

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 2023-24



Board of Studies in the Subjects of Commerce and Management

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

- a) **Dr Rita Khatri** , Professor, Department of Commerce H. R College., Mumbai-400020, Email id: khatririta@hrcollege.edu, Mobile No. 8828426516
- b) **Prof Smarajit Padhe**, Assistant Professor, K.C College at K.C. College, Mumbai - 400020 Email id smarajit.padhi@kccollege.edu.in, Mobile No. 7977676421.

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

- a) **Dr Jasbir Sodi** ,Vice Principal, Associate Professor at H. R. College, Mumbai- 400020 Email id: jas.saj@rediffmail.com, Mobile No.: 9619136511
- b) **Dr Navin Punjabi**, Vice Principal and Associate Professor at H.R. College, Mumbai -400020 Email id navin.punjabi@gmail.com, Mobile No.: 9920177199
- c) **Dr Kulvinder Batth**, Associate Professor, Department of Commerce at K.C. College., Mumbai-400020, Email id- kulprofessional@gmail.com Mob:9833060902
- d) **Ms. Kanu Priya Sharma**, Assistant Professor , at H.R College, Mumbai – 400020 Email id: Kanupriya.sharma@hrcollege.edu , Mobile No : 8879512354
- e) **Dr. Shweta Singh**, Assistant Professor at H.R College, Mumbai – 400020, Email id: singhshweta0902@gmail.com , Mobile no : 9702050350
- f) **Ms Charvi Gada**, Assistant Professor, H R College, Mumbai- 400020 Email id: charvigada16@gmail.com Mob no 9987467233

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

- a.) **Dr Khushpat Jain** Professor at Sydenham College Mumbai

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

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

a) **Dr Hasina Sayed** Ex- HOD of Commerce, Jai Hind College. Email id :
haseenasyd@gmail.com_ Mob: 9819121250

b) **Dr Ketan Vira:** Professor, Mumbai institute of Management and Research, Wadala,
Mumbai Email. Id ketanvira@rediffmail.com Mobile No : 7710075500

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

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

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

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

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

c) **Sarah Vaz** (Under Graduate student) HR College Email id : sarahvaz1@gmail.com,
Mobile no: 9769313965



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 Commerce

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)	Accountancy and Financial Management I Commerce I	4+4
2	Minor Subjects(M3)	Micro Economics I	4
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
8	Multidiscipline Elective	To be selected by students from the list of subject	2
	Total		20

Semester II

Sr No	Particulars	Name of Subject	Credits
1	Major subjects (M1 and M2)	Accountancy and Financial Management II Commerce II	4+4
2	Minor Subjects(M3)	Micro Economics II	4
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
8	Multidiscipline Elective	To be selected by students from the list of subject	2
	Total		20

Preamble

The Bachelor of Commerce course is designed to provide competencies in basic commerce discipline as 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 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

UC-FCOM1-101 Accountancy and Financial Management I

- To give an insight into the basics of Accounting Concepts and Principles to students to have the foot hold in accounts.
- To familiarize students with the principles and methodologies of inventory valuation in accordance with Accounting Standard 2 (AS 2).
- To enlighten the students about the concepts Capital and Revenue, Adjusting and Closing entries and Final accounts of a Manufacturing concern.
- To orient the learners about the Departmental accounts and the allocation of expenses and incomes in different departments.
- To acquaint learners about the Depreciation Accounting

UC-FCOM2-102 Commerce I

- To provide basic insights in various concepts of business.
- To make students aware of various forces that drives and shape business.
- To help self driven students in understanding the fundamentals of entrepreneurship development
- To equip students with some of the basic skills of doing business

UC-FCOM3-103 Micro Economics I

This course is designed to equip students with the economic principles which are necessary to analyse a whole range of economic problems. It deepens the understanding of the basic theory of optimization by economic agents and the efficiency of the resulting outcome for the market as a whole.

UC-FCOVO104 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.

. UC-FCOAEC-105 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

UCFCOVAC-106 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.

UC-FCOIKS-107 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.

Plz note: The syllabus of Multidiscipline General open elective Sem I will be share in the General Electives document separately.

Semester II

UC-FCOM1-201 Accountancy and Financial Management II

- To enable students to proficiently convert incomplete recorded books maintained under single entry system into double entry system.
- To orient the learners about the accounting for Hire Purchase transactions.
- To acquaint learners about the Branch accounts.
- To make the students understand how to calculate fire insurance claims for loss of stock.

