



TOLANI COLLEGE OF COMMERCE

(Autonomous)

Recognised Linguistic (Sindhi) Minority Institution

(Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade

150-151, Sher-E-Punjab Society,

Guru Gobind Singh Road,

Andheri (East) Mumbai-400 093

Autonomy implemented at the first year of Undergraduate Program

In the A.Y. 2021-2022

Syllabus of

First Year of Bachelor of Commerce Program

Semester I

(Academic Year 2021-2022)



Semester I

Serial no	Course Code	Course Name	Credits
Elective Courses (EC)			
Discipline Specific Elective (DSE) Courses			
1	TCC.UCOMI01	Accountancy and Financial Management - I	03
Discipline Related Elective (DRE) Courses			
2	TCC.UCOMI02	Commerce – I	03
3	TCC.UCOMI03	Business Economics - I	03
Ability Enhancement Courses (AEC)			
Ability Enhancement Compulsory Courses (AECC)			
4	TCC.UCOMI04	Business Communication - I	03
5	TCC.UCOMI05	Environmental Studies - I	03
Core Courses (CC)			
6	TCC.UCOMI06	Mathematical and Statistical Techniques – If	03
Skill Enhancement Courses (SEC)			
7	TCC.UCOMI07	Foundation Course - I	02
		TOTAL	20

Semester II

Serial no	Course Code	Course Name	Credits
Elective Courses (EC)			
Discipline Specific Elective (DSE) Courses			
1	TCC.UCOMII01	Accountancy and Financial Management - II	03
Discipline Related Elective (DRE) Courses			
2	TCC.UCOMII02	Commerce – II	03
3	TCC.UCOMII03	Business Economics - II	03
Ability Enhancement Courses (AEC)			
Ability Enhancement Compulsory Courses (AECC)			
4	TCC.UCOMII04	Business Communication - II	03
5	TCC.UCOMII05	Environmental Studies - II	03
Core Courses (CC)			
6	TCC.UCOMII06	Mathematical and Statistical Techniques – II	03
Skill Enhancement Courses (SEC)			
7	TCC.UCOMII07	Foundation Course - II	02
		TOTAL	20



Program: Bachelor of Commerce
Semester: I
Discipline Specific Elective (DSE):
Accountancy & Financial Management- I
Course Code: TCC.UCOMI01



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Accountancy & Financial Management- I		Course Code: TCC.UCOMI01	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Accounting standards issued by ICAI and Inventory valuation	15
	<p>Accounting standards: Concepts, benefits, procedures for issue of accounting standards.</p> <p>AS – 1: Disclosure of Accounting Policies Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustrations</p> <p>AS–2: Valuation of Inventories (Stock) Meaning, Definition, Applicability, Measurement of Inventory, Disclosure in Final Account, Explanation with Illustrations.</p> <p>AS – 9: Revenue Recognition Meaning and Scope, Transactions excluded, Sale of Goods, Rendering of Services, Effects of Uncertainties, Disclosure, Illustrations.</p> <p>Inventory Valuation Meaning of inventories, Cost for inventory valuation, Inventory systems: Periodic Inventory system and Perpetual Inventory System, Valuation: Meaning and Importance 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.</p>	

Module. No.	Details	No. of Lectures
2	Final Accounts	15
	Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns (Proprietary Firm)	



Module. No.	Details	No. of Lectures
3	Departmental Accounts	15
	Meaning Basis of Allocation of Expenses and Incomes/Receipts Inter Departmental Transfer: at Cost Price and Invoice Price, Stock Reserve, Departmental Trading and Profit & Loss Account and Balance Sheet	

Module. No.	Details	No. of Lectures
4	Accounting for Hire Purchase	15
	Meaning, Calculation of interest, Accounting for hire purchase transactions by asset purchase method based on full cash price. Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)	

Reference Books:

- 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
- Advanced Accountancy by R. L Gupta and M Radha swamy, 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.
- 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
- Company Accounting Standards by Srinivasan 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 Ltd; New Delhi



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

- Two Online MCQ Test of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	A (Practical Question) OR B (Practical Question)	15 Marks
Q-2	A (Practical Question) OR B (Practical Question)	15 Marks
Q-3	A (Practical Question) OR A (Practical Question) B (Practical Question)	15 Marks 07 Marks 08 Marks
Q-4	A (Theory Question) B (Theory Question) OR Short notes (Any 3 out of 4)	07 Marks 08 Marks 15 Marks



Program: Bachelor of Commerce

Semester: I

Discipline Related Elective (DRE):

Commerce - I

Course Code: TCC.UCOMI02



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Commerce - I		Course Code : TCC.UCOMI02	
Periods per week (1 Period is 48 minutes)		3	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Business	12
	<p>Introduction: Concept, Functions, Scope and Significance of business. Traditional and Modern Concept of business.</p> <p>Objectives of Business: Steps in setting business objectives, classification of business objectives, Reconciliation of Economic and Social Objectives.</p> <p>New Trends in Business: Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario, Restructuring and turnaround strategies</p>	

Module. No	Details	No. of Lectures
2	Business Environment	11
	<p>Introduction: Concept and Importance of business environment, Inter-relationship between Business and Environment</p> <p>Constituents of Business Environment: Internal and External Environment, Educational Environment and its impact, International Environment – Current Trends in the World, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.</p>	

