AC–
Item No. –

As Per NEP 2020

Tolani College of Commerce
(Autonomous)

Knowledge is Supreme

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

Title of the Course:
Principles and Practices of Banking and Insurance

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

Name of the Course: Principles and Practices of Banking and Insurance

Sr. No.	Heading	Particulars
1	**Description of the course:**	Principles and Practices of Banking and Insurance subject offers students a comprehensive understanding of fundamental financial concepts, practical skills for managing personal finances, career opportunities in the financial services industry
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 the banking operations. 2. To help learners to understand the banking Scenario in India 3. To help learners to understand the risk which are covered in insurance 4. To help learners to understand Environment of Insurance Business in India	
8	**Course Outcomes:** 1. Learners will be able to understand the banking operations. 2. Learners will be able to understand the banking Scenario in India 3. Learners will be able to understand the risk which are covered in insurance 4. Learners will be able to understand Environment of Insurance Business in India	
9	**Modules**	
	Module I : Introduction to Banking (15 Hours)	
	• Basic Concepts: Origin , Needs and Importance of banking • Types, Scope and Functions of Banking, • Need for Regulation and Supervision	
	Module II: Banking Scenario in India (15 Hours)	
	• Banking Operations -Types of accounts - Banking Services - Current Scenario • Financial Inclusion and Banking Regulations. • Tools of Monetary Control	
	Module III: Introduction to Insurance (15 Hours)	
	• Understanding Risk - Kinds of business risks - Need and Scope of insurance • Evolution of. insurance - Principles of insurance • Types of insurance and policies - Risk and Return relationship	
	Module IV: Insurance Business Environment in India (15 Hours)	
	• Growth of Insurance Business - Actuarial Role • Claim and Settlement Procedures • Insurance Regulations Role of IRDA	
10	**Reference Books:** 1. Barbara Casu, Claudia Girardone, and Philip Molyneux - "Introduction to Banking" - 2017. 2. George E. Rejda and Michael McNamara - "Principles of Risk Management and	

	Insurance" 2018. 3. IIBF (Indian) – "Principles and Practices of Banking" - 2021. 4. J. K. Sharma - "Banking and Financial Services" - 2020. 5. Kenneth Abraham - "Insurance Law and Regulation" - 2019. 6. Marshall Wilson Reavis III - "Insurance: Concepts & Coverage" – 2017. 7. Peter S. Rose and Sylvia C. Hudgins - "Bank Management and Financial Services" 2018. 8. SudhirSachdeva- "Insurance Principles and Practice in India" - 2019. 9. ShekharKrishnamoorthy- "Banking Principles and Operations" - 2022. 10. TannisthaSamanta - "Banking Law and Practice in India" - 2020.

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. Ishtiyaq Chiplunkar	
2	Ms. Neha Gupta	
3	Ms. Disha Wadhwa	

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Item No. –

As Per NEP 2020

Tolani College of Commerce
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Knowledge is Supreme

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

Title of the Course: Traditional Banking

Syllabus for 2 Credit Course
From the Academic Year 2024 – 2025

Name of the Course: Traditional Banking

Sr. No.	Heading	Particulars
1	**Description of the course:**	Learning of traditional banking involves the evolution of banking and historical context of banking industry. It equips students with valuable insights into the past, present, and future of banking.
2	**Vertical:**	Major – Mandatory
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 origin of banking, in other countries and in India 2. To help learners to understand the structure of Indian Banking System.	
8	**Course Outcomes:** 1. Learners will be able to understand the origin of banking, in other countries and in India. 2. Learners will be able to understand the structure of Indian Banking System.	
9	**Modules**	
	Module I: Evolution of Banking (15 Hours)	
	• Origin of Banking • Evolution of Banking in Other Countries • Evolution of Banking in India	
	Module II: Structure of Indian Banking System (15 Hours)	
	• Reserve Bank of India • Commercial Banks (Nationalised Banks, Public Sector Banks, Private Banks and Foreign Banks) • Regional Banks and Co-operative Banks	
10	**Reference Books:** 1. Arindam Banik- "Traditional Banking in India: Challenges and Opportunities" - 2021. 2. Barbara Casu, Claudia Girardone, and Philip Molyneux - "The Future of Banking: A Financial Perspective" - 2022. 3. Gurusamy- "Banking and Financial Services" - 2021. 4. Jayantilal B. Patel - "Banking and Finance: Theory, Law and Practice" - 2020. 5. Kent Matthews - "The Economics of Banking" - 2018. 6. Moorad Choudhry - "Introduction to Banking" - 2020. 7. Mohan Menon - "Banking Regulation in India" - 2021. 8. Peter S. Rose and Sylvia C. Hudgins - "Bank Management and Financial Services" - 2018. 9. Ross Cranston and EmiliosAvgouleas- "Principles of Banking Law" - 2019. 10. TannisthaSamanta - "Banking Law and Practice in India" 2020.	

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	20

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 Marks Each.

Signature of Team Members

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

AC –
Item No. –

As Per NEP 2020

Tolani College of
Commerce
(Autonomous)

Knowledge is Supreme

Title of the Course: Introduction to Marketing Management Semester II

	Programmes:
1	B.Com in Accounting and Finance (BAF)
2	B.Com in Banking and Insurance (BBI)
3	B.Com in Financial Markets (BFM)

Syllabus for 2 credits

From the academic year- A.Y.2023-2024

Name of the Course : Introduction to Marketing Management

Sr. No.	Heading	Particulars
1	**Description the course :**	The course will cover essential topics ranging from the fundamentals of marketing to strategic planning, consumer behavior, and the integration of digital technologies. Learners will gain insights into the role of marketing in organizational success and learn how to create and implement effective marketing strategies.
2	**Vertical :**	Minor
3	**Semester :**	II
4	**Type :**	Theory
5	**Credit**:	2 credits
6	**Hours Allotted :**	30 Hours
7	**Marks Allotted**:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
8	**Course Objectives**: 1. To provide learners with an overview of concept of Marketing. 2. To prepare learners for strategic roles in marketing by providing them with a deep understanding of advanced concepts and strategic decision-making in the field.	
9	**Course Outcomes**: 1. The course will provide learners with a solid foundation in marketing management, enabling them to critically analyze marketing situations, make informed decisions, and contribute effectively to the development of marketing strategies. 2. By the end of the course, learners will have acquired the knowledge, skills, and mindset needed for strategic leadership roles in the field of marketing.	

10	Modules
	Module 1: Introduction to Marketing Management (15 Hours)
	• **Introduction to Marketing concepts :** Definition and scope of marketing, Evolution of marketing philosophies, Role of marketing in organizations and Importance of customer-centricity. • **Marketing environment and trends:** External factors affecting marketing decisions, Social, cultural, economic, technological, and legal influences and Emerging trends in marketing (e.g., sustainability, digital transformation). • **Understanding Consumer Behavior:** Factors influencing consumer decision-making, Models of consumer behavior (e.g., the decision-making process) and Cultural and social influences on consumer choices. • **Overview of Marketing Mix :** Product: Product development, branding, and packaging, Price: Pricing strategies, elasticity, and factors affecting pricing decisions, Place: Distribution channels, logistics, and retail strategies, Promotion: Advertising, personal selling, sales promotion, and public relations.
	Module 2: Advanced Marketing Concepts (15 Hours)
	• **International Marketing :** Introduction to international marketing concepts, Global market entry strategies, Cultural, economic, and legal considerations in international markets, Global product adaptation and standardization and International pricing strategies. • **Brand Management :** Understanding the role of brands in marketing, Brand identity, positioning, and equity, Developing a brand strategy and brand architecture, Brand extension and co-branding. • **Digital Marketing and Social Media :** Introduction to digital marketing and its evolution, Building an online presence: Website design and user experience, Search engine optimization (SEO) and search engine marketing (SEM), Social media marketing strategies, Content marketing and storytelling in the digital age, Email marketing and automation, Mobile marketing and apps. • **Marketing Metrics and Analytics :** Introduction to marketing metrics and analytics, Key performance indicators (KPIs) for marketing, Web analytics and tracking customer behavior online, Social media analytics and Customer relationship management (CRM) analytics.