UC-FCOM2-202 Commerce II

- To introduce the concept of services and classification of services on various parameters
- To orient the learners on various organized and unorganized formats in India and growth trajectory of organized retail and its challenges
- To acquaint learners on the trends in ITES, Banking and Insurance, logistics and E-Commerce as a service sector and opportunities and challenges in these sectors.
- To present the various career opportunities available to the learners in service sector.

UC-FCOM3-203 Micro Economics II

The objective of this paper is to analyse different market structures, pricing methods and capital budgeting. The common goal in all of these issues is to identify the incentives of the various

participating agents and the trade-offs that they face. Understanding behaviour and microeconomic trade-offs are also crucial for the design of economic policies.

UC-FCOVO -204 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.

UC-FCOAEC-205 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

UCFCOVAC-206 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.

UC-FCOIKS -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.

Plz note: The syllabus of General open elective will be share in the General Electives document separately.

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

UC-FCOM1-101 Accountancy and Financial Management I

- Learners will be able to prepare financial statements in accordance with appropriate accounting standards
- Learners Understand the principles and methods of inventory valuation as per Accounting Standard 2 (AS 2).
- The learner shall be able to comprehend and analyze departmental accounts and depreciation accounting.
- Learners shall possess the knowledge of interpreting the business implications of financial statement information

UC-FCOM2-102 Commerce I

- The learner will get insights into the fundamental concept of business and the importance of business environment in doing business.
- 2) The learner will be able to analyses the environment and factors affecting business development.
- 3) The learner will be able to do business planning and take decision on choosing the right alternatives to start up the business venture.

UC-FCOM3-103 Micro Economics I

Students should be able to describe and evaluate the methods used in economic analysis and formulate real world examples in the language of economics They can assess the potential and limitations of the methods used in economic analysis.

UC-FCOVO -104 Financial Mathematics and Statistics with MS-Excel I

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.

UC-FCOAEC-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

UCFCOVAC-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.

UC-FCOIKS -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

UC-FCOM1-201 Accountancy and Financial Management II

- Learners will gain expertise in converting incomplete recorded books maintained under a single-entry system into a double-entry system.
- Learners shall be able to comprehend and analyze branch accounts and hire purchase transactions.
- Learners shall possess the knowledge of interpreting the business implications of financial statement information.

UC-FCOM2-202 Commerce II

- To enable the learner to Understand the concept service sector
- To make the learner analyse various of various retail formats and adopt right strategy to enter the retail Industry
- The learner shall be able to comprehend the various terminologies and concepts like BPO, KPO, etc. in the ITES sector.
- To enable the learner to understand the recent trends like digital payments, FDI and other futuristic trends in the banking and insurance sector.
- To be able to analyse the opportunities and challenges faced by Indian Corporates for smooth transition to e-commerce in B2B, B2C, C2C activities.

UC-FCOM3-203 Micro Economics II

Students will learn how markets organize core economic activities, such as production, distribution, and consumption, and the growth of productive resources. Students will learn to apply economic theories and methodologies in analyzing economic issues in various sub-fields of applied microeconomics. Students will be able to deduce reasonable predictions about possible economic outcomes based upon economic conditions and economic theories. They will

develop critical thinking skills, evaluate and critique alternative economic policies. Students would also learn to create explanations for new economic phenomena and devise innovative approaches to solve various economic problems.

UC-FCOVO -204 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.

UC-FCOAEC-205 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

UCFCOVAC-206 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.

UC-FCOIKS -207 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.

Plz note: The syllabus of Multidiscipline General open elective Sem II will be share in the General Electives document separately.

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	UC-FCOM1-101	Accountancy and Financial Management I
		UC-FCOM2-102	Commerce I
2	Minor Subject	UC-FCOM3-103	Micro Economics I
3	Vocational Course	UC-FCOVO-104	Financial Mathematics and Statistics with MS-Excel I
4	Ability Enhancement Courses (AEC)	UC-FCOAEC-105	Communication Skills in English I
5	Value Addition Course	UC-FCOVAC-106	Contemporary India: Values and Issues I
6	Introduction to Indian Knowledge Systems	UC-FCOIKS-107	Introduction to Indian Knowledge Systems I
7	Multidiscipline open electives		Students have to chose any one subject from the open elective option

