



NAGINDAS KHANDWALA COLLEGE OF COMMERCE, ARTS AND
MANAGEMENT STUDIES

(AUTONOMOUS)
AFFILIATED TO MUMBAI UNIVERSITY

DEPARTMENT OF COMMERCE
BACHELOR OF FINANCIAL MARKETS (B.B.I)

SYLLABUS- FIRST YEAR (SEM. I & SEM.II)



**Nagindas Khandwala College of Commerce, Arts and Management Studies
(Autonomous)
Affiliated to Mumbai University**

**B. Com in Financial Market (BFM)
SCHEME OF INSTRUCTION AND EXAMINATIONS
For Students Admitted from A.Y. 2016-2017 & Onwards**

FYBFM - Semester I							
Course Code	Course	Hrs. of Instruction/ week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1611UFMBC	Part 1 Business Communication – I	3	2 ½ hrs	25	75	100	3
1612UFMFC	Foundation Course -I	3	2 ½ hrs	25	75	100	2
1613UFMBV	Core 1: Business Environment	3	2 ½ hrs	25	75	100	3
1614UFMBE	Core 2: Business Economics – 1	3	2 ½ hrs	25	75	100	3
1615UFMFA	DSE (Core) 1: Financial Accounting -I	3	2 ½ hrs	25	75	100	3
1616UFMFS	DSE (Core) 2: Introduction to Financial System	3	2 ½ hrs	25	75	100	3
1617UFMBM	DSE (Allied) 1 : Business Mathematics	3	2 ½ hrs	25	75	100	3
	Total	21					20



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Course Code: 1611UFMBC	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
P1 Business Communication-I	3	21/2	25	75	100	3

Sr.No.	Modules / Units
1.	<p>Theory Of Communication</p> <p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p>
2.	<p>Obstacle to Communication in Business Communication</p> <p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p>



	<p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:</p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p>
3.	<p>Business Correspondence</p> <p>Theory Of business Letter writing: parts, structure, layouts – full block, modified block, Semi-Block Principles of Effective Letter Writing and Principles of Effective Email Writing.</p> <p>Personnel Correspondence: Statement of Purpose, job application letter and resume, letter of acceptance of job offer, letter of Resignation [Letter of Appointment, promotion and termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>
4.	<p>Language and Writing Skills</p> <p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> • Listening Comprehension • Remedial Teaching • Speaking Skills: Presenting a News Item, Dialogue and Speeches • Paragraph Writing: Preparation of the first draft, Revision and Self-Editing, Rules of spelling. • Reading Comprehension: Analysis of texts from the fields of Commerce and Management



Business Communication - I

- Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication*.
- Ashley,A(1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
- Aswalthapa, K (1991)*Organisational Behaviour*, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) *Effective Credit Management*, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) *Modern Business Correspondence and Minute Writing*.
- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan(1993) *Making Meetings Work*, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) *Business Organisation and Management*, T.M.H.New Delhi.
- Benjamin, James (1993) *Business and Professional Communication Concepts and Practices*, Harper Collins College Publishers, New York.
- Bhargava and Bhargava(1971) *Company Notices, Meetings and Regulations*
- Black, Sam (1972) *Practical Public Relations*, E.L.B.S. London.
- Bovee Courtland,L and Thrill, John V(1989) *Business Communication*, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices*. T.M.H.,New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook*, The Dartwell Co., Chicago.
- Dayal, Ishwar(1981) *Managing Large Organizations: A Comparative Study*.
- Drucher,P.F.(1970) *Technology, Management and Society*, Pan Books London.
- Drucher,P.F.(1974)*Management Responsibilities Practices*, Heinemann, London.
- Eyre, E.C. (1985) *Effective Communication Made Simple*, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), *Competitive Communication: A Rhetoric for Modern Business*, OUP.
- Fisher Dalmar, (1999), *Communication in Organisation*, Jaico Pub House, Mumbai, Delhi.



