

AC –

Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



**Title of the Course: Logistics & Supply Chain Management
(Semester I)**

Programme: Bachelor of Commerce (Logistics)

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

Name of the Course: Logistics & Supply Chain Management

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course covers the fundamentals of logistics and supply chain management, including inventory, warehousing, procurement, customer service, and global trade. Global logistics, supply chain integration, technology, sustainability, risk management, and government initiatives.
2	Vertical :	Major
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 provide an overview of the logistical frameworks and supply chain ecosystems governing modern commerce. 2. To evaluate the role of logistics in enhancing value-chain productivity and cost-effectiveness. 3. To explore methodologies for managing multi-tier networks of physical assets and information streams.	
8	Course Outcomes: 1. Demonstrate a clear understanding of key logistics drivers and supply chain dynamics. 2. Implement optimization strategies that improve bottom-line business results. 3. Coordinate complex logistics networks to ensure data accuracy and timely delivery.	

9	Module 1: Introduction to logistics (5 Hours)
	The importance of logistics and supply chain management in engineering, demand management in the supply chain, inventory control models, warehousing and inventory management, forecasting, and information technology in logistics. Logistics and Customer Service -Definition of Customer Service Elements of Customer Service- Phases in Customer Service- Customer Retention - Procurement and Outsourcing - Definition of Procurement/Outsourcing - Benefits of Logistics Outsourcing - Critical Issues in Logistics Outsourcing.
	Module 2: Supply chain management and 3PL, 4PL& 5 PL (5 Hours)
	Meaning and importance of SCM-Supplier collaboration, supplier selection, network design and planning in the supply chain, sustainable supply chain, distribution strategies in the supply chain, supply chain contracts, supply chain risk management, strategic sourcing, reverse logistics, transportation modes, and management. Integrated Logistics - Need for Integration – Activity Centres in Integrated Logistics. Role of 3PL; 4PL. and 5PL.
	Module 3: Global Logistics and Supply Chain Management (5 Hours)
	Introduction to Logistics in a Global context, International trade and logistics, Logistics System Design, Logistics Channels, Concept of Inventory related to logistics- Logistics information systems, Integration of all activities for effective supply chain performance, Risk management in global logistics, Customs regulations and documentation, Incoterms, and international shipping terms. Introduction to global Supply Chain Management, global network supply chain design, Strategic Importance of IT and computer Simulation in Supply Chain Management; Supply Chain Performance; Supply Chain System Slacks; Demand Management; Supply Management.
	Module 4: Naya Bharat and Logistics (5 Hours)
	National Logistics Policy and its role in the development and optimization of logistics process-A review of India's economic transformation and the "New India" vision lean and just-in- time (JIT) and lean concepts in Indian manufacturing, Logistics and the management of food supply chains, Last-mile delivery and omnichannel logistics, Logistics for pharmaceuticals and medical devices.
	Module 5: GoI initiatives in Logistics & SCM (5 Hours)
	The significance of logistics facilities and nodes, as well as the PM Gati Shakti-Master National Plan, Government policies and initiatives promoting logistics and supply chain productivity, environmental and social responsibility practices in logistics, Logistics innovations fueled by digitalization and technology like blockchain, and case studies about the National Logistics Policy and the PM Gati Shakti-Master National Plan.

10	Reference Books: • Course Material by LSC. • Designing and Managing the Supply Chain: Concepts, Strategies, and Case Studies (2022), 4th Edition by David Simchi-Levi, Philip Kaminsky, Edith Simchi-Levi, Ravi Shankar. • Supply Chain Management (2018), 7th Edition, by Sunil Chopra, Peter Meindl, Dharam Vir Kalra. Logistics & Supply Chain Management, (Latest edition), Martin Christopher, Prentice Hall.
-----------	---

11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through:	Case Study/ Class Presentation/ Research Assignments/ Periodical Test/ Practical-Hands-on Assignment/ Simulation	
13	Format of SEE Question Paper: (30 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Answer the following: (attempt any 1 of 2) a) b)	6 Marks
	Q-2	Answer the following: (attempt any 1 of 2) a) b)	6 Marks
	Q-3	Answer the following: (attempt any 1 of 2) a) b)	6 Marks
	Q-4	Answer the following: (attempt any 1 of 2) a) b)	6 Marks
	Q-5	Answer the following: (attempt any 1 of 2) a) b)	6 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Ms. Lavina Gurbani	

AC –

Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



**Title of the Course:Materials Management
(Semester I)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 3 Credit Course from the Academic Year 2026-2027

