Bachelor of Vocational course is designed to provide competencies and skills in Wealth Management discipline and also impart requisite skills in problem solving, leadership, communications, decision making in organizations, values to impact thoughts, actions and beliefs and a basic understanding of India and Indian knowledge base that delves into the resources of the past for a better understanding and resolve of contemporary issues, with appropriate subjects covering areas of economics, accounting, business management, human resource, taxation, marketing management and Information Technology, business communication, value education course and Indian Knowledge System.

The HSNC University follows the Choice Based Credit System (CBCS) under the New Education policy which is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own

choices of courses in the curriculum for completing a degree program. The degree program has multiple entry and exit mode. This is coupled with a focus on Project Based Learning and Industrial Training so as to enable the students to become eligible and fully equipped for employment in industries, higher studies or entrepreneurship.

The course structure will definitely equip the students to accept the challenges of globalization and constant change and will enable them to be well placed in business, academics and administration in the country as well as abroad.

1. Course Objectives:

Semester I

UV-FWM-101 Introduction To Financial Systems

- To understand the functioning of the financial system and its component
- To assess the depth of the impact of a well-developed financial system on the development of an economy.

UV-FWM-102 Basics of Wealth Management

- Students will understand the concept of wealth management and its importance.
- The students will be able to Identify and describe the different types of wealth management clients and their needs.
- The students will be able to understand the financial planning process, including goal-setting, risk assessment, and cash flow management.
- The students will be able to understand the Investment options and portfolio management strategies.
- Understanding various investment alternatives

UV-FWM-103 Business Management I- Principles of Management

- To enlighten the students as how management has evolved over period of time.

- To make students learn about the essential elements of management and its use in the practical way
- 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.

UV-FWM-104 Micro Economics

- To introduce basic economic concepts and relations.
- To familiarize the students about demand and supply concepts.
- To enable the students to understand the concept of elasticity of demand
- To impart a sound basis on production analysis related aspects.
- To enable the students to understand and analyse the cost and revenue concepts.
- To develop the understanding of different forms of market structures

UV-FWM-105 Financial Mathematics and Statistics with MS-Excel I

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

. UV-FWM -106 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

UV-FWM -107 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 key understanding of digital space and its usage.

UV-FWM-108 Introduction to Indian Knowledge Systems I

- 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

UV-FWM -201 Equity Markets

- To learn the concept of equity shares, markets and its constituents
- To understand the dealings in stock exchanges
- To understand basic terminologies of Equity Market

UV-FWM -202 Principles And Practices Of Banking

- To introduce students to the banking sector, including its various functions, roles, and responsibilities.
- To provide an understanding of banking services, customer sourcing, and the application process.
- To develop skills in performing regular banking transactions and maintaining administrative tasks.
- To emphasize the importance of data integrity, communication, and maintaining a safe and sustainable workplace.

UV-FWM 203- Business Management II - Financial Accounting

The main objective of financial accounting is to prepare an organization's financial accounts for a specific period, otherwise known as financial statements. The primary objective of financial accounting and analysis is to understand and diagnose the information contained in financial statement with a view to judge the profitability and financial soundness of the firm, and to make forecast about future prospects of the firm.

UV-FWM -204 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.

UV-FWM -205 Financial Mathematics and Statistics with MS-Excel II

- To teach basic statistical measures with problem solving manually as well as using Excel.
- To teach how various statistical techniques with Excel can be effectively used in solving problems of economics and finance which results in making better decisions.

UV-FWM-206 Communication Skills in English II

- 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

UV-FWM-207 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.

UV-FWM -207 Introduction to Indian Knowledge Systems - II

- 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 during tutorials and the supplementary sessions all contribute to make a student job ready.

4. Learning Outcomes:

Semester I

UV-FWM-101 Introduction To Financial Systems

- To understand the need, functions and structure of a financial system
- To understand the various classification criteria for financial markets
- To understand the role of financial regulators
- To understand the financial instruments available

UV-FWM-102 – Basics of Wealth Management

- Demonstrate an understanding of wealth management and the role of Financial Advisor.
- Apply methods to assist customers in managing their wealth.
- Regular Communication with clients to understand their investment needs

UV-FWM-103 Business Management I- Principles of Management

- 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

UV-FWM-104 Micro Economics I

- Understand the basic concepts of economics
- Identify the determinants of supply and demand
- Demonstrate the impact of shifts in demand and supply curves on equilibrium price and output, define equilibrium.
- Know about various types of elasticity of demand and its application.
- Understand short-run and long-run costs of production and revenue
- Identify different forms of markets by their characteristics

UV-FWM -104 Financial Mathematics and Statistics with MS-Excel I

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

- Use Ms-Excel 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.

UV-FWM-105 Communication Skills in English I

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

UV-FWM-106 Contemporary India: Values and Issues I

- 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.

UV-FWM -107 Introduction to Indian Knowledge Systems I

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.

Semester II

UV-FWM-201 Equity Markets

- To understand the meaning , features and types of equity
- To understand primary markets and its instruments
- To understand secondary markets, its operations and functioning.