- Frailley, L.E. (1982) *Handbook of Business Letters, Revised Edn.* Prentice Hall Inc.
- French, Astrid (1993) *Interpersonal Skills.* Sterling Publishers, New delhi.
- 27 Fritzsche, David J (2005) *Business Ethics: A Global and Managerial Perspective* McGraw Hill
- Garlside, L.E. (1980) *Modern Business Correspondence,* McDonald and Evans Ltd. Plymouth.
- Ghanekar, A (1996) *Communication Skills for Effective Management.* Everest Publishing House, Pune.
- Graves, Harold F. (1965) *Report Writing,* Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) *Ethics, Business and Society: Managing Responsibly* Response Books 32. Gupta, Dipankar (2006) *Ethics Incorporated: Top Priority and Bottom Line* Response Books
- Krevolin, Nathan (1983) *Communication Systems and Procedures for Modern Office,* Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D. (1994) *Business Communication: Theory and Application,* Richard D. Irwin Inc. Illinois.
- Ludlow, Ron. (1995) *The Essence of Effective Communication,* Prentice, New Delhi.
- 36. M. Ashraf, Rizvi (2006) *Effective Technical Communication* Tata McGraw Hill
- Martson, John E. 1963) *The Nature of Public Relations,* McGraw Hill, New Delhi.
- Majumdar, P.K. (1992) *Commentary on the Consumer protection Act,* Prentice, New Delhi.
- McQuail, Denis (1975), *Communication,* Longman.
- Merrihue, William (1960) *Managing by Communication,* McGraw Hill, New York. 41. Mishra Rajiv K (2006) *Code of Conduct for Managers* Rupa Company
- Monippalli, M.M. (1997), *The Craft of Business Letter Writing,* T.M.H. New Delhi.
- Montagu, A and Matson, Floyd (1979) *The Human Connection,* McGraw Hill, New York.
- Murphy, Herta and Hilde Brandt, Herbert W (1984) *Effective Business Communication,* McGraw Hill, New York.
- Parry, John (1968) *The Psychology of Human Communication.*
- Parson, C.J. and Hughes (1970) *Written Communication for Business Students,* Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders* Prentice Hall of India Pvt., Ltd



- Phillip, Louis V. (1975) *Organisational Communication- The Effective Management*, Columbus Grid Inc. 49..
- Ross, Robert D. (1977) *The Management of Public Relations*, John Wiley and Sons, U.S.A.
- Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) *Business Ethics: Concepts and Cases* Tata McGraw Hill Public Company Limited
- Shekhar, R.C (1997) *Ethical Choices in Business Response Books*
- Stephenson, James (1988) *Principles and Practice of Commercial Correspondence*, Pilman and Sons Ltd. London.
- 53.. Shurter, Robert L. (1971) *Written Communication in Business*, McGraw Hill, Tokyo



P1 Foundation Course- I

Course Code: 1612UFMFC	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
P1 Foundation Course- I	3	2 1/2	25	75	100	3

Sr.No.	Modules / Units
1.	<p>Overview of Indian Society</p> <p>Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference</p>
2.	<p>Concept of Disparity □ 1</p> <p>Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.</p> <p>Concept of Disparity □ 2</p> <p>Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.</p>
3.	<p>The Indian Constitution</p> <p>Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution.</p>



4.	Significant Aspects of Political Processes
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.

Reference Books

Foundation Course - I

- **Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)**
- **Indian Society and Culture, Vinita Padey, Rawat Pub (2016)**
- **Social Problems in India, Ram Ahuja, Rawat Pub (2014)**
- **Faces of Feminine in Ancient , medivial and Modern India, Mandakranta Bose Oxford University Press**
- **National Humana rights commission- disability Manual**
- **Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012**
- **Regional Inequilities in India Bhat L S SSRD- New Delhi**
- **Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)**
- **The Constitution of India, P M Bakshi 2011**
- **The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub**
- **Politics in India: structure, Process and Policy Subrata Mitra, Rouutlege Pub**
- **Politics in India, Rajani Kothari, Orient Blackswan**
- **Problems of Communilism in india, Ravindra Kumar Mittal Pub**
- **Combating communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub**



Business Environment - I

Course Code: 1613UFMBV	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
Core 1 Commerce (Business Environment)- I	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Business and its Environment
	a) Business Objectives, Dynamics of Business and its Environment, Types of Business Environment b) Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis
2.	Business and Society
	a) Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate b) Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option c) Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986
3.	Contemporary Issues
	a) Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit b) Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit
4.	International Environment
	a) Strategies for going Global: MNCs and TNCs, WTO b) Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries



Commerce (Business Environment) - Paper I

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



Business Economics-I

Course Code: 1614UFMBE	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credit s
			CIE	SEE	total	
Core 2 Business Economics-I	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Introduction
	<p>Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations with the help of revenue and cost concepts- use of Marginal analysis in decision making, (Numerical illustrations on revenue and cost)</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium .</p> <p>Nature of demand curve under different markets</p>
2.	Demand Analysis
	<p>Elasticity of Demand Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p>Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods <i>(numerical illustrations on trend analysis and simple linear regression)</i></p>
3.	Production function, Economies of scale, Break Even Analysis
	<p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p>Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost.</p> <p>Break even analysis <i>(with business applications)</i></p>
4.	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition, Pricing Practices
	<p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p>



	<p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising <i>(topics to be taught using case studies from real life examples)</i></p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models <i>(with practical examples).</i></p> <p>Cost Oriented Pricing methods: cost -plus (full cost) pricing, marginal cost pricing, mark up pricing, discriminating pricing, multi product pricing-transfer pricing. <i>(case studies on how pricing methods are used in business world)</i></p>
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Business Economics - Paper I

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



Financial Accounting – I

Course Code: 1615UFMFA	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Core) 1 Financial Accounting -I	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Nature, Purpose of Accounting
	Meaning and scope of Accounting: Need, development & Definition of Accounting, persons interest in Accounting disclosure, branches of accounting Accounting concepts and Accounting Standards
2.	Books of Accounts
	Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework
3.	Introduction to Financial Statements
	Bank Reconciliation statements Treatment of Capital & Revenue Depreciation Accounting; methods of recording depreciation and methods of providing depreciation as per AS-4
4.	Preparation of Final Accounts
	Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit & Loss Account and Balance sheet Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss Account and Balance sheet



Financial Accounting – I

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



Introduction to Financial Systems

Course Code: 1616UFMFS	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Core) 2 Introduction to financial system	3	2 ½ hrs	25	75	100	3

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

Introduction to Financial Systems

- 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*, Bhole L.M, Tata Mcgraw Hill.
- *The Indian Financial System*, Desai, Vasantha Himalaya Publishing House.



Business Mathematics

Course Code: 1617UFMBM	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Allied) 1 Business Mathematics	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Ratio, Proportion and Percentage
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage
2.	Profit and Loss
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage
3.	Interest and Annuity
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate
4.	Shares and Mutual Fund
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value

Business Mathematics

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



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Course Code	Course	Hrs. of Instruction / week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1621UFMBC	Part 1 Business Communication - II	3	2 ½ hrs	25	75	100	3
1622UFMFC	Foundation Course -II	3	2 ½ hrs	25	75	100	2
1623UFMES	Core 3: Environmental Science	3	2 ½ hrs	25	75	100	3
1624UFMCS	Core 4: Computer Skills – I	3	2 ½ hrs	25	75	100	3
1625UFMFA	DSE (Core) 3: Financial Accounting - II	3	2 ½ hrs	25	75	100	3
1626UFMPMG	DSE (Core) 4: Principles of Management	3	2 ½ hrs	25	75	100	3
1627UFMBS	DSE (Allied) 2: Business Statistics	3	2 ½ hrs	25	75	100	3
	Total	21					20



SEMESTER-II
P1 Business Communication-II

Course Code: 1621UFMBC	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
P1 Business Communication-II	3	21/2	25	75	100	3

Sr.No.	Modules / Units
1.	Presentation Skills
	Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation
2.	Group Communication
	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR
3.	Business Correspondence
	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]



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

Business Communication - Paper II

- Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) *Organisational Management through Communication.*
- Ashley,A(1992) *A Handbook Of Commercial Correspondence, Oxford University Press.*
- Aswalthapa, K (1991)*Organisational Behaviour, Himalayan Publication, Mumbai.*
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- Bahl,J.C. and Nagamia,S.M. (1974) *Modern Business Correspondence and Minute Writing.*
- Balan,K.R. and Rayudu C.S. (1996) *Effective Communication, Beacon New Delhi.*
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- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager*
- Barkar, Alan(1993) *Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.*
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- Bovee Courtland,L and Thrill, John V(1989) *Business Communication, Today McGraw Hill, New York, Taxman Publication.*
- Burton, G and Thakur, (1995) *Management Today- Principles and Practices. T.M.H.,New Delhi.*
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) *Public Relations Handbook, The Dartwell Co., Chicago.*
- Dayal, Ishwar(1981) *Managing Large Organizations: A Comparative Study.*
- Drucher,P.F.(1970) *Technology, Management and Society, Pan Books London.*
- Drucher,P.F.(1974)*Management Responsibilities Practices, Heinemann, London.*
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- 53.. Shurter, Robert L. (1971) *Written Communication in Business*, McGraw Hill, Tokyo



P1 Foundation Course – II

Course Code: 1622UFMFC	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
P1 Foundation Course – II	3	21/2	25	75	100	3

Sr.No.	Modules / Units
1.	Globalisation and Indian Society Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2.	Human Rights Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3.	Ecology Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation □ causes and impact on human life; Sustainable development □ concept and components; poverty and environment.
4.	Understanding Stress and Conflict Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict. Managing Stress and Conflict in Contemporary Society



	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society
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Foundation Course - II

- *A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)*
- *Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)*
- *Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur , Anmol Pub. (1995)*
- *Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)*
- *Industrial Policy and economic development in India (1947 -2012) – Anup ChatterjeeNew Century Pub. (2012)*
- *Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)*
- *Contemporary issues in globalisation – An introduction to theory and policy in India Soumyen Sikder , Oxford University Press (2002)*
- *Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)*
- *Ecology and environment – Benu Singh, Vista International Pub. (2006)*
- *Universal Human Rights : In theory and practice, Jack Donnelly, (2014)*
- *Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)*
- *Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)*