Module. No	Details	No. of Lectures
3	Project Planning	12
	<p>Introduction: Business Planning Process; Concept and importance of Project Planning; Project Report; feasibility Study types and its importance</p> <p>Business Unit Promotion: Concept and Stages of Business Unit Promotion, Location – Factors determining location, and Role of Government in Promotion. Statutory Requirements in Promoting Business Unit: Licensing and Registration procedure, Filing returns and other documents, Other important legal provisions</p>	



Module. No	Details	No. of Lectures
4	Entrepreneurship	10
	<p>Introduction: Concept and importance of entrepreneurship, factors Contributing to Growth of Entrepreneurship, Entrepreneur and Manager, Entrepreneur and Intrapreneur</p> <p>The Entrepreneurs: Types of Entrepreneurs, Competencies of an Entrepreneur, Entrepreneurship Training and Development centres in India. Incentives to Entrepreneurs in India.</p> <p>Women Entrepreneurs: Problems and Promotion.</p>	

Reference Books:

- Introduction to Business - Lawrence J. Gitman, Carl McDaniel, Amit Shah, Monique Reece, Linda Koffel, Bethann Talsma, James C. Hyatt by Open Stax
- Introduction to Business – Douglas Wilson, David Dusseau by Pearson Learning Solution.
- Understanding Business – William G. Nickels, James McHugh, Susan McHugh by McGraw Hill Education
- Introduction to Business – Glencoe by McGraw Hill Education
- Mergers, Acquisitions and Corporate Restructuring – Strategies and Practices- Rabi Narayan Kar, Published by International Book House Pvt Ltd, Mumbai.
- Business Organisation Management Maheshwari, Rajendra P, Mahajan, J.P., International Book House
- Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House
- Introduction To Commerce, Vikram, Amit, Atlantic Pub
- Morrison J, The International Business Environment, Palgrave
- Francis Cherunilam, *Business Environment*-Himalaya Publishing House, New Delhi
- Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi
- Business Environment Raj Aggarwal Excel Books, Delhi
- International Business Environment – Sukumar Nandi by Tata McGraw Hill
- International Business Environment – Anant K. Sundaram by PHI Learning Pvt. Ltd.
- WTO and South Asian Countries – Anshuman Gupta by Shipra Publication.
- A Guide to the Project Management Body of Knowledge by Project Management Institute
- Project Pain Reliever: A Just-In-Time Handbook for Anyone Managing Projects by Dave Garrett



- The Lazy Project Manager: How to Be Twice As Productive and Still Leave the Office Early by Peter Taylor
- Strategic Management, Kapoor, Veekkas, Taxmann
- Strategic Management, David, Fred R., Phi Learning
- Strategic Management, Bhutani, Kapil, Mark Publication
- Development of Rural Women Entrepreneurship by Dr. Gyanmudra
- Entrepreneurship Development - Issues and Perspectives edited by Jaynal Ud-din Ahmed
- Entrepreneurship Development in India by Bishwanath Ghosh
- Development of Entrepreneurship by Dr. G.S.Batra
- Entrepreneurship, Hisrich, Robert D, Mc Graw Hill
- Entrepreneurship Development, Sharma, K.C., Reegal Book Depot



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

- Two Online MCQ Test of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any 2 of the following: (From Module I) a. b. c.	12 Marks
Q-2	Attempt any 2 of the following: (From Module II) a. b. c.	12 Marks
Q-3	Attempt any 2 of the following: (From Module III) a. b. c.	12 Marks
Q-4	Attempt any 2 of the following: (From Module IV) a. b. c.	12 Marks
Q-5	Attempt the following: (Entire Syllabus)	12 Marks



Program: Bachelor of Commerce

Semester: I

Discipline Related Elective (DRE):

Business Economics - I

Course Code: TCC.UCOMI03



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Business Economics- I		Course Code : TCC.UCOMI03	
Periods per week (1 Period is 48 minutes)		3	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Unit	Details	No. of Lectures
1	Introduction	10
	<p>Scope and Importance of Business Economics Basic tools- Opportunity Cost principle-Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- Use of Marginal analysis in decision making.</p> <p>The basics of market demand, market supply and equilibrium price-shifts in the demand and supply curves and equilibrium.</p>	

Unit	Details	No. of Lectures
2	Demand Analysis	15
	<p>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 price elasticity of demand and revenue concepts.</p> <p>Demand Estimation and forecasting: Meaning and significance - methods of demand estimation- survey and statistical methods (numerical examples on trend analysis and simple linear regression).</p>	

Unit	Details	No. of Lectures
3	Supply and Production Decisions	10
	<p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs-Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale and economies of scope.</p>	

Unit	Details	No. of Lectures
4	Cost of Production	10
	<p>Cost concepts: accounting cost and economic cost, implicit and explicit cost, social and private cost, historical cost and replacement cost, sunk cost and incremental cost -fixed and</p>	



	variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run- (hypothetical numerical problems to be discussed) Extension of cost analysis: Cost reduction through experience- LAC and Learning curve and Break-Even Analysis (with business applications)	
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Reference Books:

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



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Maximum Marks: 60 Minimum Marks to Pass: 24

Duration: 2 hours

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	
1)	a)	Define the following concepts (Attempt any 7 out of 10):	7 marks
	b)	State with reasons whether the following statements are true or false (Attempt any 4 out of 6)	8 marks
2)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	
3)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	
4)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	



Program: Bachelor of Commerce

Semester: I

Ability Enhancement Compulsory Courses (AECC):