UV-FWM-202 – Principles And Practices Of Banking

- Demonstrate an understanding of the banking sector and the role of Business Correspondent & Business Facilitator.
- Apply methods to source customers and assist them with banking services.
- Perform regular banking transactions and administrative tasks effectively.
- Maintain data integrity and communicate effectively in the workplace.
- Implement safety and sustainability practices.

UV-FWM-203 – Business Management II – Financial Accounting

- State the uses and users of accounting information
- Explain and apply accounting concepts, principles and conventions
- Record basic accounting transactions and prepare annual financial statements
- Analyse, interpret and communicate the information contained in basic financial statements and explain the limitations of such statements.

UV- FWM- 204 Macro Economics

- Learners will be able to identify and explain macroeconomic variables and understand the economic forces that influence and determine them.
- Learners 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.
- Learners will be able to evaluate the consequences of economic activities and institutions for individual and social welfare.

UV-FWM -205 Financial Mathematics and Statistics with MS-Excel II

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

- Calculate measures of central tendency and measures of dispersion through excel which can be useful in research
- Find relationships between variables which can be used for forecasting.

UV-FWM-206 Communication Skills in English II

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

UV-FWM-207 Contemporary India: Values and Issues II

- An improved understanding of Indian constitutional values.
- Awareness of India's environmental issues and commitments.
- Developed knowledge about Yoga and its significance for health and wellbeing.

UV-FWM -208 Introduction to Indian Knowledge Systems II

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

- understanding of scientific progress in ancient India.
- appreciation for the relevance of Indian scientific developments today.
- understanding of the significance of folk lore and folk tales in Indian culture.

5. Input from stakeholders

For drafting the syllabus, each department has taken inputs from industry experts, parents and notable alumni. The stakeholders have been impressed with the inclusion of e-learning options for the learners provided in the syllabus. They have suggested subsequently to add more practical hands on examples, learning through games and GIS certificate programs. For more advanced related topics, there can be sharing of video lectures and seminars, workshops, short term courses could be organized.

Part 2 - The Scheme of Teaching and Examination

Semester – I

Summary

Sr. No.	Choice Based Credit System	Subject Code	Remarks
1	Major Subjects	UV-FWM-101	Introduction To Financial Systems
		UV-FWM-102	Basics of Wealth Management
2	Minor Subject	UV-FWM-103	Principles of Management
3	Open Elective	UV-FWM-104	Micro Economics
4	Vocational Course	UV-FWM-105	Financial Mathematics and Statistics with MS-Excel I
4	Ability Enhancement Courses (AEC)	UV-FWM-106	Communication Skills in English I
5	Value Addition Course	UV-FWM-107	Contemporary India: Values and Issues I
6	Introduction to Indian Knowledge Systems	UV-FWM-108	Introduction to Indian Knowledge Systems I

First Year Semester I Internal and External Detailed Scheme

Sr . No.	Subject Code	Subject Title	Periods Per Week					Cred it	Internals					Exte rnal	Total Mark s
			U ni ts	SL	L	T	P		SL E	CT	PA	C P	Tot al		
1	UV-FWM-101	Introduction To Financial Systems	4	20%*	4	0	0	4	15	20		5	40	60	100
2	UV-FWM-102	Basics of Wealth Management	4	20%*	4	0	0	4	15	20		5	40	60	100
3	UV-FWM-103	Business Management I- principles of Management	4	20%*	4	0	0	4	15	20		5	40	60	100
4	UV-FWM-104	Micro Economics	3	20%*	2	0	0	2	15	-	-	5	20	30	50
4	UV-FWM-105	Financial Mathematics & Statistics with MS-Excel I	4	--	0	0	2	1	-	--	25	-	25	-	25
5	UV-FWM-106	Communication Skills in English I	2	20%*	1	1	0	2	-	20			20	30	50
6	UV-FWM-107	Contemporary India: Values and Issues I	2	20%*	2	0	0	2		15		5	20	30	50
7	UV-FWM-108	Introduction to Indian Knowledge Systems I	2		1	0	0	1	20	-		5	25	-	25
	Total Hours / Credit							20		Total Marks					500

SL: Self Learning, L: Lecture, T: Total , P: Practical, SLE- Self learning evaluation, CT- Commutative Test, SEE- Semester End Examination, TA-Teacher Assessment, PA- Project Assessment

First Year Semester – I Units – Topics – Teaching Hours

Sr No	Subject Code	Subject Unit Title		Lect ures	Total No. of hours	Cre dit	Total Marks
1	UV-FWM-101	I	Overview of Financial System	12	60	4	100
		II	Financial Markets	18			
		III	Financial Regulators	15			
		IV	Financial Instruments	15			
2	UV-FWM-102	I	Wealth Management Fundamentals	15	60	4	100
		II	Personal Finance	15			
		III	Investment Management	15			
		IV	Wealth Protection and Transfer	15			
3	UV-FWM-103	I	Nature of Management	15	60	4	100
		II	Planning and Decision Making	15			
		III	Organizing and Staffing	15			
		IV	Directing, Leadership, Coordination and Controlling	15			
4	UV-FWM-104	I	Demand and Supply analysis	15	30	2	50
		II	Production decisions, Cost of Production and Revenue analysis and Market Structure	15			
5	UC-FCO-VO-105	I	Introduction to Excel	3	30 hours (15 practicals of two hours each)	1	25
		II	Time value of money, annuities and loan amortization	3			
		III	Matrices, simultaneous equations, LPP	3			
		IV	Data representation using diagrams	3			
		V	Revision/Extra	3			
6	UC-FCO-AEC-106	I	Letters	5	30	2	50
		II	Data Interpretation	5			
		III	Essay	5			
7	UC-FCO-VEC-107	I	Understanding India and Environment: Ethical concerns	15	30	2	50
		II	Ethics in Digital Technology and Ethical concerns in social media	15			
8	UC-FCO-IKS-108	I	Indian Knowledge Systems	9	15	1	25
		II	Indian Knowledge system: An aesthetic approach	6			
			Total			20	500

