



Sheth T.J. Education Society's  
**Sheth N.K.T.T College of Commerce  
& Sheth J.T.T College of Arts**  
(Reaccredited by NAAC B++(2.91), 4th cycle, ISO certified 9001:2015)  
(Autonomous)

**Syllabus: Under NEP 2020 w.e.f Academic Year 2024-25**

<b>Programme Name: B.Com. Semester: II</b>	
Course Category: Major	
Name of the Dept: <b>Accountancy</b>	
Course Title: <b>Accountancy &amp; Financial Management-II</b>	
Course Code:	Course Level: <b>4.5</b>
Type: Theory / Practical	
Course Credit: 4	
Hours Allotted: 60 Hours	
Marks Allotted: 100 Marks (40 Marks Internal and 60 Marks External)	
<b>Course Objectives:</b> <ol style="list-style-type: none"><li>1. To enable learners to understand accounting procedures and methods for converting Single Entry System into Double Entry System.</li><li>2. To make learners aware in maintaining the records in the books of Head office related to Branches.</li><li>3. To introduce the concept of Hire Purchase System &amp; Accounting for Hire Purchase transaction</li><li>4. To learn the accounting software using Tally ERP.9</li></ol>	
<b>Course Outcomes:</b> <p>CO1: Learners will acquire knowledge of accounting procedures and methods for converting Single Entry System into Double Entry System.</p> <p>CO2: Learners will be able to maintain records in the books of the Head Office pertaining to Branches.</p> <p>CO3: Learners will understand the Hire Purchase System and accounting procedures related to Hire Purchase transactions.</p> <p>CO4:Learners will be able to create and manage company accounts using Tally ERP 9</p>	
<b>Description the course: (Including but not limited to)</b>	Students will gain proficiency in handling complex accounting scenarios, applying relevant principles and techniques to accurately record and report financial information in each of these specialized areas.



**Syllabus: Under NEP 2020 w.e.f Academic Year 2024-25**

**Accountancy & Financial Management-II**

Unit No.	Course Content	Hours
I	Accounting from Incomplete records	15
II	Branch Accounts	15
III	Accounting for Hire Purchase	15
IV	Accounting Software Tally Prime ERP	15
	Total Hours	60

**Syllabus Description**

Unit No.	Course Design	Hours
1	<b>Accounting from Incomplete Records</b> <ul style="list-style-type: none"><li>• Introduction</li><li>• Problems on preparation of final accounts of Proprietary Trading Concern (conversion method)</li></ul>	15
2	<b>Branch Accounts</b> <ul style="list-style-type: none"><li>• Meaning/ Classification of branch</li><li>• Accounting for Dependent Branch not maintaining full books</li><li>• Debtors method, Stock and Debtors method</li></ul>	15

3	<b>Accounting for Hire Purchase</b> <ul style="list-style-type: none"><li>• Meaning</li><li>• Calculation of interest</li><li>• Accounting for hire purchase transactions by asset purchase method based on full cash price</li><li>• 4 Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)</li></ul>	15
4	<b>Accounting Software-Tally Prime ERP</b> <ul style="list-style-type: none"><li>• Introduction of Tally Prime ERP software</li><li>• Features of Tally Prime</li><li>• Company creation</li><li>• Groups and Ledger creation</li><li>• Stock item creation</li><li>• Voucher entry</li><li>• Purchase, sale invoice creation</li><li>• Display Day book, sales, purchase, journal register, reports</li></ul>	15

## References:

- 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 & Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
- Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
- Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
- Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Shehgal Ashok, Mayur Paper Back
- Compendium of Statement & Standard of Accounting, ICAI.
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai
- Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai
- Company Accounting Standards by Shrinivasan Anand, Taxman. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi. Introduction to Financial Accounting by Horngren, Pearson Publications.
- Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private
- Dr.Arulanandan and Raman: Advanced Accountancy, Himalaya publications
- Tally Education Pvt. Ltd, Official Guide to Financial Accounting Using Tally. ERP 9, BPB Publications, 2018

**Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W) (AUTONOMOUS)**

<b>Programme Name: B.COM</b>		<b>Semester: II</b>	
Course Category/Vertical: Minor			
Name of the Dept: Commerce			
Course Title: Commerce- II – Introduction to Service Sector			
Course Code:		Course Level:4.5	
Type: Theory			
Course Credit: 2 credits			
Hours Allotted: 30 Hours			
Marks Allotted: 50 Marks			
<b>Course Objectives(CO):</b> (List the course objectives) CO1: To introduce learners the concept of Services, marketing mix of service and growth strategies. CO2: To understand Scope of E-commerce. CO3: To acquire knowledge of Information Technology Enabled Services: BPO, KPO, LPO			
<b>Course Outcomes (OC):</b> ( List the course outcomes) CO1: Learners would understand the meaning of services also internal and external strategies of growth. CO2: Learners would get detail information of E-Commerce. CO3: Learners would get an insight about ITES services.			

