

**Sheth NKTTC College of Commerce and Sheth JTT College of Arts,  
Thane  
(Autonomous)  
(Affiliated to University of Mumbai)**

**Credit Structure as per NEP-2020 (w.e.f. 2024-25)**

**F.Y.B.Com.**

<b>CODE</b>	<b>Semester I Subjects</b>	<b>Cr</b>	<b>CODE</b>	<b>Semester II Subjects</b>	<b>Cr</b>
<b>Major BCA101</b>	1. Accountancy and Financial Management- I	4	<b>Major BCA201</b>	1. Accountancy and Financial Management – II	4
<b>BCC102</b>	2. Commerce I – Introduction to Business	2	<b>BCC202</b>	2. Commerce II – Introduction to Service Sector	2
<b>Minor</b>	-	-	<b>BCE203</b>	1. Business Economics – Micro Economics I	2
<b>BCM103</b>	1. OE: Maths/ Stats – Mathematical and Statistical Techniques- I (Lecture and Tutorial)	4	<b>BCM204</b>	1. OE: Maths/ Stats –Mathematical and Statistical Techniques -II (Lecture and Tutorial)	4
<b>BCC104</b>	1. VSC: Commerce: Entrepreneurship Development - I	2	<b>BCC205</b>	1. VSC: Entrepreneurship Development - II	2
<b>BCG105</b>	2. SEC: Geography - Biodiversity and Eco Tourism	2	<b>BCG206</b>	2. SEC: Geography – Waste Management	2
<b>BCL106</b>	1. AEC: English- Introduction to Business Communication (Lecture and Tutorial)	2	<b>BCL207</b>	1. AEC: English- Theory and practice of Business Communication (Lecture and Tutorial)	2
<b>BCC107</b>	2. VEC: Holistic Development of Personality -I	2	<b>BCC208</b>	2. VEC: Holistic Development of Personality -II	2
<b>BCE108</b>	3. IKS: Economics- Economic Thoughts of Kautilya and Chatrapati Shivaji Maharaj	2			
<b>BCS109</b>	1. CC: NSS/ Sports/ Cultural/ Yoga	2	<b>BCS209</b>	1. CC: NSS/ Sports/ Cultural/ Yoga	2
<b>BCL109</b>			<b>BCL209</b>		
<b>BCP109</b>			<b>BCP209</b>		
	<b>Total</b>	<b>22</b>			<b>22</b>

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

<b>Programme Name: B.Com. Semester: I</b>	
Course Category: Major	
Name of the Dept: <b>Accountancy</b>	
Course Title: <b>Accountancy &amp; Financial Management-I</b>	
CourseCode: <b>BCA 101</b>	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 make learners aware about the basic accounting process and Accounting Standards.</li><li>2. To equip learners with the skills necessary to prepare final accounts for Sole Manufacturing / Trading entities, including effects of capital and revenue items.</li><li>3. To enable learners to prepare Departmental Accounting, including expense allocation and profit calculation for organizations with multiple departments.</li><li>4. To familiarize learners about need of Computerized accounting System.</li></ol>	
<b>Course Outcomes:</b> <p>CO1: Upon completion of the course, learners will understand the basic accounting process and the application of accounting standards.</p> <p>CO2: Learners will be able to prepare final accounts for sole manufacturing/trading concerns, including the effects of capital and revenue items.</p> <p>CO3: Learners will acquire the knowledge of preparing final accounts for organizations with multiple departments.</p> <p>CO4: Learners will understand the need of Computerized Accounting System.</p>	
<b>Description the course:</b>	Through theoretical concepts and practical application, students will gain proficiency in fundamental accounting principles, standards, and software, preparing them for roles in accounting and finance.

Unit No.	Course Content	Hours
I	Accounting Process and Accounting Standard - AS1, AS 2 and AS 10	15
II	Final Accounts of Manufacturing Concern	15
III	Departmental Accounts	15
IV	Introduction to Computerized Accounting System	15
	Total Hours	60

### Syllabus Description

Unit No.	Course Design	Hours
1	<p><b>Accounting Process and Accounting Standard - AS1, AS 2 and AS 10</b></p> <p><b>Accounting Process:</b> Analyzing and Recording Transactions in Journal and Ledger, Preparation of Trial Balance, Adjusting and Closing Entries.</p> <p><b>Accounting standards:</b> Concepts, benefits, procedures for issue of Accounting Standards</p> <p><b>AS-1: Disclosure of Accounting policies</b> Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustration.</p> <p><b>AS-2: Valuation of Inventories (Stock)</b></p> <ul style="list-style-type: none"> <li>• Meaning, Definition, Applicability, Measurement of Inventory,</li> <li>• Disclosure in Final Account, Explanation with Illustrations.</li> <li>• Meaning of inventories Cost for inventory valuation</li> <li>• Inventory systems: Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance</li> <li>• Methods of Stock Valuation as per AS – 2 : 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</li> </ul> <p><b>AS – 10: Property, Plant and Equipment (including depreciation)</b> Accounting for Depreciation: Provision for Depreciation method Depreciation Schedule under Companies Act and Income Tax Act</p>	15