- **Lecture Duration – 1 hr**

One credit = 15 hours of lectures and 30 hours of practicals

Part 3 - Detailed Scheme

Curriculum Topics along with Self-Learning topics - to be covered, through self-learning mode along with the respective Unit. Evaluation of self-learning topics to be undertaken before the concluding lecture instructions of the respective Unit.

Course Code: UV-FWM-101 Introduction To Financial Systems

Detailed Syllabus

Sr. No	Modules/ Units	Number of Lectures
1.	Module I: Overview of Financial System 1.1 Introduction and overview and functions 1.2 Evolution of financial systems 1.3 Structure of Indian financial system 1.4 International financial 1.5 Overview on Risk and Returns	15
2.	Module II: Financial Markets 2.1 Introduction 2.2 Classification of financial markets 2.3 Money market(meaning, role, participants, features, components, reforms) 2.4 Capital markets.(meaning, role, participants, features, components, reforms)	15

3.	Module III: Financial Regulators 3.1 Introduction, features, functions 3.2 RBI-introduction, objectives and functions and structure, credit control measures 3.3 IRDA-introductions, objectives, functions and structure 3.4 SEBI-introduction, power, role in primary and secondary market 3.5 PFRDA-introduction, functions	15
4.	Module IV: Financial Instruments 4.1 Introduction, Types(money markets, debit instruments, capital markets) 4.2 Money markets-T-bills, commercial paper, certificate of deposits call money, commercial bills, gilts, bankers acceptance, inter corporate deposits, bill discounting, REPO & REVERSE RATE 4.3 Debt instruments-government securities, bonds and debentures 4.4 Equity capital/instrument-equity, preference, derivatives 4.5 Mutual funds-features, advantages, disadvantages. 4.6 Introduction to Gift City – Gujarat. Importance and role.	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Overview of Financial System
2	2	Introduction to Financial Markets

Online Resources

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

<https://swayam.gov.in/explorer?searchText=financial+markets>

Examination pattern :

External: Paper Pattern 60 marks

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks
Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

References

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

Course Code: UV-FWM-102
Basics of Wealth Management

Detailed Syllabus

Module No	Course Content	Number of Lectures
1.	Module I: Wealth Management Fundamentals <ul style="list-style-type: none">- Definition and scope of wealth management- Importance of wealth management- Types of wealth management clients (individuals, families,HUF)-Code of ethics for wealth managers	15
2.	Module II: - Personal Finance <ul style="list-style-type: none">- Cash inflows and outflows- Income and expenditure statement- Budgeting and forecasting- Monitoring budgets and provisions for savings v. Personal Balance sheet and Net Worth- Calculation of Returns-Nominal Rate of Return, Effective Rate of Return, Internal Rate of Return, and Compounded Annual Growth rate (CAGR), Real Rate of Return, Rate of Return after adjusting taxes, Analysis of Return	15

3.	Module III: Investment Management <ul style="list-style-type: none"> - Investment objectives and risk tolerance - Asset classes (equities, fixed income, alternatives) - Investment vehicles (stocks, bonds, mutual funds, ETFs) - Portfolio management (construction, diversification, rebalancing) - Performance measurement and evaluation 	15
4.	Module IV: Wealth Protection and Transfer <ul style="list-style-type: none"> - Risk management (insurance, asset protection) - Estate planning (wills, trusts, probate) - Tax planning (income, capital gains, estate taxes) - Retirement planning (income sources, distribution strategies) - Business succession planning 	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Investment Planning
2	3	Risk and Return Relationship

Examination pattern

External: 60 marks

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks

Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

Online Resources

<https://www.youtube.com/watch?v=LLdKcFpHgM8>

<https://www.youtube.com/watch?v=C49nSjzgliw>

<https://www.youtube.com/watch?v=XYkwa1D1AC4>

References:

- The only Financial Planning Book that you will ever need: Amar Pandit: TV 18 Broadcast Ltd (CNBC TV18)
- How to be your own financial planner: Manish Chauhan : TV 18 Broadcast Ltd (CNBC TV18)
- Value Investing and Behavioral Finance : ParagParikh:Mcgraw Hills Education
- Publications by Financial Planning Standard Board
- E Book by The Financial Planners' Guild India
- The Total Money Makeover Author: Dave Ramsey
- You're So Money: Live Rich, Even When You're Not: Author: FarnooshTorabi
- I Will Teach You to Be Rich: Author: RamitSethi

