

Agenda No. in 1.02 in AC

Date 07/07/2021



Vidya Prasarak Mandal's

**K.G. Joshi College of Arts & N.G. Bedekar College of
Commerce, Thane**

(Autonomous)

(Affiliated to University of Mumbai)

Program: Bachelor of Commerce (Financial Markets)

Syllabus for FYB.Com (Financial Markets)

Year of Establishment: 2008

Year of Upgrading: 2021-22

PREAMBLE

Financial Markets read the pulse of the economy. It is the sentiments of the markets that define the current state of affairs of an economy as well as form the base of decision making for policy makers. A knowledge of the markets and the professional skills to analyze the markets is a must for anyone aspiring for a career in finance and related fields. Keeping in mind the above fact, the B.Com Financial Markets programme aims at building in students an understanding about functioning and premise of financial market. To achieve this course aims to provide an amalgamation of theoretical and practical exposure to students with innovative course design and deliverables. The comprehensive programme, covers all major areas of financial markets viz., equity, debt, mutual funds, equity derivatives, currency derivatives, commodities etc. It seeks to make the students market ready by giving all the necessary theoretical inputs and possible practical exposures.

Eligibility: A student must have successfully cleared the HSC (12th) examination.

Duration: Three years (Entire B.Com FM Course)

Mode of Delivery: Offline (Online in case of emergency)

**(Credit Based Semester and Grading System with effect
from the academic year 2021–2022)**

PROGRAMME OUTCOMES

PO	PO Description
PO-1	The students will gain knowledge of various aspects of financial markets, enabling them to better understand and correlate them.
PO-2	To give an adequate exposure to operational environment in the field of Financial Markets & other related fields.
PO-3	To develop the professionals capabilities of students by giving them adequate industry exposure and training required to occupy positions of responsibility in stock exchanges, commodity exchanges, regulatory bodies, market intermediaries, banks, mutual funds, asset management companies and other similar entities.

PROGRAMME - SPECIFIC OUTCOMES

PSO	PSO Description
PSO1	Students will acquire skills needed to understand trading and evaluation of securities in the markets.
PSO2	Continuous evaluation of the students by way of interactions, projects, presentations, industrial visits, practical training, job orientations etc will make them market ready.
PSO3	Students also learn many behavior aspects, code of conducts and ethics of the markets through live case studies and interactions with which help in their holistic development.
PSO4	Students would be able to do higher education and advance research in the field of Financial Market.

DISTRIBUTION OF TOPICS AND CREDITS
FYBCOM (Financial Markets) - Semester I

Course Code	Course Type	Course Title	Credits
JBUCFM101	Elective Courses (EC)	Financial Accounting - I	03
JBUCFM102	Elective Courses(EC)	Introduction to Financial System	03
JBUCFM103	Elective Courses(EC)	Business Mathematics	03
JBUCFM104	Ability Enhancement Compulsory Course (AECC)	Business Communication-I	03
JBUCFM105	Skill Enhancement Courses (SEC)	Foundation Course -I	02
JBUCFM106	Core Courses (CC)	Business Environment	03
JBUCFM107	Core Courses (CC)	Business Economics - I	03
		Total Credits	20

FYBCOM (Financial Markets) Semester II

Course Code	Course Type	Course Title	Credits
JBUCFM201	Elective Courses (EC)	Financial Accounting - II	03
JBUCFM202	Elective Courses (EC)	Principles of Management	03
JBUCFM203	Elective Courses (EC)	Business Statistics	03
JBUCFM204	Ability Enhancement Compulsory Course (AECC)	Business Communication -II	03
JBUCFM205	Skill Enhancement Courses (SEC)	Foundation Course-II	02
JBUCFM206	Core Courses (CC)	Environmental Science	03
JBUCFM207	Core Courses (CC)	Computer Skills-I	03
		Total Credits	20

The Syllabus approved by the Board of Studies, Academic Council and Governing Body is as follows –

Semester I

Course Nomenclature: Financial Accounting-I

Course Code: JBUCFM101

Course Outcomes:

1. To learn preparation of Trial Balance and recording of Accounting Transactions.
2. To make them understand about to maintain the books of accounts and record transactions and to handle basic of financial accounting.
3. To enlighten the learners about finalization of Partnership Final Accounts and Company Final Accounts.