2	<b>Final Accounts of Manufacturing Concern</b> <ul style="list-style-type: none"> <li>• Expenditure: Capital, Revenue</li> <li>• Receipts: Capital, Revenue</li> <li>• Final accounts of Manufacturing concerns</li> </ul>	15
3	<b>Departmental Accounts</b> <ul style="list-style-type: none"> <li>• Meaning of Department and Department Accounting</li> <li>• Basis of Allocation of Expenses and Incomes/Receipts</li> <li>• Inter-Departmental Transfer: at Cost Price and Invoice Price, Stock Reserve</li> <li>• Departmental Trading and Profit &amp; Loss Account and Balance Sheet</li> </ul>	15
4	<b>Introduction to Computerized Accounting System (CAS)</b> <ul style="list-style-type: none"> <li>• Basic flow of Accounting Transaction, Salient Features of CAS</li> <li>• Advantages and Limitations of CAS</li> <li>• Grouping of Accounts</li> <li>• Using Software of CAS</li> <li>• Accounting Information System</li> </ul>	15
	Total Hours	60

**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, Girish Ahuja 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
- K. Mohan Kumar & Dr. S. Rajkumar, "Computer Application in Business", Vijay Nichole Imprints Private Limited, Chennai.
- Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private

## Scheme of Examination

### Internal: 40 Marks

Internal	Marks: 40
Project Presentation/Case Study/ Quiz/ Group Discussion/Open Book Test	10 marks
Assignment/Participation/Attendance	10 Marks
<b>One Class test*</b>	20 Marks
<b>*As approved by Academic Council for all Courses</b>	

### External: 60 Marks: Paper Pattern for External Examination

Q. No.	External	Marks: 60
Q .1	Objectives Questions. A MCQ/Fill in the Blanks (Any 8 out of 10) B True or False (Any 7 out of 10)	15 Marks
Q. 2	Practical Questions Or Practical Questions	15 Marks
Q3	Practical Questions Or Practical Questions	15 Marks
Q4	Practical Question  OR  Short Notes (any 3out of 5)	15 Marks

<b>Programme Name: B.Com.</b>	<b>Semester:I</b>
Course Category: Major	
Name of the Department: <b>Commerce</b>	
Course Title: <b>Introduction to Business</b>	
Course Code: <b>BCC102</b>	Course Level: <b>4.5</b>
Course Credit: <b>2</b>	Total Marks: <b>50</b>
Course Objectives:	
<ol style="list-style-type: none"> <li>1. To empower students with a comprehensive understanding of the essential components of business, commerce, and trade</li> <li>2. To make understand business environment</li> <li>3. To help to know current business models</li> </ol>	
Course Outcomes:	
CO1: To study the basic concepts of business and trade	
CO2: To understand business environment	
CO3: To acquire knowledge about current business trends	

Unit No.	Content	Hours
I	Introduction to Business: <b>DESCRIPTION</b> a. Introduction: Concept, Functions, Scope and Significance of business b. Objectives of Business: Steps in setting business objectives, classification of business objectives c. New Trends in Business: Impact of Liberalization, Privatization and Globalization d. Case Studies of successful Businesses	15
II	Introduction to Business Environment : <b>DESCRIPTION</b> a. Introduction: Concept and Importance of business environment b. Constituents of Business Environment: Internal and External Environment c. International Environment: Current Trends in the World- Globalization Concept d. Case Studies on Environment practices followed by Industries	15
	Total Hours	30

References:

1. Introduction to Management: Functions and Challenges. Sarah Birrell Ivory, Emma Macdonald
2. **Zero to One** by Peter Thiel; Good to Great by Jim Collins
3. How to Win Friends and Influence People by Dale Carnegie
4. Business Environment ; Dr. V. C. Sinha
5. Business Environment ; Dr C. B. Gupta

### Scheme of Examination

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Case Study	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 7) 10 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