Course Code : UV-FWM-103
Business Management I - Principles of Management

Detailed Syllabus

SR. No.	Modules/ Units	No. of Lectures
1	Nature of Management 1.1 Concept and significance of management 1.2 Nature of management 1.3 Process of Management 1.4 Functional areas of management 1.5 Evolution of management thoughts-contribution of F.W. Taylor, Henry Fayol 1.6 Behavioral Science approach 1.7 Contingency approach 1.8 Management Functions - Planning, Organizing, Staffing, Directing and Controlling.	15
2	Planning and decision making 2.1 Planning – meaning and importance 2.2 Elements of a plan 2.3 Process of planning 2.4 Advantages and limitations of Planning 2.5 Decision making – Concept and Meaning 2.6 Importance of Decision Making 2.7 Process of decision making	15

	2.8 Techniques of decision making.	
3	Organizing and Staffing 3.1 Meaning and concept of organizing 3.2 Nature and Significance of organizing 3.3 Delegation: Authority and responsibility relationship 3.4 Centralization v/s decentralization 3.5 Meaning of departmentation 3.6 Structure of an organization (formal and informal, line and staff and matrix)	15
4	Directing, leadership, co-ordination and controlling 4.1 Directing: Meaning of Directing 4.2 Process of directing 4.3 Meaning , Concept and significance of motivation 4.4 Theories of Motivation (Maslow, Herzberg, Mc Gregor) 4.3 Meaning and concept of Leadership 4.4 Traits and Qualities of leader 4.5 Styles of Leadership 4.6 Co -ordination – Meaning and elements 4.6 Controlling: Meaning and Concept 4.7 Process of Controlling	15

	4.8 Effective Control System	
	4.9 Techniques of Controlling (TQM, Quality Circles, Brainstorming, Decision tree)	

Self-Learning topics (Unit wise)

Unit	Topics
1	1.1 Concept and significance of management
1	1.5 Evolution of management thoughts-contribution of F.W.Taylor, Henry Fayol
2	2.1 Planning – meaning and importance
2	2.2 Elements of a plan
3	3.1 Meaning and concepts of organizing
4	4.3 Meaning of Leadership
4	4.5 Traits of Leader

Examination Pattern

External: 60 marks

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks
Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

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 Organizing Concept from drop down menu)
https://nptel.ac.in/courses/122/105/122105021/ (Introduction to Leadership and Traits of Leader)

Reference Books:

- Principles of Management - P.C. Tripathi& P.N. Reddy.
- Essentials of Management - Weihrich and Koontz.
- Principles of Management - L.M. Prasad
- Principles of Management – DinkarPagare
- Business Management - C.B. Gupta
- Business Management - N. Premavathy
- Principles of Management - J. Jayasanka

Course Code : UV-FWM -104
Micro Economics

Unit	Content	No.of Lectures
I	<p>Module-1</p> <p>Demand and Supply Analysis</p> <p>1.1 Scope & Importance of Micro Economics, Demand function: Meaning, determinants ,Variation and change in demand, Supply function: Meaning,determinants</p> <p>1.2 Shifts in the Demand and Supply Curves and Equilibrium</p> <p>1.3 Elasticity :Meaning, Significance, Types of Elasticity of demand(Price, Income, Cross and Promotional)</p>	15
II	<p>Module-II</p> <p>Production decisions, Cost of Production ,Revenue analysis and Market structure</p> <p>2.1 Production function:Production in the short and long run - Law of Variable proportions and Law of returns to scale, Isoquant ,Economies and Diseconomies of Scale</p> <p>2.2 Cost concepts: Accounting cost and Economic cost, Implicit and Explicit cost, Fixed and variable cost, Total, Average and Marginal cost,Numericals on cost</p> <p>2.3 Revenue concepts: Types:Total, Average & Marginal revenue</p> <p>2.4 Market Structure: Perfect Competition :Features ,Monopoly :Features and Sources of monopoly power ,Monopolistic Competition : Features and Selling Cost, Oligopoly: Features</p>	15

Self Learning Topics (Unit wise)

Unit Topic
I Demand Analysis
II Monopoly

Online Resources:

<https://nptel.ac.in/courses/110105075>

https://onlinecourses.swayam2.ac.in/imb22_mg38/course#

Reference Books

1. Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
2. Hirchey .M., Managerial Economics, Thomson South western (2003)
3. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
4. Frank R.H, Bernanke.B.S., Principles of Economics (Tata McGraw Hill (ed.3)
5. Gregory Mankiw., Principles of Economics, Thomson South western (2002)
6. Samuelson & Nordhaus.: Economics (Tata McGraw Hills, New Delhi, 2002)
7. Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)
8. Richard G. Lipsey, K.Alec Chrystal, Principles of Economics (Oxford University Press)

Course Code : UV-FWM-105
Course: Financial Mathematics and Statistics with MS-Excel I

Unit	Content	No. of Practicals
I	Introduction to Excel 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	Time value of money, annuities and loan amortization 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	Matrices, simultaneous equations, LPP 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	Data representation using diagrams 4.1 Constructing frequency tables 4.2 Making bar charts, pie charts and histograms	3
V	Revision / Extra Practicals	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. Each practical will be of two hours duration.
2. A practical batch size will be as per the university norms.
3. The students will have to maintain a file/journal in which the practical questions and the output obtained in the practicals should be filed.