Environmental Science

Course Code: 1623UFMES	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
Core 3 Environmental Science	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Environment : An overview
	Environment- structure, components and typology Ecosystem as part of environment- Functioning and levels of organisation Biodiversity- Classification, value, threats to biodiversity
2.	Natural Resources
	Definition, importance and classification of natural resources Utilisation o and conservation of water, forest, soil and energy resources Issues associated with natural resources
3.	Environment and Economic Activities
	Economic activities-nature and pattern- primary,secondary and tertiary Environmental problems associated with economic activities Case studies with reference to India
4.	Environment Management
	Environment management- Concept, need and relevance of environmental education Environmental Impact Assessment, Environmental audit Role of technology in Environment Management- GIS,GPS, Remote sensing as tools



Environmental Science

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



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Computer Skills-1

Course Code: 1624UFMCS	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
Core 4 Computer Skills-1	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Computer Hardware
	<p>Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.</p>
2.	Windows and Internet
	<p>Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts, What is internet, most popular internet services , functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events</p>
3.	Word – 2013
	<p>Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents</p>



4.	Excel- 2013
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function

Computer Skills - I
<ul style="list-style-type: none"> • <i>Fundamentals of Computers- Rajaram V- Prentice Hall</i> • <i>Computers Today- Sanders, Donald- Mc Graw Hill</i> • <i>Computers- Subramaniam N- wheeler</i> • <i>Computers in Business- Saners D Mc Graw hills</i> • <i>Woody Leonhard, using Microsoft Office , Pearson</i> • <i>PCSoftware Made Simple-R.K.Taxali</i> • <i>Office 2013 complete reference - Stephen L.Nelson</i> • <i>Quick course in Micro-soft office - Joyce Cox, Polly Orban</i> • <i>Mastering Office 2013 - Gimi Couster</i> • <i>Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)</i>



Financial Accounting - II

Course Code: 1625UFMFA	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credit s
			CIE	SEE	total	
DSE (Core) 3 Financial Accounting –II	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Shares and Debentures
	Issue of Shares & Debentures: Types of Shares & Debentures (in India) Accounting Treatments for issue of shares & debentures with new market and SEBI rules
2.	Corporate Accounting
	Capitalisation of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form.
3.	Share Valuation
	Valuation of Shares. Buy-back of shares & own debentures. Investment Accounting
4.	Indian Accounting Standards
	AS, GAAP & their impact on Income Statement & B/S. Latest Development: Computerization of accounting & accounting



Principles of Management

Course Code: 1626UFMPMG	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Core) 4 Principles of Management	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Introduction
	Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges
2.	Planning and decision making
	concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organisation
3.	Organising
	fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership- nature and significance, leading and managing, leadership styles, leadership theories
4.	Management control
	Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques

Principles of Management

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



Business Statistics

Course Code: 1627UFMBS	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	total	
DSE (Allied) 2 Business Statistics	3	2 ½ hrs	25	75	100	3

Sr.No.	Modules / Units
1.	Population and sample
	Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar
2.	Measures of Central tendency and Dispersion
	Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation
3.	Correlation and regression (for ungrouped data)
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties



4.	Linear Programming Problems
	Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only

Business Statistics

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



Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

**Question Paper Pattern
(Internal Assessment)**

Sr. No.	Particular	Marks
	Assignment	10Marks
	Internal test (20 marks to be converted to 10)	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities and attendance	05 Marks

**Question Paper Pattern
(Internal Test)**

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	State True or False/Fill in the Blanks/ Match the Column	05 Marks
	Answer in One or Two Lines (Concept based Questions) <i>(01 Mark each)</i>	05 Marks
	Answer in Brief (Attempt Any Two of the Three) <i>(05 Marks each)</i>	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities and attendance	05 Marks
	Total	25 Marks



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B. Semester End Examination: 75 %

i) Duration: The examination shall be of 2 ½ Hours duration

ii) Theory question paper pattern

- There shall be five questions each of 15 marks with question 5 as case study.
- All questions shall be compulsory with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)



Question Paper Pattern

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Full Length Question	15
Q-1	OR Full Length Question	Marks
		15
		Marks
Q-2	Full Length Question	15
Q-2	OR Full Length Question	Marks
		15
		Marks
Q-3	Full Length Question	15
Q-3	OR Full Length Question	Marks
		15
		Marks
Q-4	Full Length Question	15
Q-4	OR Full Length Question	Marks
		15
		Marks
Q-5	Case Study (3X5 Marks)	15
		marks



Note:

Theory question of 15 marks may be divided into two sub questions of 7/8. Case study will include 3 questions of 5 marks each. The practical subjects like account can have numerical in case study.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.



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