<b>Programme Name: B.Com.</b>		<b>Semester:I</b>	
Course Category: <b>OE1</b>			
Name of the Dept: <b>Mathematics and Statistics</b>			
Course Title: <b>Mathematical and Statistical Technique-I</b>			
Course Code: <b>BCM103</b>		Course Level: <b>4.5</b>	
Course Credit: 04		Total Marks: 100	
<b>Course Objectives:</b>			
<p><b>1:</b> To understand the concept of shares and mutual funds as investment tools.</p> <p><b>2:</b> To develop the student's ability to deal with quantitative issues in real life using measures of central tendency and dispersion.</p> <p><b>3:</b> To introduce students to the concepts of probability and to provide them with the statistical tools necessary to make informed decisions in real-world situations.</p> <p><b>4:</b> To develop student ability to make Business Linear programming models in industrial profits and costs.</p> <p><b>5:</b> To make the best decision by comparing all possible alternatives in business.</p>			
<b>Course Outcome:</b> Learners will be able to			
<b>CO1:</b> understand the concept of shares and mutual funds and cater the needs of investors using examples.			
<b>CO2:</b> understand the basic concept in statistics and data types and measures of central tendency and dispersion in different areas of business and economics.			
<b>CO3:</b> understand fundamental concept of probability and apply in real-life problems.			
<b>CO4:</b> make optimal decisions using different criterion in business and to enhance problem solving skills using business models of LPP			
<b>Relevance:</b>			
<ol style="list-style-type: none"> <li>1. It gives the tools of investments in share market</li> <li>2. It provides a framework for logical thinking, problem solving and critical analysis.</li> <li>3. It analyzes data for decision-making, revealing trends, forecasting performance, optimizing operations, and driving strategic planning to enhance profitability and reduce risks.</li> </ol>			
<b>Scope</b>			
It encompasses various statistical and mathematical concepts and techniques applied in business and economics contexts. It includes areas such as:			
<ul style="list-style-type: none"> <li>❖ <b>Financial Mathematics:</b> Calculations related to brokerage, dividend, profit, loss in shares and N.A.V., Absolute change in N.A.V. of Mutual funds.</li> </ul>			

- ❖ **Statistics and Probability:** Analysis of data, calculation of probabilities.
- ❖ **Operations Research:** Optimization techniques, linear programming to improve operational efficiency.
- ❖ **Decision Analysis:** Quantitative methods for decision making under uncertainty, including decision trees and risk analysis.
- ❖ **Research:** Statistical tools can be used in research for Data Analysis

Unit No.	Content	Hours
I	<p><b>Shares and Mutual Funds</b></p> <ul style="list-style-type: none"> <li>● Concept of shares, Market Investment trading and Operations</li> <li>● Creating demat account, Software Applications for Investments</li> <li>● Face value, market value, dividend, equity shares, preference shares, brokerage, examples.</li> <li>● Concept of mutual funds, entry load, exit load, dividend, calculation of net income.</li> <li>● Change in net asset value (N.A.V.), Average of price under the systematic investment plan.</li> </ul>	15
II	<p><b>Introduction to Statistics</b></p> <ul style="list-style-type: none"> <li>● Applications to statistics</li> <li>● Types of Variable, Constant, Attributes, Sample, Population</li> </ul> <p><b>Types of Data and Data Collection</b></p> <ul style="list-style-type: none"> <li>● Types of Data: Primary and secondary data and difference</li> <li>● Questionnaire for Data Collection</li> <li>● Creating Google form for data collection</li> </ul> <p><b>Measures of Central tendency and Dispersion</b></p> <ul style="list-style-type: none"> <li>● Definition of Average, Types of Averages (Arithmetic mean, Median and Mode), Weighted Arithmetic Mean, Quartiles, Deciles, and Percentiles.</li> <li>● Combined mean, Histogram and Ogives.</li> <li>● Concept of Absolute measures of dispersion (Range, Quartile Deviation, and Standard Deviation) and its Relative measures of dispersion.</li> <li>● Combined standard deviation.</li> </ul>	15

III	<b>Elementary Probability theory</b> <ul style="list-style-type: none"> <li>• Factorial Notation, Permutation and Combination. Examples on commercial application of combination.</li> <li>• Concept of random Experiments and possible outcomes, Sample space, Discrete sample space, Events and their types. Algebra of events, Mutually Exclusive and exhaustive events, Complementary events. Classical definition of probability, Addition theorem (without proof). Multiplication theorem, Conditional Probability, Independent events. Simple examples on probability.</li> <li>• Random Variable and Probability distribution of Discrete random variable. Expected value/Mean and variance of random variable. Simple examples.</li> </ul>	15
IV	<b>Decision Theory and LPP</b> <ul style="list-style-type: none"> <li>• Decision making, Decision maker, Courses of Action, States of Nature, Pay-off and Pay- off matrix, Decision making under uncertainty, Maximin, Maximax, Minimax</li> <li>• regret and Laplace criteria, Simple examples to find optimum decision, Formulation of Payoff matrix,</li> <li>• Decision making under risk, Expected Monetary value, Decision tree, simple examples based on EMV, EOL</li> <li>• Sketching of graphs of Linear equations and Linear inequalities, Mathematical formulation of Linear programming problems up to 2 variables.</li> <li>• Solution of Linear programming problems using graphical methods up to two variables.</li> </ul>	15
	Total Hours	60

References:

- Mathematics for Economics & Finance by Martin Anthony & Norman Biggs.
- Fundamentals of Statistics - D. N. Elhance,
- 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.S.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 Richard Levin & David S. Rubin Hall Of India, New Delhi

## Scheme of Examination

Internal : 40 Marks

External: 60 Marks

<b>Internal</b>	<b>Marks: 40</b>
Quiz/Group Discussion	10 Marks
Assignment/Tutorial/Attendance	10 Marks
Class test	20 Marks
<b>Total</b>	<b>40 Marks</b>