Unit No	Modules/Units	No. of Lectures
1	Nature, Purpose of Accounting	15
	Meaning and scope of Accounting: Need, development & Definition of Accounting, persons interest in Accounting disclosure, branches of accounting Accounting concepts and Accounting Standards, Introduction to Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS)	
2	Books of Accounts	15
	Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework	
3	Introduction to Financial Statements	15
	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	15
	Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss Account and Balance Account Introduction to Company Final Accounts Introduction to Company Final Accounts – As per Companies Act 2013	

References:

1. Introduction to Accountancy -T. S. Grewal-(S.Chand &Co.)
2. Double Entry Book Keeping- J. R.Batliboi.
3. Double Entry Book Keeping - M. M.Chokshi
4. Advanced Accounts -Shukia & Grewal (S.Chand &Co.)
5. Advanced Accountancy - R.L.Gupta & M.Radhaswamy
6. Accounting Standards -Institute of Chartered Accountants of India. New Delhi
7. Gupa S C & Shukla, M C: Advanced Accounts Vol.1. New Delhi. S. Chand & Company Ltd

Semester I

Course Nomenclature: Introduction to Financial System

Course Code: JBUCFM102

Course Outcomes:

1. To provide a basis of understanding to the students with reference to working of financial system and its components
2. To empower the students with the basic concepts of financial markets, services, institutions and instruments.
3. To equip the students with the foundation of theoretical concepts which will help them approach practical learning at higher stages with ease.

Unit No	Modules/Units	No. of Lectures
1	Overview of Financial System	15
	An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems (capital market oriented), Constituents of the financial system and interrelationships between various components	
2	Financial Markets	15
	Capital markets, Money Markets Meaning, classification and structure, sub-segments, Role played, participants, Foreign Exchange Market, Meaning, classification and structure, sub-segments, Role played, participants, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants	
3	Financial Regulators	15
	Meaning and features of financial regulators and Intermediaries, Role and functions of financial regulators and intermediaries, Kinds of financial regulators, markets regulated by each regulator	
4	Financial Instruments and Services	15
	Meaning and Types of financial instruments, New financial instruments, Evaluation of financial instruments (risk return trade-off), Financial Services- Meaning – Classification- Banking -Insurance and Investment services	

References

1. Indian Financial System- M.Y.Khan, 2013,Tata MacGrawHill Education Pvt Ltd The Indian
2. Financial System- Markets, Institutions and Services-Bharati V Pathak-2018- Pearson
3. Indian Financial System- Dr. S. Guruswamy-2009- Tata MacGrawHill Education Pvt Ltd
4. Financial Institutions and Markets-Structure, Growth and Innovations-L M Bhole and Jitendra Mahakud-2017- Tata MacGrawHill Education Pvt Ltd
5. Indian Financial System-H R Machiraju- Fourth Edition- 2010-Vikas Publishing House
6. Indian Financial System- Evolution and Present Structure- Niti Bhasin-2014-New Century Publications

Semester I

Course Nomenclature: Business Mathematics

Course Code: JBUCFM103

Course Outcomes :

1. To introduce fundamental concepts from mathematics that will help learners in various aptitude exams.
2. To help learner in improving basic calculation ability.
3. To make learner capable of using and implementing mathematical concepts in day to day and professional life.

Unit No	Modules/Units	No. of Lectures
1	Ratio, Proportion and Percentage	15
	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	15
	Profit and Loss Concept , Problems based on profit and Loss. Problems based on percentage profit and percentage 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	15
	Simple interest, compound interest, Equated monthly installments, 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	15
	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.	

References

1. D.C. Sancheti, V.K. Kapoor, Sultan Chand
2. Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
3. Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
4. Mathematics of Finance 2nd Edition Schaum's Tata McGrawHill

5. Business Mathematics by Dr.AmarnathDikshit&Dr.Jinendra Kumar Jain.
6. Business Mathematics by Bari – New Literature publishing company, Mumbai
7. Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books
8. Indian Mutual Fund Handbook –Sundar Sankaran
9. Indian Share Market for Beginners: Indian Stock Market Basics: -Vipin Kats

Semester I
Course Nomenclature: Business Communication I

Course Code: JBUCFM104

Course Outcomes:

1. The subject will be introduced with the growing need for communication skills in a rapidly changing world.
2. All changing scenarios and required skills will be discussed.
3. This will be followed by explaining the Course Syllabus and Assessments.
4. The subject will be taught with constant practical applications.

Unit No	Modules/Units	No. of Lectures
1	Theory of Communication	15
	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 Channels and Objectives of Communication: Channels Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine 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) 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	
2	Obstacles to Communication in Business World	15
	Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility 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: 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	
3	Business Correspondence	15

	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, 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	
4	Language and Writing Skills	15
	Commercial Terms used in Business Communication 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.] Activities - 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, Formulation of bibliography, Proof reading business messages and Synopsis Writing	

