

# **As Per NEP 2020**

## **Tolani College of Commerce (Autonomous)**

**Programme: B.Com. Banking & Insurance Semester - I**

**Title of the Course: Introduction to Banking & Insurance**

**Syllabus for 4 Credit Course  
From the Academic Year 2024 – 2025**

## Name of the Course: Introduction to Banking & Insurance

Sr. No.	Heading	Particulars
1	<b>Description of the course:</b>	Introduction to Banking & Insurance offers a comprehensive understanding of essential financial concepts.
2	<b>Vertical:</b>	Major
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	4 Credits
5	<b>Hours Allotted:</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. To help learners to understand basic concepts of banking industry</li> <li>2. To help learners to understand the various services offered by bank</li> <li>3. To help learners to understand basic concepts of insurance industry</li> <li>4. To help learners to understand the different types of insurance</li> </ol>
8	<b>Course Outcomes:</b>	<ol style="list-style-type: none"> <li>1. Learners will be able to understand basic concepts of banking industry</li> <li>2. Learners will be able to understand the various services offered by bank</li> <li>3. Learners will be able to understand basic concepts of insurance industry</li> <li>4. Learners will be able to understand the different types of insurance</li> </ol>
9	<b>Modules</b>	
	<b>Module I: Introduction to Banking (15 Hours)</b>	<ul style="list-style-type: none"> <li>• Meaning, Definition and Types of Banks (Different forms of Banks)</li> <li>• Functions of Bank: Primary function and Secondary function</li> <li>• Structure of Banking System</li> </ul>
	<b>Module II: Utility services of bank (15 Hours)</b>	<ul style="list-style-type: none"> <li>• Negotiable Instruments: Definition - Characteristics - Types - Parties to negotiable instruments - cheques - Types of cheques - Crossing of cheques – Drafts - Cheque vs. Draft.</li> <li>• Electronic payments: Remittance through Bank Drafts, Internet Banking, Safe Deposit Lockers.</li> <li>• Digital Banking</li> </ul>
	<b>Module III: Introduction to Insurance (15 Hours)</b>	<ul style="list-style-type: none"> <li>• Introduction to IRDA, Meaning, Definition and Features</li> <li>• Importance of Insurance</li> <li>• Principles of Insurance</li> </ul>
	<b>Module IV: Types of Insurance (15 Hours)</b>	<ul style="list-style-type: none"> <li>• Meaning, Features and Types of Life insurance</li> <li>• Meaning, Features and Types of General insurance</li> <li>• Procedure for taking Life insurance and General insurance Policies</li> </ul>
10	<b>Reference Books:</b>	<ol style="list-style-type: none"> <li>1. Anil Kumar - "Insurance Products and Marketing in India" (2020)</li> <li>2. Frederic S. Mishkin and Stanley Eakins - "Financial Markets and Institutions" (2020)</li> </ol>

3. Kenneth Abraham - "Insurance Law and Regulation" (2019)
4. Mahesh Sinha - "Banking and Financial Institutions in India: Operations and Regulations" (2021)
5. Rajeev Ahuja - "Insurance Law in India: Cases and Materials" (2020)
6. Rakesh Kumar - "Bank Management: Theory and Practice" (2021)
7. Renuka Gera - "Introduction to Banking: Principles and Practices" (2021)
8. SudhirSachdeva- "Insurance Principles and Practice in India" (2019)
9. Sunil Arora - "Insurance Claims Management: Principles and Practices" (2019)
10. TannisthaSamanta - "Banking Law and Practice in India" (2020)
11. Vivek Bakshi - "Risk Management in Banking: An Indian Perspective" (2022)

### Evaluation Pattern

Continuous Evaluation:	40%
Semester End Examination:	60%

The Continuous evaluation will consist of

	Total Marks
Assignment/Project Work/Presentation/Case Study	30
Online MCQ Objective Test	10

### Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory Carrying 15 Marks each.

Q. No.	Particular	Marks
Q-1	<b>Attempt any Two of the following: (Module – 1)</b> A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks
Q-2	<b>Attempt any Two of the following: (Module – 2)</b> A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks
Q-3	<b>Attempt any Two of the following: (Module – 3)</b> A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks
Q-4	<b>Attempt any Two of the following: (Module – 4)</b> A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks

### Signature of Team Members

Sr. No.	Name	Signature
1	Dr. Ishtiyah Chiplunkar	
2	Ms. Neha Gupta	
3	Ms. Disha Wadhwa	

# **As Per NEP 2020**

## **Tolani College of Commerce (Autonomous)**

### **Title of the Course:**

**Environment & Management of Financial Services**

**Programme: B.Com. Banking & Insurance Semester - I**

### **Syllabus for 2 Credit Course**

**From the Academic Year 2024 – 2025**

## Name of the Course: Environment & Management of Financial Services

Sr. No.	Heading	Particulars
1	<b>Description of the course:</b>	Environment & Management of Financial Services aims to provide a comprehensive understanding of the regulatory, economic factors shaping the financial industries.
2	<b>Vertical:</b>	Major
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 Credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	<b>Course Objectives:</b>	1. To help learners to understand the financial system 2. To help learners to understand the Development of Banking and Insurance
8	<b>Course Outcomes:</b>	1. Learners will be able to understand the financial systems. 2. Learners will be able to understand the Development of Banking and Insurance sector.
9	<b>Modules</b>	
	<b>Module I: Introduction to Financial System (15 Hours)</b>	
	<ul style="list-style-type: none"> <li>• Financial System, Institutional set-up,</li> <li>• Marketing Structure Instruments</li> <li>• Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.)</li> </ul>	
	<b>Module II: Phases of Development of Banking and Insurance (15 Hours)</b>	
	<ul style="list-style-type: none"> <li>• Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth.</li> <li>• Functions of banking and insurance companies</li> <li>• Working of banking and insurance companies</li> </ul>	
10	<b>Reference Books:</b>	<ol style="list-style-type: none"> <li>1. Andrew Inkpen and Brian Kettell - "Financial Services Management" - 2019.</li> <li>2. Adil Sait and Donato Calace - "Environmental Management in Practice: Financial Sector" - 2021.</li> <li>3. Dr. V.S. Bagad (Indian) - "Environmental Management: Text and Cases" - 2020.</li> <li>4. Gurusamy and K. V. Murugan - "Financial Services Management: Challenges and Solutions" 2021.</li> <li>5. H.R. Machiraju - "Indian Financial System" - 2020.</li> <li>6. Joachim Gassen and Marc Goergen - "Sustainable Financial Management: Theory and Practice" - 2019.</li> <li>7. Jorge E. Viñuales - "Environmental Management and Development: A Guide to Sustainable Finance" - 2020.</li> <li>8. Michel-Kerjan and Kunreuther - "Environmental Management in Banking: Trends and Practices" 2017.</li> <li>9. P. K. Gupta and Ravi Chopra - "Management of Financial Services" - 2022.</li> <li>10. Peter Blair Henry - "Financial Services Management: An Introduction" - 2018.</li> </ol>

**Evaluation Pattern**

Continuous Evaluation: 40%

Semester End Examination: 60%

The Continuous evaluation will consist of

	<b>Total Marks</b>
Assignment/Project Work/Presentation/Case Study	10
Online MCQ Objective Test	10

Attendance Compulsory in both the above components

**Semester End Examination Question Paper Pattern**

Maximum Marks: 30

Duration: 01 Hour

All Questions are Compulsory Carrying 10 Marks each.