## Syllabus: NEP 2020 w.e.f 2024-25

Unit No.	Content	Hours
I	<b>Module-I [Concept of Services]</b> <ul style="list-style-type: none"><li>▪ Introduction: Meaning, features, scope, importance</li><li>Marketing Mix for Services: 7P's (Product, Price, Place Promotion, Physical evidence, People, Process)</li><li>▪ Internal growth strategy: -<ol style="list-style-type: none"><li>1. Intensification strategy</li><li>2. Diversification strategy</li></ol></li><li>▪ External growth strategy: -<ol style="list-style-type: none"><li>1. Collaboration or Joint venture</li><li>2. Mergers and Amalgamation</li><li>3. Turnovers or Acquisitions</li></ol></li></ul> <p>Case Study on Growth Strategies of Online services platforms</p>	15
II	<b>Module-2 [E-Commerce]</b> <ul style="list-style-type: none"><li>▪ Introduction to E-Commerce: Meaning and scope</li><li>▪ Types of E-Commerce: B2C, B2B, C2C</li><li>▪ Information Technology Enabled Services: BPO, KPO, LPO</li></ul> <p>Case Study on Present Status of E-Commerce in India</p>	15
	<b>Total Hours</b>	<b>30</b>

### References –

1. Service Marketing- Dr. K.Sravana
2. Digital marketing analysis: Chuck Hemann & Ken Burbary
3. The complete E-Commerce book: Janice Raynolds
4. Strategies for growth: Atanu Ghosh

### **Scheme of Examination**

Internal: 20 Marks

External: 30 Marks

Internal	Marks: 20
Case study/Assignment	5 marks
Active Participation/Attendance	5 Marks
Class test	10 Marks

### **Paper Pattern for Internal and External Examination**

#### **Internal Examination – Class Test**

Q.1. Explain the following concepts. (any 5 out of 6) 05 marks

Q.2. State whether the following statement is True or False (any 5 out of 6) 05 marks

#### **External Examination – Class Test**

Q.1 Explain the following. (Any 2 out of 3) 15 marks

Q.2 Explain the following. (Any 2 out of 3) 15 marks

Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W) (Autonomous)

<b>Programme Name: B.Com. Semester: II</b>	
Course Category/Vertical: Minor	
Name of the Dept: Economics	
Course Title: Business Economics-Microeconomics I	
Course Code:	Course Level:4.5
Type: Theory	
Course Credit: 2 credits	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	
<b>Course Objectives(CO):</b> (List the course objectives) CO1. To introduce students to the basic principles of microeconomic theories. CO 2. To acquaint the students with concept of consumer's behavior through microeconomic theories.	
<b>Course Outcomes (OC):</b> ( List the course outcomes) OC1. Students' will learn basic principles of microeconomics. OC2. Students get acquainted with concept of consumer's behavior.	
<b>Description the course:</b> <b>(Including but not limited to)</b>	Study of this paper will help students to understand basic concepts of Microeconomics which can be applied in day-to-day life. Students will be able to understand economic problems and will be able to apply basic tools in economic analysis and decision making.

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>Introduction</b> Business Economics: Meaning, Scope; approaches -Micro and Macro. Basic concepts for Business Economic Analysis; Functional relations and Basic tools used in economic analysis; Total, Average and Marginal relations, Use of marginal analysis in decision making.	15
II	<b>Consumer's Behaviour</b> Introduction to cardinal and ordinal utility approaches; Strong Ordering and Weak Ordering, Indifference Curve Analysis – Properties of Indifference Curves, Budget line and Consumer's Equilibrium; Income effect, Price effect and Substitution effect-Consumer's Surplus	15
	<b>Total Hours</b>	<b>30</b>



## References:

1. N. Gregory Mankiw, (2015), "Principles of Microeconomics" 7th edition- Cengage Learning.
2. Sen Anindya, (2007), "Microeconomics Theory and Applications" Oxford University press, New Delhi.
3. Salvator D, (2003) "Microeconomics Theory and Applications" Oxford University press, New Delhi.
4. M. L. Jhingan, (2006) "Microeconomics Theory", 5th edition Vrinda Publication (P) Ltd.
5. H. L. Ahuja, (2016) "Advance Economics Theory" S. Chand & Company Ltd.
6. Paul Samuelson and W. Nordhaus, (2009): Economics, 19th Edition McGrawHill Publications.
7. Mankiw M.G (2015), Principles of Micro economics 7<sup>th</sup> edition - Cengage Learning.