First Year Semester I Internal and External Detailed Scheme

Sr . No.	Subject Code	Subject Title	Periods Per Week					Cred it	SLE/ PA	Internals				Tota l Mar ks
			U ni ts	SL	L	T	P			CT	AP	T	SE E	
1	UC-FCOM1-101	Accountancy and Financial Management I	4	20%*	4	0	0	4	20	15	5	40	60	100
2	UC-FCOM1-102	Commerce I	4	20%*	4	0	0	4	20	15	5	40	60	100
3	UC-FCOM3-103	Micro Economics I	4	20%*	4	0	0	4	20	15	5	40	60	100
4	UC-FCOVO-104	Financial Mathematics & Statistics with MS-Excel I	4	--	0	0	2	1	-	--	-	25	-	25
5	UC-FCOAEC-105	Communication Skills in English I	2	20%*	1	1	0	2	-	20		20	30	50
6	UC-FCOVAC-106	Contemporary India: Values and Issues I	2	20%*	2	0	0	2	15	-	5	20	30	50
7	UC-FCOIKS-107	Introduction to Indian Knowledge Systems I	2		1	0	0	1	20	-	5	25		25
8		Open elective subject chosen by the student	2		0	0	2	2	-	-	5	30	50	50
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	UC-FCOM1-101	I	Inventory Valuation	12	60	4	100
		II	Final Accounts of a Manufacturing Concern	18			
		III	Departmental Accounts	15			
		IV	Depreciation Accounting	15			
2	UC-FCOM2-102	I	Business and Trends	15	60	4	100
		II	Entrepreneurship	15			
		III	Business Environment	15			
		IV	Business Planning	15			
3	UC-FCOM3-103	I	Scope and Introduction of Micro Economics	15	60	4	100
		II	Demand Analysis	15			
		III	Supply and Production Decisions	15			
		IV	Cost of Production	15			
4	UC-FCO-VO-104	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			
5	UC-FCO-AEC-105	I	Letters	5	30	2	50
		II	Data Interpretation	5			
		III	Essay	5			
6	UC-FCO-VEC-106	I	Understanding India and Environment: Ethical concerns	15	30	2	50
		II	Ethics in Digital Technology and Ethical concerns in social media	15			
7	UC-FCO-IKS-107	I	Indian Knowledge Systems	9	15	1	25
		II	Indian Knowledge system: An aesthetic approach	6			
8	Open Electives				30	2	50
			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: UC-FCOM1-101
Course: Accountancy and Financial Management I
Detailed Scheme

Unit No.	CONTENT	No.Of lectures
1	Inventory Valuation 1.1 Meaning of inventories 1.2 Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation 1.3 Meaning and importance Methods of Stock Valuation as per IAS – 2 1.4 FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date & If inventory is taken on a date after the balance sheet or before the balance sheet	12
2	Final Accounts of a Manufacturing Concern 2.1. Capital and Revenue: Expenditure (a) Capital (b) Revenue Receipts (a) Capital (b) Revenue; 2.2. Adjusting and Closing entries; 2.3. Preparation of Manufacturing Account, Trading Account, Profit & Loss and Balance Sheet in horizontal form of Manufacturing concerns (Proprietary/Manufacturing firm).	18

3	Departmental Accounts 3.1. Meaning; 3.2. Basis of Allocation of Expenses and Incomes/Receipts; 3.3. Inter Departmental Transfer: at Cost Price and Invoice Price; 3.4. Departmental Trading and Profit & Loss Account and Balance Sheet.	15
4	Depreciation Accounting 4.1 Concept of Depreciation as per IAS 36 4.2 Objectives of providing depreciation 4.3 Factors in the measurement of depreciation 4.4 Methods for calculating depreciation 4.4.1 Straight line method 4.4.2 Diminishing Balance method 4.4.3 Change of method of Depreciation 4.5 Accounting through Provision for Depreciation Method	15
TOTAL		60

Self-Learning topics (Unit wise)

Sr.No	Topics
1.	Inventory Valuation Concept of FIFO & WAM with the help of numeric example
2.	Final Accounts Concept of Adjusting of Closing Entries with help of numeric example of Final Accounts
3.	Departmental Accounts Concept of Inter Departmental Transfers at cost & selling price with closing stock at invoice price with help of numeric example
4.	Depreciation Accounting Explanation of Provision for Depreciation method with the help of a numeric example

Note : Selection of SLE topics from the above, will be as per the discretion of the faculty