Name of the Course: Materials Management

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course explores the basics of Materials Management by developing a strong foundation for professionalism in this dynamic field. Inventory essentials, storage functions, and material handling principles, emphasizing safety.
2	Vertical :	Major
3	Type :	Theory
4	Credit:	3 credits
5	Hours Allotted :	45 Hours
6	Marks Allotted:	75 Marks Continuous Evaluation 30 marks and Semester End Examination 45 marks
7	Course Objectives: 1. Introduce the basics of logistics and supply chain management. 2. Understand how logistics and supply chain processes optimize business operations. 3. Learn to manage the flow of goods and information in supply chain networks efficiently.	
8	Course Outcomes: 1. Understand the fundamentals of logistics and supply chain management principles. 2. Apply logistics and supply chain strategies to optimise business operations. 3. Manage the flow of goods and information effectively within supply chain networks.	

9	Module 1: Fundamentals of Materials Management & Supply Chain Management (9 Hours)		
	Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions. -Supply Chain Management -Objectives- Components, Trade off Customer Service & Cost. Supply Chain Analytics.		
	Module 2: Purchasing and Procurement (9 Hours)		
	Purchasing: purchasing and procurement activities under Materials management- Purchasing Methods- Purchasing and quality Assurance- Purchase Cycle – governmental purchasing practices and procedures- Negotiation & Bargaining – Vendor relations - Vendor Rating - Vendor Management - Purchase Department - Responsibility – Buyer Seller Relationship - Value Analysis.		
	Module 3: Inventory (9 Hours)		
	Inventory - Need of Inventory -Types of Inventory - Basic EOQ Model - EOQ with discounts – Different types of Analysis. - Forecasting –methods of forecasting-Material Requirement Planning (MRP) -Input and output of MRP system-BOM Explosion - MRP II. Materials Handling Systems and Equipment, Economic aspects of Materials handling		
	Module 4: Quality control of material (9 Hours)		
	Quality control of material: Incoming material quality control- statistical quality control (Various controlcharts)- Inventory control & Cost Reduction techniques. Value Analysis & Value Engineering. Standardization – need and importance. Codification - concept, benefits - Integrity Pact- Standard Operating Procedure		
	Module 5: Store Management (9 Hours)		
	Stores - Functions- Stores layout -documentation- Materials handling and storage systems, - Principles of MaterialsHandling system – Safety issues - Store Keeping – Stores Responsibilities - Location of Store House - Centralized Storeroom - Equipment – Security Measures - Protection And Prevention of Store		

10	Reference Books: ● Course Material by LSC. ● Designing and Managing the Supply Chain: Concepts, Strategies, and Case Studies (2022), 4th Edition ● by David Simchi-Levi, Philip Kaminsky, Edith Simchi-Levi, Ravi Shankar. ● Supply Chain Management (2018), 7th Edition, by Sunil Chopra, Peter Meindl, Dharam Vir Kalra. ● Logistics & Supply Chain Management, (Latest edition), Martin Christopher, Prentice Hall.		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through:	Case Study/ Class Presentation/ Research Assignments/ Periodical Test/ Practical-Hands-on Assignment/ Simulation	A Learner must be present for each of the sub-component

13	Format of SEE Question Paper: (45 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Answer the following: (attempt any 1 of 2) a) b)	9 Marks
	Q-2	Answer the following: (attempt any 1 of 2) a) b)	9 Marks
	Q-3	Answer the following: (attempt any 1 of 2) a) b)	9 Marks
	Q-4	Answer the following: (attempt any 1 of 2) a) b)	9 Marks
	Q-5	Answer the following: (attempt any 1 of 2) a) b)	9 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Ms. Lavina Gurbani	

As Per NEP 2020

Tolani College of Commerce (Autonomous)



**Title of the Course: Accountancy and Financial Management
Accounting – I (Introduction to Financial Accounting)**

Programme: Bachelor of Commerce (Logistics)

(Semester – I)