References

1. Introduction to business communication by "KHANDARE, D.M." Edition: 1STCHANDRALOK Text Publisher: KANPUR ; 2015
2. Effective business communication by "Gupta, Alpana" Edition: I Stviva Publisher: New Delhi ; 2016
3. Business Communication by Doctor, Rhoda | Doctor, Aspi H Edition: 1st Publisher: Mumbai Sheth 2016
4. Business Communications I : by Choudhury, Nina roy | Nambiar, Lekha. Publisher: Mumbai Vipul 2016
5. Business communication by "NAWAL, MALLIKA" Edition: 1STCENGAGE Publisher: NEW DELHI ; 2012
6. Business and professional communication : keys for workplace excellence by "QUINTANILLA, KELLY M." "WAHL, SHAWN T."
7. Business Communication, Author: Bedi, R/ Aruna, K. 1st edition ,Publisher: Vrinda
8. Business Communication, Author: Kaul, Asha 2nd edition,Publisher: PHI
9. Business Communication, Author: Rai, U./ Rai, S. M 10th edition, Publisher: Himalaya
10. Business communicationauthor: Sinha, K. K.,Publisher: Galgotia
11. Business Communication Today ,Author: Bovee, C/ Thill, J/ Schatzman, B. 7th edition

Semester I

Course Nomenclature: Foundation Course-I

Course Code: JBCUCFC105

Course Outcomes

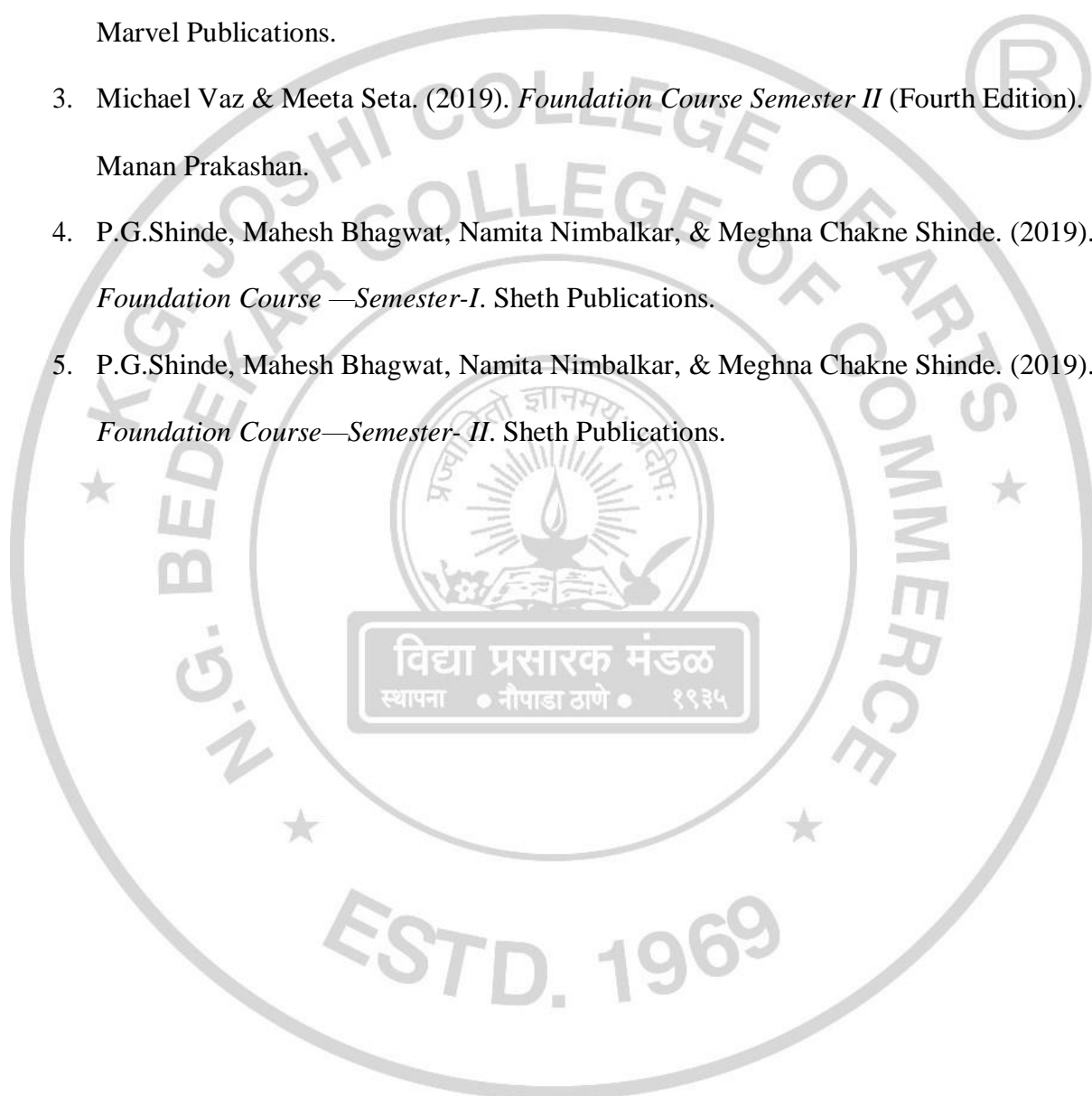
1. To acquaint students with diverse nature of Indian society
2. To provide broad outline of Indian Constitution, its preamble, features, etc.
3. To make students aware both about fundamental rights and duties
4. To make the students understand natural and man-made disparities