11	**References:** • Armstrong, Gary, and Kotler, Philip, Marketing: An Introduction, 2015 • Boone, Louis E., and Kurtz, David L., Contemporary Marketing, 2018 • Kotler, Philip, and Keller, Kevin Lane, Marketing Management, 2016 • Kotler, Philip, and Armstrong, Gary, Principles of Marketing, 2017 • Mullins, John W., and Walker, Orville C., Marketing Management: A Strategic Decision-Making Approach, 2017
12	**Internal Continuous Assessment: 40%** | **Semester End Examination : 60%**
13	**Continuous Evaluation through:**

Sub-components	Maximum Marks
1)Assignment/Case Studies/Project/FieldVisit/ Presentation/Book Review/ Research Paper Report	10
2)MCQ Based Test	10
Total	20

Note: Learner must be Present in all the two exam components of Continuous Evaluation.

14 Format of Question Paper:

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30 **Duration:1 Hour**

Question Number	Particular	Marks
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10

Note: Any of the short notes of 5 Marks can be a case study.

Signatures of Team Members

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

As Per NEP 2020

AC –
Item No. –

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course : Introduction to Human Resource Management Semester-II

	Programmes:
1	B.Com in Accounting and Finance (BAF)
2	B.Com in Banking and Insurance (BBI)
3	B.Com in Financial Markets (BFM)

Syllabus for 2 credits

From the academic year A.Y.2024-2025

Name of the Course: Introduction to Human Resource Management

Sr. No.	Heading	Particulars
1	**Description the course :**	In this course, learners will gain a comprehensive understanding of the fundamental principles and best practices essential for effectively managing people within organisations.
2	**Vertical :**	Minor
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**: • To understand the functions, systems, policies and applications of Human Resource Management in organisations. • To familiarize the learners with the theoretical foundations of key areas associated with human resource development in the organisations.	
8	**Course Outcomes**: • Learners will be able understand the functions, systems, policies and applications of human resource management in organisations. • Learners will be familiar with the key areas of human resource development in the organisations.	

9	Modules
	Module 1: Human Resource Management (15 Hours)
	• Introduction: Concept, Functions, Importance and Traditional v/s Strategic Human Resource Management. • Human Resource Planning: Concept steps in Human Resource Planning, Job Analysis – concept, Components and Job design – concept, techniques. • Recruitment – Concept, Sources of Recruitment, Selection – Concept, process and Techniques of E-Selection.
	Module 2 : Training and Development (15 Hours)
	• Training and Development: Meaning, Features, Functions, Process, Methods-On Job Training Method, Off the Job Method • Performance Appraisal – Features, benefits and limitations, Methods-Traditional and Modern Methods. • Career Planning: Features, Importance, Succession Planning, Mentoring and counselling-benefits and techniques.
10	**References:** • Rao, P. Subba (2014). Essentials of Human Resource Management & Industrial Management: Text & Cases. New Delhi: Himalaya Publication. • C.B. Mamoria , S.V.Gankar, Personnel Management: Himalaya Publication. • Armstrong, M. (2010). Handook of HRM Practice. USA: Kogan Page. • Dessler, G. (2010). Human Resource Management. New Delhi: Prentice Hall.

11	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**

12 **Continuous Evaluation through:**

Sub-components	Maximum Marks
1)Assignment/Case Studies/Project/FieldVisit/ Presentation/Book Review/ Research Paper Report	10
2) MCQ Based Test	10
Total	20

Note: Learner must be Present in all the two exam components of Continuous Evaluation.

13 **Format of Question Paper:**

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30 **Duration:1 Hour**

Question Number	Particular	Marks
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10

Note: Any of the short notes of 5 Marks can be a case study.

Signatures of Team Members

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

Item No. –
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As Per NEP 2020

Tolani College of Commerce
(Autonomous)

Knowledge is Supreme

Title of the Course: Introduction to Financial Accounting

Semester – II

Programmes:

BBI/BFM

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

Name of the Course: Introduction to Financial Accounting

Sr. No.	Heading	Particulars
1	**Description the course:**	This course covers key topics in Accounting Standards and delves into inventory valuation methods. The course also provides a basic understanding of International Financial Reporting Standards and presentation of financial statements of a manufacturing concern.
2	**Vertical:**	Minor
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**: The objective of this course is to: 1. understand the importance of transparent financial reporting and the different methods of inventory valuation. 2. understand the principles, concepts and objectives of International Financial Reporting Standards (IFRS) and preparation of final accounts of a manufacturing concern.	
8	**Course Outcomes**: After completion of the course the learners will be able to: 1. explain the relevance of Accounting Standards (AS-1, AS-2 and AS-9) in preparation and presentation of financial statements and calculate the value of inventory using First In First Out and Weighted Average methods. 2. explain the structure, content and relevance of IFRS framework and also prepare final accounts of a manufacturer considering typical transactions relating to a manufacturing concern.	

9	**Module 1: Accounting Standard issued by ICAI and Inventory Valuation (15 hours)**
	1. <u>Accounting Standards</u> ● Concepts, benefits and procedures for issue of accounting standards ● AS-1:Disclosure of accounting policies Purpose, areas of policies, disclosure of policies and changes in policies ● AS-2:Valuation of inventories Meaning, applicability and disclosure in final accounts ● AS-9: Revenue Recognition Meaning and scope, sale of goods and rendering of services **2. <u>Inventory Valuation</u>** ● Meaning of Inventories cost of inventory valuation, periodic Inventory system and perpetual inventory system valuation. ● Meaning and Importance of First In First Out (FIFO) and Weighted Average Method. ● Computation of valuation of inventory as on balance sheet date.
	Module 2: Introduction to International Financial Reporting Standards (IFRS) and Final Accounts of Manufacturing concerns (15 Hours)
	1. <u>International Financial Reporting Standards (IFRS)</u> ● Meaning and Scope ● Need for convergence ● Structure and objectives of IFRS ● Standard IFRS requirements **2. <u>Final Accounts of Manufacturing concerns</u>** ● Classification of receipts and expenditure: Revenue and Capital ● Format, adjustment entries and practical problems on Final Accounts of Manufacturing Concerns

10 **Reference Books:**

1. Ahmed, Naseem, Ashok Sharma, and Rajendra Kumar. Corporate Accounting. Delhi. ANE' S Book Pvt. Ltd, 2013.
2. Dr. Bansal KM. Corporate Accounting 1st ed Delhi. Tan Print Pvt. Ltd, 2017.
3. Goyal, Bhushan Kumar. Fundamental of Corporate Accountancy: Volume I, Delhi. International Book House Pvt. Ltd, 2013.
4. Gupta, M. P. Grewal' s Accounting. 1st ed., 1993, New Delhi S. Chand and Company Ltd,Revised ed 2002.
5. Dr. Maheshwari, S. N. Advanced Accountancy. Revised ed., Daryaganj, New Delhi Sultan Chand and Sons, 2007.
6. Dr. Maheshwari, S. N. Advanced Accountancy, Volume I. 9th ed., Vikas Publishing House Pvt. Ltd,.2018.
7. Maheshwari, S.N. and S.K. Maheshwari. Corporate Accounting 5th ed, Delhi Vikas Publishing House Pvt Ltd, 2018.
8. Dr. Sehgal, Ashok, and Dr. Deepak Sehgal. Advanced Financial Accountancy. 6th ed., Delhi Taxmann Allied Services, 2016.
9. Tulsian, P.C. Corporate Accounting. 5th ed, New Delhi, McGraw-Hill Publishing Company Pvt. Ltd, 2007.

11	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**

12 **Continuous Evaluation through:**

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	

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Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Introduction to Financial Markets

	Programmes: (Semester II)
1	B.Com in Management Studies (B.M.S)
2	B.Com in Accounting and Finance (B.A.F)
3	B.Com in Banking and Insurance (B.B.I)

Syllabus for 2 Credits

From the Academic Year: 2024-2025

Name of the Course: Introduction to Financial Markets

Sr. No.	Heading	Particulars
1	**Description of the Course :**	This course is aimed at the study of fundamentals of financial markets and financial instruments, the features of modern financial markets, financial instruments, regulatory agencies and their roles in the financial markets.
2	**Vertical :**	Minor
3	**Type :**	Theory
4	**Credit**:	2 credits
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks Continuous Evaluation : 20 Marks Semester- End : 30 Marks
7	**Course Objectives**: The objective of this course is to: **1.** Familiarize learners with the structure and regulatory agencies of financial markets in India. **2.** Acquaint the learners with the operations of equity, debt, commodity, and derivative markets.	
8	**Course Outcomes**: After successful completion of this course a learner will be in a position to: **1.** Comprehend the different types of financial markets. **2.** Differentiate between different types of markets players and motivated to become more financially included by participating in financial markets.	

9	**Module 1: Overview of the Financial Markets** **(15 Hours)**
	• **Financial Markets:** Definition, functions, and types. • **Role of Financial Markets:** Allocation of capital, Risk management, Price discovery, Facilitating economic transactions, Mobilizing savings, Corporate governance and accountability**.** • **Recent Trends in Financial Markets:** Digitization of the financial markets, Rise of algorithmic trading, Integration of blockchain technology in financial transactions. and Emergence of fintech startups.
	Module 2: Equity Market and Debt Market **(15 Hours)**
	• **Equity Market:** Evolution, Primary Activities – Initial Public Offer (IPO), Application Supported by Blocked Amount (ASBA), Green Shoe option, Sweat equity, ESOP, Right Shares, and Bonus Shares. • **Debt Market:** Evolution, Structure of Debt Market, Market Participants, Types of Debt Markets. • **Recent Trends in Equity and Debt Market:** Equity market- Growth of thematic investment (ETFs), Increase in Environmental, Social, and Governance (ESG) investing-Debt market-Interest rate fluctuations, Rise of green bonds and sustainable finance.
10	**References :** **1.** Anil Agashe, Financial Services, Markets and Regulations, Himalaya Publishing House, 2010. **2.** Bhole L. M., Financial Institutions & Markets, McGraw Hill, 6th edition, 2017. **3.** Bhole L. M., Jitendra Mahakad, Financial Institutions and Markets: Structure Growth & Innovations, Tata McGraw Hill, 6th edition, 2017. **4.** Gordon E. and Natarajan K., Financial Markets and Services, Himalaya Publishing House, 3rd edition, 2006. **5.** Gupta N.K. and Monika Chopra, Financial Markets, Institutions and Services, Ane Books India Ltd., 2008. **6.** M. Y. Khan, Indian Financial System, Tata McGraw Hill, 11th edition, 2019 **7.** Dr. S. Guruswamy, Financial Markets & Institutions, Vijay Nicole Imprints Pvt. Ltd., 2015 Vasant Desai, The Indian Financial System and Financial Market Operator, Himalaya Publishing, 2012.
11	**Internal Continuous Assessment: 40%** | **Semester End Examination : 60%**
12	**Continuous Evaluation through:**

Component	Total Marks
1)Assignment/Case Studies	10 Marks
2) MCQ Based Questions	10 Marks
Total	**20 Marks**

Note: Learner must be Present in all the components of Continuous Evaluation.

13	**Format of Question Paper:**		
	Question Paper Pattern for Semester End Examination (SEE)		
	Maximum Marks: 30		**Duration:1 Hour**
	Question Number	**Particular**	**Marks**
	Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10
	Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10
	Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10

Signatures of Team Members

Sr.No	**Name**	**Signature**
1.	Dr. Sadhana Venkatesh	
2.	Ms.Jyoti Ghosh	
3.	Ms. Reshma Rajput	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Object Oriented Programming

Programme: B.Com (Accounting and Finance), B.Com(Management Studies), B.Com(Banking and Insurance), B.Com.(Financial Markets) Semester II

Syllabus for 2 credits

From the academic year- 2024-2025

Sr. No.	Heading	Particulars
1	**Description of the course**	Object-oriented programming (OOP) is a style of programming characterized by the identification of classes of object closely linked with the methods (functions) with which they are associated.
2	**Vertical:**	Minor
3	**Type:**	Theory and Practical
4	**Credit**:	2 credits
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted**:	50 Marks Continuous Evaluation:20 Semester End Examination:30
7	**Course Objectives**: **1.** This course provides rich experience on C++ Programming, understand the concepts of C++ language and expertise in using C++ **2.** To implement real-world entities like inheritance, hiding, polymorphism, etc. in programming **3.** The main aim of OOPS is to bind together the data and the functions that operate on them so that no other part of the code can access this data except that function. **4.** This course provides rich experience of Handling exceptions to control errors.	
8	**Course Outcomes**: **1.** Learn basics of OOPS, Understand functions in C++ **2.** Understand Constructor and polymorphism Concept **3.** Learn the inheritance concepts, Ability to learn about error handling **4.** Learn how to control errors with exception handling	

9	**Module1: Object Oriented Methodology,Classes, Objects and Constructors ,Destructors (15 Hours)**	
	• Introduction of object oriented programming • Simple classes (Class Specification, Class members accessing), Defining member functions, passing object as an argument, Returning object from functions, • Friend classes, Default Constructor, Parameterized Constructor and examples, Destructors.	
	Module2: Polymorphism, Inheritance, Exception Handling (15 Hours)	
	• Concept of function overloading, overloaded, operators overloading, • Introduction, understanding inheritance, Advantages provided by inheritance, • Introduction, Exception Handling Mechanism, Concept of throw & catch with example	
10	**Reference Books:** • **Author:** E. Balagurusamy, **Title:** Object Oriented Programming with C++,**Publisher:** TataMcGraw Hill 9th Edition, **Year:** 2014 • Link: https://e-next.in/bsc-it/sem2/object-oriented-programming/	
12	**Internal Continuous Assessment:20%**	**Semester End Examination:30%**
13	**Continuous Evaluation through:**	**Practical**

14 **Format of Question paper:**

Scheme of Evaluation Pattern

Table 1A: Scheme of Continuous Evaluation (CE/Practical)

Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Practical exam	15	b) A learner must be present for each of the sub-components.
2) Journal and Viva	5	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30 **Duration: 1 Hrs.**

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

Question Number		Nature of Questions	Maximum Marks
1)		**Attempt any 3**	
	a)		15
	b)		
	c)		
	d)		
	e)	**Attempt any 3**	
2)			15
	a)		
	b)		
	c)		
	d)		
	e)		

Approved by the Academic Council on 8-4-2024

Approved by the BoS in Business Economics on 5-3-2024

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Business Economics (Introduction to Microeconomics)

Semester II

Programme:

B.Com in Management Studies
B.Com. in Accounting and Finance
B. Com in Banking and Insurance
B. Com in Financial Markets
B.Sc. in Information Technology

Revised Syllabus for 2 credit Course from the Academic Year 2024-2025

Title of the Course: Business Economics (Introduction to Microeconomics)

Semester II

Sr. No.	Heading	Particulars
1)	Description the course	To introduce students to basics of microeconomics and develop skills to use the knowledge of microeconomics in business decision making.
2)	Programme	B.Com in Management Studies, B.Com. in Accounting and Finance, B. Com in Banking and Insurance, B. Com in Financial Markets and B.Sc. in Information Technology.
3)	Semester	II
4)	Course/ Subject	Business Economics (Microeconomics)
5)	A.Y.	2024-2025
6)	Vertical:	Minor
7)	Type:	Theory
8)	Credits:	02
9)	Hours Allotted:	30
10)	Marks Allotted:	Total Marks: 50 Continuous Evaluation Marks: 20 Semester End Examination Marks: 30

Course Objectives: By end of this course student should be able to-

1) understand concepts like price elasticity, income elasticity, cross elasticity, and promotional elasticity of demand, and production and cost and apply these concepts to real-world managerial scenarios.
2) define perfect competition, monopoly, monopolistic completion, oligopoly and recognize its features and significance in the market.

Course Outcomes: Upon completion of this course students will be able to:

1) able to calculate and interpret price elasticity, income elasticity, cross elasticity, and promotional elasticity of demand, and production and cost and apply these concepts to real-world managerial scenarios.
2) able to comprehend how business decisions are taken under different market conditions.

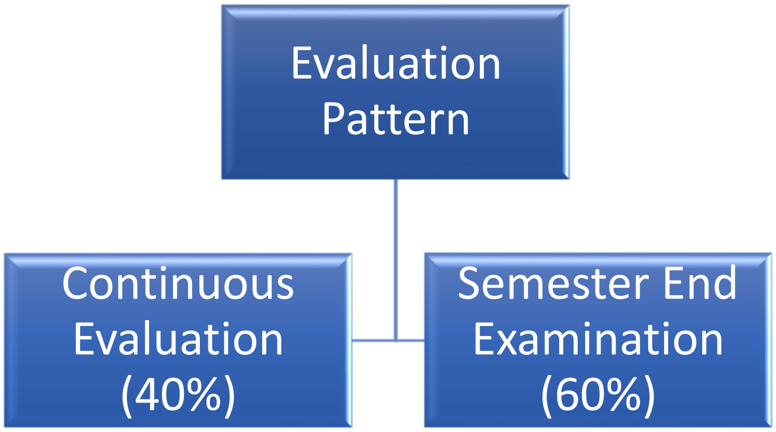
BUSINESS ECONOMICS MINOR SEMESTER II

2 CREDITS WEF AY 204-2025

Module 1: Demand, Production and Cost Analysis (15 hours)
• Demand Analysis: Elasticity of Demand (Price, Income, Cross, Promotional and its applications in managerial decision-making process) • Production Analysis: Meaning and types of production function- Production Isoquants and their properties. • Cost Analysis: Short-run and long run cost functions.
Module 2: Business Decisions in Competitive Markets (15 hours)
• Perfect Competition: Meaning, features, and importance. • Monopoly: Meaning, features and reasons behind rise of monopolies. • Monopolistic and Oligopoly: Meaning, features and use of concentration ratio in oligopoly.

References:

1) Dominick Salvatore and Siddhartha Rastogi: Managerial Economics-Principles and Worldwide Applications, Oxford University Press, 8th Edition, 2017, New Delhi.
2) Ivan Png: Managerial Economics, 5th Edition, Routledge, 2016, New Delhi.
3) N. Gregory Mankiw, Mark P. Taylor, and Andrew Ashwin: Business Economics, 1st Edition, 2013, Cengage Learning.
4) Robert Pindyck and Daniel Rubinfeld: Microeconomics, 8th Edition, Pearson, 2018, New Delhi



Continuous Evaluation

(As approved by the BoS in Business Economics on 6-11-2025 and the Academic Council on: 20-11-2025)

(A)
Research Project
(B)
Class Test

Continues Evaluation Research Project Component

Research Project Rules and Guidelines

1. Topic Selection

- Choose **one topic only** from the provided list given against your **ROLL NUMBER ONLY.**
- Change in topic will **NOT BE ALLOWED.**

2. Project Format

Each project must include the following sections:

Section	Description
Cover Page	Title, Student Name, Roll Number, Class, College, and Date
Index	List of sections with page numbers
Introduction	Brief background and significance of the topic
Objectives	Clearly state 2–3 aims of your research
Methodology	Mention how you collected data (primary/secondary), sample size, tools used
Data Analysis	Use tables, graphs, or charts to explain findings
Interpretation	Explain your results in simple terms
Conclusion	Summarise key insights; suggest improvements or actions
References	Books, articles, websites (follow proper citation style)

Appendix (if any)	Include survey questionnaires, raw data, etc.

THE PROJECT REPORT MUST BE HAND WRITTEN IN THE BOOK LET AUTHORISED BY THE COLLEGE. USE BLUE INK.

3. Data Collection
   - Projects must be based on **real-world examples, data, or observations**.
   - Data may be collected through:
     - Online research (reliable websites, economic reports, articles)
     - Small surveys (questionnaire/interview)
     - Case studies (small businesses, startups, etc.)
   - Cite all sources properly.
4. Page Limit & Presentation
   - **Page Count**: 15 pages (including appendices).
   - Ensure **neatness, clarity, and logical flow** of ideas.
   - You are free to **affix** relevant pics or draw diagrams.

Question Paper Pattern for Semester End Examination (SEE)

(As approved by the BoS in Business Economics on 04-3-2025 and the Academic Council on 11-3-2025

Maximum Marks: 30 **Duration: 1 hour.**

Note: All questions are compulsory.

				MAX.MARKS
Q.1	a)		MODULE I	(5)
	b)			(5)
	c)			(5)
Q.2	a)		MODULE II	(5)
	b)			(5)
	c)			(5)

Note sub-questions a, b and c can be on the following:

i) Definitions

ii) Short answers

iii) Explanatory notes

iv) Case lets and/or numerical problems requiring use of quantitative and/or qualitative methodology to find solutions.

ANNEXTURE IV

Title of the Course: Introduction to Calculus

Syllabus for Two credit Course-From the Academic Year-2024-2025

Name of the Course: Mathematics Minor: Semester II-Introduction to Calculus

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)

Sr. No.	Heading	Particulars
1	**Description of the course**	"Introduction to Calculus" is a foundational course in mathematics that introduces students to the fundamental concepts of calculus, including limits, derivatives, and integrals. It serves as a gateway to higher-level mathematics courses and is essential for understanding various quantitative disciplines such as physics, engineering, economics, and computer science. Industries that heavily rely on quantitative analysis, such as finance, engineering, and data science, have a high demand for individuals proficient in calculus.
2	**Vertical:**	Minor
3	**Type:**	Theory / Practical
4	**Credit**:	2 Credits
5	**Hours Allotted:**	30 Hours
6	**Marks Allotted**:	50 Marks (20 (CE) + 30 (SE)
7	**Course Objectives**: 1. Students should grasp the concept of limits and be able to evaluate limits algebraically and graphically. 2.Students should be able to apply differentiation to solve problems involving optimization, related rates, and curve sketching.	

8	**Course Outcomes**: 1. Students will be able to compute limits of functions, understanding the concept of continuity and its relationship to limits. 2. Students will understand the concepts of sequences and series, including convergence tests for series, Taylor and Maclaurin series, and power series representations of functions.
9	**Modules**:-
	Module 1: Real Numbers and Sequences (15 Hours)
	● The Algebraic and Order properties of R and Well Ordering Principle ● Absolute value and Real line, Absolute Value Functions And Its Properties, Triangle Inequality, Neighborhood Of A Point On The Real Line ● Sequences and their Limits, Definition And Examples Of Sequences Of Real Numbers, Uniqueness Of Limit, Bounded Sequence, Convergent Sequence ● Monotone Sequence, Definition And Examples, Monotone Convergence theorem and examples
	Module 2: Limits and Continuity (15 Hours)
	● Functions and their graphs, Functions, Domain, Range, Graphs representing a function numerically, Vertical line Test ● Increasing and Decreasing functions, Even And Odd Functions with their examples ● Algebra of Limits, One Sided Limit, Infinite Limit ● Continuous functions, Properties of continuous functions on an interval, Boundedness theorem, The Maximum-Minimum theorem
10	**Reference Books:** ● Goldberg, R.R. Methods of Real Analysis. 1976. ● Apostol, T.M. Calculus. Wiley & Sons Pvt Ltd, 1975. ● Ghorpade, J.P., and Limaye. A Course in Calculus and Real Analysis. Springer International Ltd, 2021. ● Kumar, Ajit, and Kumaresan. A Basic Course in Real Analysis. CRC Press, 2014. ● Narayan, Shanti, and Mittal. A Course in Mathematical Analysis. S. Chand and Co, 2005.

11	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
12	**Continuous Evaluation through:**	Assignments and Practical
13	**Format of Question Paper:** Q. 1 Attempt any Three (15 marks) a. b. c. d. Q. 2 Attempt any Three (15 marks) a. b. c. d.	

ANNEXTURE V

Syllabus for Two Credit Course- From the academic year- 2024-2025

Name of the Course: Statistics Minor: Semester II- Descriptive Statistics

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)

Sr. No.	Heading	Particulars
1	**Description of the course:**	Descriptive statistics is a branch of statistics that involves summarizing and describing data. It focuses on organizing, presenting, and analyzing data sets to uncover patterns, trends, and relationships Descriptive statistics helps in summarizing large amounts of data into manageable and interpretable forms, facilitating data exploration and communication Graduates with expertise in descriptive statistics have various career opportunities in industries such as market research, data analysis, business intelligence, healthcare, finance, and consulting.
2	**Vertical :**	Minor
3	**Type :**	Theory / Practical
4	**Credit**:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks (20 (CE) + 30 (SE))
7	**Course Objectives**: 1. Learn techniques for collecting, organizing, and summarizing data, including methods for data entry, coding, and tabulation 2. Understand and compute measures of central tendency, including the mean, median, and mode, to describe the central or typical value of a data set	

8	**Course Outcomes**: **1.** Students will be able to collect, organize, and summarize data effectively using appropriate methods and techniques **2.** Students will be proficient in calculating and interpreting measures of central tendency, including the mean, median, and mode, to describe the typical value of a data set	
9	**Modules**:-	
	Module 1: Statistical Survey (15 Hours) ● Introduction, Population , Population Unit, Sample, Sample unit, Parameters and Statistic, Estimators ● Standard Error, Mean Square Error, Census Survey and Sample Survey ● Steps in conducting the Statistical Survey, Personal Survey, Telephonic Survey, Internet Survey And Designing Appropriate Questionnaire ● Types of Questions, Structured, Closed-Ended, Unstructured and Open Ended	
	Module 2: Data Collection and Sampling (15 Hours) ● Types Of Data, Primary and Secondary Data and Methods of Primary Data Collection ● Concept Of Sampling, Sampling with and without Replacement and Lottery Method ● Simple Random Sampling, Estimation Of Population Mean And Variance ● Stratified Sampling, Need Of Stratified Sampling, Advantages Of Stratified Sampling, Expectation and Variance	
10	**Reference Books** ● Murthy, M.N. Sampling Theory and Methods. Statistical Publishing Society, 1967. ● Sukhatme, P.V., and B.V. Sukhatme. Sampling Theory of Surveys with Applications. Iowa State University Press, 1967. ● Singh, D., and F.S. Chaudhary. Theory and Analysis of Sample Survey Designs. Wiley Eastern Ltd, 1986.	
11	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**
12	**Continuous Evaluation through:**	**Assignment and Practical**
13	**Format of Question Paper:** Q. 1 Attempt any Three (15 marks) a. b. C. d. Q. 2 Attempt any Three (15 marks) a. b. C. d.	

AC
ITEM NO

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Fraud Detection: Investigation and Prevention

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: II

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

Name of the Course: Fraud Detection: Investigation and Prevention

Sr. No.	Heading	Particulars
1	**Description of the course:**	Any organization's ability to succeed and endure depends on its robust governance framework, culture of compliance, internal controls, and associated systems and procedures. The board of directors and senior management provide strategic direction to an organization in order to help it achieve its goals, which include maximising stakeholders' wealth. Employers and other resources are necessary for organizations to meet their targets and goals. The staff members belong to distinct tiers of the hierarchy, including upper, medium, and lower management. In order to manage the business's operations, these staff members must adhere to policies and procedures and be given a variety of physical resources. There may be fraudsters or crooks among the staff as well as outside the corporation who take advantage of the resources of the company. These actions are regarded as fraudulent. The goal of fraud investigations is to determine what actions were taken, by whom, and how. Not only is there a chance of not being able to recover losses if an inquiry is done poorly. There's also a chance of fines, legal bills, and reputational harm. Fraud investigations are comprehensive, quick, accurate, and compliant when these skills and information are applied.
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** • Gain relevant knowledge regarding fraud, including its types, fraudsters, detection, cost, deterrence, and investigation methods • Learn what constitutes fraud and become familiar with instances of it, such as payroll fraud, false invoicing, and theft of property, inventory, or cash.	

	• Acquire knowledge of the many essential ideas surrounding the process of investigating fraud and fraud detection. • The numerous methods employed in the inquiry and making aware of every step of the fraud investigation process.
8	**Learning Outcomes** **Enables the learners to** • Acquire relevant knowledge about organizational fraud detection as well as fraud investigation. • Understand fraud, types of frauds, fraud deterrence, • Understand fraud detection, fraud investigations process. • Understand fraud investigation conclusion, and fraud investigation reporting.

9	**Syllabus**
	Module.1. Understanding Fraud, Fraudsters (15 Hours)
	• What is Fraud? • What is the Scale of the Problem? • Why Does it Matter to Understand Fraudsters? • The Fraud Triangle – The Key Behavioral Mode • Motives of Fraudsters – Bringing the Fraud • Triangle Up to Date
	Module.2. Fraudulent Behavior and Types of Fraud (15 Hours)
	• Fraudulent behaviour • Classification of Fraudsters • Profile of a Fraudster • Motives of Fraudsters – The Business • Perspective • Types of Fraud
	Module.3. Fraud Identification and Detection (15 Marks)
	• The Deterrence Factor • Fraud Detection • Methods of Fraud Detection • Fraud Indicators • The Role of Internal Audit and External Audit • The Fraud Investigation Process
	Module.4. Fraud Investigation Process and Techniques (15 Hours)
	• The Fraud Investigation Process • Handling Initial Allegations or Indicia for Fraud • Designing and Planning of the Fraud • Investigation and Gathering of Evidence • Evidence Review

	• Fraud Investigation and Investigative Tools
10	**References** i. **CA Virendra K. Pamecha.** How To Detect & Investigate - Financial Frauds & Accounting Gimmicks Along with Professional Opportunities in Fraud Avoidance & Investigation published by Xcess Infostore Private Limited. ISBN-13 978-8194522188. ii. **Charles E. Piper**. Contract and Procurement Fraud Investigation Guidebook published by Routledge Taylor and Francis Group. ISBN-13 978-1138044982. **iii. Stamler Rodney T., Marschdorf Hans J and Possamai Mario**. Fraud Prevention and Detection published by Taylor & Francis Ltd. ISBN: 9780367867324, 9780367867324. iv. **Sunder Gee**. Fraud and Fraud Detection: A Data Analytics Approach by. Published by Wiley Online Library. Print ISBN:9781118779651 |Online ISBN:9781118936764.
11	**Internal Continuous Assessment: 40%** | **Semester End Examination: 60%**
12	**Continuous Evaluation through:**

Sub-components	Maximum Marks	Conditions for passing
1) 1st Project/ Report work	10	a) A learner must be present for each of the sub-components.
2) 2nd Project/ Report work	10	
3) Case Study analyses in the classroom	10	
4) 10 Objective Questions (1 MCQ of 1 mark each)	10	
Total	40	

13 **Format of question paper**

Maximum Marks: 60 Duration: 2 Hour.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	(From Module I) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks
Q-2	(From Module II) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks
Q-3	(From Module III) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks

	Q-4	(From Module IV) a. Theory (08 Marks) b. Theory (07 Marks) OR c. Theory (08 Marks) d. Theory (07 Marks)	15 Marks	

Signature/s of Team Member/s

Sr.No	Name	Signature
1.	Dr. Hema Mehta	

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Wonders of the Living World- II (Animals)

Name of the Programmes:

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

Semester II

Syllabus for 4 Credit Course

From the academic year- 2024-2025

Name of the Course: Wonder of the Living World- II (Animals)

Sr. No.	Heading	Particulars
1	**Description the course:**	The course is an introductory to the world of animals. It the offer insights into the evolution, classification as well as behavior of animals. It also discusses the role of animals in ecosystem.
2	**Vertical:**	Open Electives
3	**Type:**	Theory
4	**Credit**:	4 credits
5	**Hours Allotted:**	60 Hours
6	**Marks Allotted**:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	**Course Objectives**: By end of this course learners should be: 1. introduced to the world of animals 2. able to understand the behavior traits of animals 3. able to understand adaptations in animals 4. able to understand the role of animals in environment	
8	**Course Outcomes**: The learners shall be able to: 1. Understand the evolution of animals 2. appreciate the intelligence in animals 3. appreciate the survival instincts in animals 4. appreciate the role of animals as indicator species	

9	**Module 1: Introduction to the world of animals (15 Hours)**
	1. **Know the animals:** Definition, Characteristics, Evolution 2. **Animal Classification:** Seven Phyllum; Class-level classification of Phyllum Chordata; Concept of Genus and species 3. **Animal Procreation:** Need for procreation; Sexual and Asexual reproduction, Vivipary and Ovipary
	Module 2: Animal behaviour (15 Hours)
	1. **Courtship:** Definition; Forms/ Types of courtship behaviours- Songs, Plumages, Display of body part, Ornamentation, Structures 2. **Animal migration:** Definition; Reasons for migration; Cues for migration; Migration Corridors; 3. **Animal Architecture:** Definition; Reasons for building shelter- Resting, Nesting, Social animal like ants, termites, bees and wasp
	Module 3: Adaptations in animals (15 Hours)
	1. **Adaptations for extreme conditions:** Heat and Cold; Depth, Speed, Flight, Swimming 2. **Camouflage:** Definition; Need for camouflage; Types of camouflage- concealing coloration, disruptive coloration, disguise and mimicry 3. **Specialised adaptation:** Echolocation, Electric discharge, Sensory organs, Magnetic sense
	Module 4: Role of animals (15 Hours)
	1. **Animal associations:** Definition; Types- Symbiosis, Parasitism, Mutualism, Competition, Commensalism, Predation 2. **Animal as indicators:** Water quality; Climate change, Environmental degradation 3. **Animal biogeography:** Definition; Concept of biomes; Endemic, Native and Invasive animals
10	**Reference Books:** 1. Alcock J. 2013. Animal Behaviour, Sinauer Associate Inc., USA. 2. Barnes R. S. K. - The Diversity of Living Organisms; Blackwell Science 3. Chaki K C; Kundu G & Sarkar S. - Introduction to General Zoology (Vol. 1), NCBA, Kolkata 4. Chattopadhyay S. 2012. Life: Evolution, Adaptation, Ethology. 3rd Edn. Books and Allied, Kolkata. 5. Cunningham, W.P., Cooper, T.H., Gorhani, E and Hepworth, M.T. 2001. Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p. 6. Darlington PJ. The Geographical Distribution of Animals, R.E. Krieger Pub Co 7. Drickamer LC, Vessey SH. 2001. Animal Behaviour. McGraw-Hill 8. Dujatkin LA. 2014. Principles of Animal Behaviour. 3rd Edn. W.W.Norton and Co. 9. Freedman B. 1989. Environmental Ecology. Academic press, Inc 10. Hyman LH. 1951. The Invertebrates (Vol-I). Mc.Graw Hill Book Company. 11. Jordan EL,Verma PS. 2006. Invertebrate Zoology. S. Chand & Com. New Delhi. 12. Sinha KS, Adhikari S, Ganguly BB. 2001. Biology of Animals. Vol. II. NCBA 13. Young JZ. 2004. The Life of Vertebrates. III Edition. Oxford University press

11	**Other Readings:** 1. Erach Bharucha. 2005. Text book of Environmental Studies for undergraduate courses, University Grants Commission, New Delhi 2. https://www.sciencedirect.com/science/article/pii/S0960982221013506 3. https://www.smithsonianmag.com/science-nature/the-top-10-greatest-survivors-of-evolution-118143319/ 4. https://www.newscientist.com/article/dn17453-timeline-the-evolution-of-life/
12	**Websites:** 1. https://education.nationalgeographic.org/resource/migration/ 2. https://education.nationalgeographic.org/resource/natures-most-impressive-animal-migrations/ 3. https://www.nature.com/scitable/knowledge/library/animal-migration-13259533/ 4. https://zsi.gov.in/ 5. https://wii.gov.in/ 6. https://naturalhistory.si.edu/education/teaching-resources/life-science/explore-animal-adaptations 7. https://www.audubon.org/ 8. https://sci.waikato.ac.nz/evolution/AnimalEvolution.shtml 9. https://naturalhistory.si.edu/education/teaching-resources/life-science/early-life-earth-animal-origins 10. https://www.sciencefocus.com/nature/animal-architects

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

Signatures of Team Members

Sr.No	Name	Signature
1.	Mr. Kaustubh Bhagat	

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

विद्या परमं दैवतम्।

Knowledge is Supreme

Title of the Course: Introduction to Modern American Literature (Semester II)

Programmes:

Bachelor of Commerce (Management Studies)
Bachelor of Accounting and Finance
Bachelor of Banking and Insurance
Bachelor of 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 American Literature

Sr. No.	Heading	Particulars
1	**Description of the course :** **Including but not limited to :**	This course immerses students in Modern American Literature, acquainting them with pivotal works of the era. Building skills in identifying, understanding, and analysing written works of American authors.
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 employed in modern American literature 2. To understand key literary concepts and interpret American literary works. 3. To explore literary works in American literature, and understand literary evolution. 4. To foster an appreciation for reading as a pleasurable and enriching activity.	
8	**Course Outcomes**: 1. Ability to recognize and articulate basic literary terms commonly used in Modern American literature, enabling effective engagement with literary texts. 2. Understand fundamental literary concepts and increase comprehension. 3. Develop an awareness of the evolution of American literature 4. Ability to engage in conversation through sustainable reading habits.	

9	**Module 1: Introduction to Modern American Literature (15 Hours)**
	Introduction to Literature and Literary Terms: ▸ Key concepts and literary terms in Modern American Literature. ▸ Characteristics of modernism in American literature. ▸ Basic literary terms relevant to the understanding of American literature.
	Module 2: Early 20th Century and the Jazz Age (15 Hours)
	Exploring Cultural Dynamism ▸ Overview of the cultural and literary landscape of the early 20th century ▸ F Scott Fitzgerald's "The Great Gatsby" ▸ Harper Lee's "To Kill a Mockingbird"
	Module 3: Post-War Realities: Reflections in American Fiction & Drama (15 Hours)
	Post-War Fiction and Drama: ▸ Overview: Understand the shifts in American literature post-World War II. ▸ J.D. Salinger's "The Catcher in the Rye". ▸ Arthur Miller's "Death of a Salesman".
	Module 4: Trends and Voices in Modern American Literature (15 Hours)
	Contemporary Literature: ▸ Evolving Narratives in a Shifting World ▸ Mario Puzo's "The Godfather" ▸ Stephen King "The Shining"
10	**Secondary Reading List:** ● "The Adventures of Tom Sawyer" by Mark Twain ● "Gone with the Wind" by Margaret Mitchell ● "Moby-Dick" by Herman Melville ● "The Bell Jar" by Sylvia Plath ● "The Fault in Our Stars" by John Green ● "If Tomorrow Comes" by Sidney Sheldon ● "Eat, Pray, Love" by Elizabeth Gilbert ● "I Know Why the Caged Bird Sings" by Maya Angelou ● "Dracula" by Bram Stoker ● "The Perks of Being a Wallflower" by Stephen Chbosky ● "The Handmaid's Tale" by Margaret Atwood ● "A Game of Thrones" by George R.R. Martin ● Sidney Sheldon's "Master of the Game"

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

Signatures of Team Members

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

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce
(Autonomous)

Knowledge is Supreme

Title of the Course: Personal Financial Planning - II

Semester – II

Programmes:

BBA/BAF/BFM/BBI

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

Name of the Course: Personal Financial Planning - II

Sr. No.	Heading	Particulars
1	**Description the course:**	This course is designed to introduce learners to the objectives of investment and to the basic investment concepts like risk and return tradeoff, power of compounding, asset allocation and portfolio management including a gist of the Indian tax system, basic heads of income and deductions under chapter VI A. The course also provides an exposure to financial mathematics Return on investment, IRR, CAGR, net worth and the role of emotions in financial decision making.
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. create awareness of investors grievances, different options of 'Investing', new age investment options and the significance of 'Tax Planning'. 2. teach the basics of Personal financial Mathematics and Investors Psychology.	
8	**Course Outcomes**: After completion of the course the learners will be able to: **1.** explain the procedures to be followed to solve investors grievances, different areas of investment, new age investment options available for potential investors and basics of tax planning. **2.** explain, calculate, and apply financial mathematical concepts and recognise various aspects of investors psychology.	

9	**Module 1: Investing & Tax Planning (15 hours)**
	1. **Investing:** ● Investment Objectives ● Investment Options and Investors Grievances ● Asset Allocation & Portfolio Management and New Age Investment Options ● Risk- Return Trade- off and Power of Compounding 2. **Tax Planning:** ● Indian Tax System ● Basics of Heads of Income ● Available deductions ● Filing Income Tax Return
	Module 2: Financial Mathematics and Investors Psychology (15 hours)
	1. **Financial Mathematics** ● Calculations of Returns - Nominal and Effective Rate of Return ● Internal Rate of Return ● Compounded Annual Growth Rate (CAGR) ● Total Assets, Net Worth and Financial Ratios Real Rate of Return 2. **Investors Psychology** ● Value Investing and Behavioural Finance ● Role of Emotions in Financial Decision making - Common errors ● Basic Investment style and its drawbacks ● Monitoring budgets and provisions for saving

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:**

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	

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)

Knowledge is Supreme

Title of the Course: Foundation Course- II

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 II

Syllabus for 2 Credit Course

From the academic year- 2026-2027

Name of the Course: Foundation Course- II

Sr. No.	Heading	Particulars
1	**Description the course:**	The comprehensive course is designed to equip participants with the essential knowledge and skills needed to excel in competitive exams. It focuses not only on the academic aspects but also emphasises the development of crucial soft skills that play a pivotal role in achieving success in various competitive arenas. The nature of the course provides learners with a good foundation in both the academic knowledge and the soft skills essential for success in various competitive environments. The course ensures that learners can apply their knowledge and skills to enhance their overall competitiveness in the job market or educational pursuits.
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: 1. acquire basic information about the competitive exams. 2. develop soft skills essential for success in competitive exams	
8	**Course Outcomes**: The learners shall: 1. become aware about the various competitive exams for career enhancement 2. be familiarised with the basics of stress and time management techniques useful in everyday life.	

9	**Module 1: Introduction to Competitive Exams (15 Hours)**
	1. **Examinations conducted for entry into professional courses:** Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT), TOEFL, ACT, PTE, CET 2. **Exams conducted for entry into teaching profession**: NET, SET, CTET and MAHATET. 3. **Examinations conducted for Government jobs:** UPSC, MPSC, SSC 4. **Examinations for Entrance in Banking and Insurance sector:** Banking- IBPS, SBI, RBI and NABARD; Insurance- LIC, IRDA and NIACL
	Module 2: **Soft Skills Required for Competitive Exams (15 Hours)**
	1. **Information on areas tested:** Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking 2. **Motivation:** Concept, Theories- Maslow, Herzberg, Gregor X and Y, and ERG Theory, Types of Motivation. 3. **Goal-Setting:** Types of Goals, Step in Goal setting, SMART Goals, Covey's concept of human endowment. 4. **Time Management:** Meaning, Need for time management, Issues related to time management, Effective Strategies for time management, Tools for time management
10	**Reference Books:** 1. Bhatnagar Mamta and Bhatnagar Nitin, Effective Communication and Soft Skills, Pearson India, New Delhi, 2011 2. Singh, Ashok Kumar, Science and Technology for Civil Service Examination, Tata McGraw Hill, New Delhi, 2012. 3. Thorpe, Edgar, General Studies Paper I Volume V, Pearson, New Delhi, 2017.
11	**Websites:** 1. https://www.gmac.com/gmat-other-assessments/about-the-gmat-focus-edition/exam-overview 2. https://www.ets.org/show-english-ability.html 3. https://iimcat.ac.in/per/g01/pub/756/ASM/WebPortal/1/index.html?756@@1@@1 4. https://cetcell.mahacet.org/cet/ 5. https://upsc.gov.in/ 6. https://mpsc.gov.in/examination_syllabus?m=18 7. https://www.ugcnetonline.in/syllabus-new.php 8. https://ugcnet.nta.nic.in/ 9. https://setexam.unipune.ac.in/ 10. https://www.ets.org/gre/test-takers/general-test/about.html 11. https://www.mindtools.com/a5ykiuq/personal-goal-setting 12. https://www.mindtools.com/a4wo118/smart-goals 13. https://www.ibps.in/

<table>
<tr><td>12</td><td>Internal Continuous Assessment: 40%</td><td colspan="2">Semester End Examination: 60%</td></tr>
<tr><td rowspan="3">13</td><td rowspan="3">Continuous Evaluation through:</td><td>Class Test or</td><td>10 marks</td></tr>
<tr><td>Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity</td><td>10 marks</td></tr>
<tr><td>Total</td><td>20 marks</td></tr>
<tr><td>14</td><td colspan="3">Format of Question Paper:
<table>
<tr><td colspan="2">Question Number</td><td>Nature of Questions</td><td>Maximum Marks</td></tr>
<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>
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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	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Communication Skills in English - II (Semester II)

Programmes:

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

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

Name of the Course: Communication Skills in English - II

Sr. No.	Heading	Particulars
1	**Description of the course:** **Including but not limited to:**	This course cultivates English Communication dexterity spanning interview dynamics, meeting essentials, and varied business correspondence. Constructive professional discussions and proficiency in crafting impactful documents, essential for success in the professional arena.
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 learners to the employability skills and the dynamics of workplace communication. 2. To familiarize learners with diverse types of business correspondence and to instill LSRW skills required for successful professional life.	
8	**Course Outcomes**: 1. Ability to understand the principles and strategies of employability and workplace communication to contribute constructively in professional life. 2. Ability to demonstrate proficiency in crafting and interpreting different business correspondence and apply LSRW in the professional realm for successful engagement.	

9	**Module 1: Corporate Dynamics (15 Hours)**
	1. **Interviews:** → Preparing for an Interview - Interviewer and Interviewee → Types of Interviews - Selection, Appraisal, Grievance, Exit, Online → Techniques/ strategies for facing interviews effectively
	2. **Meetings: Communication on Online platforms** → Need for and Importance of Meetings in corporate settings → Role of the Chairperson and Participants → Conducting effective meetings: Planning, Preparation, Participation and follow-up
	3. **Effective Document Management and Communication:** → Importance of Summarisation and record keeping → Drafting of Notice, Agenda & Resolutions → Preparing Minutes of Meeting and Action Taken Reports
	Module 2: Business Correspondence (15 Hours)
	1. **Reports and Business Proposals:** → Meaning, Purpose and Types of Business Reports and Proposal → Drafting Investigative Reports → Drafting Business Proposals
	2. **Trade Letters:** → Letters of Inquiry → Order Letter → Letters of Complaints, Claims, Adjustments
	3. **Email Correspondence:** → Email as channel for formal correspondence → Sales letter via Emails → Understanding etiquette and ethics in digital correspondence
10	**Reference Books:** ● Gupta, Anand Das. Ethics, Business and Society: Managing Responsibly. 2010. ● Kamin, Maxine. Soft Skills Revolution: A Guide to Connecting with Compassion for Trainers, Teams, and Leaders. 2013 ● Lesiker, Flatley, Rentz, Lentz, and Pande. Business Communication: Connecting in a Digital World. 13th edn., 2015. ● Luck, Susan L. Zen and the Art of Business Communication: A Step-by-Step Guide to Improving Your Business Writing Skills. 2016. ● Adler, Ronald B., Jeanne Marquardt Elmhorst, and Kristen Lucas. Communication at Work: Principles and Practices for Business and the Professions. 12th ed., McGraw-Hill Education, 2017. ● Roberts, Tim, and Tony Alessandra. The New Art of Managing People. 2016

11	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**
12	**Continuous Evaluation through: (20 marks)**	Mock Interviews/ Extempore/ Drafting Notice, Agenda & Resolutions/ Class Projects/ Demonstration/ Exhibition/ Class Test
13	**Format of SEE Question Paper: (30 marks)**	

Question No.	**Nature of Question**	**Maximum Marks**
Q-1	**Short notes: (attempt any 2 of 3)** a) b) c)	10 Marks
Q-2	**Draft the following: (attempt any 2 of 4)** a) Letter of Inquiry b) Letter of Order c) Letter of Complaint/Claim/Adjustment d) Sales/Promotional Email	10 Marks
Q-3	**Answer any one of the following: (attempt any 1 of 2)** a) Draft a Business Report/Business Proposal **Or** a) Case Study b) Summarization	10 Marks 5 marks 5 marks

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. 02

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Environmental Studies- II

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 II

Syllabus for 2 Credit Course

From the academic year- 2026-2027

Name of the Course: Environmental Studies- II

Sr. No.	Heading	Particulars
1	**Description the course:**	The course is an introductory inter-disciplinary course to understand impacts of human actions on environment. It is an attempt to understand the future impacts by learning from the past and present actions.
2	**Vertical:**	Value Education 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. aware about the human interventions for environment protection 2. familiar with the mechanisms for environmental protection in India	
8	**Course Outcomes**: The learners shall be able to: 1. hold a rational attitude towards sustainable development 2. a develop a sense of environmental responsibility	

9	**Module 1: Sustainable Development and Way forward (15 Hours)**
	1. **Sustainable Development:** Definition, Need, Importance of Sustainable Development; Origin and Evolution of Sustainable Development Goals (SDGs) 2. **Environmental Management:** Need, Importance and Relevance, ISO 14000, Carbon Banks and Carbon Credits; Corporate Social Responsibility: Concept, Need and Importance 3. **Disaster Management:** Definition; Types of disasters; Effects of disaster; Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness. 4. **Environment Education:** Definition, Scope, Importance, Principles, Methods, Concept of Education for Sustainable Development
	Module 2: Environment Protection in India (15 Hours)
	1. **Environmental Movements in India:** Chipko Movement, Appiko Movement, Save Narmada Movement, Save Western Ghat, Save Jaitapur and Save Aarey 2. **Environmental Laws in India:** Constitutional Provisions for environment protection; Law-Water (Prevention & Control of Pollution) Act, 1974, Air (Prevention & Control of Pollution) Act, 1981, Wildlife Protection Act, 1972, Forest Conservation Act, 1980, Environmental Protection Act, 1986 3. **Protected Areas in India:** Definition and concept, Importance, Types of Protected Areas, Some of Protected Areas in India, Protected Areas Network 4. **Conservation Initiatives in India:** Concept, Need of conservation; Institutions and NGOs in the field of conservation India; Conservation initiative in India- National Solar Mission, Project Tiger, Project Elephant, Project Vulture, Project Cheetah, Project Mahseer, Project Bustard
10	**Reference Books:** 1. Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p 2. McKinney M.L. & Schoch R.M., 1998: Environmental Science, Jones & Bartlett Publishers, London 3. Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. 4. Murthy, D. B. N., Disaster Management: Text and Case Studies, Deep and Deep 5. Negi S.S. (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi 6. Odum E.P. (1971): Fundamentals of Ecology, W.B. Saunders, Philadelphia 7. Parsuraman, S., and Unnikrishnan, ed., India Disasters Report II, Oxford, New Delhi, 2013 8. Publications, New Delhi, 2013. 9. Rajgopalan C (2015): Environmental Studies. Oxford University Press 10. Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi 11. Reza, B. K., Disaster Management, Global Publications, New Delhi, 2010.
11	**Other Readings:** 1. Down to Earth, Centre for Science and Environment 2. 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:** 1. https://unfccc.int/ 2. https://www.cbd.int/ 3. https://cpcb.nic.in 4. https://mpcb.gov.in 5. https://shoalconservation.org/project/project-mahseer/ 6. https://www.wwfindia.org/ 7. https://www.bnhs.org/ 8. https://www.iucnredlist.org/ 9. https://wii.gov.in/

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. Class 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)	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	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Fundamentals of Human Skills
Semester II

	Programmes:
1	Bachelor of Commerce (B.Com)
2	B.Com in Accounting and Finance (BAF)
3	B.Com in Banking and Insurance (BBI)
4	B.Com in Financial Markets (BFM)
5	Bachelor of Science in Information Technology (B.Sc.IT)

Syllabus for 2 credits

From the academic year-2024-2025

Name of the Course: Fundamentals 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 :**	Core 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 comprehend the concept of individual behavior, personality and attitude, Johari window, perception and team effectiveness. **2.** To explore organizational culture, Motivation at workplace and Organizational Stress.	

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 organizational culture, workplace motivation, and organizational stress.

9	
	Module: 1 Understanding of Human Nature and Group Behaviour (15 Hours)
	• **Individual Behaviour:** Concept of a human, individual differences, factors affecting individual differences and Influence of environment. • **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities**,** Concept of understanding self through Johari Window. • **Perceptions:** Introduction, Definitions, Determinants of Perception, Errors in Perception, Perception and its Impact on Organizations.Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures). Team effectiveness: nature, types of teams and ways of forming an effective team. Setting goals. Organizational processes and system.
	Module 2: Organizational Culture , Motivation and Organizational Stress (15 Hours)
	• **Organizational Culture:** Characteristics of organizational culture. Types, functions and barriers of organizational culture and ways of creating and maintaining effective organization culture. • **Motivation at workplace:** Concept of motivation Theories of motivation in an organisational set up. A.Maslow Need Heirachy, F.Hertzberg Dual Factor, Mc.Gregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace. • **Organizational Stress:** Introduction, Definition, The Nature of Stress, The Effects of Stress , Causes of Stress and Stress Management.

10	**References:** • John W.Newstrom and Keith Davis, Organisational behaviour, Tata McGrawhill • Fred Luthans, Organisational behaviour, McGrawhill,New york • K.Aswathappa, Organisational behaviour, Himalaya Publishing House • Koontz,Harold, Essentials of management, Tata McGrawhill
11	**Internal Continuous Assessment: 40%** — **Semester End Examination : 60%**
12	**Continuous Evaluation through:**

Component	Total Marks
1)Assignment/Case Studies / Presentation/ /Project	10 Marks
2)Objective Questions	10 Marks
Total	**20 Marks**

13 **Format of Question Paper:** for the final examination

Question Number	Particular	Marks
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10

Note: Any of the short notes of 5 Marks can be a case study.

Signatures of Team Members

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