<b>Q. No.</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt any One of the following: (Module – 1)</b> A. Full Length Question B. Full Length Question	<b>10 Marks</b>
Q-2	<b>Attempt any One of the following: (Module – 2)</b> A. Full Length Question B. Full Length Question	<b>10 Marks</b>
Q-3	<b>Short Notes (Attempt any Two)</b> A. Module 1 B. Module 1 C. Module 2 D. Module 2	<b>10 Marks</b>

**Signature of Team Members**

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>
1	Dr. Ishtiyah Chiplunkar	
2	Ms. Neha Gupta	

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ITEM NO

# **As Per NEP 2020**

## **Tolani College of Commerce (Autonomous)**



Knowledge is Supreme

**Title of the Course: Introduction to Intellectual Property Rights Law**  
**Programmes: Bachelor of Commerce(Management Studies)/Bachelor of Commerce (Accounting and Finance)/Bachelor of Commerce (Banking and Insurance)/Bachelor of Commerce (Financial Markets)/Bachelor of Science (Information Technology)**  
**Semester: I**

**Syllabus for 4 Credit Course**  
**From the academic year: 2024-2025**

## Name of the Course: Introduction to Intellectual Property Rights Law

Sr. No.	Heading	Particulars
1	<b>Description of the course:</b>	Intellectual property rights (IPR) have, in recent years, emerged as perhaps the most important S&T policy instrument. With its growing presence, however, it has also been subjected to intense criticism. Moreover, the structure of the institution itself has undergone periodic changes with incorporations of newer subject matters into its ambit. This course intends to provide an analytical overview of the content and structure of the institution of IPR along with its evolutionary trajectory. In a nutshell, the course will cover the philosophy of intellectual property rights, various technical and legal dimensions of IPR, and implications of IPR for growth and development of science, along with the various socio-economic and ethic-legal consequences of IPR on economic development. Several case studies will be undertaken in the context of India.
2	<b>Vertical:</b>	Open Elective
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	4 Credits
5	<b>Hours Allotted:</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks Continuous Evaluation: 40 Semester-End: 60
7	<b>Learning Objectives</b>	<ul style="list-style-type: none"> <li>• To introduce fundamental aspects of Intellectual Property Rights and Trade Marks to learners who are going to play a major role in development and management of innovative projects in industries.</li> <li>• To disseminate knowledge on copyrights and trade secrets and its related rights and registration aspects</li> <li>• To disseminate knowledge on patents, patent regime in India and abroad and registration aspects</li> </ul>

	<ul style="list-style-type: none"> <li>To make the learners aware about current trends in IPR.</li> </ul>
8	<p><b>Learning Outcomes</b> <b>Enables the learners to</b></p> <ul style="list-style-type: none"> <li>Have good knowledge about Intellectual Property Rights and Trade Marks</li> <li>Have knowledge on copyrights and trade secrets and its related rights and registration aspects.</li> <li>Have knowledge on patents, patent regime in India and abroad and registration aspects</li> <li>Becomes aware about the new developments of Intellectual Property.</li> </ul>
9	<p><b>Syllabus</b></p> <p><b>Module.1. Introduction To Intellectual Property and Trade Mark (15 Hours)</b></p> <ul style="list-style-type: none"> <li><b>Introduction:</b> Types of Intellectual Property, International Organizations, Agencies and Treaties, Importance of Intellectual Property Rights.</li> <li><b>Trade Marks:</b> Purpose And Function of Trade Marks, Acquisition of Trade Mark Rights, Protectable Matter, Selecting and Evaluating Trade Mark, Trade Mark Registration Processes.</li> </ul> <p><b>Module.2. Copyright and Trade Secrets (~ 15 Hours)</b></p> <ul style="list-style-type: none"> <li><b>Law Of Copy Rights:</b> Fundamental of Copy Right Law, Originality Of Material, Rights of Reproduction, Rights To Perform The Work Publicly, Copy Right Ownership Issues, Copy Right Registration, Notice of Copy Right, International Copy Right Law.</li> <li><b>Trade Secrets:</b> Trade Secrete Law, Determination of Trade Secrete Status, Liability for Misappropriations of Trade Secrets, Protection for Submission, Trade Secrete Litigation. Unfair Competition- Misappropriation Right of Publicity, False Advertising.</li> </ul> <p><b>Module.3. Patent Rights (15 Hours)</b></p> <ul style="list-style-type: none"> <li><b>Patent Rights:</b> Purpose, what is patentable and not patentable, Legal Aspect of Filing a Patent, Specification and Opposition Process under Patent Law from Business Perspective.</li> <li><b>Patent Infringement and Legal Issues:</b> Licensing of Patent and Business Concerns, Transfer of Technology and Legal Requirements, Utility Patents, Should India have Business Method Patents?, Can Software's be Patented?</li> </ul> <p><b>Module.4. New Developments of Intellectual Property (15 Hours)</b></p> <ul style="list-style-type: none"> <li>New Developments of Intellectual Property: New Developments in Trade Mark Law; Copy Right Law, Patent Law, Intellectual Property Audits.</li> <li>International Overview on Intellectual Property, International – Trade Mark Law, Copy Right Law, International Patent Law, International Development in Trade Secrets Law.</li> </ul>
10	<p><b>References</b></p> <ul style="list-style-type: none"> <li><b>Acharya, N.K.</b> 2014. Text book of Intellectual Property Rights. Asia Law House, Hyderabad.</li> <li><b>Loganathan, E.T.</b> 2012. Intellectual Property Rights. New Century Publications, New Delhi.</li> <li><b>Rosedar, S.R.A.</b> 2016. Intellectual Property Rights. Lexis Nexis (2nd Ex.) Nagpur.</li> <li><b>Sreenivasulu NS.</b> Intellectual Property Rights Dynamic Interfaces published by Universal Law Publishing. 1<sup>st</sup> Edition 2017. ISBN: 9788131250631.</li> <li><b>Iyengar.</b> Commentary on Trade Marks Act - Including Schedules, Rules, Notifications, Treaties, Conventions and much more published by Universal Law Publishing. 5<sup>th</sup> Edition 2016. ISBN: 9789350356463.</li> <li><b>Verma Trilochan.</b> Intellectual Property Protection Handbook published by Universal Law</li> </ul>

	Publishing. 1 <sup>st</sup> Edition 2015. ISBN: 9789350355985.		
<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>12</b>	<b>Continuous Evaluation through:</b>		
	<b>Sub-components</b>	<b>Maximum Marks</b>	<b>Conditions for passing</b>
	1) 1 <sup>st</sup> Project/ Report work	10	a) A learner must be present for each of the sub-components.
	2) 2 <sup>nd</sup> Project/ Report work	10	
	3) Case Study analyses in the classroom	10	
	4) 10 Objective Questions (1 MCQ of 1 mark each)	10	
	Total	40	
<b>13</b>	<b>Format of question paper</b> Maximum Marks: 60 <span style="float: right;">Duration: 2 Hour.</span> All Questions are Compulsory Carrying 15 Marks each.		
	<b>Question No</b>	<b>Particular</b>	<b>Marks</b>
	Q-1	(From Module I) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-2	(From Module II) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-3	(From Module III) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-4	(From Module IV) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks

**Signature/s of Team Member/s**

Sr.No	Name	Signature
1.	Dr. Hema Mehta	

**As Per NEP 2020**

**Tolani College of  
Commerce  
(Autonomous)**



Knowledge is Supreme

**Title of the Course: Wonders of the Living World- I (Plants)**

**Name of the Programmes:**

1. Bachelor of Commerce (Management Studies)
2. Bachelor of Commerce (Accountancy & Finance)
3. Bachelor of Commerce (Banking & Insurance)
4. Bachelor of Commerce (Financial Markets)
5. Bachelor of Science (Information Technology)

**Semester I**

**Syllabus for 4 Credit Course**

**From the academic year- 2024-2025**

## Name of the Course: Wonder of the Living World- I (Plants)

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	The course is an introductory to the world of plants. It the offer insights into the evolution of plants, their types as well as adaptation. It also discusses the distribution and biogeography of plants.
2	<b>Vertical:</b>	Open Electives
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	4 credits
5	<b>Hours Allotted:</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	<b>Course Objectives:</b> By end of this course learners should be: <ol style="list-style-type: none"><li>1. introduced to the world of plants</li><li>2. able to understand the propagation mechanism in plants</li><li>3. able to understand adaptations in plants</li><li>4. able to understand the role of plants in environment</li></ol>	
8	<b>Course Outcomes:</b> The learners shall be able to: <ol style="list-style-type: none"><li>1. identify various types of plants by observing the parts of the plants</li><li>2. appreciate the methods plants employ to spread across the globe</li><li>3. appreciate the survival instincts in plants</li><li>4. appreciate the role of plants as indicator species</li></ol>	

9	<p><b>Module 1: Introduction to the world of plants (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Know the plants:</b> Definition, Characteristics, Evolution</li> <li><b>2. Types of plants:</b> Classification of plants as on the basis of their stem- Trees, Shrubs, Herbs; life cycle- annual and perennial; propagation- Flowering and non-flowering</li> <li><b>3. Parts of plants:</b> Types of roots, stem, leaves, flowers and fruits</li> </ol> <p><b>Module 2: Colonising the world (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Propagation in plants:</b> Definition; Types- Vegetative propagation, Binary fission, Fragmentation, Budding, Spore formation</li> <li><b>2. Pollination:</b> Definition; Process; Types of pollinators</li> <li><b>3. Seed dispersal:</b> Definition; Types of seeds; Mechanisms for seed dispersal- wind, water, animals</li> </ol> <p><b>Module 3: Adaptations in plants (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Adaptations to overcome extreme condition:</b> Heat and Cold; Water stress, Excess water</li> <li><b>2. Adaptation to competition:</b> Sunlight, Water, Nutrients</li> <li><b>3. Adaptation for defense/ protection:</b> Toxins; Thorns and spines; Unpalatability</li> </ol> <p><b>Module 4: Role of plants (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Plant associations:</b> Definition; Types- Symbiosis, Parasitism, Mutualism, Competition, Commensalism</li> <li><b>2. Plants as indicators:</b> Soil, Air and Water quality; Environmental degradation</li> <li><b>3. Plant biogeography:</b> Definition; Concept of biomes; Endemic, Native and Invasive plants</li> </ol>
10	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Brooker Rob W. Plant–plant interactions and environmental change New Phytologist, 23 June 2006 <a href="https://doi.org/10.1111/j.1469-8137.2006.01752.x">https://doi.org/10.1111/j.1469-8137.2006.01752.x</a></li> <li>2. Chamovitz Daniel What a Plant Knows: A Field Guide to the Senses Scientific American / Farrar, Straus and Giroux; Reprint edition (30 April 2013) 192 pages ISBN-10: 0374533881 ISBN-13: 978-0374533885</li> <li>3. Chapman and Riss: Ecology, Principles and application (Cambridge University Press)</li> <li>4. Hanson Thor The Triumph of Seeds: How Grains, Nuts, Kernels, Pulses, and Pips Conquered the Plant Kingdom and Shaped Human History Basic Books; Reprint edition (8 March 2016) 320 pages ISBN-10 : 0465097405 ISBN-13 : 978-0465097401</li> <li>5. Kochhar, S.L. (2012). Economic Botany in Tropics. New Delhi, India: MacMillan &amp; Co.</li> <li>6. Kormondy, E.J. (1996). Concepts of Ecology. Prentice Hall, U.S.A. 4<sup>th</sup> edition.</li> <li>7. Majumdar, R and Kashyap, R (2019). Practical Manual of Ecology and Environmental Science, New Delhi, India: Prestige Publishers</li> <li>8. Mani, M.S.: Bio-geography of Indi, (Springer Verlag)</li> <li>9. Odum, E.P.: Fundamentals of Ecology, (Rastogi Pub)</li> <li>10. Oliver Daniel, First Book of Indian Botany (Paperback) (London: Macmillan and Co. 1869.) Gyan Publishing House 2023 412 pages ISBN: 9788121292924</li> <li>11. Patnaik Naveen The Garden of Life: An Introduction to The Healing Plants of India Doubleday (1 October 1993)</li> <li>12. Sharma, P.D. (2010) Ecology and Environment. Rastogi Publications, Meerut, India. 8<sup>th</sup> edition.</li> </ol>

	<p>13. Singh, J.S., Singh, S.P., Gupta, S. (2006). Ecology, Environment and Resource Conservation. New Delhi, India: Anamaya Publications. Shukla, R.S. &amp; Chandal, P.S.: Plant Ecology, (S. Chand &amp; Co)</p> <p>14. Verma, P.S. &amp; Agarwal, V.K.: Concept of Ecology, (S. Chand and Sons Co.)</p>
<b>11</b>	<p><b>Other Readings:</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.thinktrees.org/wp-content/uploads/2019/07/Plant-Adaptations.pdf">https://www.thinktrees.org/wp-content/uploads/2019/07/Plant-Adaptations.pdf</a></li> <li>2. <a href="https://ncert.nic.in/textbook/pdf/fesc104.pdf">https://ncert.nic.in/textbook/pdf/fesc104.pdf</a></li> <li>3. <a href="https://education.nationalgeographic.org/resource/adaptation-and-survival/">https://education.nationalgeographic.org/resource/adaptation-and-survival/</a></li> </ol>
<b>12</b>	<p><b>Websites:</b></p> <ol style="list-style-type: none"> <li>1. <a href="https://www.iucnredlist.org/">https://www.iucnredlist.org/</a></li> <li>2. <a href="https://www.kew.org/">https://www.kew.org/</a></li> <li>3. <a href="https://bsi.gov.in/">https://bsi.gov.in/</a></li> <li>4. <a href="https://blatterherbarium.org/">https://blatterherbarium.org/</a></li> </ol>