**Question paper pattern**

**Duration: 2 Hrs**

**Marks: 6**

		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 three</i> from the following	
a)		5
b)		5
c)		5
d)		5
Q.4	Attempt <i>any three</i> from the following	
a)		5
b)		5
c)		5
d)		5

<b>Programme Name: B.Com.</b>	<b>Semester:I</b>
Course Category: VSC	
Name of the Department: <b>Commerce</b>	
Course Title: Entrepreneurship Development	
Course Code: <b>BCC104</b>	Course Level: <b>4.5</b>
Type: Theory	
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	
Course Objectives:	
<ol style="list-style-type: none"> <li>1. To provide students with a comprehensive understanding of entrepreneurship and its role in personal, social and economic development.</li> <li>2. To enable students to set clear business objectives and goals aligned with their venture's mission and vision.</li> </ol>	
Course Outcomes:	
CO1: Analyze various business models and strategies to identify opportunities for venture creation and growth.	
CO2: Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) business objectives and goals that align with the mission and vision of their ventures.	
Description of the course:	
Entrepreneurship Development is a dynamic and practical course designed to equip students with the knowledge, skills, and mindset required to identify, evaluate, and pursue entrepreneurial opportunities. Through a combination of theoretical concepts, real-world case studies, and hands-on projects, this course aims to foster an entrepreneurial mindset, cultivate critical thinking, and develop practical skills necessary for success in today's competitive business environment. Students will explore various aspects of entrepreneurship, including opportunity recognition, business planning, marketing strategies, financial management, leadership, innovation, and ethical considerations.	

Unit No.	Content	Hours
I	Introduction to Entrepreneurship, Theories of Entrepreneurship Importance of entrepreneurship in economic development Characteristics and traits of successful entrepreneurs	15
II	Business Planning and Strategy, Setting business objectives and goals Market analysis and competitor research Financial planning and budgeting Designing a business plan	15
	Total Hours	30

References:

1. "Entrepreneurship: Theory, Process, and Practice" by Donald F. Kuratko
2. "Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers" by Alexander Osterwalder and Yves Pigneur



4. "Financial Intelligence for Entrepreneurs: What You Really Need to Know About the Numbers" by Karen Berman and Joe Knight

**Scheme of Examination**

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Case Study	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 7) 10 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

<b>Programme Name: B.Com. Semester: I</b>	
Course Category/Vertical: Skill Enhancement Course	
Name of the Dept: <b>Geography</b>	
Course Title: <b>Biodiversity and Ecotourism</b>	
Course Code: <b>BCG105</b>	Course Level: <b>4.5</b>
Type: Theory	
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )	
Hours Allotted: 30 Hours	
Marks Allotted: 50 Marks	
<b>Course Objectives (CO):</b> (List the course objectives)	
1. To understand tourism practices for their implications locally and globally.	
CO 2. To know about tourism in India.	
CO 3. To introduce the relationship between biodiversity and tourism.	
<b>Course Outcomes (OC):</b> (List the course outcomes)	
OC 1. Develop and evaluate tourism policy and planning initiatives.	
OC 2. Apply principles of sustainability to the practice of tourism in the local and global context.	
OC 3. To equip the students for seeking suitable careers in the tourism industry.	
<b>Description the course: (Including but not limited to)</b>	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.

Unit No.	Content	Hours
I	<b>Tourism and Environment</b> <ul style="list-style-type: none"> <li>• Tourism: Meaning, Nature, Scope and importance</li> <li>• Tourism as an emerging service-Factors of location and development,</li> <li>• Typology of tourism</li> <li>• Tourism potentials in India and challenges before India.</li> </ul>	15
II	<b>Biodiversity and Ecotourism</b> <ul style="list-style-type: none"> <li>• New Tourism policy of India</li> <li>• Consequences of tourism: Positive and negative impacts on economy, Culture, Environment and biodiversity</li> <li>• Emerging trends in Tourism activity</li> <li>• Ecotourism</li> </ul>	15
	Total Hours	30

References:

- Matheson, Alistair and Wall Geoffrey (1983) –Tourism- Economic, Physical and social Impact, Orient Longman, London.
- Robin H. (1976) – Geography of Tourism, Mackdonald and Evans Ltd., London.
- Usha Bala (1988) – Tourism in India, Policy and Perspective, Arushi Publishers, New Delhi.
- Environmental Studies - Manan Prakashan, sheth Prakashan, Vipul Prakashan
- Batra K. L. (1990) – Problems and prospects of Tourism. Printwell Publisher, Jaipur.
- Chopra Sunita (1991)- Tourism Development of India, Ashish Publishing House, New Delhi.
- Badan and Bhatt- Eco Tourism

### **Scheme of Examination**

Internal: 20 Marks

External: 30 Marks

Internal	Marks: 20
Project Presentation/Case Study	5 marks
Assignment/Participation/Attendance	5 Marks
Class test	20 Marks

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

**Q.1 Solve any Three questions (From Unit 1) 15 Marks**

- 1.
- 2.
- 3.
- 4.