Unit No	Modules/Units	No. of Lectures
1	Diverse nature of Indian Society	09
	Multi-cultural diversity with special reference to religion and caste Linguistic diversity Regional Variations based on rural, urban and tribal characteristics	
2	Concept of Disparity- 1:	09
	Communalism Casteism Linguism and regionalism	
3	Inequalities in Indian Society	09
	Gender inequality – Violence against Women and Declining Sex Ratio Gender inequality – Low political participation of women Problems of the differently-abled people and solutions	
4	Introduction to the Constitution	09
	Philosophy of the Constitution (with reference to the Preamble) Basic Structure and Features of the Constitution Fundamental Duties of the Indian Citizen	
5	Human Rights	09

	<p>Concept and features of Human Rights</p> <p>The Universal Declaration of Human Rights: Classification and Importance</p> <p>Human Rights constituents with special reference to Fundamental Rights stated in the Constitution</p>	
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References

1. Vaz, M., & Seta, M. (2020). *Foundation Course I FYBCOM/BA/BSC, FYBAF/BMS/BFM/BBI Semester I* (Fifth Edition). Manan Prakashan.
2. Mascarenhas, & Mody. (2017). *Foundation Course Semester II* (Second Edition). Marvel Publications.
3. Michael Vaz & Meeta Seta. (2019). *Foundation Course Semester II* (Fourth Edition). Manan Prakashan.
4. P.G.Shinde, Mahesh Bhagwat, Namita Nimbalkar, & Meghna Chakne Shinde. (2019). *Foundation Course —Semester-I*. Sheth Publications.
5. P.G.Shinde, Mahesh Bhagwat, Namita Nimbalkar, & Meghna Chakne Shinde. (2019). *Foundation Course—Semester- II*. Sheth Publications.



Semester I

Course Nomenclature: Business Environment

Course Code: JBUCFM106

Course Outcomes:

1. Will help the students to get Familiarize with the nature of business environment and its components.
2. The students will be able to demonstrate and develop conceptual framework of business environment and generate interest in international business.
3. Understand the definition of ethics and the importance and role of ethical behavior in the business world today.

Unit No	Modules/Units	No. of Lectures
1	Business and its environment	15
	Business objectives, dynamics of business, types of business environment. Environmental Analysis: Importance, factors, PESTLE and SWOT Analysis.	
2	Business and Society	15
	Business ethics: Nature and scope of ethics, ethical dilemmas, corporate culture and ethical climate. Development of Business Entrepreneurship: Entrepreneurship and economic development, Entrepreneurship in Economic Theory – Role of Entrepreneurship – Entrepreneur as a catalyst. MSMED Act, 2006, Entrepreneurship as a career option. Consumerism and consumer protection: Consumerism in India, Consumer Protection Act, 2019.	
3	Contemporary Issues	15
	CSR and Corporate Governance, social responsibility of business, carbon credit. Social audit: Evaluation of social audit, benefits of social audit, Social Audit V/S Commercial audit.	
4	International Environment	15
	Strategies for going global: MNCs and TNCs, WTO. Foreign trade in India: Balance of trade, FDI Investment flows and its implication for Indian industries.	

References:

1. Introduction To Modern Business Issues & Environment By "Musselman, Vernon A.;" "Hughes, Eugene H." | "Musselman, Vernon A. Edition: Prentice-Hall Publisher: New Delhi ; 1982
2. Business Environment By "Cherunilam, Francis" | 0 | "Cherunilam, Francis" | 0.

3. Edition: Himalaya Publisher: Mumbai ; 1987
4. Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai, 3rd edition
5. Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai 4th edition
6. Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi 2nd edition
7. Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai 4th edition
8. Consumer Protection Act 2019 with rules from Taxman Publication Edition 2020

Semester I

Course Nomenclature: Business Economics -I

Course Code: JBUCFM107

Course Outcomes:

1. To learn and understand the basic economic concepts and enhance the economic literacy.
2. To make them understand the core Economic Principle and how to apply it to a wide range of real-world issues.
3. To enlighten the students to apply economic analysis to evaluate every days problems.

Unit No	Modules/Units	No. of Lectures
1	Introduction	10
	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- use of Marginal analysis in decision making, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium	
2	Demand And Analysis	10
	Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts Demand estimation and forecasting: Meaning and significance - methods of demand estimation: survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)	
3	Supply and Production Decision and Cost of Production	15
	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. Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications)	
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15

	<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 (topics to be taught using case studies from real life examples)</p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples), Nature of Demand Curve under different Markets</p>	
5.	Pricing Practices	10
	<p>Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing – transfer pricing (case studies on how pricing methods are used in business world)</p>	