<b>13</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>																											
<b>14</b>	<b>Continuous Evaluation through:</b>	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	15 marks																										
		2. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	15 marks																										
		3. MCQ Based Test	10 marks																										
		<b>Total</b>	<b>40 marks</b>																										
<b>15</b>	<b>Format of Question Paper:</b>																												
	<table border="1"> <thead> <tr> <th>Question Number</th> <th>Nature of Questions</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1)</td> <td>Attempt any THREE of the following: (From Module I)</td> <td rowspan="4">15</td> </tr> <tr> <td>A.</td> </tr> <tr> <td>B.</td> </tr> <tr> <td>C.</td> </tr> <tr> <td rowspan="4">2)</td> <td>Attempt any THREE of the following: (From Module II)</td> <td rowspan="4">15</td> </tr> <tr> <td>A.</td> </tr> <tr> <td>B.</td> </tr> <tr> <td>C.</td> </tr> <tr> <td rowspan="4">3)</td> <td>Attempt any THREE of the following: (From Module III)</td> <td rowspan="4">15</td> </tr> <tr> <td>A.</td> </tr> <tr> <td>B.</td> </tr> <tr> <td>C.</td> </tr> <tr> <td rowspan="4">4)</td> <td>Attempt any THREE of the following: (From Module IV)</td> <td rowspan="4">15</td> </tr> <tr> <td>A.</td> </tr> <tr> <td>B.</td> </tr> <tr> <td>C.</td> </tr> </tbody> </table>	Question Number	Nature of Questions	Maximum Marks	1)	Attempt any THREE of the following: (From Module I)	15	A.	B.	C.	2)	Attempt any THREE of the following: (From Module II)	15	A.	B.	C.	3)	Attempt any THREE of the following: (From Module III)	15	A.	B.	C.	4)	Attempt any THREE of the following: (From Module IV)	15	A.	B.	C.	
Question Number	Nature of Questions	Maximum Marks																											
1)	Attempt any THREE of the following: (From Module I)	15																											
	A.																												
	B.																												
	C.																												
2)	Attempt any THREE of the following: (From Module II)	15																											
	A.																												
	B.																												
	C.																												
3)	Attempt any THREE of the following: (From Module III)	15																											
	A.																												
	B.																												
	C.																												
4)	Attempt any THREE of the following: (From Module IV)	15																											
	A.																												
	B.																												
	C.																												

### Signatures of Team Members

Sr. No.	Name	Signature
1.	Mr. Kaustubh Bhagat	

AC –

Item No. –

# As Per NEP 2020

## Tolani College of Commerce (Autonomous)



### Title of the Course: Introduction to Modern British Literature (Semester I)

#### Programmes:

Bachelor of Commerce (Management Studies)
Bachelor of Commerce (Accounting & Finance)
Bachelor of Commerce (Banking & Insurance)
Bachelor of Commerce (Financial Markets)
Bachelor of Science (Information Technology)

Syllabus for 4 Credit Course from the Academic Year 2024-2025

## Name of the Course: Introduction to Modern British Literature

Sr. No.	Heading	Particulars
1	<p><b>Description of the course :</b></p> <p><b>Including but not limited to :</b></p>	<p>This course delves into Modern British English Literature, introducing students to fundamental literary terms.</p> <p>Identification, comprehension, and influence on the writing of that era</p>
2	<b>Vertical :</b>	Open Elective
3	<b>Type :</b>	Theory
4	<b>Credit :</b>	4 credits
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted :</b>	100 Marks Continuous Evaluation 40 marks and Semester End Examination 60 marks
7	<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To recognize and define basic literary terms used in Modern British English Literature</li> <li>2. To gain a foundational understanding of literary concepts.</li> <li>3. To analyse major literary works across eras</li> <li>4. To foster an appreciation for reading as a pleasurable and enriching activity.</li> </ol>	
8	<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Ability to recognize and define basic literary terms commonly used in Modern British English Literature.</li> <li>2. Understand fundamental literary concepts, providing them with a framework for advanced literary analysis.</li> <li>3. Develop critical analysis skills through the exploration of major works</li> <li>4. Ability to analyse themes, historical context, and cultural influences in Modern British English Literature.</li> </ol>	

9	<b>Module 1: Foundations of Modern British English Literature (15 Hours)</b>
	<p><b>Introduction to Literature and Literary Terms:</b></p> <ul style="list-style-type: none"> <li>▶ Defining Modernism in Literature and Basic Literary Terms</li> <li>▶ Historical and Cultural Context of the Early 20th Century</li> <li>▶ Major themes and characteristics across literary periods, historical and social influences</li> </ul>
	<b>Module 2: Impact of Wars and Literary Innovation (15 Hours)</b>
	<p><b>The Early 20th Century and World Wars:</b></p> <ul style="list-style-type: none"> <li>▶ Overview of the impact of World War I and II on literature</li> <li>▶ Virginia Woolf: "Mrs Dalloway"</li> <li>▶ Wilfred Owen: "Dulce et Decorum est"</li> </ul>
	<b>Module 3: Post-War Realities: Reflections in British Fiction and Drama (15 Hours)</b>
	<p><b>Post-War British Fiction and Drama:</b></p> <ul style="list-style-type: none"> <li>▶ Understanding the post-war literary landscape</li> <li>▶ George Orwell: "1984"</li> <li>▶ Oscar Wilde: "The Importance of Being Earnest"</li> </ul>
	<b>Module 4: Trends and Voices in Modern British Literature (15 Hours)</b>
	<p><b>Contemporary British Literature:</b></p> <ul style="list-style-type: none"> <li>▶ Discussion on current trends and emerging voices</li> <li>▶ Paula Hawkins: "The Girl on the Train"</li> <li>▶ J.K. Rowling: Selections from the "Harry Potter" series</li> </ul>
10	<p><b>Secondary Reading List:</b></p> <ul style="list-style-type: none"> <li>● "The Cat That Walked by Himself" by Rudyard Kipling</li> <li>● "The Signalman" by Charles Dickens</li> <li>● "Great Expectations" by Charles Dickens</li> <li>● "Jane Eyre" by Charlotte Bronte</li> <li>● "Little Women" by Louisa May Alcott</li> <li>● "Pride and Prejudice" by Jane Austen</li> <li>● "To the Lighthouse" by Virginia Woolf</li> <li>● "Dubliner" by James Joyce</li> <li>● "Ulysses" by James Joyce</li> <li>● "And Then There Were None" by Agatha Christie</li> <li>● "Atonement" by Ian McEwan</li> <li>● "White Teeth" by Zadie Smith</li> </ul>

<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>12</b>	<b>Continuous Evaluation through: (40 marks)</b>	1) Class Plays, Readers Discussion, Critical Analysis Essay, Book Review (30 marks) 2) MCQ Based Test (10 marks)	A learner must be present for each of the sub-components
<b>13</b>	<b>Format of SEE Question Paper: (60 marks)</b>		
	<b>Question No.</b>	<b>Nature of Question</b>	<b>Maximum Marks</b>
	<b>Q-1</b>	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	<b>Q-2</b>	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	<b>Q-3</b>	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	<b>Q-4</b>	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks

### Signatures of Team Members

<b>Sr.No.</b>	<b>Name</b>	<b>Signature</b>
1.	Ms. Amrita Nambiar	
2.	Ms. Jacinta Ashita Tigga	