Business Communication - I

Course Code: TCC.UCOMI04



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Business Communication- I		Course Code : TCC.UCOMI04	
Periods per week (1 Period is 48 minutes)		3 and Tutorials 04	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Theory of Communication	20
	<p>Concept of Communication: Models of Communication – Linear / Interactive / Transactional / Shannon and Weaver (to be only discussed in class) Meaning, Definition, Process, Need, Feedback, Emergence of Communication as a key concept in the Corporate and Global world</p> <p>Impact of technology enabled Communication: Types – Internet, Blogs, E-mail, Moodle, Social Media (Facebook, Twitter & WhatsApp) – Advantages and Disadvantages</p> <p>Communication at Workplace: Channels - Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Methods – Verbal/Nonverbal (including visual), Business Etiquettes</p> <p>Business Ethics: Ethics at Workplace – Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and Media, Computer Ethics, Corporate Social Responsibility</p> <p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills</p>	

Module. No	Details	No. of Lectures
2	Business Correspondence	12
	<p>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p>Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p>	



	[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]	
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Module. No	Details	No. of Lectures
3	Language and Writing Skills	13
	<p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing: Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc.</p> <p>Tutorial Activities</p> <p>□ Speaking Skills, Writing Skills, Remedial Grammar, Soft Skills – EQ, Conflict Management, Time Management</p> <p>(Students may be asked to make a Power Point Presentation on any topic of their choice in order to enhance LSRW – Listening / Speaking / Reading / Writing)</p>	

Reference Books:

- Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector’s Issue: Ethics and the Manager
- Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.
- Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
- Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
- Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
- BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.



- Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
- Dayal, Ishwar(1981) Managing Large Organizations: A Comparative Study.
- Drucher,P.F.(1970) Technology, Management and Society, Pan Books London.
- Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London.
- 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
- Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.
- Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
- Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
- Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Illinois.
- Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.
- M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
- Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
- Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.
- McQuail, Denis (1975), Communication, Longman.
- Merrihue, William (1960) Managing by Communication, McGraw Hill, New York.
- 41.Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company
- Monippalli, M.M. (1997),The Craft of Business Letter Writing, T.M.H. New Delhi.
- Montagu,A and Matson , Floyd(1979) The Human Connection, McGraw Hill,New York.
- Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.
- Parry, John (1968) The Psychology of Human Communication.
- Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders Prentice Hall of India Pvt., Ltd



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



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

- Two Online MCQ Test of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory and Carry 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 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question	07 Marks 08 Marks
Q-2	OR Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V OR B) Draft a Statement of Purpose Write a Paragraph on any 1 of the following topics in (200 Words) A) Topic OR B) Topic	10 Marks 10 Marks 05 Marks
Q-4	Draft the following letters (3 out of 4) – 5 Marks Each a) Letter of Recommendation b) Letter of Acceptance of Job Offer c) Letter of Resignation d) Letter of Appreciation	15 Marks

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



Program: Bachelor of Commerce

Semester: I

Ability Enhancement Compulsory Courses (AECC):

Environmental Studies - I

Course Code: TCC.UCOMI05



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Environmental Studies - I		Course Code: TCC.UCOMI05	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module No.	Details	No. of Lectures
1	Environment and Ecosystem	13
	Environment: Meaning, definition, scope and its components; Ecosystem: Definition, Concept, Characteristics, components and types, functioning and structure- Food Chain and Food Web, Ecological Pyramids; Man and environment relationship; Importance and scope of Environmental Studies.	

Module No.	Details	No. of Lectures
2	Natural Resources and Sustainable Development	13
	Meaning and definitions; Classification and types of resources, factors influencing resource; Resource conservation- meaning and methods; Conventional and non-conventional resources; Problems associated with and management of water, forest and energy resources Resource utilization and sustainable development	

Module No.	Details	No. of Lectures
3	Populations and Emerging Issues of Development	13



	<p>Population explosion in the world and in India and arising concerns Demographic Transition Theory Pattern of population growth in the world and in India and associated problems Measures taken to control population growth in India; Human population and environment; Environment and Human Health; Human Development Index; The World Happiness Index</p>	
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Module No.	Details	No. of Lectures
4	Urbanisation and Environment	13
	<p>Concept of Urbanisation Problems of migration and urban environment-changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity Urban heat islands Emerging Smart Cities and safe cities in India Sustainable Cities</p>	

Module No.	Details	No. of Lectures
5	Reading of Thematic Maps and Map Filling	08
	<p>Reading of Thematic Maps Located bars, Circles, Pie charts, Isopleths, Choropleth, Flow map, and Pictograms -Only reading and interpretation.</p> <p>Map Filling: Map filling of World (Environmentally significant features) using point, line and polygon segment. Concept and Calculation of Ecological Footprint</p>	<p>04</p> <p>04</p>

Reference Books:

- Botkin D.B. & Keller E.A., 1995: Environmental Science, John Wiley & Sons, New York
- McKinney M.L. & Schoch R.M., 1998: Environmental Science, Jones & Bartlett Publishers, London
- Allaby M. 2002: Basics of Environmental Sciences, Routledge, London
- Odum E.P. (1971): Fundamentals of Ecology, W.B. Saunders, Philadelphia
- Detwyler T.R., 1971: Man's Impact on Environment, McGraw-Hill, New York
- Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi



- Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p
- Rajgopalan C (2015): Environmental Studies. Oxford University Press
- Zimmerman W E (1972) Zimmerman's World Resources and Industries' Harper & Row
- Down to Earth, Centre for Science and Environment
- Census Handbooks Human Development Report-2019
- Human Development Report 2020 "The next frontier Human development and the Anthropocene", United Nations Development Programme (eISBN: 978-92-1-005516-1) 412 p.p <http://hdr.undp.org/en/2020-report>
- Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.
- Provisional Population Totals Paper 1 of 2011 India, Office of the Registrar General & Census Commissioner India. Product No. 00-001-2011-Cen-Book (E) 13 p.p.
- Down to Earth, Centre for Science and Environment
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- C J Barrow (2005): Environmental Science, Routledge Publications
- Singh, Savindra, 2011: Environmental Geography, Prayag Pustak Bhavan, Allahabad, India
- Gautam Alka, 2009: Environmental Geography, Sharda Pustak Bhavan, Allahabad, India
- Down to Earth, Centre for Science and Environment



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

- Two Online MCQ Test of 20 marks each.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each.

Question No.	Particular	Marks
Q-1	A. Map Reading (World Map) B. Map filling (World Map)	12 Marks
Q-2	Attempt any One of the following: (From Module I) a b	12 Marks
Q-3	Attempt any One of the following: (From Module II) a b	12 Marks
Q-4	Attempt any One of the following: (From Module III) a b	12 Marks
Q-5	Attempt any One of the following: (From Module IV) a b	12 Marks



Program: Bachelor of Commerce

Semester: I

Core Course (CC):

Mathematical and Statistical Techniques-I

Course Code: TCC.UCOMI06



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Mathematical and Statistical Techniques-I		Course Code : TCC.UCOMI06	
Periods per week (1 Period is 48 minutes)		5	
Tutorials per week		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation	80 minutes	40

Module. No	Details	No. of Lectures
1	Shares and Mutual Funds	15
	<p>Shares: Concept of share, face value, market value, dividend, equity shares, preferential shares, bonus shares. Simple examples.</p> <p>Mutual Funds: Simple problems on calculation of Net income after considering entry load, dividend, change in Net Asset Value (N.A.V.) and exit load. Averaging of price under the Systematic Investment Plan</p>	

Module. No	Details	No. of Lectures
2	Permutation, Combination and Linear Programming Problems	15
	<p>Permutation and Combination: Factorial Notation, Fundamental principle of counting, Permutation as arrangement, Simple examples, combination as selection, Simple examples, Relation between ${}^n C_r$ and ${}^n P_r$ Examples on commercial application of permutation and combination</p> <p>Linear Programming Problem: Sketching of graphs of (i) linear equation $Ax + By + C = 0$ (ii) linear inequalities. Mathematical Formulation of Linear Programming Problems upto 3 variables. Solution of Linear Programming Problems using graphical method up to two variables.</p>	

Module . No	Details	No. of Lectures
3	Summarization Measures	15
	<p>Measures of Central Tendencies: Definition of Average, Types of Averages: Arithmetic Mean, Median, and Mode for grouped as well as ungrouped data. Quartiles, Deciles and Percentiles. Using Ogive locate median and Quartiles. Using Histogram locate mode. Combined and Weighted mean.</p> <p>Measures of Dispersions: Concept and idea of dispersion. Various measures Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance, Combined Variance.</p>	



Module. No	Details	No. of Lectures
4	Elementary Probability Theory	15
	<p>Probability Theory: Concept of random experiment/trial and possible outcomes; Sample Space and Discrete Sample Space; Events their types, Algebra of Events, Mutually Exclusive and Exhaustive Events, Complimentary events. Classical definition of Probability, Addition theorem (without proof), conditional probability. Independence of Events: $P(A \cap B) = P(A)P(B)$. Simple examples.</p> <p>Random Variable: Probability distribution of a discrete random variable; Expectation and Variance of random variable, simple examples on probability distributions.</p>	

Reference Books:

- Fundamentals of Statistics - D. N. Elhance.
- Statistical Methods - S.G. Gupta (S. Chand & Co.
- Statistics for Management - Lovin R. Rubin D.S.
- Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited
- Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006
- Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd.



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each. And each sub-question of 6 marks each.

Question No	Particular	Marks
Q-1	Attempt any 2 of the following: (From Module I) a. b. c.	12 Marks
Q-2	Attempt any 2 of the following: (From Module II) a. b. c.	12 Marks
Q-3	Attempt any 2 of the following: (From Module III) a. b. c.	12 Marks
Q-4	Attempt any 2 of the following: (From Module IV) a. b. c.	12 Marks
Q-5	Attempt any 2 of the following: (From Module V) a. b. c.	12 Marks



Program: Bachelor of Commerce
Semester: I
Skill Enhancement Courses (SEC):
Foundation Course - I
Course Code: TCC.UCOMI07



Bachelor of Commerce (B.COM.)		Semester – I	
Course Name: Foundation Course- I		Course Code: TCC.UCOMI07	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

UNIT. No.	Details	No. of Lectures
1	Overview of Indian Society	05
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference	

UNIT. No.	Details	No. of Lectures
2	Concept of Disparity- 1	10
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	

UNIT No.	Details	No. of Lectures
3	Concept of Disparity-2	10
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences	



UNIT No.	Details	No. of Lectures
4	The Indian Constitution	10
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution	