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

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-FRMAEC -106
Course: Communication Skills in English I

Unit	Content	No. of Hours
I	Letters 1.1 Job Application Letter with Resume 1.2 Statement of Purpose 1.3 Letters to the Editor 1.4 Sales/Promotion Letters	5
II	Data Interpretation 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.)	5
III	Essay 3.1 Reflective 3.2 Analytical 3.3 Persuasive/Argumentative	5

No. of lectures per week: 01 lecture + 01 tutorial*

*The number of students in each tutorial batch shall be 25 students. The last batch in a division may however have 20 students.

Suggested Topics for Tutorials: (for both semesters)

1. Fundamentals of Grammar
2. Vocabulary Building and Language Games
3. Editing Sentences and longer passages
4. Summarization
5. Stress Marking
6. Phonology
7. Reading Skills
8. Listening Skills
9. Speaking Skills and Pronunciation
10. Debates / Speeches
11. Book / Film Reviews

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)

Formative Assessment: (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

References

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
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.

Course Code : UV-FWM-107

Course: Contemporary India: Values and Issues -I

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

Assessment: Total 50 marks

Part A) Semester End exam –Time: One hour

30 Marks

Q. 1 A

10 Marks

OR

Q.1 B

Q. 2 A

10 Marks

OR

Q. 2 B.

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

10 Marks

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

References

1. Ahuja Ram (2014), *Social Problems in India*, Jaipur: Rawat Publication.
2. Chandra Bipan (1984), *Communalism in Modern India*, Delhi: Vikas Publishing House.
3. Dubey S.C. (2018), '*Indian Society*', National Book Trust.
4. Furer Christoph Von-Haimendorf (1992), *Tribes of India, the Struggle for Survival*, Berkely: University of California Press.
5. Ganesh, Kamala, Thakkar (2005), "*Culture and the making of Identity in Contemporary India*" Usha, Sage Publication, New Delhi.

6. Harvey Carol P and Allard June M (2005), *Understanding and managing Diversity Readings Cases, and Exercises*; New Delhi: Prentice Hall of India.
7. Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
8. Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association, Deep and Deep Publications.
9. Roy, Gaurav K. (2020), *Cyber Security and Digital Privacy a universal approach*, Highbrow Scribes Publications.
10. Suresh Jayshree, Raghavan, B.S (2003), *Human Values and Professional Ethics*. New Delhi: S. Chand
11. 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

Course Code : UV-FWM-108
Introduction to Indian Knowledge Systems - I

Unit	Content	No. of hours
1	Indian Knowledge Systems: 1.1 Concept, relevance and methodology 1.2 Darshanas of the Hindu Philosophy, questioning set paradigms through Buddhism and Jainism 1.3 Transmission of knowledge - oral, guru-shishya Parampara, ancient centres of higher education, experiential learning (Bhakti and Sufi movement) 1.4 Contribution of women scholars in early India.	9
2	Indian Knowledge system: An aesthetic approach 2.1 Natyashastra, 2.2 Indian music tradition (gharana system) 2.3 Culinary traditions, 2.4 Paintings and textiles.	6

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

References

1. Basham, A. L. (1987), *The Wonder that was India*, Sidgwick & Jackson Ltd., London
2. Chattopadhyaya, Deviprasad (1977), *Science and Society in Ancient India*, Research India Publications
3. Jha, Amit (2009), *Traditional Knowledge System in India*, Atlantic Publishers, New Delhi.
4. Jha, D. N. (2004), *Early India, A Concise History*, Manohar Publishers & Distributors.
5. Jha, D. N. (1993), *Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Publishers
6. Singh, Sahana (2022), *Revisiting the Educational Heritage of India*, Global Collective Publishers.
7. Sen, Amartya (2005), *Argumentative Indian*, Allan Lane.
8. Singh, Upinder (2008), *A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century*, Pearson Education India.
9. Thapar, Romila (2018), *Indian Cultures as Heritage: Contemporary Pasts*, Aleph Book Company.

10. Thapar, Romila (2014), *The Past as Present: Forging Contemporary Identities Through History*, Aleph Book Company.
11. Basham, A. L. (1987), *The Wonder that was India*, Sidgwick & Jackson Ltd., London
12. Chattopadhyaya, Deviprasad (1977), *Science and Society in Ancient India*, Research India Publications
13. Jha, Amit (2009), *Traditional Knowledge System in India*, Atlantic Publishers, New Delhi.
14. Jha, D. N. (2004), *Early India, A Concise History*, Manohar Publishers & Distributors.
15. Jha, D. N. (1993), *Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Publishers
16. Singh, Sahana (2022), *Revisiting the Educational Heritage of India*, Global Collective Publishers.
17. Sen, Amartya (2005), *Argumentative Indian*, Allan Lane.
18. Singh, Upinder (2008), *A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century*, Pearson Education India.
19. Thapar, Romila (2018), *Indian Cultures as Heritage: Contemporary Pasts*, Aleph Book Company.
20. Thapar, Romila (2014), *The Past as Present: Forging Contemporary Identities Through History*, Aleph Book Company.