Online Sources:

https://www.icaai.org/post.html?post_id=17757

https://www.icaai.org/post.html?post_id=19138

https://www.icaai.org/new_post.html?post_id=15620

https://archive.mu.ac.in/myweb_test/bcomstudy.html

Reference Books

1. “Accountancy & Financial Management- I, F.Y.B.COM Ainapure, Manan Prakashan.”
2. “Accountancy & Financial Management- I F.Y.B.COM Sheth Publication.”
3. “Accountancy & Financial Management- II, F.Y.B.COM Ainapure, Manan Prakashan.”
4. “Accountancy & Financial Management- II F.Y.B.COM Sheth Publication.”
5. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
6. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
7. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
8. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back

Evaluation Pattern:

External Paper Pattern:

Q. 1	A. Practical Question OR B. Practical Question	15 Marks
Q. 2	A. Practical Question OR B. Practical Question	15 Marks
Q. 3	A. Practical Question OR B. Practical Question	15 Marks
Q. 4	A. Practical Question OR B. Short Notes (Any 3/4) (one short note from each module)	15 Marks

Note: Each of the four questions (Q.1 A/B, Q.2 A/B, Q.3 A/B & Q.4 A) should be from different module

Course Code : UC-FCOM2-102**Course: Commerce I**

Unit	Content	No. of lectures
1	Business and Trends 1.1 Introduction Concept of business, functions, scope and significance, traditional and modern concept, Challenges faced by businesses in India. 1.2 Objectives of business: Classification of business objectives, reconciliation of Economic and social objectives. 1.3 Trends in Business; Strategic alternatives in changing scenario, Restructuring strategies and turnaround essentials, steps to implement turnaround.	15
2	Entrepreneurship 2.1 Introduction to Entrepreneurship Concept and Importance of Entrepreneurship Factors contributing to Growth of Entrepreneurship. Entrepreneurship training & development centers in India. Role of innovation and creativity in entrepreneurship 2.2 The Entrepreneurs Competencies of Entrepreneurs. Entrepreneur and Intrapreneur. Conventional and Emerging forms of Entrepreneurs, Women Entrepreneurs- Problems and promotions. 2.3 Startups & Entrepreneurial Ecosystem in India Concept of start-ups, incubators, accelerators. Incentives and funding to Entrepreneurs in India, Concepts of Bootstrapping, Venture capitalists, Angel investors, Crowd funding, Ease of doing business in India.	15
3	Business Environment 3.1 Introduction- Concept and importance of Business Environment, Inter-relationship between Business and Environment. 3.2 Constituents of Business Environment –Internal and External Environment, Environmental scanning techniques, SWOC & PESTEL analysis, DVUCAD world and its impact on Business. 3.3 International Environment- Concept and importance of FDI and FII , MNC’s and TNC’s characteristics. 3.4 International Trading Environment- WTO and Trading blocs and its impact on Indian Business. 3.5 Sustainable Business practices – Meaning and importance and case examples	15

4	<p>Business Planning</p> <p>4.1 Introduction-Business Planning Process, Concept and stages of Business Unit Promotion, Location Decision.</p> <p>4.2 Project Planning: Concept of Project planning, Project Report, Feasibility study- Types and its Importance.</p> <p>4.3 Statutory requirement in promoting Business units- Licensing, Registration procedure, Filing returns, other documents, Other legal provisions.</p>	15
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Self-Learning topics (Unit wise)

Sr.No	Unit	Topics
1	1	Objectives of Business
2	2	Competencies of Entrepreneur
3	3	Concept and importance of Business Environment
4	4	Business planning concept- Idea generation

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/226 (Business objectives.
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/199
 (Select Entrepreneurship and choose fundamental of entrepreneurs.
<https://www.classcentral.com/course/swayam-entrepreneurship-development-19847> video lect
 on entrepreneurial development.
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/172
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/233- Business Planning - idea
 generation

Reference Books

1. Entrepreneurial Development by S.S. Khanka S. Chand Publishing, 2006
2. Essentials of Business Environment by K. Asuathappa Himalaya Publishing House
3. Indian Economy Dutta Sundaram
4. A complete guide to successful Entrepreneurship by Pandey G. N. Vikas Publishing House
5. Business Organisation Management Maheshwari, Rajendra P ,Mahajan, J.P.,International Book House
6. Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House
7. Introduction To Commerce, Vikram, Amit, Atlantic Pub.
8. A Course Book On Business Environment, Cherunilam,Francis, Himalaya Pub.
9. Business Environment, Cherunilam,Francis, Himalaya Pub.