Syllabus for 4 Credit Course

From the Academic Year 2026 – 2027

Name of the Course: Introduction to Financial Accounting

Sr. No.	Heading	Particulars
1	Description of the course:	This introductory course in Financial Accounting serves as the cornerstone for evaluating the financial health and stability of a company. With a strong emphasis on foundational principles and practical applications, the course equips students with the essential knowledge and skills needed to make informed decisions about the fiscal well-being of organizations. By the end of this course, students will not only possess the technical skills needed for financial analysis but will also have a heightened enthusiasm for leveraging financial insights to contribute to the success and stability of organizations.
2	Vertical:	Open Elective (OE)
3	Type:	Practical
4	Credit:	4 Credits (1 Credit = 15 Hours for Theory in a Semester)
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	Course Objectives: The course aims to: 1. To enable the learners to comprehend the meaning of inventories with specific reference to valuation as per FIFO and weighted average method. 2. To Demonstrate the ability to allocate common costs to various departments using different methods. 3. To equip the learners with the knowledge and skills needed to prepare and analyze manufacturing accounts 4. To enable the learner to understand concepts and accounting entries related with Fire Insurance .	
8	Course Outcomes: After successful completion of the course, learners will be able to: 1. Learners will be able to solve practical problems related to Inventory Valuation as per FIFO and Weighted Average Method as per AS 2. 2. Learners will be able to construct departmental income statements, highlighting revenues, costs, and profits for each department. 3. Learners will be able to prepare and maintain the books of accounts of Manufacturing concerns. 3. Learners will be able to compute Fire Insurance Claim	
9	Modules	
	Modules I: Inventory Valuation and Classification of Expenditure (15 Hours)	
	● Inventory Systems : Meaning, Importance, Advantage , Disadvantage , Practical Problems based on Periodic Inventory System and Perpetual Inventory System ● Methods of Stock Valuation as per AS – 2: Meaning, Importance, Advantage, Disadvantage , Practical Problems based on FIFO and Weighted Average Method ● Classification of Expenditure: Capital, Revenue and Deferred Revenue Expenditure	
	Module II: Departmental Accounts (15 Hours)	

	● Introduction: Meaning, Importance, Advantage, Disadvantage, Basis of Allocation of Expenses and Incomes / Receipts ● Inter Departmental Transfer: At Cost Price and Invoice Price (Practical Sums) ● Stock Reserve: Meaning, Importance, Advantage, Disadvantage , Practical Problems based on stock Reserve
	Modules III: Manufacturing Accounts (15 Hours) ● Introduction: Purpose, Manufacturing Cost, Design of a manufacturing Account ● Adjustments and Closing Entries: Journal Entries Final Accounts: Preparation of Manufacturing accounts, Trading Account, Profit and loss account and Balance Sheet (Practical Sums)
	Module IV: Fire Insurance Claims (15 Hours) ● Introduction: Overview of insurance principles, Historical development of fire insurance, Role and importance of fire insurance in risk management Computation of Loss of Stock by Fire and Claim: Problems on Computation of Calim based on Average Clause
10	Reference Books: ● Barad,Mahesh: <i>Modern Financial Accounting</i>. Jaipur. Galaxy Book Company, 2018. ● Gawande,M.K.: <i>Advanced Accounting: Today and Tomorrow</i>. Kanpur.Chandralok Prakashan, 2016. ● Goyal,Bhushan Kumar & Tiwari,H.N.: <i>Financial Accounting;V.2:Assignments. (9th)</i> New Delhi. Taxmann Publications Pv T Ltd.,, 2021 ● John Wild <i>Fundamental Accounting Principles</i>, Mcgraw Hill,23rd Edition,2016 ● Maheshwari,S N & Maheshwari,S K: <i>Problems & Solutions In Advanced Accountancy : Vol. 1. (6th Ed)</i> Vikas Publishing House Pvt Ltd., 2008 ● P.C. Tulsian ,<i>Financial Accounting</i> , Pearson Publications, 2022 ● Panchal,Uttam V: <i>Financial Accounting;V.1-2</i>. Jaipur. Horizon Press, 2017 ● Shette,Rachappa: <i>Accounting Simplified</i>. New Delhi. Sage Publications India Pvt Ltd, 2021. ● Singh,S.P.N: <i>Fundamentals of Advanced Accounting</i>. New Delhi. Horizon Press, 2018 ● Satyanarayana,Penumarthi Veera Venkat: <i>Financial Accounting and Anaysis</i>. New Delhi. Discovery Publishing House,2016 ● Shukla And Grewal, <i>A d v a n c e Accounts</i>, S. Chand And Company (P) Ltd., 19th Edition,2016 ● T.S. Grewal And S.C. Gupta , <i>Introduction to Accountancy</i>, S. Chand And Company (P) Ltd., <i>New Edition</i>, 2024

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: 02 Hours

All Questions are Compulsory Carrying 15 Marks each.