The Scheme of Teaching and Examination

Semester – II

Sr. No.	Choice Based Credit System	Subject Code	Remarks
1	Major Subjects	UV-FWM-201	Equity Markets
		UV-FWM-202	Principles And Practices of Banking
2	Minor Subject	UV-FWM-203	Business Management II- Financial Accounting
3	Open Elective	UV-FWM-204	Macro Economics
4	Vocational Course	UV-FWM-205	Financial Mathematics and Statistics with MS-Excel II
5	Ability Enhancement Courses (AEC)	UV-FWM-206	Communication Skills in English II
6	Value Addition Course	UV-FWM-207	Contemporary India: Values and Issues II
7	Indian Knowledge System	UV-FWM-208	Introduction to Indian Knowledge Systems II

First Year Semester II Internal and External Detailed Scheme

Sr . No.	Subject Code	Subject Title	Periods Per Week					Credit	SLE	Internals				External	Total Marks
			Units	SL	L	T	P			CT	PA	CP	T	SEE	
1	UV-FWM-201	Equity Markets	4	20%*	4	0	0	4	15	20		5	40	60	100
2	UV-FWM-202	Principles and Practices of Banking	4	20%*	4	0	0	4	15	20		5	40	60	100
3	UV-FWM-203	Business Management II-Financial Accounting	4	20%*	4	0	0	4	15	20		5	40	60	100
4	UV-FWM-204	Macro Economics	2	20%*	4	0	0	2	20				20	30	50
5	UV-FWM-205	Financial Mathematics & Statistics with MS-Excel II	4	--	0	0	2	1	-	--		-	25	-	25
6	UV-FWM-206	Communication Skills in English II	3		1	1	0	2	-	20		-	20	30	50
7	UV-FWM-207	Contemporary India: Values and Issues II	2	20%*	2	0	0	2	-	15		5	20	30	50
8	UV-FWM-208	Introduction to Indian Knowledge Systems II	1		1	0		1	20			5	25	-	25
	Total Hours / Credit							20		Total Marks					500

SL: Self Learning, L: Lecture, T: Total P: Practical, SLE- Self learning evaluation,
CT-Commutative Test, SEE- Semester End Examination, TA-Teacher Assessment
PA- Project Assessment

First Year Semester – II Units – Topics – Teaching Hours

Sr No	Subject Code	Subject Unit Title		Lect ures	Total No. of hours	Credit	Total Marks
1	UC-FRWM1-201	I	Primary Market	15	60	4	100
		II	Secondary Market	15			
		III	Basic Concepts of Equity Markets	15			
		IV	Dealings in Stock Exchanges versus OTCEI	15			
2	UC-FRWM2-202	I	Introduction to Banking Sector	15	60	4	100
		II	Digital Banking and Transactions	15			
		III	Risks and Security in Banking	15			
		IV	Professionalism and Compliance in Banking	15			
3	UC-FRWM3-203	I	Introduction to Accounting	25	60	4	100
		II	Accounting Standards	5			
		III	Preparation of Final Account	15			
		IV	Company accounts	15			
4	UC-FRMOE-204	I	Introduction To Macroeconomics, Inflation and Monetary policy	15	30	2	50
		II	Constituents Of Fiscal Policy, FDI, Foreign exchange market	15			
5	UC-FCOVO-205	I	Measures of Central Tendency	3	30 (15 practicals of two hours each)	1	25
		II	Measures of Dispersion	3			
		III	Correlation and Regression	3			
		IV	Time Series and Index Numbers	3			
		V	Revision /Extra	3			
6	UC-FCOAEC-206	I	Emails	5	30	2	50
		II	Report Writing	5			
		III	Creative Writing	5			
7	UC-FCOVAC-207	I	Constitution of India	15	30	2	50
		II	Environmental commitments and Yoga	15			
8	UC-FCOIKS-208	I	Overview of Indian scientific thought	7	15	1	25
		II	‘Katha’	8			
			Total			20	500

- **Lecture Duration – 1 hr**

One credit = 15 hours of lectures and 30 hours of practicals

Part 4 - Detailed Scheme

UV-FWM-201 Equity Markets

Detailed Syllabus

Module No	Course Content	Number of Lectures
1.	Module 1: Primary Market 1.1 Types of issue in the equity market: IPO, FPO, OFS, Private Placement, Preferential Allotment, Qualified Institutional Placement, Right issue, Bonus issue 1.2 Methods of issue: Book Building, Fixed Price Method 1.3 Prospectus: Draft of Red – Herring Prospectus and Red - Herring Prospectus – it's unique features 1.4 ASBA and its features 1.5 Green Shoe option 1.6 Sweat equity, ESOP, Non voting shares 1.7 International Equity Market: ADR, GDR, IDR	15
2.	Module 2: Secondary Market 2.1 Definition and functions of stock Exchanges 2.2 Evolution and Growth of Stock Exchanges in India 2.3 NSE, BSE, SME Exchanges and Overseas Stock Exchanges 2.4 Recent Development in Stock Exchanges 2.5 Stock Market Indices	15

