AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Title of the Course: Innovative Financial Services

Programme: B. Com (Financial Markets)

Semester II

Syllabus for 4 Credits

From the Academic Year: 2024-2025

Name of the Course: Innovative Financial Services

Sr. No.	Heading	Particulars
1	**Description of the Course :**	Financial innovation refers to the creation and implementation of new financial products, services, and processes that meet the evolving needs of consumers and businesses. It enables financial institutions to meet the changing needs of consumers, drive economic growth, improve efficiency and promote financial inclusion.
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 : 60 Marks
7	**Course Objectives**: The objective of this course is to: **1.** familiarize the learners with the fundamental aspects of various issues associated with various Financial Services **2**. give a comprehensive overview of emerging financial services in the light of globalization. **3**. introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of financial services **4**. introduce the concept of digital money and get familiar with credit ratings.	
8	**Course Outcomes**: After successful completion of this course a learner will be in a position to: **1.** understand and apply the Financial Strategies in Indian Financial Markets. **2.** get fundamental knowledge about stock broking & issue management. **3.** apply fundamentals of housing finance in compliance with Lease and hire. **4.** get clear understanding about methods of payments and credit ratings.	

9	**Modules**:-
	Module 1: Introduction to Traditional Financial Services **(15 Hours)**
	• **Financial Services :** Concept, Objective/Functions, Characteristics, Financial Service Market, Financial Service Market Constituent, Growth of Financial Service in India, Problems in Financial Sector, Banking and Non-banking Companies, Regulatory Framework. • **Factoring and Forfaiting :** Introduction, Types of Factoring, Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring, Factoring in India, Factoring vs. Forfaiting, Benefits and Drawbacks of Forfaiting, Practical Problems. • **Bills Discounting**: Introduction, Framework, Bill Market Scheme, Factoring v/s. Bills Discounting in Receivables management.
	Module 2: Issue Management and Securitization **(15 Hours)**
	• **Issue Management and Intermediaries**: Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue. • **Stock Broking:** Introduction, Stock Brokers, Sub Brokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading. • **Securitization**: Definition, Securitization v/s Factoring, Features of Securitization, Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization.
	Module 3 : **Financial Services and its Mechanism** **(15 Hours)**
	• **Lease and Hire-Purchase:** Meaning, Types of Lease - Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing, Leasing in India, Legal Aspects of Leasing. Definition of Hire Purchase, Hire Purchase and Installment Sale Characteristics, Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase. • **Housing Finance**: Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance, Housing Finance in India- Major Issues, Housing Finance in India – Growth Factors, Housing Finance Institutions in India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC’s, Housing Finance Agencies. • **Venture Capital:** Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario.

	Module 4 : **Consumer Finance and Credit Rating** **(15 Hours)**
	• **Consumer Finance**: Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance. • **Plastic Money**: Growth of Plastic Money Services in India, Types of Plastic Cards- Credit card Debit Card- Smart card- Add-on Cards, Performance of Credit Cards and Debit Cards, Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection. Indian Scenario. Smart Cards- Features, Types, Security Features and Financial Applications. • **Credit Rating:** Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating.
10	**References :** **1.** Dr.S.Gurusamy, Financial Services, Vijay Nicole Imprints, Second Edition 2009. **2.** Khan M.Y., Financial Services, Mc Graw Hill Education, Tenth Edition, 2019. **3.** E, Gordon and K. Natrajan, Financial Market and Services, Himalaya Publishing House, Eleventh Edition, 2016. **4.** IM Pandey, Financial Management, Vikas Publishing House Ltd, Eleventh Edition, 2015.
11	**Internal Continuous Assessment: 40%** | **Semester End Examination : 60%**
12	**Continuous Evaluation through:** ***Note: Learner must be Present in all the three exam components of Continuous Evaluation.*** Component•Total Marks Class test/ Case study/ Book review/ Assignment/ Report Writing/ Presentation/ Video Presentation 40 Marks Total•40 Marks
13	**Format of Question Paper:** **Question Paper Pattern for Semester End Examination (SEE)** **Maximum Marks: 60** **Duration:2 Hours**

Q. No.	Particular	Marks
Q-1	**Attempt any TWO the following:** (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
Q-2	**Attempt any TWO the following:** (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**

	Q-3	**Attempt any TWO the following:** (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
	Q-4	**Attempt any TWO the following:** (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
	Note : Two Sub-questions of 7.5 Marks each can be of 10 /5 marks or one full length question of 15 Marks		

Signatures of Team Members

Sr.No	Name	Signature
1.	Mr. Shaji Kutty	
2.	Ms. Reshma Rajput	

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Credit Rating

Programme: B. Com (Financial Markets)
Semester II

Syllabus for 2 Credits

From the Academic Year: 2024-2025

Name of the Course: Credit Rating

Sr. No.	Heading	Particulars
1	**Description of the Course :**	The curriculum is structured to cover key aspects of credit analysis, credit rating methodologies, and the regulatory environment, ensuring a holistic understanding of the credit rating process.
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 : 30 Marks
7	**Course Objectives**: The objective of this course is to: **1.** enable the learners to understand Credit Ratings. **2.** enable the learners to explore the structure and functions of credit rating agencies & understand the regulatory environment governing credit rating agencies.	
8	**Course Outcomes**: After successful completion of this course a learner will be in a position to: **1.** have a basic overview about various understanding of the credit rating process, credit risk assessment, and related financial concepts. **2.** familiarize with credit rating scales and symbols used by different credit rating agencies.	

9	**Modules** :
	Module 1: Overview of Credit Rating **(15 Hours)**
	• Introduction- Concept of Credit rating- Meaning of Credit rating- Definition, Scope- need and Importance of credit rating in developing countries • Limitations of Credit Rating - Types of credit rating- Kinds of instruments rated- Credit rating symbols - Credit Rating advantages and disadvantages.
	Module 2 : Credit Rating Agencies & their Process **(15 Hours)**
	• Credit rating agencies in India – CRISIL, CARE, ICRA, ILFMS and Fitch India – Rating Process – services rendered by credit rating agencies- Solicited rating and unsolicited rating • Regulations of Credit Rating Agencies in India-Restriction of Rating of Securities-Profile of Credit Rating Agencies in India-Recent Developments.
10	**References** : **1**. Dr. J.C. Verma, Credit Rating (Practice & Procedure), Bharat Publishing House. **2**. Dr. S.Singh and Yogesh Singh Risk Management in Banks (Concepts and Applications), 2008. **3**. G.Vijayaragavan, Bank Credit Management (Text & Cases), Himalaya Publishing House, Second Edition, 2017.
11	**Internal Continuous Assessment: 40%** **Semester End Examination : 60%**
12	**Continuous Evaluation through:** Component•Total Marks Class test/ Case study/ Book review/ Assignment/ Report Writing/ Presentation/ Video Presentation 20 Marks Total 20 Marks Conditions for passing a) A learner must be present for each of the sub-components.

a13	**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

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Signatures of Team Members

Sr.No	Name	Signature
1.	Mr. Shaji Kutty	

Item No. –
AC –

As Per NEP 2020

Tolani College of Commerce
(Autonomous)

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:** Note: Learner must be Present in all the exam components of Continuous Evaluation Component•Total Marks Class test/ Case study/ Book review/ Assignment/ Report Writing/ Presentation/ Video Presentation •40 Marks Total•40 Marks	

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	

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.

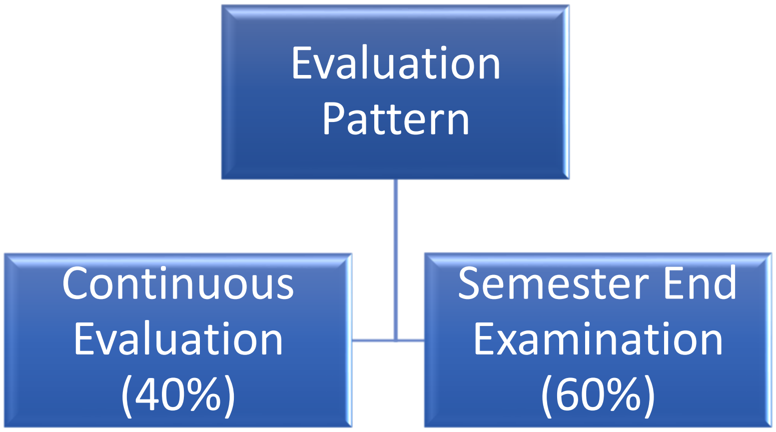
BUSINESS ECONOMICS MINOR SEMESTER II

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.

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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 (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks
Q-2	(From Module II) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks
Q-3	(From Module III) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks

Q-4	(From Module IV) a. Theory (Case Study according to Bloom taxonomy) (08 Marks) b. Theory (07 Marks) OR c. Theory (Case Study according to Bloom taxonomy) (08 Marks) d. Theory (07 Marks)	15 Marks

Signature/s of Team Member/s

Sr.No	**Name**	**Signature**
1.	Dr. Hema Mehta	

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)

विद्या परम दैवतम्।

Knowledge is Supreme

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

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 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. **<u>Investing:</u>** ● 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. **<u>Tax Planning:</u>** ● Indian Tax System ● Basics of Heads of Income ● Available deductions ● Filing Income Tax Return
	Module 2: Financial Mathematics and Investors Psychology (15 hours)
	1. **<u>Financial Mathematics</u>** ● 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. **<u>Investors Psychology</u>** ● 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/

12	**Internal Continuous Assessment: 40%**	**Semester End Examination: 60%**	
13	**Continuous Evaluation through:**	Class Test or	10 marks
		Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	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.	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)

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)

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	**Semester End Examination :**

Component	Total Marks
1) Project	50 Marks
Total	**50 Marks**

Signatures of Team Members

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