

AC –
Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



Knowledge is Supreme

Title of the Course: Principles of Management

Programme: Bachelor of Commerce (Management Studies) Semester-I

Syllabus for 4 credits

From the academic year 2024 - 2025

Name of the Course: Principles of Management

Sr. No.	Heading	Particulars
1	Description the course:	The course provides an overview of management and its evolution. It examines management functions of planning, organizing, leading, and controlling and its impact on the business organisation. It discusses necessary skills and functions required for efficient manager in contemporary business environment. Overall, it enables students to analyze and understand changing business environment, and the role of ethics, social responsibility and environmental issues in contemporary business environment.
2	Vertical:	Major
3	Type:	Theory
4	Credit:	4 credits
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	Course Objectives: <ol style="list-style-type: none"> 1. To develop a comprehensive understanding for the learners about the nature of management, including the levels of management and approaches to management. 2. To acquaint the learners with the context of organisational management like planning, decision making and delegation of authority. 3. To understand various functions of management like organizing, departmentation and directing. 4. To familiarise learners with the various concepts of management like leadership, coordination and controlling and also learn the recent trends in management. 	
8	Course Outcomes: <ol style="list-style-type: none"> 1. Learners will be able to demonstrate an understanding of the nature of management, enabling them to analyze and apply different management theories and practices in organisational contexts effectively. 2. Learners will be able to summarize the concepts of planning, decision-making, and delegation of authority signifying the ability to formulate strategic plans, make informed decisions, and effectively delegate tasks and responsibilities within a managerial role. 3. Learners will utilize the functions of management, including organizing, departmentation, and directing, to efficiently structure and manage organisational resources, tasks, and personnel, ensuring optimal performance and achievement of organisational objectives. 4. Learners will identify key management concepts such as leadership, coordination, and controlling in organisational settings and implementation of control mechanisms to ensure organisational success including sustainable business practices. 	

9	Modules
	Module 1: Nature of Management (15 Hours)
	<ul style="list-style-type: none"> • Introduction to Management: Meaning and Definitions of management, Features of management and Importance of management. • Interdisciplinary Nature of Management: Management as an Art - Features, Management as Science – Features and Management as a Profession – Features. • Levels of Management: Hierarchy of managerial positions – three levels, Roles and Managerial Skills by Professor Robert Katz, The Blake and Mouton Managerial Grid. • Approaches to Management: Techniques of Scientific Management by Frederick Taylor, 14 Principles of Management by Henri Fayol and Contingency Approach of Management.
	Module 2: Planning, MBO, Decision Making and Delegation of Authority (15 Hours)
	<ul style="list-style-type: none"> • Planning: Meaning and definition of Planning, Elements of Planning and Steps in Planning. • Management by Objectives (MBO) by Peter Drucker: Meaning and Assumption, Benefits of management by objective and Limitations of management by objective. • Decision Making: Importance of Decision-making, Decision-making process and Decision-making techniques – Programmed and Non-programmed. • Delegation of Authority: Importance of delegation, three elements of delegation and Principles of effective delegation.
	Module 3: Organising, Departmentation, Approaches and Directing (15 Hours)
	<ul style="list-style-type: none"> • Organising: Meaning of Organising, Organising structure (Formal and Informal organisation, Line and Staff and Matrix organisation) – meaning, advantages and disadvantages. • Departmentation: Meaning, Importance and Bases of departmentation. • Approaches to Organisational Management: Factors of Span of Control, Advantages and Disadvantages of Centralization and Decentralization. • Directing: Meaning, Importance and Principles of direction
	Module 4: Leadership, Coordination, Controlling and Recent Trends (15 Hours)
	<ul style="list-style-type: none"> • Leadership: Meaning and Features of leadership, Various Leadership styles and Qualities of a good leader. • Coordination: Concept and Importance of Coordination, Coordination- The Essence of management and Techniques of effective coordination. • Controlling: Meaning and Importance of Controlling, Process of Controlling and Techniques of Controlling – Traditional and Modern. • Sustainable Business Practices: Green Management – Different Methods and Emerging Green trends, Corporate Social Responsibility – Importance and latest trends.