**Q.2 Solve any Three questions (From Unit 2) 15 Marks**

- 1.
- 2.
- 3.
- 4.

**DEPARTMENT OF ENGLISH**

<b>COURSE CATEGORY/VERTICAL</b>		
<b>AEC (ABILITY ENHANCEMENT COURSE)</b>		
<b>COURSE TITLE</b>		
<i><b>INTRODUCTION TO BUSINESS COMMUNICATION</b></i>		
<b>Course Level: 4.5</b>	Course Code: <b>BCL106</b>	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>		
<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 listening skills in learners so to enable them to comprehend instructions and become a critical listener.</li> <li>3. To develop effective oral skills to enable students to speak confidently interpersonally as well as in large groups.</li> <li>4. To develop effective writing skills to enable learners to write in a clear, concise, persuasive and audience centric manner.</li> </ol> <p>To demonstrate effective use of Communication Technology.</p>		
<b>COURSE OUTCOME</b>		
CO1 Learner's will understand the objectives of Communication at workplace and will enhance their communication skills through business communication.		
CO2 Learner's will comprehend the essentials required for good business Correspondence and learn to write effective Personnel letters.		

CO3 Learner's communication skills would be enhanced with adequate exposure in reading, writing, listening, and speaking skills and related sub skills.

### DESCRIPTION OF THE COURSE

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, adapt to diverse audiences, and navigate conflicts. Its relevance spans across industries, enhancing job prospects in roles such as marketing, management, and public relations.

### ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS AT A GLANCE	HOURS
1	COMMUNICATION SKILLS	10
2	WRITING SKILLS: THEORY OF LETTER WRITING	10
3	LANGUAGE SKILLS	10
TOTAL HOURS		30

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**COURSE OUTCOME 1** TO INTRODUCE COMMUNICATION AT WORKPLACE

**COURSE UNIT TITLE 1** COMMUNICATION AT WORKPLACE.

**DESCRIPTION** 1) CONCEPT OF COMMUNICATION 2) OBJECTIVES OF COMMUNICATION .3) METHODS OF COMMUNICATION. 4) CHANNELS OF COMMUNICATION. 5) BARRIERS TO COMMUNICATION. 6) LISTENING SKILLS.

PEDAGOGICAL APPROACH: CHALK AND TALK, POWER POINT PRESENTATIONS, ICT, NPTEL reference videos

**COURSE OUTCOME 2** To know the essentials of good Business Correspondence.

To get acquainted with different formats of Letters. To write effective Personnel letters.

**COURSE UNIT TITLE 2** WRITING SKILLS: **THEORY OF LETTER WRITING.**

**DESCRIPTION:** 1 PARTS OF LETTER AND LAYOUT OF LETTER. 2 JOB APPLICATION AND RESUME 3. LETTER OF ACCEPTANCE OF JOB OFFER. 4. LETTER OF RESIGNATION 5. LETTER OF APPRECIATION  
6. ESSENTIALS OF EMAIL WRITING.- Chat GPTs

PEDAGOGICAL APPROACH CHALK AND TALK METHOD, POWERPOINT PRESENTATIONS. Chat GPTs

<p><b>COURSE OUTCOME 3</b> i. To enhance the learner's communication skills by giving adequate exposure in reading, writing, listening, and speaking skills and related sub skills.</p> <p>ii. To build up learner's confidence in oral and interpersonal communication</p>
<p><b>COURSE UNIT TITLE 3 Language skills</b></p>
<p><b>DESCRIPTION</b> 1 Reading skills    2 Speaking skills    3 Writing skills</p> <p>4.     Listening skills- Empathetic listening skill</p> <p>5.     Presentation skills.</p>
<p><b>PEDAGOGICAL APPROACH</b> Chalk and Talk method, POWER POINT presentations, You tube videos.</p>

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.nacweb.org/Press/Frequently\\_Asked\\_Questions.aspx?referral=](http://www.nacweb.org/Press/Frequently_Asked_Questions.aspx?referral=)

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Perre, 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:**

