

AC –
Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



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: 1. To develop a comprehensive understanding among learners about the nature, levels, and approaches of management along with classical management theories. 2. To acquaint learners with planning, Management by Objectives (MBO), decision-making, and delegation of authority as important managerial functions. 3. To familiarize learners with organising structures, departmentation, organisational approaches, and directing as essential functions of management. 4. To develop understanding among learners about leadership, coordination, controlling, and sustainable business practices in modern management.	
8	Course Outcomes: 1. Learners will be able to explain and analyze the concepts, levels, roles, skills, and approaches of management in organisational settings effectively. 2. Learners will be able to apply planning, decision-making, MBO, and delegation techniques for effective managerial functioning and organisational efficiency. 3. Learners will be able to examine and apply organising, departmentation, directing, and organisational management approaches for effective resource utilization. 4. Learners will be able to evaluate leadership styles, coordination techniques, controlling mechanisms, and sustainable business practices for organisational success.	

9	Modules
	Module 1: Nature of Management (15 Hours)
	• 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)
	• 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)
	• 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)
	• 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: • 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"><thead><tr><th>Component</th><th>Total Marks</th></tr></thead><tbody><tr><td>1)Assignment/Case Studies</td><td rowspan="4">40 Marks</td></tr><tr><td>2) Assignment/Presentation/ /Project</td></tr><tr><td>3)Class Test</td></tr><tr><td>Total</td></tr></tbody></table> <i>Note: Learner must be Present in all the three exam components of Continuous Evaluation.</i>		Component	Total Marks	1)Assignment/Case Studies	40 Marks	2) Assignment/Presentation/ /Project	3)Class Test	Total								
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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"><thead><tr><th>Q. No.</th><th>Particular</th><th>Marks</th></tr></thead><tbody><tr><td>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>15 Marks</td></tr><tr><td>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>15 Marks</td></tr><tr><td>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>15 Marks</td></tr><tr><td>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>15 Marks</td></tr></tbody></table> Note: Any of the full length question of 7.5 Marks can be a case study.		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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**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Dr.Sadhana Venkatesh	
2.	Ms.Shalini Clayton	
3.	Ms. Ashiyana Shaikh	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



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: 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: 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)	
	• 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)	
	• 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 Stress: Meaning, Causes, Consequences and Organisational approaches to dealing Job Stress.	
10	References: • 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><tr><td>Component</td><td>Total Marks</td></tr><tr><td>1)Assignment/Case Studies / Presentation/ /Project</td><td rowspan="3">20 Marks</td></tr><tr><td>2)Class Test</td></tr><tr><td>Total</td></tr></table> <i>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</i>	Component	Total Marks	1)Assignment/Case Studies / Presentation/ /Project	20 Marks	2)Class Test	Total						
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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. Shalini Clayton	

As Per NEP 2020

Tolani College of Commerce
(Autonomous)



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 - 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	

	To make the learners aware about current trends in IPR.
8	Learning Outcomes Enables the learners to - 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	Syllabus Module.1. Introduction To Intellectual Property and Trade Mark (15 Hours) 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. Module.2. Copyright and Trade Secrets (15 Hours) 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. Module.3. Patent Rights (15 Hours) 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? Module.4. New Developments of Intellectual Property (15 Hours) - 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	References 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 a) A learner must be present for each of the sub-components.
	1) 1 st Project/ Report work	10	
	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 All Questions are Compulsory Carrying 15 Marks each. Duration: 2 Hour.		
	Question No	Particular	Marks
	Q-1	(From Module I) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-2	(From Module II) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-3	(From Module III) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks
	Q-4	(From Module IV) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks

Signature/s of Team Member/s

Sr.No	Name	Signature
1.	Dr. Hema Mehta	

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	Description of the course : Including but not limited to :	This course delves into Modern British English Literature, introducing students to fundamental literary terms. Identification, comprehension, and influence on the writing of that era
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	Course Objectives: 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	Course Outcomes: 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)
	Introduction to Literature and Literary Terms: ▶ 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)
	The Early 20th Century and World Wars: ▶ 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)
	Post-War British Fiction and Drama: ▶ 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)
	Contemporary British Literature: ▶ Discussion on current trends and emerging voices ▶ Paula Hawkins: "The Girl on the Train" ▶ J.K. Rowling: Selections from the "Harry Potter" series
10	Secondary Reading List: ● "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-components
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)



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: 1. To familiarize learners with the concepts, functions, and categories of office management along with the importance of filing systems in organisations. 2. To acquaint learners with filing classifications, indexing systems, filing equipment, and office mechanization for efficient office administration.	
8	Course Outcomes: 1. Learners will be able to explain and apply the concepts of office management, office functions, office categories, and filing systems for effective office administration. 2. Learners will be able to examine filing classifications, utilize indexing techniques, and apply office mechanization tools for systematic office operations and record management.	

	Modules
9	Module 1: Overview of Office Management and Filing (15 Hours)
	• 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)
	• 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	References: • 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													
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**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Ms. Shalini Clayton	
2.	Ms. Ashiyana Shaikh	

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. 04

As Per NEP 2020

Tolani College of Commerce (Autonomous)



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 (Accounting & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)
6. Bachelor of Commerce (Logistics)
7. Bachelor of Commerce (Taxation and Auditing)
8. Bachelor of Science (Information Technology)
9. Bachelor of Science (Data Science)
10. Bachelor of Science (Artificial Intelligence and Machine Learning)

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	Module 1: Human Rights and India (15 Hours) 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 Module 2: Cyber Security in Indian context (15 Hours) 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	Reference Books: 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	Other Readings: 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://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>

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: <table border="1"> <thead> <tr> <th colspan="2">Question Number</th><th>Nature of Questions</th><th>Maximum Marks</th></tr> </thead> <tbody> <tr> <td rowspan="5">1.</td><td></td><td>Attempt any THREE of the following: (From Module I)</td><td rowspan="5">15</td></tr> <tr><td>A.</td><td></td></tr> <tr><td>B.</td><td></td></tr> <tr><td>C.</td><td></td></tr> <tr><td>D.</td><td></td></tr> <tr> <td rowspan="5">2.</td><td></td><td>Attempt any THREE of the following: (From Module II)</td><td rowspan="5">15</td></tr> <tr><td>A.</td><td></td></tr> <tr><td>B.</td><td></td></tr> <tr><td>C.</td><td></td></tr> <tr><td>D.</td><td></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.		D.		2.		Attempt any THREE of the following: (From Module II)	15	A.		B.		C.		D.	
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Signatures of Team Members

Sr. No.	Name	Signature
1.	Ms. Varada Trivedi	
2.	Mr. Kaustubh Bhagat	
3.	Ms. Manisha Bansal	
4.	Ms. Mansi Thakar	

As Per NEP 2020

Tolani College of Commerce

(Autonomous)



Knowledge is Supreme

Title of the Course: Communication Skills in English - I

(Semester I)

Programmes:

Bachelor of Science (Data Science)
Bachelor of Science (Artificial Intelligence & Machine Learning)
Bachelor of Commerce (Taxation and Auditing)

Syllabus for 2 Credit Course from the Academic Year 2026-2027

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 introduce learners to the foundational principles of effective communication in contemporary professional contexts. Critical thinking for analysing messages and introduces narrative and data-driven storytelling to enhance clarity, coherence, and impact in business communication.
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: 1. To familiarise learners with the theoretical foundations of communication, including concepts, processes, workplace channels and technology-enabled communication. 2. To enable learners to craft coherent, purposeful written and oral communication, and refine their listening and reading abilities essential for professional success.	
8	Course Outcomes: By the end of this course, learners will be able to: 1. Explain core concepts of communication and apply them effectively in professional, workplace and digital environments. 2. Draft and deliver coherent, structured and purposeful communication suited to various organisational contexts.	

9	Module 1: Theory of Communication ((15 Hours)
	1. Concept of Communication: • Meaning, process and need of communication; principles of effective communication (7C's) • Critical thinking in communication: recognising fallacies, evaluating arguments and analysing opinion-based or persuasive messages • Technology-enabled communication and its impact in the corporate, digital and globalised world.
	2. Communication at Workplace: • Types/Methods of Communication: Verbal Communication -Oral and Written communication, Nonverbal Communication -Vocalics, Kinesics, Haptics, Proxemics, Chronemics, Sign language and Visual aids. • Channels of Communication: Formal -Vertical, Horizontal, Diagonal and Informal– Grapevine. • Importance of ethics in communication.
	3. Barriers to Communication: • Meaning and importance of recognising and addressing barriers to effective communication • Types of Barriers: Physical, Semantic/Language, Cross-Cultural, Socio-Psychological, and Organizational • Strategies to Overcome Barriers.
	Module 2: Language and Writing Skills (15 Hours)
	1. Listening and Narrative Comprehension: • Importance of listening skills: active, empathetic and workplace listening. • Barriers to listening and strategies for cultivating effective listening • Storytelling with data: presenting data and information through clear, relatable narratives.
	2. Professional Writing: Formats and Structures: • Parts and structure of letters and emails; traditional and contemporary layouts. • Formal communication on digital platforms: Email etiquette, Instant Messaging (Messenger/Teams), and LinkedIn writing conventions. • Guidelines for clarity, conciseness and tone in workplace writing.
	3. Workplace Correspondence and Applications: • Job application writing: cover letters, resumes/CVs. • Acceptance of job offers, resignation letters, apologies, thank-you notes. • Leave applications and other routine workplace requests.

10	Reference Books: • Insley, Robert. <i>Communicating Professionally in Today's Workplace</i>. 3rd ed., Kendall Hunt Publishing, 2022. • Raman, Meenakshi, and Sangeeta Sharma. <i>Technical Communication: Principles and Practice</i>. Oxford University Press, 2022. • Facione, Peter A. <i>Think Critically</i>. 4th ed., Pearson, 2022. • Hughes, William, et al. <i>Critical Thinking: An Introduction to the Basic Skills</i>. 8th ed., Broadview Press, 2021. • Knaflitz, Cole Nussbaumer. <i>Storytelling with Data: A Data Visualization Guide for Business Professionals</i>. Wiley, 2019.
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	• Gallo, Carmine. <i>The Bezos Blueprint: Communication Secrets of the World's Greatest Salesman</i>. St. Martin's Press, 2022. • Rosenwasser, David, and Jill Stephen. <i>Writing Analytically</i>. 9th ed., Cengage, 2022. • Hynes, Geraldine E. <i>Managerial Communication: Strategies and Applications</i>. 7th ed., McGraw-Hill Education, 2020. • Poh, Michael. <i>Modern Business Writing for Today's Workplace</i>. Productivity Press, 2021. • Pal, Rajinder, and J. S. Korlahalli. <i>Essentials of Business Communication</i>. Sultan Chand & Sons, 2020. • Arun, Vijay. <i>Professional Communication Skills</i>. McGraw Hill Education, 2019.	
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%
12	Continuous Evaluation through: (20 marks)	Reading assignments, email correspondence tasks, listening comprehension exercises, class projects, demonstrations/ exhibitions, class tests, reflective journals, micro-presentations, group discussions, peer reviews, and storytelling-with-data tasks.

13	Format of SEE Question Paper: (30 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Short notes: (any 2 of 3) a) b) c)	10 Marks
	Q-2	Attempt any 2 of 4: (Professional Digital Communication Tasks) a) Draft a professional email responding to a workplace scenario b) Write a LinkedIn summary for a given profile c) Rewrite a poorly drafted workplace message using clarity & tone standards d) Draft a short workplace report/announcement (100–120 words)	10 Marks
	Q-3	Attempt any 1 of 2: a) Convert the given numerical table/graph/brief dataset into a clear, relatable narrative. (120–150 words) OR b) Analyse the given passage	10 Marks

Signatures of Team Members

Sr. No.	Name	Signature
1.	Ms. Amrita Nambiar	

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)
10. Bachelor of Science (Artificial Intelligence & Machine Learning)

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: 1. appreciate the different facets of environment and the natural world 2. understand the role of humans as agents of environmental degradation	
8	Course Outcomes: The learners shall be: 1. sensitised about environmental issues and the need for conservation of environment 2. able to appreciate Environmental Science as a multi-disciplinary tool for conservation rather than merely a subject	

9	Module 1: Understanding the environment (15 Hours) 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. Module 2: Environmental Degradation and Associated Problems (15 Hours) 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	Reference Books: - 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	Other Readings: - 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	Websites: 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	

Approved by the Academic Council on 20-11-25 item no.
Approved by the BoS in Environmental Studies and Foundation Course on 8-11-25 item no. 05

As Per NEP 2020

Tolani College of Commerce (Autonomous)



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 (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)
10. Bachelor of Science (Artificial Intelligence & Machine Learning)

Semester I

Syllabus for 2 Credit Course

From the academic year- 2026-2027

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: 1. introduced to the rich heritage of Indian Knowledge System 2. able to appreciate the contribution of traditional Indian knowledge	
8	Course Outcomes: The learners shall be able to: 1. understand the Indian contribution to the various fields of knowledge 2. appreciate the ability of the traditional knowledge systems to provide simplistic solutions modern day problem	

9	Module 1: An Overview of Bharatiya Gyan Parampara (15 Hours) 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 Vaisheshika, Purva-Mimamsa and Vedanta, Charvaka, Jainism and Buddhism
	Module 2: Contribution of Indian Knowledge Systems (15 Hours) 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	Reference Books: 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, History of Indian Music, Ram Krishna vedanta math, Kolkata
11	Websites: 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	