10	References: <ul style="list-style-type: none"> • Dr. Rinkesh Chheda and Divya Thakur, Principles of Management, Himalaya Publishing House, 3rd edition, 2022. • Y.K Bhushan, Fundamentals of Business & Management, Sultan Chand & Sons, 2016. • V.S.P Rao, Management: Text & Cases, Excel Books, 2nd Revised edition, 2022. • Dr. Neeru Vasishth and Dr. Vibhuti Vasishth, Principles of Management, Taxmann Publications Pvt. Ltd., 1st edition, 2022 • Stephen P. Robbins, Mary Coulter and David Cenzo, Fundamentals of Management, Pearson Education India, 9th edition, 2016. • Angelo Kinicki and Brian K. Williams, Management, McGraw-Hill Education, 9th edition, 2020. 																
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%															
12	Continuous Evaluation through: (40 Marks) <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Component</th> <th style="text-align: center;">Total Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/Case Studies</td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td>2) Assignment/Presentation/ /Project</td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td>3)Objective Questions</td> <td style="text-align: center;">10 Marks</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">40 Marks</td> </tr> </tbody> </table> <p><i>Note: Learner must be Present in all the three exam components of Continuous Evaluation.</i></p>		Component	Total Marks	1)Assignment/Case Studies	15 Marks	2) Assignment/Presentation/ /Project	15 Marks	3)Objective Questions	10 Marks	Total	40 Marks					
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2) Assignment/Presentation/ /Project	15 Marks																
3)Objective Questions	10 Marks																
Total	40 Marks																
14	Format of Question Paper: for the final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 60 Duration:2 Hour <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Q. No.</th> <th style="width: 70%;">Particular</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Q-1</td> <td> Attempt any TWO the following: (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td style="text-align: center;">Q-2</td> <td> Attempt any TWO the following: (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td style="text-align: center;">Q-3</td> <td> Attempt any TWO the following: (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td style="text-align: center;">Q-4</td> <td> Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td style="text-align: center;">15 Marks</td> </tr> </tbody> </table>		Q. No.	Particular	Marks	Q-1	Attempt any TWO the following: (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-2	Attempt any TWO the following: (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-3	Attempt any TWO the following: (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-4	Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks
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Q-4	Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks															

	Note: Any of the full length question of 7.5 Marks can be a case study.
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**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Ms. Reshma Rajput	
2.	Ms. Shalini Clayton	
3.	Mr. Vedant Kajbaje	
4.		
5.		

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As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

Title of the Course: Foundation of Human Skills

Programme: Bachelor of Commerce (Management Studies) Semester-I

Syllabus for 2 credits

From the academic year-2024-2025

Name of the Course: Foundation of Human Skills

Sr. No.	Heading	Particulars
1	Description the course :	Learners will acquire the essential abilities needed to thrive in various personal and professional contexts. These skills enable individuals to communicate effectively, collaborate with others, manage their emotions and relationships, and adapt to changing situations. Understanding human skills helps people confidently handle social interactions, form strong connections with others, and reach their goals faster and more effectively
2	Vertical :	Major
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives:	<ol style="list-style-type: none"> 1. To comprehend the concept of individual behaviour, attitude, Johari window and learning, 2. To understand organisational culture, organisational change & creativity and organisational development.
8	Course Outcomes:	<ol style="list-style-type: none"> 1. Learners will be able to understand the factors contributing to individual differences, personality and attitude, Johari window, perception and team effectiveness. 2. Learners will acquire knowledge of organisational culture, organisational change & creativity and organisational development.

9	Module: 1 Understanding of Human Nature (15 Hours)	
	<ul style="list-style-type: none"> • Individual Behaviour: Concept of a human, individual differences, factors affecting individual differences and Influence of environment. • Attitude: Meaning, Features, Components (Cognitive, Affective and Behavioural), Functions (Knowledge, Value expressive, Self-esteem, Impression, Motivation and Ego-defensive) Ways of changing Attitudes-Providing new information, Fear, Persuasion, Co-opting approach and influence of friends and peers) and Concept of understanding self through Johari Windows. • Learning: Meaning, Characteristics, Theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence: meaning, factors and types (Spiritual Quotient, Emotional Quotient, Intelligence Quotient.) 	
	Module 2: Understanding Organisational Culture, Organisational Change and Creativity and Organisational Development (15 Hours)	
	<ul style="list-style-type: none"> • Organisational Culture: Characteristics of organisational culture. Types, functions and barriers of organisational culture and Ways of creating and maintaining effective organisation culture. • Organisational Change and Creativity: Meaning, Features, Kurt Lewins Model of Organisational Change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making and what is creative problem solving? • Organisational Development: Meaning, Need, Techniques <p>Stress: Meaning, Causes, Consequences and Organisational approaches to dealing Job Stress.</p>	
10	References: <ul style="list-style-type: none"> • Aswathappa, K. al Behaviour. Himalaya Publishing House, 2017. • Fred Luthans et. al, Organisational Behaviour. Information Age Publishing, 2021. • Harold Koontz, Essentials of Management. Tata McGrawhill, 2020. • John W. Newstrom and Keith Davis. al Behaviour. Tata McGrawhill, 2001. • Kathrin Deshotels. Emotional Intelligence 2.0. Ingram Spark, 2020. • Stephen P.Robbins et. al, Organisational Behaviour. Pearson 2023. 	
11	Internal Continuous Assessment: 40%	Semester End Examination : 60%