**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>

<b>Programme Name: B.Com. and BA</b>	<b>Semester: I</b>
Course Category: Value Education Course (VEC)	
Name of the Dept: Commerce	
Course Title: Holistic Development of Personality I	
Course Code: <b>BCC107</b>	Course Level: <b>4.5</b>
Course Credit: 2	Total Marks: 50
<b>Course Objectives:</b>	
<b>CO 1:</b> To enhance awareness of Indian values, and to create considerate citizens who strive for the betterment of their society	
<b>CO 2:</b> To provide students with a holistic value-based education that will inspire them to strive for a higher sense of character by learning from Indian values	
<b>Course Outcomes:</b>	
<b>OC 1:</b> Student will become aware of Indian values and shape them into better citizen.	
<b>OC 2:</b> Students will acquire holistic value education based on Indian principles.	
<b>Relevance:</b>	
<ol style="list-style-type: none"> <li>1. Eternal knowledge of culture will be acquired infusing values in individual.</li> <li>2. Individual will be more attached to traditional roots of Indian Society.</li> <li>3. Overall holistic development of individual will be attained.</li> </ol>	
<b>Scope:</b>	
<ol style="list-style-type: none"> <li>1. In the years to come, Indian ethos, principles and customs will be widely acknowledged across the globe; individual will be able to promote the values in the global society.</li> <li>2. Core values, beliefs and principles will be used in all industries as aspects of work culture, making the individual have an upper edge on the work culture.</li> </ol>	

Unit No.	Content	Hours
I	<b>INDIAN VALUE SYSTEM OF PERSONALITY</b> Non – violence, Truthfulness, Honesty, Integrity, Simplicity, Self-reliance, Compassion, Secularism, Service, Sustainability, Respect for Elders, Obedience, Unity in diversity, Value of Trusteeship	15
II	<b>INDIAN VALUES OF PERSONALITY DEVELOPMENT – CASE STUDY</b> <ul style="list-style-type: none"> <li>• Relevance of Indian Values and Principles in 21<sup>st</sup> Century</li> <li>• Case Studies on Indian Freedom Fighters</li> <li>• Challenges for Indian Values and Principles in Modern era.</li> <li>• Indian ideologies and values – case studies</li> </ul>	15
	Total Hours	30

**References:**

- Inspiring Thoughts - Swami Vivekananda.
- Indian Culture values and professional ethics - PSR Murthy
- Contemporary Indian Society – Smitha Radhakrishnan.



### Pattern for Internal and External Examination

Scheme of Examination

Internal: 20 Marks

External: 30 Marks

#### Pattern for Internal Examination

<b>Internal</b>	<b>Marks: 20</b>
Assignment	05 marks
Active class Participation/Attendance	05 Marks
Class test	10 Marks

#### Pattern for Class test

Attempt any five concepts out of eight (Marks: 10)

#### Pattern for External Examination

<b>Q. No.</b>	<b>External</b>	<b>Marks: 30</b>
Q.1 (From Module 1)	Attempt Any Two questions from the following. A B C	15 Marks
Q. 2 (From Module 2)	Attempt Any Two questions from the following. A B C	15 Marks

<b>Programme Name: B.Com.</b>		<b>Semester: I</b>	
Course Category/Vertical: Indian Knowledge System			
Name of the Dept: Economics			
Course Title: Economic Thoughts of Kautilya and Chhatrapati Shivaji Maharaj			
Course Code: <b>BCE108</b>		Course Level: <b>4.5</b>	
Type: Theory			
Course Credit: 2 credits			
Hours Allotted: 30 Hours			
Marks Allotted: 50 Marks			
<b>Course Objectives (CO):</b> (List the course objectives)			
1. To introduce students with Economic Thoughts and policies of Kautilya and Chhatrapati Shivaji Maharaj			
2. To comprehend practical applicability of these models			
<b>Course Outcomes (OC):</b> (List the course outcomes)			
1. Students will be able to understand Economic Thoughts and policies of Kautilya and Chhatrapati Shivaji Maharaj			
2. Students will be able to comprehend practical applicability of these models.			
<b>Description the course: (Including but not limited to)</b>		Study of this paper will help students understand economic thoughts and policies prevalent during the times of Kautilya and Chhatrapati Shivaji Maharaj. Learners will be able to understand and apply effectively policies of governance, management and welfare state in modern times.	

Unit No.	Content	Hours
I	Kautilya's Arthashastra- cultural background and duties of four varnas, aspects of economy- agriculture, industry, trade and welfare- Public administration, financial administration, economic policies and development, foreign policy and foreign trade, learning for modern policy makers	15
II	Economic policies of Chhatrapati Shivaji Maharaj-agricultural policy, manufacturing and trade policy, mints and currency, welfare state policies, revenue system, conducive policies to support trade and business, learning for modern policy makers	15
	Total Hours	30

References:

1. T. Ganapati Shastri (2005), Arthashastra of Kautilya, Chaukhambha Surbharti Prakashan, Varanasi, India
2. Kautilya, The Arthashastra, Penduine Books, Delhi
3. Kautilya's Arthashastra: The way of Financial Management and Economic Governance, Jaico Publishing House, Mumbai, India.
4. Prof Namdevrao Jadhav (2019), Chhatrapati Shivaji Mararaj- Father of modern Economics, Rajmata Publication
5. Prof Namdevrao Jadhav (2013), Shivaji Maharajanचे Arthashastra (Marathi), Rajmata

6. Kedar Mahadevrao Phalke (2023), The Economy of the Maratha Kingdom C. 1595-1707, Rupa Publication.

Scheme of Examination

Internal: 20 Marks

External: 30 Marks

**Pattern for Internal Examination**

<b>Internal</b>	<b>Marks: 20</b>
Assignment	05 marks
Active class Participation/Attendance	05 Marks
Class test	10 Marks