AC –  
Item No. –

**As Per NEP 2020**

**Tolani College of Commerce  
(Autonomous)**



**Title of the Course: Personal Financial Planning - I  
(Semester – I)**

**Programmes:**

**BBA/BAF/BFM/BBI**

**Syllabus for 2 Credit Course from the Academic Year 2024-2025**

## Name of the Course: Personal Financial Planning - I

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	This course is designed to introduce learners to the basic terminology, concepts and important dynamics of personal finance like saving, investment, inflation and time value of money. The course also provides a basic understanding of banking and insurance sector and credit and debt management.
2	<b>Vertical:</b>	Vocational Skill Course (VSC)
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks and Semester End Examination 30 Marks
7	<b>Course Objectives:</b> The objective of this course is to:	<ol style="list-style-type: none"> <li>1. introduce the learners to the concept and dynamics of Personal Finance and understand the importance of Financial Planning.</li> <li>2. create awareness among the learners on the basics of banking, insurance, credit and debt management.</li> </ol>
8	<b>Course Outcomes:</b> After completion of the course the learners will be able to:	<ol style="list-style-type: none"> <li>1. do basic financial planning and evaluate their financial goals by themselves.</li> <li>2. be well-versed with the basic modalities of banking, insurance, credit cards and credit and debt management.</li> </ol>

9

**Module 1: Introduction to Personal Financial Planning (15 hours)**

1. **Introduction:**

- Understanding Personal Finance
- Benefits of Financial Planning
- Financial Goals
- Personal Financial Planning Process
- Myths about Financial Planning
- Financial Security, Financial Independence & Financial Freedom

2. **Important Dynamics of Personal Finance:**

- Income, Expenditure, Savings
- Properties/Assets and Loans/Debts
- Cash Flows
- Savings Vs. Investment
- Inflation
- Time Value of Money

**Module 2: Basics of Banking, Insurance, Credit and Debt Management (15 hours)**

1. **Banking & Insurance**

- Types of Banks, Types of Accounts, Interest Rates
- Passbook, Cheque Book, Debit and Credit Card
- KYC norms and Digital Banking
- Significance of Insurance, Types of Insurance
- Comparing Features & Cost of Insurance Policies
- Selecting an Insurance Company & Insurance Agent

2. **Credit and Debt Management**

- Introduction -Credit & Debt Management
- Basics of Credit Cards
- Types of Loans
- Interest & Installments
- Credit Reports & Credit Score
- Rules of Credit

10	<b>Reference Books:</b> <ol style="list-style-type: none"> <li>1. Agarwal, Rajesh. Mastering Personal Finance: Strategies for Wealth Creation. Wiley, 2018.</li> <li>2. Gupta, Rakesh. Financial Freedom: A Step-by-Step Guide to Personal Financial Planning. Pearson, 2016.</li> <li>3. Jain, Sunil. Wealth Creation: Strategies for Personal Financial Planning. CCH, 2016.</li> <li>4. Kapoor, Neha. The Complete Guide to Personal Financial Planning. Eastern Book Company, 2017.</li> <li>5. Mishra, Amitabh. Personal Financial Planning: Principles and Practices. Bharat Law House, 2018.</li> <li>6. Patel, Kamal Kishore. Personal Finance Essentials: A Comprehensive Guide. Sage Publications India Pvt. Ltd, 2019</li> <li>7. Sharma, Ramesh C. Smart Money: The Essential Guide to Personal Finance. McGraw-Hill Education, 2019.</li> <li>8. Singh, Preeti. Personal Finance: A Comprehensive Guide. Taxmann Publications, 2019.</li> <li>9. Verma, Rajesh. Money Matters: A Practical Approach to Personal Finance. Excel Books, 2017.</li> </ol>												
11	<b>Internal Continuous Assessment: 40%</b>		<b>Semester End Examination: 60%</b>										
12	<b>Continuous Evaluation through:</b> <table border="1" data-bbox="240 1167 1141 1753"> <thead> <tr> <th data-bbox="240 1167 719 1308">Sub-components</th> <th data-bbox="719 1167 889 1308">Maximum Marks</th> <th data-bbox="889 1167 1141 1308">Conditions for passing</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1308 719 1507">1. Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar</td> <td data-bbox="719 1308 889 1507">10</td> <td data-bbox="889 1308 1141 1753" rowspan="3">A learner must be present for each of the sub-components.</td> </tr> <tr> <td data-bbox="240 1507 719 1654">2. MCQ Based Test</td> <td data-bbox="719 1507 889 1654">10</td> </tr> <tr> <td data-bbox="240 1654 719 1753" style="text-align: center;">Total</td> <td data-bbox="719 1654 889 1753" style="text-align: center;"><b>20</b></td> </tr> </tbody> </table>			Sub-components	Maximum Marks	Conditions for passing	1. Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.	2. MCQ Based Test	10	Total	<b>20</b>
Sub-components	Maximum Marks	Conditions for passing											
1. Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.											
2. MCQ Based Test	10												
Total	<b>20</b>												

**13 Format of Question Paper:****Format of Question Paper for Semester End Examination (SEE)****Maximum Marks: 30****Duration: 1 hour**

Note: All questions are compulsory.

**Q1. A) Practical Question (Module 1) (15 marks)****OR****Q1. B) Practical/ Theory Question (Module 1) (7 marks)****C) Practical/ Theory Question (Module 1) (8 marks)****Q2. A) Practical Question (Module 2) (15 marks)****OR****Q2. B) Practical/ Theory Question (Module 2) (7 marks)****C) Practical/ Theory Question (Module 2) (8 marks)****Note: Questions of 7/8 marks (Practical/theory) may also be divided as 2 questions of 10/5 marks (Practical/theory) or 1 full length question (Practical/theory) of 15 marks.****Signatures of Team Members**

<b>Sr.No.</b>	<b>Name</b>	<b>Signature</b>
<b>1.</b>	Ms. Jayalakshmi Singh	
<b>2.</b>	Mr. Abhilash Ashokan	

**As Per NEP 2020**

**Tolani College of  
Commerce  
(Autonomous)**



Knowledge is Supreme

**Title of the Course: Foundation Course- I**

**Name of the Programmes:**

1. Bachelor of Commerce
2. Bachelor of Commerce (Management Studies)
3. Bachelor of Commerce (Accountancy & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)

**Semester I**

**Syllabus for 2 Credit Course**

**From the academic year- 2024-2025**

## Name of the Course: Foundation Course- I

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	The course is designed to provide a comprehensive exploration of human rights violations and the redressal mechanisms in India. It is of utmost importance to have an understanding of these relevant issues in the current scenario. It is designed with the objective of sensitizing the young minds so as to make them humble human beings and good citizens.
2	<b>Vertical:</b>	Skill Enhancement Course
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	<b>Course Objectives:</b> By end of this course learners should be:	<ol style="list-style-type: none"> <li>1. familiarised with various types of human rights violations.</li> <li>2. sensitised towards the socio-economic concerns in India with special reference to vulnerable groups.</li> </ol>
8	<b>Course Outcomes:</b> The learners shall be able to:	<ol style="list-style-type: none"> <li>1. understand the various types of human rights violations.</li> <li>2. It will help create awareness and empathy among learners about various socio-economic issues prevalent in the Indian society.</li> </ol>