UNIT No.	Details	No. of Lectures
5	Significant Aspects of Political Processes	10
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics	

Reference Books:

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



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

The Continuous evaluation will consist of one class test of 20 marks and a Fieldwork-based project work of 20 marks.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	A. Fill in the blanks: (From All Modules) B. State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I) A. B.	10 Marks
Q-3	Attempt any ONE of the following: (From Module II) A. B.	10 Marks
Q-4	Attempt any ONE of the following: (From Module III) A. B.	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV) A. B.	10 Marks
Q-6	Attempt any ONE of the following: (From Module V) A. B.	10 Marks



Program: Bachelor of Commerce
Semester: II
Discipline Specific Elective (DSE):
Accountancy & Financial Management- II
Course Code: TCC.UCOMII01



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Accountancy & Financial Management- II		Course Code: TCC.UCOMII01	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No.	Details	No. of Lectures
1	Accounting from Incomplete Records	15
	Introduction Problems of preparation of Final Accounts of Proprietary Trading (Conversion Method)	

Module. No.	Details	No. of Lectures
2	Consignment Accounts	15
	Accounting for Consignment Transactions Valuation of Stock Invoicing of goods at a higher price (Exclude: Overriding commission, Normal /Abnormal losses)	

Module. No.	Details	No. of Lectures
3	Branch Accounts	15
	Meaning / Classification of Branch Accounting for Dependent Branch not maintaining full books of accounts under: <ul style="list-style-type: none"> • Debtors Method • Stock & Debtors Method 	

Module. No.	Details	No. of Lectures
4	Fire Insurance Claim	15
	Calculation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy (Exclude: Loss of Profit and Consequential Loss)	



Reference Books:

- 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
- Advanced Accountancy by R. L. Gupta and M. Radhaswamy, S. Chand and Company(P)Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata McGraw Hill & Co. Ltd., Mumbai
- Financial Accounting by Leslie Chadwick, Prentice Hall of India Adin Bakley (P) Ltd.
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co.Ltd., Mumbai.
- Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Sehgal Ashok, Mayur PaperBack
- Compendium of Statement & Standard of Accounting, ICAI.
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata McGraw Hill & Co. Ltd., Mumbai
- Company Accounting Standards by Srinivasan 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 Ltd;New Delhi



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	A (Practical Question) OR B (Practical Question)	15 Marks
Q-2	A (Practical Question) OR B (Practical Question)	15 Marks
Q-3	A (Practical Question) OR A (Practical Question) B (Practical Question)	15 Marks 07 Marks 08 Marks
Q-4	A (Theory Question) B (Theory Question) OR Short notes (Any 3 out of 4)	07 Marks 08 Marks 15 Marks



Program: Bachelor of Commerce
Semester: II
Discipline Related Elective (DRE):
Commerce - II
Course Code: TCC.UCOMII02



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Commerce – II		Course Code : TCC.UCOMII02	
Periods per week (1 Period is 48 minutes)		3	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module No.	Details	No. of Lectures
1	Concept of Services	12
	<p>Introduction: Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian</p> <p>Marketing Mix Services: Consumer expectations, Services Mix, - Product, Place, Price, Promotion, Process of Services delivery, Physical evidence and people</p> <p>Service Strategies: Market research and Service development cycle, Managing demand and capacity, opportunities and challenges in service sector.</p>	

Module No.	Details	No. of Lectures
2	Retailing	12
	<p>Introduction: Concept of organized and unorganized retailing, Trends in retailing, Growth of organized retailing in India, Survival strategies for unorganized Retailers</p> <p>Retail Format: Store format, Non – Store format, Store Planning - design and layout</p> <p>Retail Scenario: Retail Scenario in India and Global context – Prospects and Challenges in India. Mall Management – Retail Franchising. FDI in Retailing, Careers in Retailing</p>	

Module No.	Details	No. of Lectures
3	Recent Trends in Service Sector	10
	<p>ITES Sector: Concept and scope of BPO, KPO, LPO and ERP.</p> <p>Banking and Insurance Sector: ATM, Debit & Credit Cards, Internet Banking – Opening of Insurance sector for private players, FDI and its impact on Banking and Insurance Sector in India</p> <p>Logistics: Net-working – Importance – Challenges</p>	



Module No.	Details	No. of Lectures
4	E-Commerce	11
	<p>Introduction: Meaning, Features, Functions and Scope of E-Commerce - Importance and Limitations of E-Commerce</p> <p>Types of E-Commerce: Basic ideas and Major activities of B2C, B2B, C2C.</p> <p>Present status of E-Commerce in India: Transition to E-Commerce in India, E-Transition Challenges for Indian Corporates; on-line Marketing Research.</p>	

Reference Books:

- Business Organisation Management Maheshwari, Rajendra P, Mahajan, J.P., International Book House
- Introduction To Commerce, Vikram, Amit, Atlantic Pub
- A Course Book On Business Environment, Cherunilam, Francis, Himalaya Pub
- Business Environment, Cherunilam, Francis, Himalaya Publications
- Essentials Of Business Environment, Aswathappa, K., Himalaya Publications
- Strategic Management, Kapoor, Veekkas, Taxmann
- Strategic Management, David, Fred R., Phi Learning
- Strategic Management, Bhutani, Kapil, Mark Publications
- Strategic Management, Bhutani, Kapil, Mark Publications
- Entrepreneurship, Hisrich, Robert D, Mc Graw Hill
- Entrepreneurship Development, Sharma, K.C., Reegal Book Depot
- Service Marketing, Temani, V.K., Prism Publications
- Service Marketing, Temani, V.K., Prism Publications
- Management Of Service Sector, Bhatia, B S, V P Pub
- Introduction To E – Commerce, Dhawan, Nidhi, International Book House
- Introduction To Retailing, Lusch, Robert F., Dunne, Patrick M., Carver, James R., Cengage Learning
- Retailing Management, Levy Michael., Weitz Barton A, Tata McGraw Hill