10. Essentials Of Business Environment, Aswathappa,K., Himalaya Pub
11. Essentials Of Business Environment, Aswathappa, Himalaya Pub.
12. Strategic Management, Kapoor, Veekkas, Taxmann.
13. Strategic Management, David,Fred R., Phi Leraning.
14. Strategic Management, Bhutani, Kapil, Mark Pub.
15. Strategic Management, Bhutani, Kapil, Mark Pub.
16. Entrepreneurship, Hisrich, Robert D, Mc Graw Hill.
17. Entrepreneurship Development, Sharma, K.C., Reegal Book Depot

Examination pattern

Formative Assessment

40 marks

Sr. No.	Particulars	Marks
1	ONE class test / online examination to be conducted in the given semester	20 Marks
2	Self-Learning Evaluation	15 Marks
3	Active participation in routine class instructional deliveries	05 Marks
	Total	40

Summative Assessment

Semester End Examination- 60 %

60 Marks

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

Course Code : UC-FCOM3-103
Course: Micro Economics I

Sr. No.	Modules / Units	No. of lectures
1	<p>Unit I: Introduction</p> <p>Scope and Importance of Micro Economics - Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- Use of Marginal analysis in decision making. The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium, Consumer's Surplus and Producer's Surplus</p>	15
2	<p>Unit II: Demand Analysis</p> <p>Demand Function - nature of demand curve under different markets</p> <p>Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional) - relationship between price elasticity of demand and revenue concepts.</p> <p>Demand Estimation and forecasting: Meaning and significance - methods of demand estimation- survey and statistical methods (numerical examples on trend analysis and simple linear regression)</p>	15
3	<p>Unit III: Supply and Production Decisions:</p> <p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale and economies of scope</p>	15
4	<p>Unit IV: Cost of Production:</p> <p>Cost concepts: accounting cost and economic cost, implicit and explicit cost, social and private cost, historical cost and replacement cost, sunk cost and incremental cost -fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run- (hypothetical numerical problems to be discussed)</p> <p>Extension of cost analysis: Cost reduction through experience- LAC and Learning curve and Break-Even Analysis (with business application)</p>	15

Self-Learning topics (Unit wise)

Unit	Topics
1	Scope and Importance of Micro Economics
2	Nature of Demand Curve under Different Markets
3	Concept of Production Function:
3	Economies and Diseconomies of Scale and Economies of Scope
4	Cost concepts

Online Resources

NOC: An Introduction to Microeconomics	Humanities and Social Sciences	Dr. Vimal Kumar	IIT Kanpur
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References:

- 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 & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
- 7) Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)

Examination pattern

Internal Assessment – 40%

40 marks

Sr. No.	Particulars	Marks
1	ONE class test / online examination to be conducted in the given semester	20 Marks
2	Self-Learning Evaluation	15 Marks
3	Active participation in routine class instructional deliveries	05 Marks
	Total	40

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

B. Semester End Examination- 60 %

60 Marks

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

Course Code : UC-FCOVO-104

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-FCOAEC -105
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

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.

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 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)

Course Code : UC-FCOVAC-106
Course: Contemporary India: Values and Issues -I

Unit	Content	No. of lectures
1	<p>A. Understanding India</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. Environment: Ethical concerns</p> <p>1.3. Environmental Ethics - Deep Ecology, Eco-Feminism,</p> <p>1.4. Eco-Tourism, Environmental Movements in independent India.</p>	15
2	<p>A. Ethics in Digital Technology</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. Ethical concerns in social media</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>	15

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

Assessment: Total 50 marks

Part A) Semester End exam –Time: <u>One hour</u>	<u>30 Marks</u>
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)

Course Code : UC-FCOIKS-107

Course: 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

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.