12	Continuous Evaluation through: <table border="1" data-bbox="370 268 979 506"> <thead> <tr> <th data-bbox="370 268 748 310">Component</th> <th data-bbox="748 268 979 310">Total Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 310 748 426">1)Assignment/Case Studies / Presentation/ /Project</td> <td data-bbox="748 310 979 426">10 Marks</td> </tr> <tr> <td data-bbox="370 426 748 468">2)Objective Questions</td> <td data-bbox="748 426 979 468">10 Marks</td> </tr> <tr> <td data-bbox="370 468 748 506">Total</td> <td data-bbox="748 468 979 506">20 Marks</td> </tr> </tbody> </table> <p data-bbox="300 520 1485 562"><i>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</i></p>			Component	Total Marks	1)Assignment/Case Studies / Presentation/ /Project	10 Marks	2)Objective Questions	10 Marks	Total	20 Marks			
Component	Total Marks													
1)Assignment/Case Studies / Presentation/ /Project	10 Marks													
2)Objective Questions	10 Marks													
Total	20 Marks													
13	Format of Question Paper: for the final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour													
	<table border="1"> <thead> <tr> <th data-bbox="467 735 557 814">Question Number</th> <th data-bbox="557 735 1369 814">Particular</th> <th data-bbox="1369 735 1554 814">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="467 814 557 961">Q-1</td> <td data-bbox="557 814 1369 961"> Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question </td> <td data-bbox="1369 814 1554 961">10</td> </tr> <tr> <td data-bbox="467 961 557 1157">Q-2</td> <td data-bbox="557 961 1369 1157"> Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question </td> <td data-bbox="1369 961 1554 1157">10</td> </tr> <tr> <td data-bbox="467 1157 557 1377">Q-3</td> <td data-bbox="557 1157 1369 1377"> Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2) </td> <td data-bbox="1369 1157 1554 1377">10</td> </tr> </tbody> </table>	Question Number	Particular	Marks	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10	
Question Number	Particular	Marks												
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10												
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10												
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10												
<p data-bbox="310 1381 1084 1423"><i>Note: Any of the short notes of 5 Marks can be a case study.</i></p>														

**Signatures of Team
Members**

Sr.No	Name	Signature
1.	Ms. Shalini Clayton	
2.	Ms. Reshma Rajput	
3.	Mr. Vedant Kajbaje	
4.		
5.		

AC
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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	Description of the course:	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	Vertical:	Open Elective
3	Type:	Theory
4	Credit:	4 Credits
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks Continuous Evaluation: 40 Semester-End: 60
7	Learning Objectives	<ul style="list-style-type: none"> • 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. • To disseminate knowledge on copyrights and trade secrets and its related rights and registration aspects • To disseminate knowledge on patents, patent regime in India and abroad and registration aspects

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

	Publishing. 1 st Edition 2015. ISBN: 9789350355985.		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through:		
	Sub-components	Maximum Marks	Conditions for passing
	1) 1 st Project/ Report work	10	a) A learner must be present for each of the sub-components.
	2) 2 nd 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	
13	Format of question paper Maximum Marks: 60 Duration: 2 Hour. All Questions are Compulsory Carrying 15 Marks each.		
	Question No	Particular	Marks
	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	Description the course:	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	Vertical:	Open Electives
3	Type:	Theory
4	Credit:	4 credits
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	Course Objectives: By end of this course learners should be: <ol style="list-style-type: none">1. introduced to the world of plants2. able to understand the propagation mechanism in plants3. able to understand adaptations in plants4. able to understand the role of plants in environment	
8	Course Outcomes: The learners shall be able to: <ol style="list-style-type: none">1. identify various types of plants by observing the parts of the plants2. appreciate the methods plants employ to spread across the globe3. appreciate the survival instincts in plants4. appreciate the role of plants as indicator species	

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

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

13	Internal Continuous Assessment: 40%	Semester End Examination: 60%																											
14	Continuous Evaluation through:	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																										
		Total	40 marks																										
15	Format of Question Paper:																												
	<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																											
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2)	Attempt any THREE of the following: (From Module II)	15																											
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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>Description of the course :</p> <p>Including but not limited to :</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	Vertical :	Open Elective
3	Type :	Theory
4	Credit :	4 credits
5	Hours Allotted :	60 Hours
6	Marks Allotted :	100 Marks Continuous Evaluation 40 marks and Semester End Examination 60 marks
7	<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To recognize and define basic literary terms used in Modern British English Literature 2. To gain a foundational understanding of literary concepts. 3. To analyse major literary works across eras 4. To foster an appreciation for reading as a pleasurable and enriching activity. 	
8	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. Ability to recognize and define basic literary terms commonly used in Modern British English Literature. 2. Understand fundamental literary concepts, providing them with a framework for advanced literary analysis. 3. Develop critical analysis skills through the exploration of major works 4. Ability to analyse themes, historical context, and cultural influences in Modern British English Literature. 	

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

11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (40 marks)	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-compon ents
13	Format of SEE Question Paper: (60 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	Q-2	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	Q-3	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks
	Q-4	Answer in Detail: (attempt any 3 of 4) a) b) c) d)	15 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Ms. Jacinta Ashita Tigga	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

Title of the Course: Office Management Semester I

	Programmes:
1	Bachelor of Commerce (B.Com)
2	Bachelor of Commerce (Management Studies) (BMS)

Syllabus for 2 credits

From the academic year- A.Y. 2024 - 2025

Name of the Course: Office Management

Sr. No.	Heading	Particulars
1	Description the course:	The course will provide learners with the knowledge and skills to manage general office activities such as data, files and records, payroll, space management, office communications, and facility management. The role of office management is multifaceted, encompassing various functions such as planning, organizing, coordinating, and controlling.
2	Vertical:	Vocational Skill Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: <ol style="list-style-type: none">1. To familiarize learners with the idea and key aspects of Office Management and understand modern Office Management.2. To introduce fundamentals of filing systems and master the classification Techniques for files.	
8	Course Outcomes: <ol style="list-style-type: none">1. Learners will be able to demonstrate an understanding of Office Management concepts and apply modern Office Management functions.2. Learners will be able to confirm proficiency in indexing types, design an efficient filing systems and Office Mechanization.	

	Modules
9	Module 1: Overview of Office Management and Filing (15 Hours)
	<ul style="list-style-type: none"> • Introduction: Concept of office management and Key aspects of office management. • Modern office management: Concept and Functions (Basic and Administrative) • Categories of Office: Requirement of office for achieving goals and Types of Office (Front office, Middle Office, Electronic Office, Virtual Office, Back Office). • Filing: Definition, Importance of Filing system and Characteristics of a good filing system
	Module 2: Filing Equipment and Indexing (15 Hours)
	<ul style="list-style-type: none"> • Classification of Files: Alphabetical Classification, Numerical Classification, Geographical Classification, Subject Classification and Chronological Classification. • Aspects of Indexing: Concept and Essentials of Good Indexing system and Types of Indexes. • Classification of Filing: Steps in planning the filing system and types of filing equipment. • Office Mechanization: Concept and Objectives of Office Mechanization and Types of Office Machines.

10	<p>References:</p> <ul style="list-style-type: none"> • R.C. Bhatia, Principles of Office Management, Lotus Press, 1st edition, 2019. • Dr. R.K. Chopra and Priyanka Gauri, Office Management, Himalaya Publishing House, 17th Edition 2022. • Dr. Kumar Mohapatra et al., Modern Office Management, Himalaya Publishing House, 2nd Edition 2019. • Dr. I.M. Sahai, Office Management, Sahitya Bhawan Publications, 1st edition 2019. 													
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%												
12	<p>Continuous Evaluation through:</p> <table border="1" data-bbox="397 678 1230 877"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/Case Studies/ Presentation/ /Project</td> <td>10</td> </tr> <tr> <td>2) MCQ Based Test</td> <td>10</td> </tr> <tr> <td>Total</td> <td>20</td> </tr> </tbody> </table> <p>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</p>		Sub-components	Maximum Marks	1)Assignment/Case Studies/ Presentation/ /Project	10	2) MCQ Based Test	10	Total	20				
Sub-components	Maximum Marks													
1)Assignment/Case Studies/ Presentation/ /Project	10													
2) MCQ Based Test	10													
Total	20													
13	<p>Format of Question Paper: in final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour</p> <table border="1" data-bbox="300 1161 1573 1801"> <thead> <tr> <th>Question Number</th> <th>Particular</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Q-1</td> <td>Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question</td> <td>10</td> </tr> <tr> <td>Q-2</td> <td>Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question</td> <td>10</td> </tr> <tr> <td>Q-3</td> <td>Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)</td> <td>10</td> </tr> </tbody> </table> <p>Note: Any of the short notes of 5 Marks can be a case study.</p>		Question Number	Particular	Marks	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10
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Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10												

**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Ms. Reshma Rajput	
2.	Ms. Shalini Clayton	
3.	Mr. Vedant Kajbaje	
4.		
5.		

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- 2025-2026

Name of the Course: Foundation Course- I

Sr. No.	Heading	Particulars
1	Description the course:	The course is designed to enhance the understanding about human rights as well as issues regarding their violations and remedial measures. The course also deals with human rights in the contemporary context of cyber world and Artificial Intelligence (AI)
2	Vertical:	Skill Enhancement Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should be: 1. sensitised about various types of human rights violations and redressal mechanisms for the same. 2. aware about violation of rights in cyber world.	
8	Course Outcomes: The learners shall be able to understand: 1. the various types of human rights violations. 2. Issues associated with cyber world.	

9	<p>Module 1: Human Rights and India (15 Hours)</p> <ol style="list-style-type: none"> 1. Introduction to Human rights: Concept of Human Rights, Classification of human rights, Origin and evolution of human rights, The Universal Declaration of Human Rights. 2. Violation of rights of vulnerable groups: Definition of vulnerable groups; Vulnerable groups in India, Forms of violation of rights of vulnerable groups; Violation of human rights with reference to women, children person with Disability, and Elderly; LGBTQ and Abolishment of Article 377 3. Redressal mechanisms for violation of rights of vulnerable groups: Commissions for protection of rights of women, children person with Disability, Elderly; Vishakha Guidelines against Sexual Harassment at work place 4. Violation of Human rights in contemporary India: Online harassment; Freedom of Speech and Expressions; Social media and Misinformation; Privacy Rights; Digital Divide; Surveillance and Law Enforcement; Internet Shutdowns <p>Module 2: Cyber Security in Indian context (15 Hours)</p> <ol style="list-style-type: none"> 1. Introduction to cyber security: Introduction to Cyberspace, Internet and worldwide web; Regulation of cyber space; Concept of cybersecurity; Issues and Challenges of cybersecurity 2. Cybercrime and Cyber Act: Definition and Types of Cybercrimes- cybercrime targeting computers and mobiles, cybercrime against women and children, financial frauds, social engineering attacks, malware and ransomware attacks; Modus operandi of Cyber criminals, IT Act 2000 and its Amendments. 3. Social media and Security: Introduction to Social media; Types of Social media platforms; Social media monitoring- Hashtag, Viral content, Social media marketing, Social media privacy; Challenges and opportunities in online social network. 4. Remedial Measures for Cybercrime: Organisations dealing with Cybercrime and Cyber security in India; End Point device and Mobile phone security, Password policy, Wi-Fi security; Significance of host firewall and Anti-virus; Flagging and reporting of inappropriate content, Laws regarding posting of inappropriate content; RBI guidelines on digital payments and customer protection in unauthorized banking transactions.
10	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Ahuja Ram, Social Problems in India, Rawat Pub (2014) 2. Azad Naseem, Gupta R, Social and Economic Problems in India, Pub (2011) 3. Bakshi P M The Constitution of India, 2011 4. Belapure Sumit and Godbole Nina Cyber Security Understanding Cyber Crimes, Computer Forensics and Legal Perspectives, Wiley India Pvt. Ltd. 5. Bhat L, Regional Inequalities in India SSSRD- New Delhi 6. Kothari Rajani Politics in India, Orient Blackswan 7. Pandey Vinita, Indian Society and Culture, Rawat Pub (2021) 8. Oliver Henry A., Security in the Digital Age: Social Media Security Threats and Vulnerabilities, Create Space Independent Publishing Platform. 9. Rajagopalan S Rural, Urban Migration: Trends, challenges & Strategies, ICFAI- 2012 10. Venkataramanan Natraj and Shriram Ashwin, Data Privacy Principles and Practice, CRC Press.
11	<p>Other Readings:</p> <ol style="list-style-type: none"> 1. National Humana rights commission- disability Manual

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://ncw.nic.in/>
6. <https://mscw.org.in/>
7. <https://ncsc.nic.in/>
8. <https://ncst.nic.in/>
9. <https://jsa.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://jsa.maharashtra.gov.in/en/commissioner-persons-disability>
14. <https://www.ncsc.gov.ph/>
15. <https://jsa.maharashtra.gov.in/en/legal-provision-sr-citizen>

13	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
14	Continuous Evaluation through:	Class test or Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	20 marks
15	Format of Question Paper:		
	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.	Mr. Kaustubh Bhagat	
2.	Ms. Ranjeeta Prajapati	
3.	Ms. Pooja Joshi	
4.	Ms. Varada Trivedi	

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	Description of the course : Including but not limited to :	Communication Skills in English will enable the learners to comprehend and understand effective business communication. Communication theory, workplace channels, ethical considerations and various communication barriers.
2	Vertical :	Ability Enhancement Course
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	Course Objectives: <ol style="list-style-type: none"> 1. To provide an overview of Prerequisites to Business Communication skills 2. To enable learners to craft effective content and refine their listening and reading skills essential for a productive professional life 	
8	Course Outcomes: <ol style="list-style-type: none"> 1. Ability to identify and articulate the key prerequisites necessary for effective business communication. 2. Ability to draft coherent and purposeful written content, showcasing refined listening and reading skills applicable to various professional contexts. 	

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

10	Reference Books: <ul style="list-style-type: none"> ● Green, Andy. Effective Personal Communication Skills for Public Relations. 10 Jan. 2010. ● Huang, Li-Shih. Academic Communication Skills: Conversation Strategies for International Graduate Students. 2010. ● Raman, Meenakshi, and Sangeeta Sharma. Technical Communication: Principles and Practice. 2nd ed., Oxford University Press, 2011. ● St. John, Walter, and Ben Haskell. Essential Communication Skills for Managers. 2017 ● Raman, Meenakshi, and Prakash Singh. Business Communication. Second edn, OUP, 2012. 		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (20 marks)	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	Format of SEE Question Paper: (30 marks)		
	Question No.	Nature of Question	Maximum Marks
	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. Or a) Case Study b) Rewrite the provided passage using 7 C's of communication	10 Marks 5 marks 5 marks

Signatures of Team Members

Sr.No.	Name	Signature
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	Description the course:	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	Vertical:	Value Education Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should: <ol style="list-style-type: none">1. appreciate the different facets of environment and the natural world2. understand the role of humans as agents of environmental degradation	
8	Course Outcomes: The learners shall be: <ol style="list-style-type: none">1. sensitised about environmental issues and the need for conservation of environment2. able to appreciate Environmental Science as a multi-disciplinary tool for conservation rather than merely a subject	

9	<p>Module 1: Understanding the environment (15 Hours)</p> <ol style="list-style-type: none"> Environment: Meaning, definition, nature, scope and its components; Human and environment relationship Ecosystem: Definition, Components and types, Functioning and structure- Food Chain and Food Web, Ecological Pyramids, Biogeochemical cycles. Natural Resources: Definition, importance, Classification, Resource utilisation, Importance of forest, water and energy as natural resources Biodiversity: Definition, Types of biodiversity, Importance of biodiversity- Intrinsic and Utilitarian value; India as a Megadiverse nation; Biodiversity hotspots in India. <p>Module 2: Environmental Degradation and Associated Problems (15 Hours)</p> <ol style="list-style-type: none"> Rise in human population and urbanization: Population- Definition, Causes and Impacts of population rise, Concept of Population density; Urbanisation- Definition causes and impacts, Concept of Urban Heat Island Pollution: Causes and impacts of Air, Water, Land, Noise, Light pollution Climate Change and Global Warming: 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. Nature at risk: Threats to biodiversity; Impacts of biodiversity loss; IUCN Red data list; Causes and impacts of resource depletion vis-à-vis forest, water and energy
10	<p>Reference Books:</p> <ol style="list-style-type: none"> McKinney M.L. & Schoch R.M., 1998: Environmental Science, Jones & Bartlett Publishers, London Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi Rajgopalan C (2015): Environmental Studies. Oxford University Press Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p 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 Mhaskar A.K., Matter Hazardous, Techno-Science Publication Zimmerman W E (1972) Zimmerman's World Resources and Industries' Harper & Row
11	<p>Other Readings:</p> <ol style="list-style-type: none"> Down to Earth, Centre for Science and Environment Census Handbooks Human Development Report-2019 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 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
12	<p>Websites:</p> <ol style="list-style-type: none"> https://unfccc.int/ https://www.cbd.int/ https://cpcb.nic.in https://mpcb.gov.in https://www.iucnredlist.org/

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
13	Continuous Evaluation through:	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
14	Format of Question Paper:		
	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.	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	Description of the course:	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	Vertical:	Indian Knowledge System
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should be: <ol style="list-style-type: none">1. introduced to the rich heritage of Indian Knowledge System2. able to appreciate the contribution of traditional Indian knowledge	
8	Course Outcomes: The learners shall be able to: <ol style="list-style-type: none">1. understand the Indian contribution to the various fields of knowledge2. appreciate the ability of the traditional knowledge systems to provide simplistic solutions modern day problem	

9	<p>Module 1: An Overview of Bharatiya Gyan Parampara (15 Hours)</p> <ol style="list-style-type: none"> 1. Introduction to Knowledge Systems- Definition; Need for Knowledge Systems; Knowledge Systems in nature; Different types of Knowledge Systems- European- Greek and Roman, Islamic, Asian- Oriental and Indian. 2. British Education System and India- 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; 3. Indian Knowledge System- Definition; Framework of Indian Knowledge System; Corpus of Indian Knowledge System- Vedic and Non-Vedic; Indigenous Indian Knowledge; Characteristics of Indian Knowledge System. 4. Philosophical Systems in Indian Knowledge System- Concept of Philosophy; Different Philosophical approaches in Indian Knowledge Systems- Samkhya and Yoga, Nyaya and Vaisesika, Purva-Mimamsa and Vedanta, Charvaka, Jainism and Buddhism
	<p>Module 2: Contribution of Indian Knowledge Systems (15 Hours)</p> <ol style="list-style-type: none"> 1. Contribution in the fields of polity and management- Concept of raj dharma, Arthashastra- King and Amtya, Janapadas, Administrative set up by Ashoka 2. Contribution in the fields of science and mathematics- 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 3. Contributions in the fields of health and wellness- 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 4. Contribution in the fields of arts and Literature- Clay moulding, Stone carving, Wood carving; Nava Rasas; Music and musical instruments; Natya shashtra; Folk art forms
10	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Binode Behari Dutt, Town planning in ancient India, Life Span Publishers & Distributors 2. Chopra Deepak, Perfect Health--Revised and Updated: The Complete Mind Body Guide, Harmony publication, 2001 3. Kak, S.C. (1987). "On Astronomy in Ancient India", Indian Journal of History of Science, 22(3), pp. 205–221. 4. Kapoor Kapil, Singh Avadhesh (2021). "Indian Knowledge Systems Vol – I & II", Indian Institute of Advanced Study, Shimla, H.P. 5. Mahadevan, B., Bhat Vinayak Rajat, Nagendra Pavana R.N. (2022), "Introduction to Indian Knowledge System: Concepts and Applications", PHI Learning Private Ltd. Delhi. 6. Patnaik Naveen The Garden of Life: An Introduction to The Healing Plants of India Doubleday (1 October 1993) 7. Prajananda Swami, Histroy of Indian Music, Ram Krishna vedanta math, Kolkata
11	<p>Websites:</p> <ol style="list-style-type: none"> 1. www.sacredland.org/sacred-groves-of-india/ 2. www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm 3. https://iksindia.org/

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
13	Continuous Evaluation through:	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
14	Format of Question Paper:		
	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.	Mr. Kaustubh Bhagat	
2.	Ms. Varada Trivedi	
3.	Ms. Ranjeeta Prajapati	