### Pattern for Internal and External Examination

#### Scheme of Examination

Internal: 20 Marks

External: 30 Marks

#### Pattern for Internal Examination

Internal	Marks: 20
Assignment	5 marks
Active class Participation/Attendance	5 Marks
Class test	10 Marks

#### Pattern for Class test

Q. 1 Select an appropriate answer from the following. (5 Marks)

Q.2 Answer the following questions in one or two sentences. (5 Marks)

#### Pattern for External Examination

Q. No.	External	Marks: 30
Q .1 (From Module 1)	Q.1 Full Length Question OR Q.1 a) b)	15 Marks  8 Marks 7 Marks
Q. 2 (From Module 2)	Q.2 Full Length Question OR Q.2 a) b)	15 Marks  8 Marks 7 Marks

Sheth T. J. Education Society's  
 Sheth N.K.T.T College of Commerce and  
 Sheth J.T.T College of Arts, Thane (W)  
 (Autonomous)  
**Syllabus: NEP 2020 w.e.f 2024-25**

<b>Programme Name: B.Com.</b>		<b>Semester:II</b>	
Course Category: <b>OE</b>			
Name of the Dept: <b>Mathematics and Statistics</b>			
Course Title: <b>Mathematical and Statistical Techniques-II</b>			
Course Code:		Course Level: <b>4.5</b>	
Course Credit: <b>04</b>		Total Marks: <b>100</b>	
<p><b>Course Objectives:</b></p> <p><b>1:</b> To understand the simple interest, compound interest and annuity in the investments.</p> <p><b>2:</b> To understand the meaning of derivative and its applications.</p> <p><b>3:</b> To identify the strength and direction of a linear relationship between two variables and to predict how much a dependent variable change based on adjustments to an independent variable.</p> <p><b>4:</b> To understand the concept and purpose of index numbers.</p> <p><b>5:</b> To study past behavior of characteristics and to forecast the future changes.</p>			
<p><b>Outcomes of course:</b> Learners will be able to</p> <p><b>CO1:</b> understand the importance of interest and annuity in personal finance and business applications.</p> <p><b>CO2:</b> understand the idea of derivatives. Solve basic problems involving concepts from economics such as marginal cost, marginal revenue, and elasticity of demand.</p> <p><b>CO3:</b> develop critical thinking skills to evaluate the strength and validity of relationship of variables and to predict the value of unknown variable.</p> <p><b>CO4:</b> develop analytical and problem-solving skills using time series and probability distribution.</p>			
<b>Relevance:</b>			

- Understanding interest rates helps individuals make informed decisions about saving accounts, loan, and investment products.

**Scope:**

- Learners can apply the concept and methods in real life situation of commerce and business.

Unit No.	Content	Hours
I	<p><b>Interest and Annuity</b></p> <ul style="list-style-type: none"> <li>• Simple interest, Compound interest, Present value, Future value.</li> <li>• Annuity Immediate and its Present Value, Future Value, Equated Monthly Installments (EMI) using reducing balance method and Amortization of loans.</li> <li>• Financial functions interest, present value, future value using excel.</li> </ul>	15
II	<p><b>Derivative and Application of Derivative</b></p> <ul style="list-style-type: none"> <li>• Derivative as rate of measures.</li> <li>• Total cost function, Marginal cost, Total revenue, Marginal revenue, Elasticity of demand Applications of derivatives in Economics and Commerce.</li> </ul>	15
III	<p><b>Simple Correlation and Regression</b></p> <ul style="list-style-type: none"> <li>• Meaning, Types of correlation, Methods of calculation of coefficient of correlation – Scatter Diagram Method, Karl Pearson and Spearman’s Rank Correlation Coefficient without repeated values.</li> <li>• Meaning and concept of Regression Equations, Regression Coefficients. Finding the equation of Regression lines by method of Least squares and its applications.</li> </ul>	15
IV	<p><b>Time Series and Probability Distribution</b></p> <ul style="list-style-type: none"> <li>• Concept and components of a Time Series,</li> <li>• Estimation of trend using moving average method and Least squares method</li> </ul> <p><b>Discrete Probability Distribution</b> (properties and applications only, no derivations expected)</p> <ul style="list-style-type: none"> <li>• Binomial distribution</li> <li>• Poisson distribution</li> </ul> <p><b>Continuous Probability Distribution</b> (properties and applications only, no derivations expected)</p> <ul style="list-style-type: none"> <li>• Normal distribution</li> </ul>	15

	Total Hours	60
--	-------------	----

### References:

- Mathematics for Economics and Finance - Martin Anthony; Norman Biggs.
- Fundamentals of Statistics - D. N. Elhance; Veena Elhance; B.M. Aggarwal
- Statistical Methods - S.C. Gupta (S. Chand & Co.)
- Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)
- Statistics - Theory, Method & Applications- D. C. Sancheti; V. K. Kapoor.
- Modern Business Statistics - (Revised)-B. Pearles; C. Sullivan -Prentice Hall of India.
- Fundamentals of Applied Statistics: S. C. Gupta and V. K. Kapoor, Sultan Chand & Co.
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited
- Business Mathematics: D. C. Sancheti; V. K. Kapoor, Sultan Chand & Sons
- Business Mathematics: A. P. Verma, Asian Books Pvt. Limited.
- Statistics of Management-I. Richard Levin; H.Siddiqui Masood & S. Rubin David, Hall Of India, New Delhi

### Scheme of Examination

Internal : 40 Marks

External: 60 Marks

<b>Internal</b>	<b>Marks: 20</b>
Quiz/Group/Discussion	05 Marks
Assignment	05 Marks

Tutorial/Attendance	10 Marks
Class test	20 Marks

	Paper Pattern	Marks
Q.1	Attempt <i>any three</i> from the following	
a)		5
b)		5
c)		5
d)		5
Q.2	Attempt <i>any three</i> from the following	
a)		5
b)		5
c)		5
d)		5
Q.3	Attempt <i>any two</i> from the following	
a)		5
b)		5
c)		5
d)		5
Q.4	Attempt <i>any two</i> from the following	
a)		5
b)		5

c)		5
d)		5



**Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)  
(AUTONOMOUS)**

<b>Programme Name: B.COM</b>		<b>Semester: II</b>
Course Category/Vertical: VSC		
Name of the Dept: B.COM		
Course Title: Entrepreneurship Development - II		
Course Code:		Course Level:4.5
Type: Theory		
Course Credit: 2 credits		
Hours Allotted: 30 Hours		
Marks Allotted: 50 Marks		
<b>Course Objectives(CO):</b> (List the course objectives) CO1:To introduce learners to modern concepts of entrepreneurship CO2: To make learners aware of the methodologies involved in venture development and also to new trends in entrepreneurship		
<b>Course Outcomes (OC):</b> ( List the course outcomes) OC1: Learners would gain knowledge about the modern concepts of entrepreneurship OC2: Learners would get an insight about the methodologies involved in venture development and new trends in entrepreneurship		
<b>Description of the course:</b> <b>(Including but not limited to)</b> The course introduces the learners to the modern concepts of entrepreneurship and explains how innovation and creativity are integral to fostering its development. The course would help learners gain insights into methodologies involved in developing one's own venture, challenges involved in the same and future prospects of entrepreneurship in the country.		Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.

**Syllabus: NEP 2020 w.e.f 2024-25**

<b>Unit No.</b>	<b>Content</b>	<b>Hours</b>
<b>I</b>	<p><b>Modern Concepts of Entrepreneurship</b></p> <p><b>Intrapreneur:</b> Meaning, Elements, Development, Entrepreneur v/s Intrapreneur</p> <p><b>Social Entrepreneurship:</b> Meaning, Measure to develop social entrepreneurship, Importance</p> <p><b>Entrepreneurial Development Program (EDP):</b> Meaning, Objectives, Methods, Content and Curriculum, Factors to be considered in EDP, Entrepreneurship Development Institutions</p> <p><b>Case study on successful entrepreneurs</b></p>	<b>15</b>
<b>II</b>	<p><b>Venture Development</b></p> <p><b>Venture:</b></p> <ul style="list-style-type: none"> <li>● Meaning, Steps in venture development</li> <li>● Institutional support to entrepreneurs</li> <li>● Challenges of venture setup</li> <li>● Entrepreneurship Development training program</li> <li>● Prospects for Entrepreneurs in India</li> <li>● New Trends in Entrepreneurship in India</li> </ul>	<b>15</b>
	<b>Total Hours</b>	<b>30</b>

**References –**

1. **Venture Deals** by Brad Feld and Jason Mendelson
2. **Mastering the VC Game** by Jeffrey Bussgang
3. **The Business of Venture Capital** by Mahendra Ramsinghani
4. **Venture Capital: A Practical Guide to Fund Formation and Investment** by Mark Radcliffe
5. **The Lean Startup** by Eric Ries
6. **Zero to One** by Peter Thiel
7. **The Startup Owner's Manual** by Steve Blank
8. **Entrepreneurship Development** by S. S. Khanka
9. **The Innovator's Dilemma** by Clayton M. Christensen

VISION: COMMITTED AND PERSUASIVE EFFORTS TOWARDS HOLISTIC EDUCATION

**Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)  
(AUTONOMOUS)**

<b>Program Name: B.Com.</b>		<b>Semester: II</b>	
Course Category: <b>SEC</b>			
Name of the Dept.: <b>Geography</b>			
Course Title: <b>Waste management</b>			
Course Code:		Course Level:4.5	
Course Credit: 02		Total Marks: 50	
Course Objectives:			
<ol style="list-style-type: none"> <li>1. To understand the problems created due to Solid Waste.</li> <li>2. To know the Importance of Solid waste segregation at source</li> <li>3. To introduce the need of solid waste management.</li> </ol>			
Course Outcomes:			
<ol style="list-style-type: none"> <li>1. Develop awareness about effects of Solid Waste</li> <li>2. Understand the Role of citizens in waste management in urban and rural areas</li> <li>3. Know challenges and opportunities in modern waste management</li> </ol>			

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>Introduction of Solid Waste</b> <ul style="list-style-type: none"> <li>● Meaning and definition of solid waste.</li> <li>● Classification of Solid Waste- Types and sources</li> <li>● Effects of Solid Waste – Pollution, Health Hazards, Environmental Impacts</li> <li>● Role of changing lifestyle in production of solid waste</li> <li>● Solid waste segregation - Importance, segregation at source.</li> </ul>	15
II	<b>Solid Waste management</b> <ul style="list-style-type: none"> <li>● Need and importance of Solid Waste management</li> <li>● Solid Waste management – Methods of solid waste disposal</li> <li>● Solid Waste management in Mumbai</li> <li>● Role of citizens in solid waste management in urban and rural areas</li> <li>● Emerging Technologies in solid Waste Management</li> <li>● challenges and opportunities in modern solid waste management</li> </ul>	15
	Total Hours	30


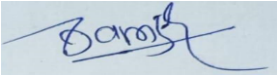
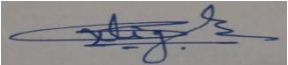


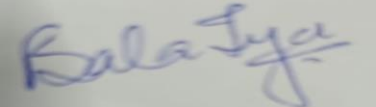
**References:**

- Amrite and Chakraborti - Environmental Studies II
- Vibha kumar, Dipesh karmarkar, Deepali bhide, Tanusree chaudhari, Bhakti mhaskar, Sumant autade - Environmental Studies II
- P.G. shinde, Bharti unni, Dr. Sachin pendse, Dr. Priti gupta, Dr. H.M. pednekar, Dr. Debajit sarkar, Dr. Prakash dongre, Manjushri ganguli, Rita basu - Environmental Studies II
- Liam stannard - 8 innovative smart waste management technologies
- Sunil Kumar, Stephen R. Smith, Geoff Fowler, Costas Velis, S. Jyoti Kumar, Shashi Arya, Rena, Rakesh Kumar and Christopher Cheeseman - Challenges and opportunities associated with waste management in India

**Paper Pattern for Internal and External Examination**

Examination and evaluation pattern will be as per the direction of the college examination department.

### Signatures of Team Members

Sr. No.	Name		Signature
1	Ms. Chaitali Patil	In Charge of Department	
2	Dr. Deepak Narkhede	V C nominee	
3	Dr. Chintaman Nigle	subject experts	
4	Prof. Dr. Vilas. J. Patil	subject experts	
5	Mr. Pranav Chintaman Raut	representative from the industry	
6	Mr. Balasubramaniam Iyer	college alumni	

**Sheth T J Education Society's  
Sheth NKTT College of Commerce and Sheth JTT College of Arts (Autonomous)**

**DEPARTMENT OF ENGLISH**

<b>COURSE CATEGORY/VERTICAL AEC (ABILITY ENHANCEMENT COURSE)</b>		
<b>COURSE TITLE</b>  <i>Theory and Practice of Business Communication (Lecture and Tutorial)</i>		
<b>Course Level: 4.5</b>	Course Code:	Course Credit: 2
<b>Hours Per week (Theory): 1</b>		(Tutorial): 1
<b>Type: Theory &amp; Tutorial</b>		Hours allotted: 30
<b>Marks allotted: 50 marks</b>		Semester-II
<b>COURSE OBJECTIVE</b>		
<ol style="list-style-type: none"> <li>1) To develop the awareness of complexity of the communication process.</li> <li>2) To develop effective oral skills to enable students to speak confidently interpersonally as well as in large groups.</li> <li>3) To develop effective corporate communication skills to enable learners to write in a clear, concise, persuasive and audience centric manner.</li> <li>4) To demonstrate effective use of Communication Technology.</li> </ol>		
<b>COURSE OUTCOME</b>		
CO1 Learner's will understand the objectives of corporate communication		
CO2 Learner's will comprehend the essentials required for good business Correspondence		

<b>DESCRIPTION OF THE COURSE</b>		
Business Communication is essential in today's business environment, facilitating effective exchange of information and fostering collaboration. It equips individuals with skills to communicate persuasively, enhance their personality, adapt to diverse audiences, and navigate conflicts. Its relevance spans across industries, enhancing job prospects in roles such as marketing, management, and public relations.		
<b>ORGANISATION OF THE COURSE</b>		
<b>UNIT NO</b>	<b>COURSE UNITS AT A GLANCE</b>	<b>HOURS</b>
1	CORPORATE COMMUNICATION	15
2	BUSINESS CORRESPONDENCE	15
TOTAL HOURS		30
<b>COURSE DESIGN</b>		
<b>COURSE OUTCOME 1: TO UNDERSTAND THE OBJECTIVES OF EFFECTIVE COMMUNICATION</b>		
<b>COURSE UNIT TITLE 1: CORPORATE COMMUNICATION</b>		
<b>DESCRIPTION</b>		
<ol style="list-style-type: none"> <li>1. INTERVIEWS</li> <li>2. PUBLIC RELATIONS</li> <li>3. REPORT WRITING</li> </ol>		
PEDAGOGICAL APPROACH: CHALK AND TALK & ICT		
<b>COURSE OUTCOME 2: TO COMPREHEND THE ESSENTIALS REQUIRED FOR PROFESSIONAL EXCHANGE OF COMMUNICATION</b>		
<b>COURSE UNIT TITLE 2: BUSINESS CORRESPONDENCE</b>		
<b>DESCRIPTION:</b>		
<ol style="list-style-type: none"> <li>1. LETTERS OF COMPLAINTS AND CLAIMS</li> <li>2. SALES LETTERS</li> <li>3. CONSUMER GRIEVANCE REDRESSAL LETTERS</li> <li>4. RTI LETTERS</li> </ol>		



## PEDAGOGICAL APPROACH CHALK AND TALK METHOD

### References:

- Cronen, V., & Pearce, W. B. (1982). The coordinated management of meaning: A theory of communication. In F. E. Dance (Ed.), *Human communication theory* (pp. 61–89). New York, NY: Harper & Row.
- Habermas, J. (1984). *The theory of communicative action* (Vol. 1, p. 100). Boston, MA: Beacon Press.
- Leavitt, H., & Mueller, R. (1951). Some effects of feedback on communication. *Human Relations*, 4, 401–410.
- McLean, S. (2003). *The basics of speech communication*. Boston, MA: Allyn & Bacon.
- McLean, S. (2005). *The basics of interpersonal communication*. Boston, MA: Allyn & Bacon.
- National Association of Colleges and Employers, National Association of Colleges and Employers. (2009). Frequently asked questions. Retrieved from [http://www.naceweb.org/Press/Frequently\\_Asked\\_Questions.aspx?referral=](http://www.naceweb.org/Press/Frequently_Asked_Questions.aspx?referral=)
- National Commission on Writing for America's Families, Schools, and Colleges. (2004, September). *Writing: A Ticket to Work...Or a Ticket Out, A Survey of Business Leaders*. Retrieved from [http://www.writingcommission.org/pr/writing\\_for\\_employ.html](http://www.writingcommission.org/pr/writing_for_employ.html)
- Pearce, W. B., & Cronen, V. (1980). *Communication, action, and meaning: The creating of social realities*. New York, NY: Praeger.
- Pearson, J., & Nelson, P. (2000). *An introduction to human communication: understanding and sharing* (p. 6). Boston, MA: McGraw-Hill.
- Weekley, E. (1967). *An etymological dictionary of modern English* (Vol. 1, p. 338). New York, NY: Dover Publications.
- Wood, J. (1997). *Communication in our lives* (p. 22). Boston, MA: Wadsworth.
- Vocate, D. (Ed.). (1994). *Intrapersonal communication: Different voices, different minds*. Hillsdale, NJ: Lawrence Erlbaum.

### Scheme of Examination:

VISION: COMMITTED AND PERSUASIVE EFFORTS TOWARDS HOLISTIC EDUCATION

**Internal: 20 marks**

**External: 30 marks**

<b>Internal</b>	<b>Marks</b>
<b>Class test</b>	<b>10</b>
<b>Class participation-</b>	<b>05</b>
<b>Tutorials- Practical Approach</b>	<b>05</b>

**Paper pattern**

**Q. 1 Essay type questions (any 2 out of 4)**

**10 marks**

**Q. 2 letters (any 2 out of 4)**

**10 marks**

**Q.3 Report writing (any 1 out of 2)**

**10 marks**

T. J. Education Society's  
Shath N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)

**Syllabus: NEP 2020 w.e.f 2024-25**

<b>Programme Name: B.Com.</b>		<b>Semester: II</b>
Course Category/Vertical: Value Education Course		
Name of the Dept: Department of Commerce		
Course Title: Holistic Development of Personality -II		
Course Code:		Course Level:4.5
Type: Theory		
Course Credit: 2 credits		
Hours Allotted: 30 Hours		
Marks Allotted: 50 Marks		
<p><b>Course Objectives (CO):</b>  CO 1. To make students understand the significance of personality development as an important soft skill in the professional and personal life.  CO 2. To make students aware the factors that influence their personality.  CO 3. To comprehend practical applicability of their personality to achieve holistic growth.</p>		
<p><b>Course Outcomes (OC):</b>  OC 1. Students will be able to understand the significance of personality development as an important soft skill in the professional and personal life.  OC 2. Students will be able to understand the factors that influence their personality.  OC 3. Students will be able to comprehend practical applicability of their personality to achieve holistic growth</p>		
<b>Description the course: (Including but not limited to)</b>		Study of this paper will help students understand the significance of personality development as an important soft skill not just in the professional sphere but also in their personal life. Students will be able to work on aspects of their personality which need to be developed for holistic growth.
<b>Unit No.</b>	<b>Content</b>	<b>Hours</b>
I	Personality Development: Introduction, Meaning, Definition, Factors that determine personality, Importance of personality development, SWOC analysis, Other aspects of personality development.	15
II	Case study: The five factor model, How can we develop our personality? Simple tips for Personality development, Employability Quotient.	15
	Total Hours	30

References:

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.
2. Stephen P. Robbins and Timothy A. Judge (2014), Organizational Behavior 16th Edition: Prentice Hall.
3. Andrews, Sudhir. How to Succeed at Interviews. 21st (rep.) New Delhi. Tata McGraw-Hill 1988.
4. Heller, Robert. Effective leadership. Essential Manager series. Dk Publishing, 2002
5. Hindle, Tim. Reducing Stress. Essential Manager series. Dk Publishing, 2003
6. Lucas, Stephen. Art of Public Speaking. New Delhi. Tata - Mc-Graw Hill. 2001
7. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, (2004).
8. Pravesh Kumar. All about Self- Motivation. New Delhi. Goodwill Publishing House.

**Scheme of Examination**

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Case study/Assignment	5 marks
Active Participation/Attendance	5 Marks
Class test	10 Marks

**Paper Pattern for Internal and External Examination**

**Internal Examination – Class Test**

- Q.1. Explain the following concepts. (any 5 out of 6) 05 marks
- Q.2. State whether the following statement is True or False (any 5 out of 6) 05 marks

**External Examination – Class Test**

- Q.1 Explain the following. (Any 2 out of 3) 15 marks
- Q.2 Explain the following. (Any 2 out of 3) 15 marks

VISION: COMMITTED AND PERSUASIVE EFFORTS TOWARDS HOLISTIC EDUCATION

Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)  
(Autonomous)

<b>Programme Name: B.A.</b>		<b>Semester: II</b>	
Course Category/Vertical: <b>Co-Curricular (CC)</b>			
Name of the Dept: <b>Psychology</b>			
Course Title: <b>Yoga</b>			
Course Code:		Course Level:	
Type: Theory / Practical			
Course Credit: 2 credits			
Hours Allotted: 30 Hours			
Marks Allotted: 50 Marks			
<b>Learning Objectives:</b>			
<ol style="list-style-type: none"> <li>1. To impart to the students the knowledge of teachings and philosophy of yoga tradition.</li> <li>2. To provide the knowledge of various Yoga therapy practices like asana (posture), pranayama (voluntarily regulated breathing techniques).</li> </ol>			
<b>Course Outcomes (CO):</b>			
OC 1. Students will be able to understand the basic principles and applications of Yoga.			
OC 2. Students will be able to use the Practical knowledge in their day to day life.			
<b>Description the course: (Including but not limited to)</b>		Yoga practices will be important for the upcoming lifestyle hence students can seek a career in the same. Students will understand the importance of yoga in life. Students will be having practical exposure. Hence, practicing yoga will help students to maintain their health.	

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	Theory of Yoga A) Yoga Meaning and Definition: Micro Circulatory and Macro Circulatory Practices B) Shuddhi Kriya: Shwasan Marg Shuddhi, Kapalbhati Meditation: Yoga Nidra	10
II	Practical A) Standing Yogasana : Hastapadasana, Urdhva Hastasana, Kati Chakrasana, Sitting Yogasana : Yogmudra Prone Asana : Urdhvamukh Shvanasana, Samkonasana, Supine Yogasana : Utthita Ekpadasana, Supta Ardha Matsyendrasana, Supta Tadasana, Uttan Vakrasana B) Pranayama: Chandrabhyas, Suryabhyas Abdominal Breathing, Thoracic Breathing, Clavicle Breathing	20
	Total Hours	30

### References:

1. Rajayoga - Swami Vivekananda - Ramakrishna Ashrama Publications.
2. C.D. Sharma: Critical Survey of Indian Philosophy, Motilal Banarsidass Publications 2003
3. G. V. Kadam - Yoga Life Sutra, Girish Vasant Kadam (2012)

### Scheme of Examination

Internal: 20 Marks

External: 30 Marks

Internal	Marks: 20
Viva	10 marks
Quiz	5 marks
Class Participation	5 marks

## **Paper Pattern for External Examination**

Practical demonstration of asanas

30 marks



Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)

<b>Programme Name: All programmes</b>	<b>Semester:II</b>
Course Category: Certificate Course (CC)	
Name of the Department: Sociology	
Course Title: <b>National Service Scheme Paper II</b>	
Course Code:	Course Level:4.5
Type: Theory / Practical	
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )	
Hours Allotted: 30 Hours	
1. Marks Allotted: 50 Marks	
<p>Course Objectives:</p> <ol style="list-style-type: none"> <li>1. To make aware the students about NSS ideology</li> <li>ii. To make students understand Youth Development Program in India and Role of Youth Leaders</li> </ol>	
<p>Course Outcomes:</p> <ol style="list-style-type: none"> <li>1. Students will be inspired from social reformer</li> <li>2. Students will understand social issues in India.</li> </ol>	
<p>Introduction: The NSS introduces students to the concept of voluntary community service as a means of personal development and nation-building. It typically involves engaging in various activities such as environmental conservation, literacy campaigns, health awareness drives, and disaster relief efforts.</p> <p>Relevance and Usefulness: In today's society, where there is a growing need for civic engagement and social cohesion, the NSS plays a crucial role. It instills a sense of civic duty and social responsibility in young people, empowering them to contribute positively to their communities and society at large.</p> <p>Application: Through hands-on participation in community service projects, NSS volunteers gain practical experience in leadership, teamwork, problem-solving, and communication skills. They also develop a deeper understanding of social issues and learn how to address them effectively through grassroots initiatives.</p> <p>Interest and Connection with Other Courses: The NSS intersects with various academic disciplines such as social work, public administration, sociology, and development studies. It provides students with opportunities to apply theoretical knowledge in real-world settings and reinforces the importance of active citizenship and social justice.</p> <p>Demand in the Industry: Employers increasingly value candidates who demonstrate a commitment to community service and civic engagement. Participation in the NSS signals to</p>	

potential employers that an individual is socially conscious, proactive, and capable of working collaboratively towards common goals.

Job Prospects: Graduates who have participated in the NSS often find themselves well-equipped for a wide range of career paths. They may pursue roles in the nonprofit sector, government agencies, corporate social responsibility departments, international development organizations, or even entrepreneurship ventures with a social impact focus.

### Syllabus: NEP 2020 w.e.f 2024-25

Unit No.	Content	Hours
I	<b>UNIT I: Youth Development</b> - National Youth Policy - Role and Importance of youth leadership, -Leadership capability and its development,	15
II	<b>UNIT II: Social Reformers</b> - Social Reformers: Mother Teresa, Baba Amte, Dr. Abhay Bang and Dr. Rani Bang. - Role and Responsibility of youth in various activities of N.S.S	15
	Total Hours	30

#### References:

1. National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.
2. University of Mumbai National Service Scheme Manual 2009.
3. <http://nss.nic.in>
4. <https://www.rccmindore.com/wp-content/uploads/2023/04/NSS-Notes-II.pdf>

### Scheme of Examination

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Assignment	5 marks
Active participation/Attendance	5 Marks
Class test	10 Marks

### Paper Pattern for Internal and External Examination

#### Internal Examination – Class Test

Q.1.MCQ question .

10 marks

#### External Examination-

Assignment based on Community work.

30 marks