Q. No.	Particular	Marks
Q-1	A. Full Length Practical Question (Module – I)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – I)	08 Marks
	D. Theory/ Practical Questions (Module – I)	07 Marks
Q-2	A. Full Length Practical Question (Module – II)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – II)	08 Marks
	D. Theory/ Practical Questions (Module – II)	07 Marks
Q-3	A. Full Length Practical Question (Module – III)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – III)	08 Marks
	D. Theory/ Practical Questions (Module – III)	07 Marks
Q-4	A. Full Length Practical Question (Module – IV)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – IV)	08 Marks
	D. Theory/ Practical Questions (Module – IV)	07 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.

Signature of Team Members

Sr. No.	Name	Signature
1	Mr.Murugan Nadar	
2	Ms Shweta Ghule	

AC –
Item No. –

As Per NEP 2020

**Tolani College of Commerce
(Autonomous)**



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

Programmes:

BBA/BAF/BFM/BBI

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

Name of the Course: Personal Financial Planning - I

Sr. No.	Heading	Particulars
1	Description the course:	This course is designed to introduce learners to the basic terminology, concepts and important dynamics of personal finance like saving, investment, inflation and time value of money. The course also provides a basic understanding of banking and insurance sector and credit and debt management.
2	Vertical:	Vocational Skill Course (VSC)
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks and Semester End Examination 30 Marks
7	Course Objectives: The objective of this course is to: 1. introduce the learners to the concept and dynamics of Personal Finance and understand the importance of Financial Planning. 2. create awareness among the learners on the basics of banking, insurance, credit and debt management.	
8	Course Outcomes: After completion of the course the learners will be able to: 1. do basic financial planning and evaluate their financial goals by themselves. 2. be well-versed with the basic modalities of banking, insurance, credit cards and credit and debt management.	

9	Module 1: Introduction to Personal Financial Planning (15 hours) <u>Introduction:</u> ● Understanding Personal Finance ● Benefits of Financial Planning ● Financial Goals ● Personal Financial Planning Process ● Myths about Financial Planning ● Financial Security, Financial Independence & Financial Freedom <u>Important Dynamics of Personal Finance:</u> ● Income, Expenditure, Savings ● Properties/Assets and Loans/Debts ● Cash Flows ● Savings Vs. Investment ● Inflation ● Time Value of Money Module 2: Basics of Banking, Insurance, Credit and Debt Management (15 hours) <u>Banking & Insurance</u> ● Types of Banks, Types of Accounts, Interest Rates ● Passbook, Cheque Book, Debit and Credit Card ● KYC norms and Digital Banking ● Significance of Insurance, Types of Insurance ● Comparing Features & Cost of Insurance Policies ● Selecting an Insurance Company & Insurance Agent <u>Credit and Debt Management</u> ● Introduction -Credit & Debt Management ● Basics of Credit Cards ● Types of Loans ● Interest & Installments ● Credit Reports & Credit Score ● Rules of Credit
---	---

10	Reference Books: 1. Agarwal, Rajesh. Mastering Personal Finance: Strategies for Wealth Creation. Wiley, 2018. 2. Gupta, Rakesh. Financial Freedom: A Step-by-Step Guide to Personal Financial Planning. Pearson, 2016. 3. Jain, Sunil. Wealth Creation: Strategies for Personal Financial Planning. CCH, 2016. 4. Kapoor, Neha. The Complete Guide to Personal Financial Planning. Eastern Book Company, 2017. 5. Mishra, Amitabh. Personal Financial Planning: Principles and Practices. Bharat Law House, 2018. 6. Patel, Kamal Kishore. Personal Finance Essentials: A Comprehensive Guide. Sage Publications India Pvt. Ltd, 2019 7. Sharma, Ramesh C. Smart Money: The Essential Guide to Personal Finance. McGraw-Hill Education, 2019. 8. Singh, Preeti. Personal Finance: A Comprehensive Guide. Taxmann Publications, 2019. 9. Verma, Rajesh. Money Matters: A Practical Approach to Personal Finance. Excel Books, 2017.												
11	Internal Continuous Assessment: 40%		Semester End Examination: 60%										
12	Continuous Evaluation through: <table><tr><th>Sub-components</th><th>Maximum Marks</th><th>Conditions for passing</th></tr><tr><td>1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar</td><td>10</td><td rowspan="3">A learner must be present for each of the sub-components.</td></tr><tr><td>2.MCQ Based Test</td><td>10</td></tr><tr><td>Total</td><td>20</td></tr></table>		Sub-components	Maximum Marks	Conditions for passing	1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.	2.MCQ Based Test	10	Total	20	
Sub-components	Maximum Marks	Conditions for passing											
1.Assignment/Case Studies/ Presentation/Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.											
2.MCQ Based Test	10												
Total	20												

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

Note: All questions are compulsory.