References

1. A study of Managerial Economics, Gopalakrishna, Himalaya Mumbai
2. Managerial Economics Hague, D. Longman, London
3. Managerial Economics, Dean Joel, Eastern Edition
4. Managerial Economics Paul G Keat, K.Y. Young Prentice Hall Publications
5. Managerial Economics Ahuja HL (2007) S.Chand & Co.Delhi
6. Micro Economics – M. L. Seth
7. Micro Economics – M. L. Jhingan; Vrinda Publications, New Delhi.
8. Managerial Economics – Theory and Application – D. M. Mithani
9. Managerial Economics, Varshney RL and Maheshwari KL

Modality of Assessment – Foundation Course

A. Internal Assessment: 40% - 40Marks

Serial No.	Evaluation Type	Marks
1	Written Test	20
2	Assignment/Project	15
3	Class Participation	05
	Total:	40

B External Examination: 60%- 60 Marks

Semester End Theory Examination

Time: 2 hours

- NB. 1. All questions are compulsory.
2. Each question has internal options.
3. Figures to the right indicate marks.

1. Full length question (from Unit I) 12

OR

1. A. Short question (from Unit I) 6

B. Short question (from Unit I) 6

2. Full length question (from Unit II) 12

OR

2. A. Short question (from Unit II) 6

B. Short question (from Unit II) 6

3. Full length question (from Unit III) 12

OR

3. A. Short question (from Unit III) 6

B. Short question (from Unit III) 6

4. Full length question (from Unit IV) 12

OR

4. A. Short question (from Unit IV) 6

B. Short question (from Unit IV) 6

5. Full length question (from Unit IV) 12

OR

4. A. Short question (from Unit IV) 6

B. Short question (from Unit IV) 6

Semester II

Course Nomenclature: Financial Accounting II

Course Code: JBUCFM 201

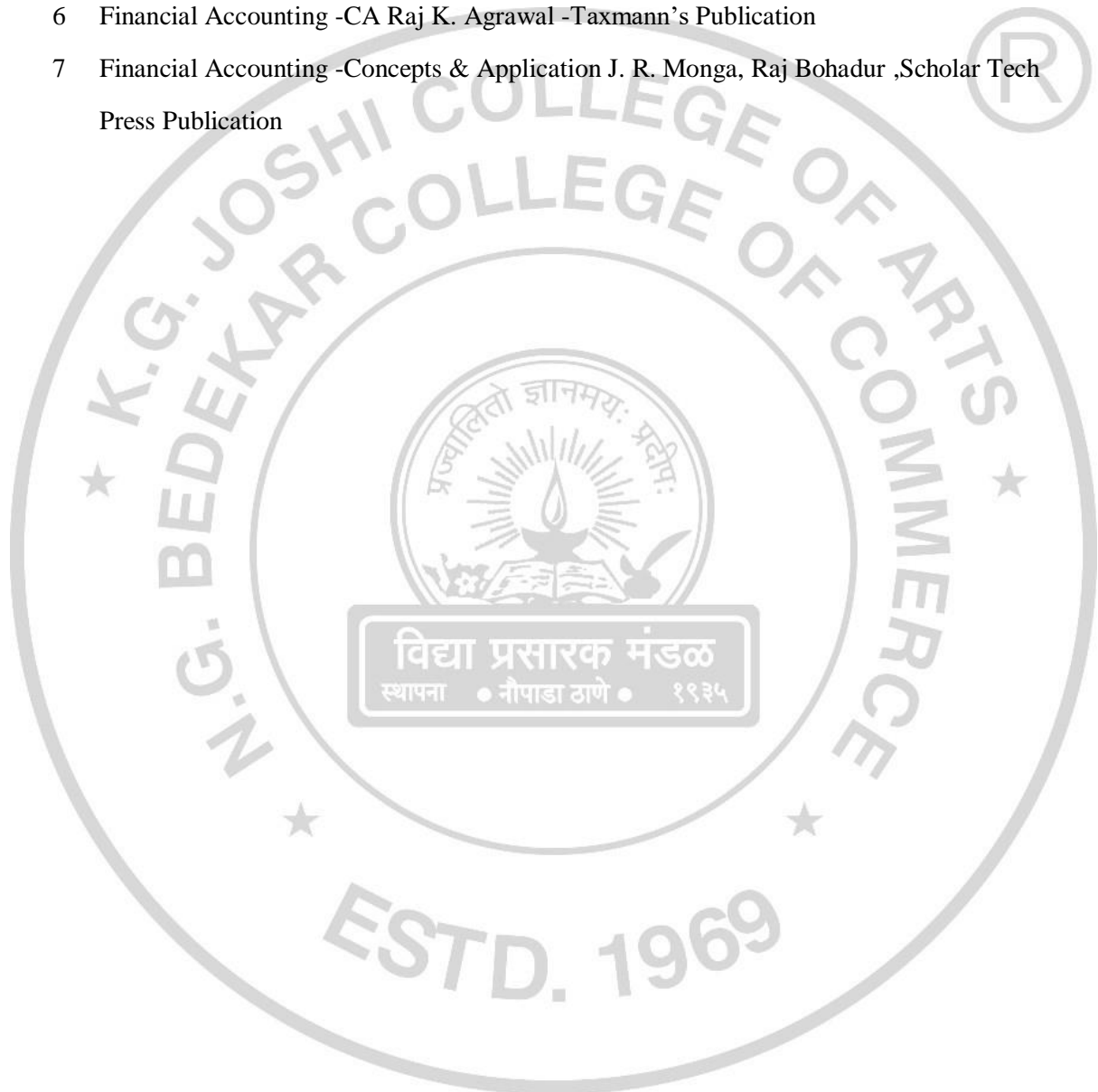
Course Outcomes:

1. To understand the basics of Issue of shares and debentures and legal provisions related to that.
2. To study the accounting treatment of issue of bonus shares, buy back procedures and legal provisions of the same.
3. To gain knowledge on Preparation of Financial statements. as per Companies Act 2013

Unit No	Modules/Units	Number of Lectures
1	Shares and Debenture	15
	Types of Shares & Debentures (in India) Issue of Shares (Book Building Method only) Accounting Treatments for issue of shares & debentures with new market and SEBI rules	
2	Corporate Accounting	15
	Capitalization of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form	
3	Share Valuation	15
	Valuation of Shares. Buy-back of shares & own debentures. Investment Accounting	
4	Accounting Standards –Indian Accounting Standards(Ind AS)and IFRS	15
	Study of Indian Accounting Standards (Ind AS) – Ind AS 101-First Time Adoption of Ind AS, Ind AS 1-Presentation of Financial Statements IFRS- International Financial Reporting Standards- IFRS 1- First Time Adoption of IFRS IFRS 2- Share Based Payments Computerization of accounting & accounting-Use of Computer in Accounting	

References

1. Corporate Accounting, S.K. and S.N. Maheshwari
2. Financial Accounting, P.C. Tulsian, S. Chand Publication
3. Financial Accounting - V.K. Goyal, Excel Books India Publication
4. Financial Accounting Principles and Practices - Jawahar Lal, S. Chand Publication
6. Financial Accounting - CA Raj K. Agrawal - Taxmann's Publication
7. Financial Accounting - Concepts & Application J. R. Monga, Raj Bohadur, Scholar Tech Press Publication



Semester II

Course Nomenclature: Principles of Management

Course Code: JBUCFM 202

Course Outcomes:

1. To enable the students to study the evolution of Management, to study the functions and principles of management and to learn the application of the principles in an organization
2. To provide a basis of understanding to the students with reference to working of business organizations through the process of management
3. To inculcate the managerial skills and teach how it can be executed in a variety of situations

Unit No	Modules/Units	No. of Lectures
1	Introduction	15
	Nature and process of management, basic management roles and skills Nature of managerial work, approaches to management, classical behavioral, systems and contingency approaches, Contemporary issues and challenges in Management.	
2	Planning & Decision Making	15
	Concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, Decision making, forms of group decision making in organization	
3	Organizing	15
	Fundamentals of organizing, bases of departmentation, Distribution of authority, organization structure, and design, Leadership- nature and significance leadership styles, Staffing: Nature and Scope of Staffing, Manpower Planning, Selection and Training, Performance Appraisal,	
4	Management control	15
	Nature, purpose and process of controlling, Kinds of control system, prerequisites of effective control systems, Resistance to control, Controlling techniques	

References:

1. Durai, P. (2015). Principles of Management, Text and Cases. New Delhi: Pearson Education.
2. Koontz, H. (2010). Essentials of Management. New Delhi: Tata McGraw-Hill

Education.

3. Stoner, Freeman & Gilbert Jr. (2009). Management. New Delhi: Prentice Hall.
4. Weihrich, H. & Koontz, H. (2010). Management- A Global Perspective: New Delhi: Tata McGraw-Hill Education.
5. Robbins & Coulter (2013). Management. New Delhi: Prentice Hall.
6. Robbins, S.P. & Decenzo, D. A. (2014). Fundamentals of Management: Essential Concepts and Applications. New Delhi: Pearson Education.
7. Luthans, F. (2010). Organizational Behaviour. New York: McGraw-Hill

Semester II

Course Nomenclature: Business Statistics

Course Code: JBUCFM203

Course Outcomes:

1. To introduce and cover basic concepts related with statistics .
2. To help learner to understand the importance and application of statistics.
3. To introduce concepts that are required for TY projects and any sort of further research work.

Unit No	Modules/Units	No. of Lectures
1	Population and sample	10
	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	15
	Criteria for good measures of central tendency, arithmetic mean, median, mode Quartiles, Deciles, Percentiles, for grouped and ungrouped data, combined mean, Weighted Averages.	
3	Measures of Dispersion	15
	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation.	
4	Correlation and regression (for ungrouped data)	10
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties.	
5	Linear Programming Problems	10
	Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only.	