9	<p><b>Module 1: Human Rights Violations in India (15 Hours)</b></p> <ol style="list-style-type: none"> <li>1. <b>Status of Women in India</b> - Forms of violations/violence against women including domestic violence, female foeticide (declining sex ratio), and portrayal of women in media.</li> <li>2. <b>Status of Minorities in India</b> – Forms of violations, the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.</li> <li>3. <b>Status of Scheduled Tribes in India</b> - Forms of violations.</li> <li>4. <b>Status of Scheduled Castes in India</b> – Forms of violations.</li> <li>5. <b>Status of Children in India</b> – Forms of violations.</li> <li>6. <b>Status of Persons with Disability (PWD) and Elderly in India</b> - Forms of violations.</li> <li>7. <b>LGBTQ</b>- Forms of Violations, Redressal mechanism, Abolishment of Article 377.</li> </ol> <p><b>Module 2: Human Rights of vulnerable groups– Redressal Mechanisms in India (15 Hours)</b></p> <ol style="list-style-type: none"> <li>1. <b>Status of Women in India</b>- Redressal mechanisms for violations faced. Vishakha Guidelines against Sexual Harassment at work place.</li> <li>2. <b>Status of Minorities in India</b> – Redressal mechanisms for violations faced.</li> <li>3. <b>Status of Scheduled Tribes in India</b> - Redressal mechanisms for violations faced.</li> <li>4. <b>Status of Scheduled Castes in India</b> – Redressal mechanisms for violations faced.</li> <li>5. <b>Status of Children in India</b> – Redressal mechanisms for violations faced.</li> <li>6. <b>Status of Persons with Disability (PwD) and Elderly in India</b> - Redressal mechanisms for violations faced.</li> </ol>
10	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Ahluwalia I J, Ravi Kanbur, P K Mohanty Urbanisation in India: Challenges, Opportunities &amp; the way forward, SAGE Pub (2014)</li> <li>2. Bakshi P M The Constitution of India, 2011</li> <li>3. Bhat L, Regional Inequalities in India SSSRD- New Delhi</li> <li>4. Bhardwaj Kawal Kishor, Combating communalism in India: Key to National Integration, Mittal Pub</li> <li>5. Kodesia Krishna, The Problems of Linguistic States in India, Sterling Pub</li> <li>6. Azad Naseem, Gupta R, Social and Economic Problems in India, Pub (2011)</li> <li>7. Kothari Rajani Politics in India, Orient Blackswan</li> <li>8. Ahuja Ram, Social Problems in India, , Rawat Pub (2014)</li> <li>9. Kumar Ravindra Problems of Communalism in India, Mittal Pub</li> <li>10. Rajagopalan S Rural, Urban Migration: Trends, challenges &amp; Strategies, , ICFAI- 2012</li> <li>11. Subrata Mitra, Politics in India: structure, Process and Policy Routledge Pub</li> <li>12. Pandey Vinita, Indian Society and Culture, Rawat Pub (2021)</li> </ol>
11	<p><b>Other Readings:</b></p> <ol style="list-style-type: none"> <li>1. National Humana rights commission- disability Manual</li> </ol>

12

**Websites:**

1. <https://nhrc.nic.in/>
2. <https://www.mshrc.gov.in/>
3. <https://ncm.nic.in/homepage/homepage.php>
4. <https://mdd.maharashtra.gov.in/Site/Home/Index.aspx>
5. <http://new.nic.in/>
6. <https://mscw.org.in/>
7. <https://ncsc.nic.in/>
8. <https://ncst.nic.in/>
9. <https://sjsa.maharashtra.gov.in/en/maharashtra-state-commission-sc-st>
10. <https://ncpcr.gov.in/>
11. <https://womenchild.maharashtra.gov.in/content/innerpage/maharashtra-state-commission-for-protection-of-child-rights.php>
12. <https://depwd.gov.in/>
13. <https://sjsa.maharashtra.gov.in/en/commissioner-persons-disability>
14. <https://www.ncsc.gov.ph/>
15. <https://sjsa.maharashtra.gov.in/en/legal-provision-sr-citizen>

<b>13</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>14</b>	<b>Continuous Evaluation through:</b>	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	10 marks
		2. MCQ Based Test	10 marks
		Total	20 marks
<b>15</b>	<b>Format of Question Paper:</b>		
	Question Number	Nature of Questions	Maximum Marks
	1.	Attempt any THREE of the following: (From Module I)	15
	A.		
	B.		
	C.		
	D.		
	2.	Attempt any THREE of the following: (From Module II)	15
	A.		
	B.		
	C.		
	D.		

### Signatures of Team Members

Sr. No.	Name	Signature
1.	Ms. Varada Trivedi	
2.	Ms. Ranjeeta Prajapati	
3.	Mr. Kaustubh Bhagat	

AC –

Item No. –

# As Per NEP 2020

## Tolani College of Commerce (Autonomous)



### **Title of the Course: Communication Skills in English - I (Semester I)**

#### **Programmes:**

Bachelor of Commerce
Bachelor of Commerce (Management Studies)
Bachelor of Commerce (Accounting & Finance)
Bachelor of Commerce (Banking & Insurance)
Bachelor of Commerce (Financial Markets)
Bachelor of Science (Information Technology)
Bachelor of Business Administration (Logistics)

**Syllabus for 2 Credit Course from the Academic Year 2024-2025**

## Name of the Course: Communication Skills in English - I

Sr. No.	Heading	Particulars
1	<p><b>Description of the course :</b></p> <p><b>Including but not limited to :</b></p>	<p>Communication Skills in English will enable the learners to comprehend and understand effective business communication.</p> <p>Communication theory, workplace channels, ethical considerations and various communication barriers.</p>
2	<b>Vertical :</b>	Ability Enhancement Course
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To provide an overview of Prerequisites to Business Communication skills</li> <li>2. To enable learners to craft effective content and refine their listening and reading skills essential for a productive professional life</li> </ol>	
8	<p><b>Course Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Ability to identify and articulate the key prerequisites necessary for effective business communication.</li> <li>2. Ability to draft coherent and purposeful written content, showcasing refined listening and reading skills applicable to various professional contexts.</li> </ol>	

9	<b>Module 1: Theory of Communication (15 Hours)</b>
	<p><b>1. Concept of Communication:</b></p> <ul style="list-style-type: none"> <li>▶ Meaning, Process and Need of Communication.</li> <li>▶ 7 C's of communication.</li> <li>▶ Emergence of Communication as a key concept in the Corporate and Global world.</li> <li>▶ Impact of technology-enabled Communication.</li> </ul>
	<p><b>2. Communication at Workplace:</b></p> <ul style="list-style-type: none"> <li>▶ Channels: Formal -Vertical, Horizontal, Diagonal and Informal– Grapevine.</li> <li>▶ Verbal Communication: Oral and Written communication.</li> <li>▶ Nonverbal Communication: Vocalics, Kinesics, Haptics, Proxemics, Chronemics, Sign language and Visual aids.</li> <li>▶ Importance of ethics in communication.</li> </ul>
	<p><b>3. Barriers to Communication:</b></p> <ul style="list-style-type: none"> <li>▶ Meaning of barriers to communication</li> <li>▶ Importance of studying barriers to communication</li> <li>▶ Types of Barriers: Physical, Semantic, Socio, Cultural, and Psychological.</li> <li>▶ Ways to Overcome Barriers.</li> </ul>
	<b>Module 2: Language and Writing Skills (15 Hours)</b>
	<p><b>1. Listening Comprehension:</b></p> <ul style="list-style-type: none"> <li>▶ Importance of Listening Skills</li> <li>▶ Obstacles to Listening</li> <li>▶ Cultivating good Listening Skills</li> <li>▶ Practicing reflective listening and paraphrasing</li> </ul>
	<p><b>2. Theory of Business Letter Writing:</b></p> <ul style="list-style-type: none"> <li>▶ Parts and Structure of a letter</li> <li>▶ Traditional layouts of a letter</li> <li>▶ Contemporary layouts of a letter</li> <li>▶ Formal communication on digital platforms: E-mail, Messenger, and LinkedIn.</li> </ul>
	<p><b>3. Formal Correspondence for:</b></p> <ul style="list-style-type: none"> <li>▶ Job Application and Resume Writing.</li> <li>▶ Accepting a Job Offer and Resignation</li> <li>▶ Apology/Thank You Letter</li> <li>▶ Sanction of Leave</li> </ul>

10	<b>Reference Books:</b> <ul style="list-style-type: none"> <li>● Green, Andy. Effective Personal Communication Skills for Public Relations. 10 Jan. 2010.</li> <li>● Huang, Li-Shih. Academic Communication Skills: Conversation Strategies for International Graduate Students. 2010.</li> <li>● Raman, Meenakshi, and Sangeeta Sharma. Technical Communication: Principles and Practice. 2nd ed., Oxford University Press, 2011.</li> <li>● St. John, Walter, and Ben Haskell. Essential Communication Skills for Managers. 2017</li> <li>● Raman, Meenakshi, and Prakash Singh. Business Communication. Second edn, OUP, 2012.</li> </ul>		
11	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
12	<b>Continuous Evaluation through: (20 marks)</b>	1) Reading Assignments/ Email Correspondence/ Book Review/ Listening Comprehension (10 marks) 2) MCQ Based Test (10 marks)	A learner must be present for each of the sub-components
13	<b>Format of SEE Question Paper: (30 marks)</b>		
<b>Question No.</b>	<b>Nature of Question</b>		<b>Maximum Marks</b>
Q-1	Short notes: (attempt any 2 of 3) a) b) c)		10 Marks
Q-2	Draft the following letters: (attempt any 2 of 4) a) Letter of Acceptance of Job b) Letter for Leave Sanction c) Letter of Resignation d) Apology/Thank you Letter		10 Marks
Q-3	a) Draft a Job application letter along with C.V. <b>Or</b> a) Case Study b) Rewrite the provided passage using 7 C's of communication		10 Marks  5 marks 5 marks

### Signatures of Team Members

<b>Sr.No.</b>	<b>Name</b>	<b>Signature</b>
1.	Ms. Amrita Nambiar	
2.	Ms. Jacinta Ashita Tigga	

Approved by the Academic Council on 14-3-26 item no.  
Approved by the BoS in Environmental Studies and Foundation Course on 5-3-26 item no. 01

## **As Per NEP 2020**

# **Tolani College of Commerce (Autonomous)**



### **Title of the Course: Environmental Studies- I**

#### **Name of the Programmes:**

1. Bachelor of Commerce
2. Bachelor of Commerce (Management Studies)
3. Bachelor of Commerce (Accounting & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)
6. Bachelor of Commerce (Logistics)
7. Bachelor of Commerce (Taxation & Auditing)
8. Bachelor of Science (Information Technology)
9. Bachelor of Science (Data Science)

### **Semester I**

#### **Syllabus for 2 Credit Course**

**From the academic year- 2026-2027**

## Name of the Course: Environmental Studies- I

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	The course is an introductory inter-disciplinary course to understand working earth's systems. It focusses on the holistic study to understand the interrelationship between humans and nature.
2	<b>Vertical:</b>	Value Education Course
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	<b>Course Objectives:</b> By end of this course learners should: <ol style="list-style-type: none"><li>1. appreciate the different facets of environment and the natural world</li><li>2. understand the role of humans as agents of environmental degradation</li></ol>	
8	<b>Course Outcomes:</b> The learners shall be: <ol style="list-style-type: none"><li>1. sensitised about environmental issues and the need for conservation of environment</li><li>2. able to appreciate Environmental Science as a multi-disciplinary tool for conservation rather than merely a subject</li></ol>	

9	<p><b>Module 1: Understanding the environment (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>Environment:</b> Meaning, definition, nature, scope and its components; Human and environment relationship</li> <li><b>Ecosystem:</b> Definition, Components and types, Functioning and structure- Food Chain and Food Web, Ecological Pyramids, Biogeochemical cycles.</li> <li><b>Natural Resources:</b> Definition, importance, Classification, Resource utilisation, Importance of forest, water and energy as natural resources</li> <li><b>Biodiversity:</b> Definition, Types of biodiversity, Importance of biodiversity- Intrinsic and Utilitarian value; India as a Megadiverse nation; Biodiversity hotspots in India.</li> </ol> <p><b>Module 2: Environmental Degradation and Associated Problems (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>Rise in human population and urbanization:</b> Population- Definition, Causes and Impacts of population rise, Concept of Population density; Urbanisation- Definition causes and impacts, Concept of Urban Heat Island</li> <li><b>Pollution:</b> Causes and impacts of Air, Water, Land, Noise, Light pollution</li> <li><b>Climate Change and Global Warming:</b> Concept, Causes and impacts of Ozone depletion, Natural and human induced causes of Global warming and Climate Change and its implication for nature and society.</li> <li><b>Nature at risk:</b> Threats to biodiversity; Impacts of biodiversity loss; IUCN Red data list; Causes and impacts of resource depletion vis-à-vis forest, water and energy</li> </ol>
10	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>McKinney M.L. &amp; Schoch R.M., 1998: Environmental Science, Jones &amp; Bartlett Publishers, London</li> <li>Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi</li> <li>S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi</li> <li>Rajgopalan C (2015): Environmental Studies. Oxford University Press</li> <li>Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co.</li> <li>Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p</li> <li>Rao M N. &amp; Datta, A.K. 1987. Waste Water treatment. Oxford &amp; IBH Publ. Co. Pvt. Ltd. 345p.</li> <li>Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication</li> <li>Mhaskar A.K., Matter Hazardous, Techno-Science Publication</li> <li>Zimmerman W E (1972) Zimmerman's World Resources and Industries' Harper &amp; Row</li> </ol>
11	<p><b>Other Readings:</b></p> <ol style="list-style-type: none"> <li>Down to Earth, Centre for Science and Environment</li> <li>Census Handbooks Human Development Report-2019</li> <li>Provisional Population Totals Paper 1 of 2011 India, Office of the Registrar General &amp; Census Commissioner India. Product No. 00-001-2011-Cen-Book (E) 13 p.p</li> <li>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 <a href="http://hdr.undp.org/en/2020-report">http://hdr.undp.org/en/2020-report</a></li> </ol>
12	<p><b>Websites:</b></p> <ol style="list-style-type: none"> <li><a href="https://unfccc.int/">https://unfccc.int/</a></li> <li><a href="https://www.cbd.int/">https://www.cbd.int/</a></li> <li><a href="https://cpcb.nic.in">https://cpcb.nic.in</a></li> <li><a href="https://mpcb.gov.in">https://mpcb.gov.in</a></li> <li><a href="https://www.iucnredlist.org/">https://www.iucnredlist.org/</a></li> </ol>

<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>13</b>	<b>Continuous Evaluation through:</b>	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	10 Marks
		2. Class Test	10 Marks
		Total	20 Marks
<b>14</b>	<b>Format of Question Paper:</b>		
	Question Number	Nature of Questions	Maximum Marks
	1)	Attempt any THREE of the following: (From Module I)	15
	A.		
	B.		
	C.		
	D.		
	2)	Attempt any THREE of the following: (From Module II)	15
	A.		
	B.		
	C.		
	D.		

### Signatures of Team Members

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>
<b>1.</b>	Mr. Kaustubh Bhagat	

**As Per NEP 2020**

**Tolani College of  
Commerce  
(Autonomous)**



Knowledge is Supreme

**Title of the Course: Introduction to Bharatiya Gyan Parampara**

**Name of the Programmes:**

1. Bachelor of Commerce
2. Bachelor of Commerce (Management Studies)
3. Bachelor of Commerce (Accountancy & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)
6. Bachelor in Business Administration (Logistics)
7. Bachelor of Science (Information Technology)

**Semester I**

**Syllabus for 2 Credit Course**

**From the academic year- 2024-2025**

## Name of the Course: Introduction to Bharatiya Gyan Parampara

Sr. No.	Heading	Particulars
1	<b>Description of the course:</b>	The course is an introductory course to the Indian Knowledge System. The traditional and indigenous knowledge has been neglected for ages. The traditional Indian knowledge has strong scientific basis and can provide simplistic solutions to modern day problems. The course attempts to highlight the contribution of traditional Indian Knowledge System in different fields.
2	<b>Vertical:</b>	Indian Knowledge System
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	<b>Course Objectives:</b> By end of this course learners should be: <ol style="list-style-type: none"><li>1. introduced to the rich heritage of Indian Knowledge System</li><li>2. able to appreciate the contribution of traditional Indian knowledge</li></ol>	
8	<b>Course Outcomes:</b> The learners shall be able to: <ol style="list-style-type: none"><li>1. understand the Indian contribution to the various fields of knowledge</li><li>2. appreciate the ability of the traditional knowledge systems to provide simplistic solutions modern day problem</li></ol>	

9	<p><b>Module 1: Introduction to Bharatiya Gyan Parampara (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Introduction to Knowledge Systems-</b> Definition; Need for Knowledge Systems; Knowledge Systems in nature; Different types of Knowledge Systems- European- Greek and Roman, Islamic, Asian- Oriental and Indian.</li> <li><b>2. British Education System and India-</b> Macaulay Education System- Concept, Origin, Need and Impacts; Bell model of Education (Madras Monitorial System)- Concept, History, Connection with Indian Education System, Impacts of Madras Monitorial System on British Education System;</li> <li><b>3. Indian Knowledge System-</b> Definition; Corpus of Indian Knowledge System- Vedic and Non-Vedic; Classification of Indian Knowledge System; Indigenous Indian Knowledge; Characteristics of Indian Knowledge System.</li> <li><b>4. Philosophical Systems in Indian Knowledge System-</b> Concept of Philosophy; Different Philosophical approaches in Indian Knowledge Systems- Samkhya and Yoga, Nyaya and Vaisesika, Purva-Mimamsa and Vedanta, Charvaka, Jainism and Buddhism</li> </ol>
	<p><b>Module 2: Contribution of Indian Knowledge Systems (15 Hours)</b></p> <ol style="list-style-type: none"> <li><b>1. Contribution in the fields of polity and management-</b> Concept of raj dharma, Arthashastra- King and Amtya, Janapadas, Administrative set up by Ashoka</li> <li><b>2. Contribution in the fields of science and mathematics-</b> Mathematics: Algebra, Geometry, Pingala and binary system; Science: Chemistry, Astronomy; Architecture: Traditional Indian houses, Temple architecture, Rock-cut, Cave architecture; Nature and conservation: Concept of <i>Panchmahabut</i>, Water conservation, Weather prediction, Concept of sacred groves</li> <li><b>3. Contributions in the fields of health and wellness-</b> Ayurveda: Concept of health, Sapta dhatvah, tridosa and tri gunas; Indian games: Types of Indian games (Indoor- Chess, Chausar, Snake and ladder and Outdoor- Kho-kho, Kabaddi, Logori, Langadi), Games as means to physical and mental well-being; Yoga: Concept, Schools of Yoga, 26 Principles of Yoga, Ashtanga Yoga; Home remedies for minor ailments</li> <li><b>4. Contribution in the fields of arts and Literature-</b> Clay moulding, Stone carving, Wood carving; Nava Rasas; Music and musical instruments; Natya shashtra; Folk art forms</li> </ol>
10	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Binode Behari Dutt, Town planning in ancient India, Life Span Publishers &amp; Distributors</li> <li>2. Chopra Deepak, Perfect Health--Revised and Updated: The Complete Mind Body Guide, Harmony publication, 2001</li> <li>3. Kak, S.C. (1987). "On Astronomy in Ancient India", Indian Journal of History of Science, 22(3), pp. 205–221.</li> <li>4. Kapoor Kapil, Singh Avadhesh (2021). "Indian Knowledge Systems Vol – I &amp; II", Indian Institute of Advanced Study, Shimla, H.P.</li> <li>5. Mahadevan, B., Bhat Vinayak Rajat, Nagendra Pavana R.N. (2022), "Introduction to Indian Knowledge System: Concepts and Applications", PHI Learning Private Ltd. Delhi.</li> <li>6. Patnaik Naveen The Garden of Life: An Introduction to The Healing Plants of India Doubleday (1 October 1993)</li> <li>7. Prajananda Swami, Histroy of Indian Music, Ram Krishna vedanta math, Kolkata</li> </ol>
11	<p><b>Websites:</b></p> <ol style="list-style-type: none"> <li>1. <a href="http://www.sacredland.org/sacred-groves-of-india/">www.sacredland.org/sacred-groves-of-india/</a></li> <li>2. <a href="http://www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm">www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm</a></li> <li>3. <a href="https://iksindia.org/">https://iksindia.org/</a></li> </ol>

<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>	
<b>13</b>	<b>Continuous Evaluation through:</b>	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	10 Marks
		2. MCQ Based Test	10 Marks
		<b>Total</b>	<b>20 Marks</b>
<b>14</b>	<b>Format of Question Paper:</b>		
	<b>Question Number</b>	<b>Nature of Questions</b>	<b>Maximum Marks</b>
	1)	Attempt any THREE of the following: (From Module I)	15
	A.		
	B.		
	C.		
	D.		
	2)	Attempt any THREE of the following: (From Module II)	15
	A.		
	B.		
	C.		
	D.		

### Signatures of Team Members

<b>Sr. No.</b>	<b>Name</b>	<b>Signature</b>
<b>1.</b>	Mr. Kaustubh Bhagat	
<b>2.</b>	Ms. Varada Trivedi	
<b>3.</b>	Ms. Ranjeeta Prajapati	