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

The Scheme of Teaching and Examination Semester – II

Sr. No.	Choice Based Credit System	Subject Code	Remarks
1	Major Subjects	UC-FCOM1-201	Accountancy and Financial Management II
		UC-FCOM2-202	Commerce II
2	Minor Subject	UC-FCOM3-203	Micro Economics II
4	Vocational Course	UC-FCOVO-204	Financial Mathematics and Statistics with MS-Excel II
5	Ability Enhancement Courses (AEC)	UC-FCOAEC-205	Communication Skills in English II
6	Value Addition Course	UC-FCOVAC-206	Contemporary India: Values and Issues II
7	Indian Knowledge System	UC-FCOIKS-207	Introduction to Indian Knowledge Systems II
8	General Elective		Student have to choose any one subject from the open electives options

First Year Semester II Internal and External Detailed Scheme

Sr . No.	Subject Code	Subject Title	Periods Per Week					Credit	SLE/P A	Internals					Total Marks
			Units	SL	L	T	P			CT	AP	T	SEE		
1	UC-FCOM 1-201	Accountancy and Financial Management II	4	20%*	4	0	0	4	20	15	5	40	60	100	
2	UC-FCOM 1-202	Commerce II	4	20%*	4	0	0	4	20	15	5	40	60	100	
3	UC-FCOM 3-203	Micro Economics II	4	20%*	4	0	0	4	20	15	5	40	60	100	
4	UC-FCOV O-204	Financial Mathematics & Statistics with MS-Excel II	4	--	0	0	2	1	-	--	-	25	-	25	
5	UC-FCOA EC-205	Communication Skills in English II	3		1	1	0	2	-	20	-	20	30	50	
6	UC-FCOV AC-206	Contemporary India: Values and Issues II	2	20%*	2	0	0	2	15	-	5	20	30	50	
7	UC-FCOI KS-207	Introduction to Indian Knowledge Systems II	1		1	0		1	20		5	25	-	25	
8		Multidiscipline open elective subject	2					2	20				30	50	
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	Cre dit	Total Marks
1	UC-FCOM1-201	I	Accounting from Incomplete Records	18	60	4	100
		II	Accounting for Hire Purchase	18			
		III	Branch Accounts	12			
		IV	Fire Insurance Claims	12			
2	UC-FCOM12-202	I	Business and Trends	15	60	4	100
		II	Entrepreneurship	15			
		III	Business Environment	15			
		IV	Business Planning	15			
3	UC-FCOM3-203	I	Market Structure	15	60	4	100
		II	Pricing and Output Decisions under Imperfect Competition	15			
		III	Pricing practices	15			
		IV	Capital budgeting	15			
4	UC-FCOVO-204	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			
5	UC-FCOAEC-205	I	Emails	5	30	2	50
		II	Report Writing	5			
		III	Creative Writing	5			
6	UC-FCOVAC-206	I	Constitution of India	15	30	2	50
		II	Environmental commitments and Yoga	15			
7	UC-FCOIKS-207	I	Overview of Indian scientific thought	7	15	1	25
		II	'Katha'	8			
8			Multidiscipline open elective option			2	50
			Total			20	500

- **Lecture Duration – 1 hr**

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

Part 4 - 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.

UC-FCOM1-201 Accountancy and Financial Management II Detailed Scheme

Unit no.	Content	No. Of lectures
1	Accounting from Incomplete Records 1.1 Introduction 1.2 Problems on preparation of final accounts of Proprietary Trading Concern (conversion method only)	18
2	Accounting for Hire Purchase 2.1 Meaning; 2.2 Calculation of interest; 2.3 Accounting for hire purchase transactions by asset purchase method based on full cash price; 2.4 Journal entries, ledger accounts and disclosure in balance sheet (extract) for hirer and vendor (excluding default, repossession and calculation of cash price).	18
3	Branch Accounts 3.1 Meaning/ Classification of branch; 3.2 Accounting for Dependent Branch not maintaining full books: 3.2.1 Debtors method 3.2.2 Stock and Debtors method.	12

4	Fire Insurance Claims 4.1 Ascertainment of the value of Closing stock on the date of fire. 4.2. Computation of loss of stock by fire; 4.3 Concept of Average Clause. 4.4 Ascertainment of Claim. Exclude: Loss of Profit and Consequential Loss.	12
TOTAL		60

Self-Learning topics (Unit wise)

Sr.No	Topic
1.	Accounting from Incomplete Records Concept of Converting incomplete records maintained under single entry system into double entry system with numeric example
2.	Accounting for Hire Purchase Concept of Accounting for hire purchase in the books of vendor and hire purchaser with numeric example
3.	Branch Accounts Concept of Accounting for Dependent Branch with numeric example
4.	Fire Insurance Claims Concept of ascertainment of fire insurance claim with numeric example

Note : Selection of SLE topics from the above, will be as per the discretion of the faculty

Online Resources

https://www.icai.org/post.html?post_id=17757

https://archive.mu.ac.in/myweb_test/bcomstudy.html

Reference Books

1. "Accountancy & Financial Management- I, F.Y.B.COM Amapure, Manan Prakashan."
2. "Accountancy & Financial Management- I F.Y.B.COM Sheth Publication."