References

1. Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.
2. Practical Business Statistics'', Siegel, Andrew F International Edition
3. Basic Business Statistics: Concepts and Applications Berenson and Levine Prentice Hall.

4. Statistics: Concepts and Applications Frank , Harry and Steven C. Althoen,
5. Statistical Methods Gupta, S.P., and Archana Gupta, Sultan Chand and Sons, New Delhi.
6. Lectures in Business Statistics , Dhingra, I.C., and M.P. Gupta Sultan Chand.

Semester II

Course Nomenclature: Business Communication II

Course Code: JBUCFM204

Course Outcomes:

1. To understand how to Deal with people and think more positively about public speaking
2. To study Use body language and tone of voice to enhance their presentations.
3. To develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others.

Unit No	Modules/Units	No. of Lectures
1	Presentation Skills	15
	Group Discussion - Importance and Features - Qualities of a Leader in a Group Discussion Meetings - Need and Importance, Conduct of Meetings and Group Dynamics - Role of the Chairperson and the Participants - Drafting of Notice, Agenda and Resolutions Tools for presentations Conference - Meaning and Importance - Organizing a Conference	
2	Group Communication	15
	Interviews, meetings, public relations, conferences. Interviews - Preparing for an Interview - Types of Interviews - Selection, Appraisal, Reprimand, Promotion, Grievance, Exit, Psychometric.	
3	Business Correspondence	15
	Trade letters, Persuading letters. Trade Letters - Inquiries, Replies and Orders and Status Enquiry, Collection ,Letters of Complaints, Claims, Adjustments - Leaflets and Fliers Letters under RTI Act (Right to Information)	
4	Language & Writing Skills	15
	Reports - Parts - Types: Feasibility and Investigative Reports Summarization Identification of main and supporting/ sub points Presenting in a cohesive manner	

References

1. Introduction To Business Communication By "Khandare, D.M. Edition: 1st Chandralok Text Publisher: Kanpur ; 2015
2. Effective Business Communication By "Gupta, Alpana" Edition: I Stviva Publisher: New Delhi ; 2016
3. Business Communication by Doctor, Rhoda | Doctor, Aspi H Edition: 1st Publisher: Mumbai Sheth 2016
4. Business Communications I : by Choudhury, Nina roy | Nambiar, Lekha. Publisher: Mumbai Vipul 2016
5. Business Communication By "Nawal, Mallika" Edition: 1st Publisher: New Delhi ; 2012
6. Business And Professional Communication : Keys For Workplace Excellence

By "Quintanilla, Kelly M." "Wahl, Shawn T."

7. **Basic Business Communication: Skills For Empowering The Internet Generation**
Author: Lesikar, R/ Flatley, M. 10th ed Publisher: TMH

Semester II

Course Nomenclature: Foundation Course II

Course Code: JBUCFM205

Course Outcomes

1. To update students about changing economic scenario
2. To make students aware about environmental issues and its preservation
3. To help students understand role of political parties in India
4. To acquaint students with psychological aspects involving stress, conflict management, etc

No	Unit	Modules/Units	No. of Lectures
1	★	Globalization: Impact on the Society	★ 09
		Understanding the concept of Liberalization, Privatization and Globalization Positive Impact of Globalization Negative Impact of Globalization	
2		Nature of Political Parties in India	09
		Classification of political parties Salient features of party system in India Problems faced by political parties	
3		Ecology	09
		Ecosystem Food webs and Food chains Causes of environmental degradation and Concept of Sustainable Development	
4		Understanding Stress	09
		Causes of Stress Effects of Stress Stress Management	
5		Understanding Psychological Conflicts	09

	Types of conflicts	
	Conflict Resolution	
	Maslow's Theory of Self-Actualization	

References

1. Vaz, M., & Seta, M. (2020). *Foundation Course I FYBCOM/BA/BSC, FYBAF/BMS/BFM/BBM Semester I* (Fifth Edition). Manan Prakashan.
2. Mascarenhas, & Mody. (2017). *Foundation Course Semester II* (Second Edition). Marvel Publications.
3. Michael Vaz & Meeta Seta. (2019). *Foundation Course Semester II* (Fourth Edition). Manan Prakashan.
4. P.G.Shinde, Mahesh Bhagwat, Namita Nimbalkar, & Meghna Chakne Shinde. (2019). *Foundation Course —Semester-I*. Sheth Publications.
5. P.G.Shinde, Mahesh Bhagwat, Namita Nimbalkar, & Meghna Chakne Shinde. (2019). *Foundation Course—Semester- II*. Sheth Publications



Semester II
Course Nomenclature: Environmental Science
Course Code: JBUCFM206

Course Outcomes:

1. Learners will be aware about the environment, environmental factors and natural resources.
2. Students will have an understanding of environment management and steps towards the same.