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any 2 of the following: (From Module I) a. b. c.	12 Marks
Q-2	Attempt any 2 of the following: (From Module II) a. b. c.	12 Marks
Q-3	Attempt any 2 of the following: (From Module III) a. b. c.	12 Marks
Q-4	Attempt any 2 of the following: (From Module IV) a. b. c.	12 Marks
Q-5	Attempt the following: (Entire Syllabus)	12 Marks



Program: Bachelor of Commerce

Semester: II

Discipline Related Elective (DRE):

Business Economics - II

Course Code: TCC.UCOMII03



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Business Economics- II		Course Code : TCC.UCOMII03	
Periods per week (1 Period is 48 minutes)		3	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Unit	Details	No. of Lectures
1	Market structure: Perfect competition and Monopoly	10
	Perfect competition and Monopoly models as two extreme cases - profit maximisation and the competitive firm's supply curve - Short run and long run equilibrium of a firm and of industry - monopoly - Sources of monopoly power – short run and long- run equilibrium of a firm under Monopoly	

Unit	Details	No. of Lectures
2	Pricing and Output Decisions under Imperfect Competition	15
	Monopolistic competition: competitive and monopolistic elements of monopolistic competition - equilibrium of a firm under monopolistic competition, monopolistic competition verses perfect competition- excess capacity and inefficiency - debate over role of advertising (topics to be taught using case studies from real life examples) Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples)	

Unit	Details	No. of Lectures
3	Pricing Practices	10
	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)	

Unit	Details	No. of Lectures
4	Evaluating Capital Projects	10
	Meaning and importance of capital budgeting- steps in capital budgeting - +Techniques of Investment appraisal: Payback Period Method, Net Present Value Method, and Internal Rate of Return Method (with numerical examples)	



Reference Books:

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



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - Two Online MCQ Test of 20 marks each.
- II. **Semester End Examination (SEE): 60 marks (Minimum passing marks 24)**

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Maximum Marks: 60 Minimum Marks to Pass: 24

Duration: 2 hours

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	
1)	a)	Define the following concepts (Attempt any 7 out of 10):	7 marks
	b)	State with reasons whether the following statements are true or false (Attempt any 4 out of 6)	8 marks
2)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	
3)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	
4)		Attempt any 1 question out of the following 3:	15 marks
	a)	Full length question	
	b)	Three Notes (5 Marks Each)	
	c)	Application/Numerical Question	



Program: Bachelor of Commerce

Semester: II

Ability Enhancement Compulsory Courses (AECC):

Business Communication - II

Course Code: TCC.UCOMII04



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Business Communication- II		Course Code : TCC.UCOMII04	
Periods per week (1 Period is 48 minutes)		3 and Tutorials 04	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Group Communication	20
	<p>Interviews: Group Discussion, Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit, Online</p> <p>Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions, Types of Secretaries – Company Secretary/ Private Secretary Functions of secretaries (only to be discussed and not to be assessed)</p> <p>Committees and Conferences: Importance and Types of Committees, Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Skype & Webinar</p> <p>Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR, Crisis Management, Press Release</p>	

Module. No	Details	No. of Lectures
2	Business Correspondence	12
	<p>Trade Letters: Letters of Inquiry, Letters of Complaints, Claims, Adjustments, Sales Letters, Promotional Leaflets and Fliers, Consumer Grievance Redressed Letters, Letters under Right to Information (RTI) Act</p>	

Module. No	Details	No. of Lectures
3	Language and Writing Skills	13
	<p>Reports and Business Proposals: Parts, Types, Feasibility Reports, Investigative Reports, Drafting of Business Proposals</p> <p>Summarisation:</p>	



	Identification of main and supporting/sub points, Presenting these in a cohesive manner Tutorial Activities: Group Discussion, Book Reviews, Mock Interviews	
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Reference Books:

- Agarwal, Anju D(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
- Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager
- Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.
- Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
- Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
- Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
- BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
- Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.
- Dayal, Ishwar(1981) Managing Large Organizations: A Comparative Study.
- Drucher,P.F.(1970) Technology, Management and Society, Pan Books London.
- Drucher,P.F.(1974)Management Responsibilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
- Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
- Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.
- Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill



- Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
- Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Illinois.
- Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.
- M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
- Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
- Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.
- McQuail, Denis (1975), Communication, Longman.
- Merrihue, William (1960) Managing by Communication, McGraw Hill, New York.
- 41.Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company
- Monippalli, M.M. (1997),The Craft of Business Letter Writing, T.M.H. New Delhi.
- Montagu,A and Matson , Floyd(1979) The Human Connection, McGraw Hill,New York.
- Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.
- Parry, John (1968) The Psychology of Human Communication.
- Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders Prentice Hall of India Pvt., Ltd
- Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc. 49.. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.
- Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited
- Shekhar, R.C (1997) Ethical Choices in Business Response Books
- Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.
- Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory and Carry 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions C) Sub Questions to be asked 10 and to be answered any 08 D) Sub Questions to be asked 10 and to be answered any 07 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question	07 Marks 08 Marks
Q-2	OR Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	B) Draft a Business Report	10 Marks
	OR	10 Marks
Q-3	B) Draft a Business Proposal	
Q-3	C) Draft a Notice, Agenda and 1 Resolution	05 Marks 05 Marks
	OR	
	D) Summarisation	
Q-4	Draft the following letters (3 out of 4) – 5 Marks Each e) Letter of Inquiry f) Letter of Complains, Claims and Adjustments g) Sales Letters h) Consumer Grievance Redressed Letters i) Letters under Right to Information (RTI) Act	15 Marks

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



Program: Bachelor of Commerce

Semester: II

Ability Enhancement Compulsory Courses (AECC):

Environmental Studies - II

Course Code: TCC.UCOMII05



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Environmental Studies - II		Course Code: TCC.UCOMII05	
Periods per week (1 Period is 48 minutes)		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module No. 1	Details	No. of Lectures
	Solid Waste Management for Sustainable Society	13
	<p>Classification of solid wastes: Types and Sources of Solid Waste;</p> <p>Effects of Solid Waste Pollution: Health hazards, Environmental Impacts;</p> <p>Solid Waste Management: Solid waste management in Mumbai-Schemes and initiatives run by MCGM, Role of citizens in waste management in Mumbai</p>	

Module No. 2	Details	No. of Lectures
	Agriculture and Industrial Development	13
	<p>Environmental Problems Associated with Agriculture: Loss of Productivity, Land Degradation, Desertification, Uneven Food Production- Hunger, Malnutrition and Food Security;</p> <p>Sustainable Agricultural practices</p> <p>Environmental Problems Associated with Industries: Pollution, Global warming, Ozone Layer Depletion, Acid rain,</p> <p>Sustainable Industrial practices- Green Business and Green Consumerism, Corporate Social Responsibility</p>	

Module No. 3	Details	No. of Lectures
	Tourism and Environment	13
	<p>Tourism: Meaning, Nature, Scope and importance</p> <p>Typology of tourism- classification;</p> <p>Tourism potentials in India and challenges before India;</p> <p>New Tourism Policy of India;</p> <p>Consequences of tourism: Positive and Negative Impacts on Economy, Culture and environment; Ecotourism</p>	



Module No. 4	Details	No. of Lectures
	Environmental Movements and Management	13
	<p>Environmental movements in India: Save Narmada Movement, Chipko Movement, Appiko Movement, Save Western Ghats and Save Jaitapur;</p> <p>Environmental Management: Concept, need and relevance; Concept of ISO 14000 and 16000; Concept of Carbon Bank and Carbon Credit. EIA</p> <p>Environment Protection Acts</p> <p>Geospatial Technology: Concept and components of Geospatial Technology, Applications of GST in Environmental Management.</p>	

Module No. 5	Details	No. of Lectures
	Map Filling	08
	<p>Map filling of Konkan and Mumbai (Environmentally significant features and GST centers) using point, line and polygon segment.</p> <p>Concept and Calculation of Environmental Performance Index (EPI)</p>	

Reference Books:

- C J Barrow (2005): Environmental Science, Routledge Publications
- Botkin D.B. & Keller E.A., 1995 : Environmental Science, John Wiley & Sons, New York
- Mckinney, M.L. & School, R.M. 1996. Environmental Science systems & Solutions, Web enhanced edition. 639p.
- Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
- Mhaskar A.K., Matter Hazardous, Techno-Science Publication
- Down to Earth, Centre for Science and Environment
- Clark R.S., Marine Pollution, Clarendon Press Oxford
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p
- Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p.
- Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication
- Down to Earth, Centre for Science and Environment
- Ecotourism Economics and Environment” by Nagarajan K and Alex K Thottunkel
- Indian Ecotourism: Environmental Rules and Regulations” by Ratandeep Singh
- Ecotourism and Sustainable Development” by Ravishanker Singh



- <http://tourism.gov.in/market-research-and-statistics>
- <https://doi.org/10.18111/9789284421152>
- <https://www.unwto.org/world-tourism-barometer-n18-january-2020>
- <https://www.unwto.org/sustainable-development>
- C J Barrow (2005): Environmental Science, Routledge Publications
- Cunningham, W.P. Cooper, T.H. Gorhani, E & Hepworth, M.T. 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p
- Jadhav, H &Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284 p.
- Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media
- S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi.
- <https://unfccc.int/>
- <https://www.cbd.int/>
- <https://cpcb.nic.in>
- <https://mpcb.gov.in>
- <https://www.gps.gov/systems/gps/>
- <https://earthdata.nasa.gov/learn/backgrounders/remote-sensing>



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each.

Question No.	Particular	Marks
Q-1	A. Map filling (Mumbai) B. Map filling (Konkan)	12 Marks
Q-2	Attempt any One of the following: (From Module I) A. B.	12 Marks
Q-3	Attempt any One of the following: (From Module II) A. B.	12 Marks
Q-4	Attempt any One of the following: (From Module III) A. B.	12 Marks
Q-5	Attempt any One of the following: (From Module IV) A. B.	12 Marks



Program: Bachelor of Commerce
Semester: II
Core Course (CC):
Mathematical and Statistical Techniques-II
Course Code: TCC.UCOMII06



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Mathematical and Statistical Techniques-II		Course Code : TCC.UCOMII07	
Periods per week (1 Period is 48 minutes)		5	
Tutorials per week		4	
Credits		3	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation	80 minutes	40

Module . No	Details	No. of Lectures
1	Unit I: Functions, Derivatives and their applications	15
	<p>a. Concept of real functions: Constant function, Linear function, x^n, e^x, a^x, $\log x$ Demand, Supply, Total Revenue, Average revenue, Total Cost, Average Cost and Profit function. Equilibrium Point, Break-even point.</p> <p>b. Derivatives of functions:</p> <p>i. Derivative as rate measure, Derivative of x^n, e^x, a^x, $\log x$</p> <p>ii. Rules of Derivatives, Scalar multiplication, sum, difference, product, quotient (statements only), Simple problems, Second order derivatives.</p> <p>Applications: Marginal Cost, Marginal Revenue, Elasticity of demand, Maxima and minima for functions in Economics and Commerce.</p>	

Module . No	Details	No. of Lectures
2	Interest and Annuity:	15
	<p>a. Interest: Simple interest, Compound Interest (Nominal & Effective rate of interest) Calculations involving up to 4 time periods.</p> <p>b. Annuity: Annuity immediate and its present value, Future value, Equated Monthly Instalments (EMI) using reducing balance method & amortization of loans. Stated annual rates and Affective annual rate, Perpetuity and its present value. Simple problems involving up to 4 time periods.</p>	



Module. No	Details	No. of Lectures
3	Bivariate Linear Correlation and Regression	15
	a. Correlation Analysis: Meaning, types of correlation, determination of correlation, scatter diagram, Karl Pearson's method of correlation coefficient (excluding Bivariate Frequency Distribution Table) and Spearman's Rank Correlation Coefficient b. Regression Analysis: Meaning, Concept of Regression Equations, Slope of Regression Line and its interpretation of Regression Coefficients (excluding Bivariate Frequency Distribution Table) Relationship between Coefficient of Correlation and Regression Coefficients, Finding the Equations of Regression Lines by Method of Least Squares.	

Module. No	Details	No. of Lectures
4	Time Series and Index Numbers:	15
	a. Time Series Concepts and Components of Time Series Representation of Trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Square Method (Linear Trend only), Estimation of Seasonal Component using Simple Arithmetic Mean for Additive Model only (For Trend Free Data only) Concept of Forecasting using Least Square Method. b. Index Numbers: Concept and usage of Index Numbers, Types of Index Numbers, Aggregate And Relative Index Numbers, Laspeyer's, Paasche's, Dorbisch and Bowley's, Marshall and Edgeworth's and Fisher's Ideal Index Numbers, Test of Consistency, Time Reversal Test and Factor Reversal Test, Chain Base Index, Numbers Shifting of Base Year, Cost of Living Index Numbers, Concept of Real Income, Concept of Wholesale Price Index Number (Examples on missing values should not be taken)	

Module. No	Details	No. of Lectures
5	Elementary Probability Distributions:	15
	Probability Distributions: i. Discrete Probability Distribution; Binomial, Poisson (properties and applications only, no derivations are expected) ii. Continuous Probability Distribution: Normal Distribution (properties and applications only, no derivations are expected)	



Reference Books:

- Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006
- Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc- Graw Hill Publishing Co. Ltd
- Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency,
- Fundamentals of Statistics - D. N. Elhance.
- Statistics - Theory, Method & Applications D.S.Sancheti& V. K. Kapoor.
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks (Minimum passing marks 24)**

Semester End Examination

Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 12 Marks each. And each sub-question of 6 marks each.

Question No	Particular	Marks
Q-1	Attempt any 2 of the following: (From Module I) a. b. c.	12 Marks
Q-2	Attempt any 2 of the following: (From Module II) a. b. c.	12 Marks
Q-3	Attempt any 2 of the following: (From Module III) a. b. c.	12 Marks
Q-4	Attempt any 2 of the following: (From Module IV) a. b. c.	12 Marks
Q-5	Attempt any 2 of the following: (From Module V) a. b. c.	12 Marks



Program: Bachelor of Commerce
Semester: II
Skill Enhancement Courses (SEC):
Foundation Course - II
Course Code: TCC.UCOMII07



Bachelor of Commerce (B.COM.)		Semester – II	
Course Name: Foundation Course- II		Course Code: TCC.UCOMII07	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

Module. No	Details	No. of Lectures
1	Globalisation and Indian Society	07
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.	

Module. No	Details	No. of Lectures
2	Human Rights	10
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution	

Module. No	Details	No. of Lectures
3	Ecology	10
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment on the theory.]	



Module. No	Details	No. of Lectures
4.	Understanding Stress and Conflict	10
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict	

Module. No	Details	No. of Lectures
5.	Managing Stress and Conflict in Contemporary Society	08
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society	

Reference Books:

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



Evaluation Pattern

I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)

The Continuous evaluation will consist of one class test of 20 marks and a Fieldwork-based project work of 20 marks.

II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	A. Fill in the blanks: (From All Modules) B. State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I) A. B.	10 Marks
Q-3	Attempt any ONE of the following: (From Module II) A. B.	10 Marks
Q-4	Attempt any ONE of the following: (From Module III) A. B.	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV) A. B.	10 Marks
Q-6	Attempt any ONE of the following: (From Module V) A. B.	10 Marks