3.	Module 3: Basic Concepts of Equity Markets 3.1 Types of Equities 3.2 Types of Investors: QIB, Retail Investors, HNIs, FDI, FPI, etc. 3.3 Stock Market Participants 3.4 Tax Implications: STCG, LTCG, STT.	15
4.	Module 4: Dealings in Stock Exchanges versus OTCEI 4.1 Concept, Features and Benefits 4.2 Role of CDSL and NSDL 4.3 Procedure for buying & selling shares in Indian and Foreign Equity Market 4.4 Screen Based Trading Systems: NEAT and BOLT 4.5 Clearing & Settlement	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Prospectus – Draft Red Herring Prospectus and Red Herring Prospectus
2	2	Stock Market Indices
3	3	Types of Equities
4	4	Role of CDSL and NSDL

Examination pattern :

External: 60 marks

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks
Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

Online Resources

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

<https://www.youtube.com/watch?v=ohtQuGhUFCw>

References

- 1. One Up On Wall Street – Peter Lynch**
- 2. The Intelligent Investor-Benjamin Graham**
- 3. Beating the street- Peter Lynch**

UV-FWM-202
Principles And Practices of Banking

Sr. No	Modules/ Units	Number of Lectures
1.	Module I: Introduction to Banking Sector 1.1 Overview of the Banking Sector 1.2 Roles of Business Correspondents & Business Facilitators 1.3 Customer Segmentation and Sourcing Techniques 1.4 Assisting Customers with Banking Services & Other Administrative Tasks	15
2.	Module II: Digital Banking and Transactions 2.1 Understanding Digital Banking 2.2 Online Banking Services and Digital Payment Systems (BHIM, UPI) 2.3 NEFT, RTGS, IMPS: Processes, Advantages, Limitations 2.4 Use of Banking Equipment and Handling Transactions	15
3.	Module III: Risks and Security in Banking 3.1 Regulatory Framework for Digital Payments 3.2 Types of Risks in Banking and Security Protocols 3.3 Data Management, Privacy, and Security 3.4 Risk Management Tools and Techniques	15
4.	Module IV: Professionalism and Compliance in Banking 4.1 Effective Communication in Customer Service 4.2 Maintaining Service Standards and Inclusivity 4.3 Operations in Banking and the Role of the RBI in Regulatory Compliance 4.4 Sustainability Practices in Banking	15

Self-Learning Topics

Module No	Topic
3.2	Types of Risks in Banking and Security Protocols
4.1	Effective Communication in Customer Service

Examination Pattern

External: Paper Pattern 60 marks

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks
Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

Online Resources

https://onlinecourses.swayam2.ac.in/imb21_mg19/preview
https://onlinecourses.swayam2.ac.in/imb23_mg34/preview

UV-FWM-203

Business Management II- Financial Accounting

Detailed Syllabus

Sr No	Unit /Modules	No of lectures
1.	Introduction to Financial Accounting 1.1 Definition of Book keeping and Accounting 1.2 Accounting principles (concepts and conventions) 1.3 Preparation of journal and ledgers 1.4 Preparation of trial balance 1.5 Preparation of bank reconciliation statement.	25
2.	Accounting Standards 2.1 Introduction to Indian Accounting Standards (meaning and scope) 2.2 IND AS 1 Presentation of financial statements 2.3 IND AS 8 Accounting policies, Changes in Accounting estimates 2.4 Introduction to IFRS	05
3.	Preparation of Final Accounts 3.1 Treatment of capital and revenue 3.2 Adjustment and closing entries 3.3 Preparation of Final accounts for sole proprietary/partnership	15
4.	Company Final Accounts 4.1 Introduction to schedule III of companies Act 2013 4.2 Reading of Annual reports of companies	15

Self Learning Topics

Sr. No	Unit	Topic
1	4	Introduction to Indian AS
2	4	IND AS 1,8

Online Resources:

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

https://swayam.gov.in/nd2_cec20_mg16/preview

Examination pattern :**External: Paper Pattern 60 marks**

Q1	Any two out of three (module 1)	15marks
Q2	Any two out of three (module 2)	15marks
Q3	Any two out of three (module 3)	15 marks
Q4	Any two out of three (module 4)	15 marks

Internal: 40 marks

- 20 marks Class Test
- 15 marks SLE
- 05 marks class participation

Recommended Text:

- 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 LesileChandwichk, 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

**UV-FWM-204 –
Macro Economics**

Sr. no.	Modules/ units	No. of Lectures
1	1. INTRODUCTION TO MACROECONOMICS, INFLATION, MONETARY POLICY <ol style="list-style-type: none"> 1. Macroeconomics: Meaning, Scope and Importance 2. Circular flow of income in close and open economy 3. The Measurement of National Product: meaning and measurement 4. Inflation: Types, Causes, Effects 5. Monetary Policy: meaning, objectives, instruments. 	15

2	CONSTITUENTS OF FISCAL POLICY, FDI, FOREIGN EXCHANGE MARKET <ol style="list-style-type: none"> 1. Fiscal Policy: meaning, objectives 2. Instruments of Fiscal Policy: Sources of Public Revenue, Canons of Taxation 3. Union Budget – Structure 4. Foreign Investments: FDI and FPI, their comparison, merits and demerits of FDI 5. Foreign Exchange and Foreign Exchange Markets: – Fixed and Flexible exchange rates – Managed Float exchange rate system 	15
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Self-Learning topics (Unit wise):

Sr. No	Unit	
1	2	Inflation
2	4	Globalization

Online Resources

https://nptel.ac.in/courses/109/104/109104073/#
https://nptel.ac.in/noc/courses/noc15/SEM1/noc15-hs08/