Unit No	Modules/Units	No. of Lectures
1	Environment : An overview	15
	Environment- structure, components and typology, Ecosystem as part of environment- Functioning and levels of organization, Biodiversity- Classification, value, threats to biodiversity.	
2	Natural Resources	15
	Definition, importance and classification of natural resources, Utilization and conservation of resources and Issues associated with natural resources.	
3	Environment and Economic Activities	15
	Economic activities-nature and pattern- primary, secondary and tertiary, Environmental problems associated with economic activities, Case studies with reference to India, Green Economy and Blue Economy	
4	Environment Management	15
	Environment management- Concept, need and relevance of environment education, Environmental Impact Assessment, Environmental Audit, Role of Technology in Environmental Management- GIS,GPS, Remote Sensing as tools.	

References:

1. Shinde P.G., Telang M.M., Environmental Management, Sheth, Publication, 2000
2. Chary, S.N., Environmental Management and Indian Perspective, Macmillan Publication, 2000
3. Joseph, J.N., Environmental Management, Himalaya Publication, 2002.
4. Desai , Rahni J, Fundamentals of Environmental Management, Vipul Publication, 2006.

5. Murthy, Rajaiah, Rani, Environmental Concerns of Economic Development, Serials Publication, 2008.
6. Singh, Y. K. (2006). Environmental Science. India: New Age International (P) Limited.
7. A Text Book of Environmental Science. (2016). (n.p.): Scientific Publishers

Semester II
Course Nomenclature: Computer Skills-I
Course Code: JBUCFM207

Course Outcomes:

1. To introduce fundamentals of Computers to the learners that will help them to handle hardwares and softwares confidently.
2. To make them understand about to Internet fundamentals and services that are provided by internet.
3. To Provide practical knowledge about Word 2013 and Excel 2013

Unit No	Modules/Units	No. of Lectures
1	Fundamentals of Computers	20
	Generations of Computer, Block diagram of Computer, Computer Hardwares Primary and Secondary Storage, Processor, Input and Output devices, Computer buses and Ports. Computer Softwares Types of softwares ,System and Application Softwares, Operating System and Utilities	
2	Data Science with Python	6
	Introduction to Data Science. Understanding concepts of Data Analysis and Data Analytics, Role of Data Analytics in Stock Market Analysis Introduction to Python, Benefits of Python.	
3	Internet	10
	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	
4	Word – 2013	10

	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	
5	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.	14

References

1. Computer Skills - I
2. Fundamentals of Computers- Rajaram V- Prentice Hall
3. Computers Today- Sanders, Donald- Mc Graw Hill
4. Computers- Subramaniam N- wheeler
5. Computers in Business- Saners D Mc Graw hills
6. Woody Leonhard, using Microsoft Office , Pearson
7. PCSoftware Made Simple-R.K.Taxali
8. Office 2013 complete reference - Stephen L.Nelson
9. Quick course in Micro-soft office - Joyce Cox, Polly Orban
10. Mastering Office 2013 - GimiCouster
11. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)

Modality of Assessment- Foundation Course

A. Internal Assessment: 40% - 40 Marks

Serial No.	Evaluation Type	Marks
1	Written Test	20
2	Assignment/Project	15
3	Class Participation	05
	Total:	40

B. External Examination: 60%- 60 Marks

Semester End Theory Examination

Time: 2 hours

- NB. 1. All questions are compulsory.
2. Each question has internal options.
3. Figures to the right indicate marks.

1. Full length question (from Unit I) 12

OR

1. A. Short question (from Unit I) 6

B. Short question (from Unit I) 6

2. Full length question (from Unit II) 12

OR

2. A. Short question (from Unit II) 6

B. Short question (from Unit II) 6

3. Full length question (from Unit III) 12

OR

3. A. Short question (from Unit III) 6

B. Short question (from Unit III) 6

4. Full length question (from Unit IV) 12

OR

4. A. Short question (from Unit IV) 6

B. Short question (from Unit IV) 6

5. Full length question (from Unit IV) 12

OR

4. A. Short question (from Unit IV) 6
B. Short question (from Unit IV)

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: 40%

Question Paper Pattern

(Internal Assessment- Courses without Practical)

Sr. No.	Particulars	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 Marks
2	Project / Assignment	15 Marks
3	Active Participation in routine class instructional deliveries and overall conduct as a responsible learner mannerism and articulation	05 Marks
	Total	40 Marks

B) Semester End Examination: 60 Marks

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

ii) *Theory question paper pattern*

- *There shall be four questions each of 15 marks.*
- *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)

❖ 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.

Question Paper Pattern

(Practical Courses)

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A. Sub Questions to be asked 10 and to be answered any 08 B. Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	A) Theory questions B) Theory questions OR	08 Marks 07 Marks
Q-4	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 60

Duration: 2 Hrs

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q-2	Full Length Question	15 Marks
Q-2	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
Q-3	Full Length Question	15 Marks
Q-4	A) Theory questions B) Theory questions	08 Marks 07 Marks
Q-4	Short Notes To be asked 05 To be answered 03	15 Marks

Note: Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks