

As Per NEP 2020

Tolani College of Commerce (Autonomous)



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

Title of the Course: Introduction to Banking & Insurance

**Syllabus for 4 Credit Course
From the Academic Year 2026 – 2027**

Name of the Course: Introduction to Banking & Insurance

Sr. No.	Heading	Particulars
1	Description of the course:	Introduction to Banking & Insurance offers a comprehensive understanding of essential financial concepts.
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 help learners to understand basic concepts of banking industry 2. To help learners to understand the various services offered by bank 3. To help learners to understand basic concepts of insurance industry 4. To help learners to understand the different types of insurance	
8	Course Outcomes: 1. Learners will be able to understand basic concepts of banking industry 2. Learners will be able to understand the various services offered by bank 3. Learners will be able to understand basic concepts of insurance industry 4. Learners will be able to understand the different types of insurance	
9	Modules	
	Module I: Introduction to Banking (15 Hours)	
	• Meaning, Definition and Types of Banks (Different forms of Banks) • Functions of Bank: Primary function and Secondary function • Structure of Banking System	
	Module II: Utility services of bank (15 Hours)	
	• Negotiable Instruments: Definition - Characteristics - Types - Parties to negotiable instruments - cheques - Types of cheques - Crossing of cheques – Drafts - Cheque vs. Draft. • Electronic payments: Remittance through Bank Drafts, Internet Banking, Safe Deposit Lockers. • Digital Banking	
	Module III: Introduction to Insurance (15 Hours)	
	• Introduction to IRDA, Meaning, Definition and Features • Importance of Insurance • Principles of Insurance	
	Module IV: Types of Insurance (15 Hours)	
	• Meaning, Features and Types of Life insurance • Meaning, Features and Types of General insurance • Procedure for taking Life insurance and General insurance Policies	
10	Reference Books: 1. Anil Kumar - "Insurance Products and Marketing in India" (2020) 2. Frederic S. Mishkin and Stanley Eakins - "Financial Markets and Institutions" (2020)	

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

Continuous Evaluation: 40%

Semester End Examination: 60%

The Continuous evaluation will consist of

	Total Marks
Class Test/ Assignment/ Project Work/ Presentation/ Case Study/ Book Review	40

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory Carrying 15 Marks each.

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

Signature of Team Members

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

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

**Title of the Course:
Environment & Management of Financial Services**

**Syllabus for 2 Credit Course
From the Academic Year 2026 – 2027**

Name of the Course: Environment & Management of Financial Services

Sr. No.	Heading	Particulars
1	Description of the course:	Environment & Management of Financial Services aims to provide a comprehensive understanding of the regulatory, economic factors shaping the financial industries.
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 help learners to understand the financial system 2. To help learners to understand the Development of Banking and Insurance
8	Course Outcomes:	1. Learners will be able to understand the financial systems. 2. Learners will be able to understand the Development of Bkg. and Insurance sector.
9	Modules	
	Module I: Introduction to Financial System (15 Hours)	
	- Financial System, Institutional set-up, - Marketing Structure Instruments - Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfeiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.)	
	Module II: Phases of Development of Banking and Insurance (15 Hours)	
	- Significance and Role of Banking and Insurance immobilizing savings, investment, accumulation and economic growth. - Functions of banking and insurance companies - Working of banking and insurance companies	
10	Reference Books:	- Andrew Ink pen and Brian Kettell - "Financial Services Management" - 2019. - Adil Sait and Donato Calace- "Environmental Management in Practice: Financial Sector" - 2021. - Dr. V.S. Bagad (Indian) - "Environmental Management: Text and Cases" - 2020. - Gurusamy and K. V. Murugan- "Financial Services Management: Challenges and Solutions" 2021. - H.R. Machiraju- "Indian Financial System" - 2020. - Joachim Gassen and Marc Goergen- "Sustainable Financial Management: Theory and Practice" - 2019. - Jorge E. Viñuales - "Environmental Management and Development: A Guide to Sustainable Finance" - 2020. - Michel-Kerjan and Kunreuther- "Environmental Management in Banking: Trends and Practices" 2017. P. K. Gupta and Ravi Chopra - "Management of Financial Services" - 2022. - Peter Blair Henry - "Financial Services Management: An Introduction" - 2018.

Evaluation Pattern

Continuous Evaluation: 40%

Semester End Examination: 60%

The Continuous evaluation will consist of

	Total Marks
Class Test/ Assignment/ Project Work/ Presentation/ Case Study/ Book Review	40

Semester End Examination Question Paper Pattern

Maximum Marks: 30

Duration: 01 Hour

All Questions are Compulsory Carrying 10 Marks each.

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

Note: Full Length question of 10 Marks can be Two questions of 7 and 8 Marks or can be Three Question of 5 Each.

Signature of Team Members

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

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: 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
	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 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	

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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	

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Item No. –

As Per NEP 2020

**Tolani College of Commerce
(Autonomous)**



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

Programmes:

BBA/BAF/BFM/BBI

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

Name of the Course: Personal Financial Planning - I

Sr. No.	Heading	Particulars
1	Description the course:	This course is designed to introduce learners to the basic terminology, concepts and important dynamics of personal finance like saving, investment, inflation and time value of money. The course also provides a basic understanding of banking and insurance sector and credit and debt management.
2	Vertical:	Vocational Skill Course (VSC)
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: The objective of this course is to: 1. introduce the learners to the concept and dynamics of Personal Finance and understand the importance of Financial Planning. 2. create awareness among the learners on the basics of banking, insurance, credit and debt management.	
8	Course Outcomes: After completion of the course the learners will be able to: 1. do basic financial planning and evaluate their financial goals by themselves. 2. be well-versed with the basic modalities of banking, insurance, credit cards and credit and debt management.	

9	Module 1: Introduction to Personal Financial Planning (15 hours) 1. <u>Introduction:</u> ● Understanding Personal Finance ● Benefits of Financial Planning ● Financial Goals ● Personal Financial Planning Process ● Myths about Financial Planning ● Financial Security, Financial Independence & Financial Freedom 2. <u>Important Dynamics of Personal Finance:</u> ● Income, Expenditure, Savings ● Properties/Assets and Loans/Debts ● Cash Flows ● Savings Vs. Investment ● Inflation ● Time Value of Money Module 2: Basics of Banking, Insurance, Credit and Debt Management (15 hours) 1. <u>Banking & Insurance</u> ● Types of Banks, Types of Accounts, Interest Rates ● Passbook, Cheque Book, Debit and Credit Card ● KYC norms and Digital Banking ● Significance of Insurance, Types of Insurance ● Comparing Features & Cost of Insurance Policies ● Selecting an Insurance Company & Insurance Agent 2. <u>Credit and Debt Management</u> ● Introduction -Credit & Debt Management ● Basics of Credit Cards ● Types of Loans ● Interest & Installments ● Credit Reports & Credit Score ● Rules of Credit
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10	Reference Books: 1. Agarwal, Rajesh. Mastering Personal Finance: Strategies for Wealth Creation. Wiley, 2018. 2. Gupta, Rakesh. Financial Freedom: A Step-by-Step Guide to Personal Financial Planning. Pearson, 2016. 3. Jain, Sunil. Wealth Creation: Strategies for Personal Financial Planning. CCH, 2016. 4. Kapoor, Neha. The Complete Guide to Personal Financial Planning. Eastern Book Company, 2017. 5. Mishra, Amitabh. Personal Financial Planning: Principles and Practices. Bharat Law House, 2018. 6. Patel, Kamal Kishore. Personal Finance Essentials: A Comprehensive Guide. Sage Publications India Pvt. Ltd, 2019 7. Sharma, Ramesh C. Smart Money: The Essential Guide to Personal Finance. McGraw-Hill Education, 2019. 8. Singh, Preeti. Personal Finance: A Comprehensive Guide. Taxmann Publications, 2019. 9. Verma, Rajesh. Money Matters: A Practical Approach to Personal Finance. Excel Books, 2017.												
11	Internal Continuous Assessment: 40%		Semester End Examination: 60%										
12	Continuous Evaluation through: <table><tr><th>Sub-components</th><th>Maximum Marks</th><th>Conditions for passing</th></tr><tr><td>1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar</td><td>10</td><td rowspan="3">A learner must be present for each of the sub-components.</td></tr><tr><td>2.MCQ Based Test</td><td>10</td></tr><tr><td>Total</td><td>20</td></tr></table>			Sub-components	Maximum Marks	Conditions for passing	1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.	2.MCQ Based Test	10	Total	20
Sub-components	Maximum Marks	Conditions for passing											
1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.											
2.MCQ Based Test	10												
Total	20												

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

Note: All questions are compulsory.

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

Sr.No.	Name	Signature
1.	Ms. Jayalakshmi Singh	
2.	Mr. Abhilash Ashokan	

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 (Accountancy & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)

Semester I

Syllabus for 2 Credit Course

From the academic year- 2024-2025

Name of the Course: Foundation Course- I

Sr. No.	Heading	Particulars
1	Description the course:	The course is designed to provide a comprehensive exploration of human rights violations and the redressal mechanisms in India. It is of utmost importance to have an understanding of these relevant issues in the current scenario. It is designed with the objective of sensitizing the young minds so as to make them humble human beings and good citizens.
2	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. familiarised with various types of human rights violations. 2. sensitised towards the socio-economic concerns in India with special reference to vulnerable groups.	
8	Course Outcomes: The learners shall be able to: 1. understand the various types of human rights violations. 2. It will help create awareness and empathy among learners about various socio-economic issues prevalent in the Indian society.	

9	Module 1: Human Rights Violations in India (15 Hours)
	1. Status of Women in India - Forms of violations/violence against women including domestic violence, female foeticide (declining sex ratio), and portrayal of women in media. 2. Status of Minorities in India – Forms of violations, the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities. 3. Status of Scheduled Tribes in India - Forms of violations. 4. Status of Scheduled Castes in India – Forms of violations. 5. Status of Children in India – Forms of violations. 6. Status of Persons with Disability (PWD) and Elderly in India - Forms of violations. 7. LGBTQ- Forms of Violations, Redressal mechanism, Abolishment of Article 377.
	Module 2: Human Rights of vulnerable groups– Redressal Mechanisms in India (15 Hours) 1. Status of Women in India- Redressal mechanisms for violations faced. Vishakha Guidelines against Sexual Harassment at work place. 2. Status of Minorities in India – Redressal mechanisms for violations faced. 3. Status of Scheduled Tribes in India - Redressal mechanisms for violations faced. 4. Status of Scheduled Castes in India – Redressal mechanisms for violations faced. 5. Status of Children in India – Redressal mechanisms for violations faced. 6. Status of Persons with Disability (PwD) and Elderly in India - Redressal mechanisms for violations faced.
10	Reference Books: 1. Ahluwalia I J, Ravi Kanbur, P K Mohanty Urbanisation in India: Challenges, Opportunities & the way forward, SAGE Pub (2014) 2. Bakshi P M The Constitution of India, 2011 3. Bhat L, Regional Inequalities in India SSSRD- New Delhi 4. Bhardwaj Kawal Kishor, Combating communalism in India: Key to National Integration, Mittal Pub 5. Kodesia Krishna, The Problems of Linguistic States in India, Sterling Pub 6. Azad Naseem, Gupta R, Social and Economic Problems in India, Pub (2011) 7. Kothari Rajani Politics in India, Orient Blackswan 8. Ahuja Ram, Social Problems in India, , Rawat Pub (2014) 9. Kumar Ravindra Problems of Communalism in India, Mittal Pub 10. Rajagopalan S Rural, Urban Migration: Trends, challenges & Strategies, , ICFAI- 2012 11. Subrata Mitra, Politics in India: structure, Process and Policy Routledge Pub 12. Pandey Vinita, Indian Society and Culture, Rawat Pub (2021)
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:	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
15	Format of Question Paper:		
		Question Number	Nature of Questions
		Maximum Marks	
		1.	Attempt any THREE of the following: (From Module I)
		A.	
		B.	
		C.	
		D.	
		2.	Attempt any THREE of the following: (From Module II)
		A.	
		B.	
		C.	
		D.	

Signatures of Team Members

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

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 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 Commerce (Logistics)

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 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: 1. To introduce the learners to the basics of communication theory and corporate communication 2. To enable learners to craft effective content and refine their listening and reading skills essential for a productive professional life	
8	Course Outcomes: 1. Ability to understand and articulate the basics necessary for effective business communication. 2. Ability to draft coherent and purposeful written content, showcasing refined communication skills applicable to various professional contexts.	

9	Module 1: Theory of Communication (15 Hours)
	1. Concept of Communication: → Meaning, Process and Need of Communication. → 7 Cs of communication. → Impact of technology-enabled Communication and the emergence of communication as a key concept in the corporate, digital, and globalized 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 recognizing 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 Comprehension: → Importance of Listening Skills → Barriers to Listening and strategies to cultivating good Listening Skills → Practicing reflective listening and paraphrasing
	2. Theory of Business Letter Writing: → Parts and Structure of a letter and email → Traditional and Contemporary layouts of a letter → Formal communication on digital platforms: E-mail, Messenger, and LinkedIn.
	3. Formal Correspondence for: → Job Application and Resume Writing. → Accepting a Job Offer and Resignation → Apology/Thank You Letter → Sanction of Leave

10	Reference Books: ● 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 ● Insley, Robert. Communicating Professionally in Today's Workplace. 3rd ed., Kendall Hunt Publishing, 2022. ● Sharif, Waqas. Professional Communication Skills for Everyone. English Syllabus Press,
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	2023. ● Smakman, Dick, and John O. Greene. Presenting in English: Essentials of Communication ● Skill and Skill Enhancement. Routledge, 2023. ● Patterson, Kerry, et al. Crucial Conversations: Tools for Talking When Stakes Are High. 3rd ed., McGraw-Hill, 2023.	
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%
12	Continuous Evaluation through: (20 marks)	Reading Assignments/ Email Correspondence/ Book Review/ Listening Comprehension/Class Projects/ Demonstration/ Exhibition/ Class Test
13	Format of SEE Question Paper: (30 marks)	
	Question No.	Nature of Question
	Q-1	Short notes: (attempt any 2 of 3) - a) - b) - c)
	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
	Q-3	Answer any one of the following: (attempt any 1 of 2) a) Draft a Job application letter along with a resume. Or a) Case Study b) Rewrite the provided passage using 7 Cs of communication

Signatures of Team Members

Sr. No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Dr. Swati Bhise	

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:	Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	20 Marks
14	Semester End Examination:	Fieldwork-based project work and report submission	30 Marks

Signatures of Team Members

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