References

- Mankiw N. G. , Macroeconomics
- Ahuja H. L., Modern Economics—S. Chand Company Ltd. New Delhi
- Dornbush, Fisher and Startz, Macroeconomics--Tata – McGraw Hill , New Delhi
- Dwivedi, D.N. (2001), Macro Economics : Theory and Policy, Tata McGraw Hill, New Delhi

UV-FWM-205
Course: Financial Mathematics and Statistics with MS-Excel II

Unit	Content	No. of Practicals
I	Measures of Central Tendency 1.1 Mean 1.2 Median, Quartiles Deciles and Percentiles 1.3 Mode	3
II	Measures of Dispersion 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	Correlation and Regression 3.1 Scatter plot, Karl Pearson's formula, Rank Correlation, Spearman's coefficient 3.2 Linear Regression, forecasting	3
IV	Time Series and Index Numbers 4.1 Time Series Analysis, forecasting using time series 4.2 Index Numbers unweighted and weighted, Laspeyre, Paasche, Fischer, Marshall-Edgeworth and Drobish-Bowley index numbers	3
V	Revision / Extra Practicals	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 according to the university norms.
3. Students will have to 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

References

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-FRMAEC-206
Communication Skills in English II

Unit	Content	No. of Hours
I	Emails 1.1 Enquiry 1.2 Invitation 1.3 Thank You 1.4 Permission	5
II	Report Writing 2.1 Eyewitness Report 2.2 Activity Report 2.3 Newspaper Report	5
III	Creative Writing 3.1 Story Writing 3.2 Dialogue Writing 3.3 Blog Writing	5

No. of lectures per week: 01 lecture + 01 tutorial*

*The number of students in each tutorial batch shall be 25 students. The last batch in a division may however have 20 students.

Suggested Topics for Tutorials: (for both semesters)

1. Fundamentals of Grammar
2. Vocabulary Building and Language Games
3. Editing Sentences and longer passages
4. Summarization
5. Stress Marking
6. Phonology
7. Reading Skills
8. Listening Skills
9. Speaking Skills and Pronunciation
10. Debates / Speeches
11. Book / Film Reviews

Formative Assessment: (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

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)

References

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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:

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2. 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.

UV-FWM-207

Course: Contemporary India: Values and Issues -II

Unit	Content	No. of lectures
1	A. Constitution of India -I 1.1. Introduction to Constitution – Basic structure. 1.2. Constitutional Values-secularism, equality, liberty, fraternity, federalism, unity and integrity, sovereignty. B. Constitution of India -II 1.3. Fundamental Rights 1.4. Directive Principles of State Policy	15
2	A. Environmental commitments. 2.1. Disaster Management- natural and human-made disasters, mitigation measures. 2.2. Green Business and Green consumerism. B. Yoga 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

Assessment: Total 50 marks

Part A) Semester End exam –Time: One hour

30 Marks

Q. 1 A

10 Marks

OR

Q.1 B

Q. 2 A

10 Marks

OR

Q. 2 B.

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

10 Marks

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

References

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10. Jahanbegloo, R., & Thapar, R. (2008). *India revisited: Conversations on contemporary India*. Oxford University Press.
11. Kashyap, S. C. (2011a). *Our Constitution: An introduction to India's constitution and Constitutional Law*. National Book Trust, India.
12. Kashyap, S. C. (2011b). *Our Parliament: An introduction to the Parliament of India*. National Book Trust, India.
13. Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
14. Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association, Deep and Deep Publications.
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16. Nagratna, R. Dr. & Nagendra, H. R. Dr *Positive Health*, published by SVYASA, Bangaluru.

UV-FWM-208

Course: Introduction to Indian Knowledge Systems – II Critical Issues in Sociology

Unit	Content	No. of lectures
1	Overview of Indian scientific thought 1.1 Mathematics, Geometry, Astronomy, Chemistry, 1.2 Health sciences 1.3 Yoga.	7
2	Katha 1.1 Tales, stories and storytelling tradition of India- Indian Folk tales 1.2 Buddhist Jataka stories, Gatha Saptasahati, Hitopadesha, Panchatantra 1.3 Folklore from North East India.	8

References

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3. Jha, Amit (2009), *Traditional Knowledge System in India*, Atlantic Publishers, New Delhi.
4. Jha, D. N. (2004), *Early India, A Concise History*, Manohar Publishers & Distributors.
5. Jha, D. N. (1993), *Economy and Society in Early India: Issues and Paradigms*, Munshiram Manoharlal Publishers
6. Singh, Sahana (2022), *Revisiting the Educational Heritage of India*, Global Collective Publishers.
7. Sen, Amartya (2005), *Argumentative Indian*, Allan Lane.
8. Singh, Upinder (2008), *A History of Ancient and Early Medieval India: From the Stone Age to the 12th Century*, Pearson Education India.
9. Thapar, Romila (2018), *Indian Cultures as Heritage: Contemporary Pasts*, Aleph Book Company.
10. 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

A handwritten signature in black ink, appearing to read 'TN Razmi', with a stylized flourish extending from the end.

Dr Tasneem Razmi

Name & Signature of the Chairperson