**Pattern for Class test**

Attempt any five concepts out of eight (Marks: 10)

**Pattern for External Examination**

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

<b>Programme Name: All programmes</b>	<b>Semester: I</b>
Course Category: Certificate Course (CC)	
Name of the Department: Sociology	
Course Title: <b>National Service Scheme</b>	
Course Code: <b>BCS109</b>	Course Level: <b>4.5</b>
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	
Course Objectives:	
<ol style="list-style-type: none"> <li>1. To make aware the students about NSS ideology</li> <li>ii. To make students understand social issues in India.</li> </ol>	
Course Outcomes:	
<ol style="list-style-type: none"> <li>1. Students will be aware the students about NSS ideology</li> <li>2. Students will understand social issues in India.</li> </ol>	
<p><b>Introduction:</b> 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><b>Relevance and Usefulness:</b> 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><b>Application:</b> 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><b>Interest and Connection with Other Courses:</b> 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><b>Demand in the Industry:</b> Employers increasingly value candidates who demonstrate a commitment to community service and civic engagement. Participation in the NSS signals to potential employers that an individual is socially conscious, proactive, and capable of working collaboratively towards common goals.</p> <p><b>Job Prospects:</b> 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.</p>	

Unit No.	Content	Hours
I	UNIT I: Introduction to NSS - Orientation and structure of NSS - The history of NSS- Objectives- Symbol and meaning- NSS hierarchy from national to college level	15
II	UNIT II: Basic social issues in India - Degeneration of value system, family system - Gender issues - Regional imbalance	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>

### 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. Attempt any two from the following.

10 marks

#### External Examination-

Assignment based on Community work.

30 marks

<b>Programme Name: B.A. Semester: I</b>	
Course Category/Vertical: <b>Co-Curricular (CC)</b>	
Name of the Dept: <b>Psychology</b>	
Course Title: <b>Yoga</b>	
Course Code: <b>BCP109</b>	Course Level: <b>4.5</b>
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> <p>OC 1. Students will be able to understand the basic principles and applications of Yoga.</p> <p>OC 2. Students will be able to use the Practical knowledge in their day to day life.</p>	
<b>Description the course:</b> <b>(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.

Unit No.	Content	Hours
I	<p><b>Theory of Yoga</b></p> <p>A) Definition and meaning- Yoga, Sthula &amp; Sukshma Vyayam, Asana, Pranayam, Yama &amp; Niyama, Types of Shuddhi Kriya, Badhak Tatva</p> <p>B) Pranayam- Breath Awareness, Sectional Breathing, Anulom Vilom</p>	10
II	<p><b>Practical</b></p> <p>A) Prayer, Yogic Sanchalan, Yogic Sukshma Vyayam : Grievashakti vikasak, Katishakti vikasak, Jangha Shakti vikasak, Shwasan Marg shuddhi &amp; Kapalbhati</p> <p>B) Asana- Standing Yogasana: Tadasana, Vrikshasana, Parivritta Trikonasana, Veerbhadrasana.</p> <p>Sitting Asanas: Vajrasana, Gomukhasa, Sasankasana, Padmasana, Parvatadana, Bhadrasana, Ustrasana.</p> <p>Prone Asanas: Bhujangasana, Ardha Shalbhasana, Adhomukh Shwanasana.</p> <p>Supine Yogasana : Uttanpadasana, Ardha Halasana, Saral Matsyasana, Ardha Pavan Muktasana, Setubandhasana &amp; Shavasana</p>	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



## Scheme of Examination

Internal: 20 Marks

External: 30 Marks

<b>Internal</b>	<b>Marks: 20</b>
Class test	10 marks
Quiz	5 marks
Class Participation	5 marks

## Paper Pattern for

### External

### Examination

Practical demonstration of asanas

30 marks

<b>Programme Name: Drama/ Theatre Arts</b>		<b>Semester: I</b>	
Course Category/Vertical: Co-curricular course			
Name of the Dept: Department of English			
Course Title: Drama/ Theatre Arts			
Course Code: <b>BCL109</b>		Course Level: <b>4.5</b>	
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 /			
Marks Allotted: 50 Marks/			
<p><b>Course Objectives(CO):</b> (List the course objectives)</p> <ol style="list-style-type: none"> <li>1) To provide disciplinary knowledge about fundamental aspects of Theatre/ Drama</li> <li>2) To equip learners with the essential verbal and non-verbal skills in acting so as to enable them express using various styles and registers used in the Theatre, TV serial and Films.</li> <li>3) To provide adequate exposure in reading, writing, listening and speaking and the related sub-skills.</li> <li>4) To help the learners in gaining confidence through effective Oral presentations and Inter-personal Communication.</li> <li>5) To sensitize young learners towards emerging world- wide challenges in the use of Techniques in Drama as a widely accepted skills of expression for various purpose</li> </ol>			
<p><b>Course Outcomes (OC):</b> ( List the course outcomes)</p> <p>Course Outcomes:</p> <p>CO1: The learner will be able to identify the concept of Theatre,</p> <p>CO2: The learner will be able to demonstrate a set of basic skills required for official and social correspondence in terms of content, forms of lay out and established practices.</p> <p>CO3: The learner will be able to read various theatre forms and skills with felicity of appropriate represented meaning in a comprehensive manner.</p> <p>CO4: The learner will be able to correlate listening, speaking, reading and writing skills accurately in professional expressions.</p> <p>CO5: Deliver persuasive and professional presentations.</p>			
<b>Description the course:</b>		Introduction, relevance, Usefulness,	
<b>(Including but not limited to)</b>		Application, interest, connection with other courses, demand in the industry, job prospects etc.	