3. "Accountancy & Financial Management- II, F.Y.B.COM Ainaipure, Manan Prakashan."
4. "Accountancy & Financial Management- II F.Y.B.COM Sheth Publication."
5. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
6. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
7. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
8. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back

Evaluation Pattern:

External Paper Pattern:

Q. 1	A. Practical Question OR B. Practical Question	15 Marks
Q. 2	A. Practical Question OR B. Practical Question	15 Marks
Q. 3	A. Practical Question OR B. Practical Question	15 Marks
Q. 4	A. Practical Question OR B. Short Notes (Any 3/4) (one short note from each module)	15 Marks

Note: Each of the four questions (Q.1 A/B, Q.2 A/B, Q.3 A/B & Q.4 A) should be from different module

UC-FCOM2-202 Course: Commerce II

Unit	Content	No. of lectures
1	Concept of Services 1.1 Introduction: Meaning, Characteristics, Scope and Classification of Services, Importance of service sector in the India. 1.2 Marketing mix of for services: Consumer expectations Services Mix, - Product, Place, Price, Promotion Process of Services delivery.	15

	<p>1.3 Service Strategies: Market research and Service development cycle, Designing and delivery of services. Segmentation of service market, Reasons for improper service delivery, Managing demand and capacity, Opportunities, and challenges in service sector.</p>	
2	<p>Retailing</p> <p>2.1 Introduction: Concept of organized and unorganized retailing, Trends in retailing, Growth of organized retailing in India, Survival strategies for unorganized Retailers.</p> <p>2.2 Retail Format: Store format, Non – Store format. Store Planning- Design and layout.</p> <p>2.3 Understanding the Retail Consumer: Retail Consumer behavior, Factors influencing the Retail consumer behaviour, Customer decision making process, Types of decision making, Market research for understanding retail consumer</p> <p>2.4 Retail Scenario: Retail Scenario in India and Global context. Prospects and Challenges in India.</p> <p>2.5 Mall Management – Retail Franchising, FDI in Retailing, Skills required for Retail Manager, Careers in Retailing.</p>	15
3	<p>Recent trends in Service Sector</p> <p>3.1 ITES Sector: Concept and scope of BPO, KPO, LPO and ERP, Data analytics, Role of Big data & Data Warehousing and Mining</p> <p>3.2 Banking and Insurance Sector: Evolution of banking services in India, ATM, Debit and Credit cards, Forex and Prepaid Gift Cards and Internet Banking advantages and disadvantages.</p> <p>3.3 Digitalisation: Basics of payment Banks/ Various types of Payment gateways, Opportunities and Challenges, Role of NPCI in Digital Payments.</p> <p>3.4 Insurance Concept, Need, Characteristics and Types, Opening of Insurance Sector for Private Players, FDI and its Impact on Banking and Insurance Sector in India.</p>	15
4	<p>E-Commerce:</p> <p>4.1 Introduction: Meaning, Features, Functions and Scope of E-Commerce- Importance and Limitations of E-Commerce</p> <p>4.2 Types of E-Commerce: Major activities of B2C, B2B, C2C</p> <p>4.3 Present Status of E-Commerce in India: Transition to E-Commerce in India, E- Transaction Challenges for Indian Corporates; On-line Marketing Research.</p> <p>4.5 Recent trends in E-commerce</p>	15

Self-Learning topics (Unit wise)

Sr. No	Unit	Topics
1	1	Introduction to services, Characteristics of services
2	2	Retail Franchising
3	3	Insurance concept
4	4	Introduction to E-commerce

Online Resources

<https://nptel.ac.in/courses/110/105/110105038/>

<https://nptel.ac.in/courses/110/105/110105078/>

Choose introduction to service marketing

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/220 (Choose retailing and select franchising from drop down menu)

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/235 (Select Indian financial markets and services and choose insurance from drop downmenu)

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/33(choose from E-commerce introduction to ecommerce)

Reference Books

1. Business Organisation Management Maheshwari, Rajendra P ,Mahajan, J.P. International Book House
2. A Course Book On Business Environment, Cherunilam ,Francis, Himalaya Pub
3. Essentials Of Business Environment, Aswathappa, Himalaya Pub
4. Strategic Management, Kapoor, Veekkas, Taxmann
5. Entrepreneurship Development, Sharma, K.C., Reegal Book Depot
6. Management Of Service Sector, Bhatia, B S, V P Pub
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10. Newman, Andrew J & Cullen, peter: Retailing- Environment and operation: Thomson Asia Pvt ltd ,New Delhi

Examination pattern

Formative Assessment

40 marks

Sr. No.	Particulars	Marks
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1	ONE class test / online examination to be conducted in the given semester	20 Marks
2	Self-Learning Evaluation	15 Marks
3	Active participation in routine class instructional deliveries	05 Marks
	Total	40

Summative Assessment

Semester End Examination- 60 %

60 Marks

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

UC-FCOM3-203 Course: Micro Economics II

Sr. No.	Modules / Units	No. of lectures
1	Unit I: Market Structure Perfect Competition and Monopoly Perfect competition and Monopoly models as two extreme cases - profit maximization and the competitive firm's supply curve - short run and long run equilibrium of a firm and of industry - Monopoly - Sources of monopoly power – short run and long run equilibrium of a firm under Monopoly	15
2	Unit II:Pricing and Output Decisions under Imperfect Competition Monopolistic competition: Competitive and Monopolistic elements of monopolistic competition- equilibrium of firm under monopolistic competitions, monopolistic verses perfect competition, excess capacity and inefficiency, debate over role of advertising, (topics to be taught using case studies from real life examples) Oligopolistic Market: Key attributes of oligopoly- Collusive and non-collusive oligopoly market, Price rigidity, Cartels and price leadership models(with practical examples)- Cournot' s model of duopoly- Game theory and Prisoner's Dilemma.	15
3	Unit III: Pricing practices	15

	Cost oriented pricing methods: cost –plus (full cost)/mark-up pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)	
4	Unit IV: Capital budgeting Evaluating capital projects, Meaning and importance of capital budgeting- steps in capital budgeting- Techniques of Investment appraisal: payback period method, net) present value method, and internal rate of return method (with numerical examples)	15

Self-Learning topics (Unit wise)

Unit	Topics
1	Sources of monopoly power
2	Role of advertising
2	Key attributes of oligopoly- Collusive and non-collusive oligopoly market, Price rigidity, Cartels and price leadership models (with practical examples)- Cournot’ s model of duopoly- Game theory and Prisoner’s Dilemma.
4	Steps in capital budgeting

Online Resources

https://swayam.gov.in/nd2_imb20_mg38/preview
https://swayam.gov.in/nd1_noc20_mg67/preview
https://swayam.gov.in/nd1_noc20_hs01/preview
https://swayam.gov.in/nd2_cec20_hs26/preview
https://swayam.gov.in/nd2_cec20_hs37/preview

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- 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 Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- 5) Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
- 6) Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002) 7) Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

Examination pattern

Internal Assessment

40 marks

Sr. No.	Particulars	Marks
1	ONE class test / online examination to be conducted in the given semester	20 Marks
2	Self-Learning Evaluation	15 Marks
3	Active participation in routine class instructional deliveries	05 Marks
	Total	40

B. Semester End Examination- 60 %

60 Marks

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

UC-FCOVO-204

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 Dorbish-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.

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

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

UC-FCOAEC-205

Course: 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

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).
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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.
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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>
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12. Jon Ingold - Sparkling Dialogue: A Masterclass.” *YouTube*, 1 Dec. 2018, www.youtube.com/watch?v=_vRfNtvFVRo.

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)

UC-FCOVAC-206

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

References

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3. Bhargava, R. (2010). *Politics and ethics of the Indian Constitution*. Oxford University Press.
4. Bhogal, R. S., *Yoga and mental health*, published by Kaivalyadhama.
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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.
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14. Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association, Deep and Deep Publications.
15. Rathore, A. S. (2022), *Ambedkar's Preamble: A secret history of the constitution of India*. Vintage Books.
16. Nagratna, R. Dr. & Nagendra, H. R. Dr *Positive Health*, published by SVYASA, Bangaluru.

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)

UC-FCOIKS-207

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	8

	<p>1.2 Buddhist Jataka stories, Gatha Saptasahati, Hitopadesha, Panchatantra</p> <p>1.3 Folklore from North East India.</p>	
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References

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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
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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



Dr Rita Khatri
Chairperson -BOS (Commerce and Management)