Unit No.	Content	Hours
I	Origin and Development of Ancient Indian Theatre, Influence of Western Culture on Indian Drama Western Theatre- English Drama- Elizabethan Theatre (Shakespearian Drama) Origin and Development of Folk Theatre, Folk Forms and Technology, Relationship between Rituals and Folk Theatre Natyashastra Ekankika,	15
II	Developing Effective Listening Basics of Phonetics -/ Sounds/ Voice culture Art of Effective Speaking/dialogue delivery Art of effective Reading Nepathya, Light, facing Camera, Audition Group Presentation, Individual Presentation One Act Play.	15
	Total Hours	30

References:

1. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). *Personal development for life and work*. Mason: South-Western Cengage Learning.

- 1) 1) भारतीय रंगभमूी  
लेखक : आद्यरंगाचार्य 2 )  
अभि नय शास्त्र लेखक : व  
.ह. गोळे
- 3) रंगदर्शनर्श  
लेखक: नेमीचद्रं जनै
- 4) नाट्यनि र्मी ती लेखक :  
यशवतं केळकर

5) अभि नय शास्त्र

लेखक : डाॅ. रूस्तम अचलखांब

6) नाट्यस्वगत : स्वरूप आणि समि क्षा

लेखक: डाॅ. शकंूतला जोग

7) मराठी नाट्यतंत्र

लेखक: मो .द . वक्षे, अ.म , जोशी

8) नाट्यशास्त्र और रंगमचं

लेखक: दीनानाथ शास्त्री

9) लि खीतअभि नीत नाट्य सवं ाद

लेखक : डाॅ. दीनानाथ टाकळकर

10) अभि नय साधना लेखक:

स्तानि सलावास्की

11) रंगमचं कला

लेखक : ओकं ार गोवर्धनर्ध

12) अभि नय कसा करावा

लेखक: गजानन जहागि रदार

13) मेकअप कॅमेरा ॲक्शन

लेखक : अतलू शि धये

14) अभि नयाचेसहा पाठ लेखक:

सदाशि व अमरापरूकर

15) वाचि क अभि नय

लेखक: श्रीराम लागू

16) स्ट्रगलर्स लेखि का :

मक्ू ता चतै न्य

17) आवाज साधना

लेखक: कै.प्रो . बी . आर .देवकर

18) नाट्य अभि नय आणि सवं ाद

लेखक: डाॅ. दीनानाथ टाकळकर

19) भरतमनू ींचेनाट्य शास्त्र

लेखक: डाॅ. सरोज देशपांडे

20) अभि नय साधना आणि स्वाध्याय

लेखक: शि वाजीराव देशमुख पणूे.

21) अभि नयशास्त्र लेखक: डाॅ

: जयतं शवे तके र

22) नाट्यसं कार , प्रारंभि क नाट्यशास्त्र , नाट्यसं कार शि क्षकांसाठी लेखक: प्रकाश

पारखी

23) नाट्यखेळ

लेखक: प्रेमा साखरदंडे

24 ) एकपात्री प्रयोग आणि कलारूप

लेखक: डॉ. मधरू कोरात्रे

25 ) अभि नय चि तं न

लेखक: डॉ. पराग घोंगे

26 ) चौकट दि गदर्शनर्श ाची

लेखक: कुमार सोहोनी

27 ) मराठी नाट्य

कोश लेखक: डॉ. वि .

भा. देशपांडे

28 ) सोपेनाट्यप्रशि क्षण शि बि र तंत्र आणी मंत्र लेखक: राजीव जोशी

29 ) नाट्यशास्त्राची ओळख

लेखक: प्रा .डॉ. सपं दा कुलकर्णी -गि रगावकर

30 ) नाटकवाल्यांचे

प्रयोग लेखक:अतलु

पेठे

### Scheme of Examination

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Project Presentation/Case Study	5 marks
Quiz/Group/Discussion	5 Marks
Assignment/Participation/Attendance	5 Marks
Class test	5 Marks

### Paper Pattern for External Examination: Presentation Play, Ekankika (One Act Play)