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

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

AC –

Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



Knowledge is Supreme

**Title of the Course: Life Skill Development
(Semester I)**

Bachelor of Commerce (Logistics)

Syllabus for 4 Credit Course from the Academic Year 2026-2027

Name of the Course: Life Skill Development

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This 4-credit course provides a comprehensive roadmap for professional excellence, bridging the gap between academic theory and workplace demands. The course focuses on hands-on mastery of professional image, industry-specific communication, and strategic people skills. Key areas include navigating complex workplace dynamics, mastering assertive vocabulary for negotiations, and developing the executive presence required to excel in modern recruitment processes and collaborative team environments.
2	Vertical :	SEC
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 equip students with advanced interpersonal skills and professional etiquette required for executive presence. 2. To develop analytical thinking and decision-making capabilities using structured problem-solving frameworks. 3. To enhance professional vocabulary and industry-specific communication tailored for the logistics sector.	
8	Course Outcomes: 1. Students will be able to demonstrate executive presence and effectively manage a professional digital identity. 2. Students will utilise advanced corporate lexicon and logistics jargon in professional negotiations and reporting. 3. Students will analyse complex workplace problems using strategic frameworks and provide structured solutions.	

9	Module 1: Professional Self-Mastery (15 Hours)
	● Digital Identity & Networking ○ Managing professional reputation and digital ethics on social media. ○ Building professional rapport through networking and "small talk." ● Productivity & Resilience ○ Strategic time management and workplace prioritisation. ○ Stress mastery and adaptability in evolving work environments. ● Group Dynamics & Recruitment ○ Performance strategies for Group Discussions (GD). ○ Understanding functional team roles and onboarding readiness.
	Module 2: Advanced Workplace Dynamics (15 Hours)
	● Corporate Vocabulary & Industry Jargon ○ Mastering "Power Verbs" and professional business vocabulary. ○ Introduction to Global Supply Chain and Logistics Terminology. ● Strategic Communication ○ Techniques for strategic listening, paraphrasing, and summarisation. ○ Assertive communication and professional reporting protocols. ● Feedback & Conflict Management ○ Delivering and receiving constructive professional feedback. ○ Managing emotions and professionalism during challenging discussions.
	Module 3: Strategic Thinking & People Skills (15 Hours)
	● Decision-Making Dynamics ○ Investigative questioning and root-cause analysis using the "5 Whys." ○ Identifying cognitive biases (thinking traps) to make informed, objective choices. ● Team Leadership & Collaboration ○ Understanding leadership archetypes and communicating a clear vision to a team. ○ Facilitating group work and managing disagreements through clear articulation. ● Persuasive Vocabulary & Influence ○ Using "Power Words" and assertive vocabulary to pitch ideas to stakeholders. ○ Mastering principled compromise and reciprocity in professional discussions.
	Module 4: Career Readiness & Executive Presence (15 Hours)
	● Professional Image & Etiquette ○ Executive grooming, non-verbal cues, and workplace norms. ○ Transitioning from a student mindset to professional accountability. ● Executive Presence: ○ Improving posture, tone of voice, and eye contact. ○ Creating a 60-second "Introduction" (Elevator Pitch) for professional introductions. ● Interview Readiness: ○ Mastering face-to-face, telephonic, and virtual interview formats. ○ Telling stories effectively using the STAR method (Situation, Task, Action, Result).

10	Reference Books: • Brown, Angela R. <i>Leadership Mastery: Strategies for Effective Decision Making and Problem Solving</i>. HarperCollins, 2024. • Maxwell, John C. <i>High-Road Leadership: Bringing People Together in a World That Divides</i>. HarperCollins Leadership, 2024. • Thompson, Emily. <i>The Art of Professional Communication: Soft Skills for the Digital Age</i>. Beacon Books, 2024. • Davis, Michael. <i>Interview Excellence: Mastering New Age Interview Techniques</i>. Academic Publishing, 2023. • Mortensen, Kurt. <i>The Art of Influence: 28 Days to Persuade Anyone at Work and in Life</i>. Amacom, 2023. • Peter, Hartley and Marriott, Susie. <i>Professional and Business Communication: Personal Strategies for the Post-Digital World</i>. Routledge, 2023. • Smith, John. <i>Soft Skills in the Workplace: A Comprehensive Guide</i>. Acme Publishing, 2023. • Voss, Chris. <i>Never Split the Difference: Negotiating As If Your Life Depended On It</i>. Random House, 2023. • Benton, Debra and Wright, Vickie. <i>Executive Presence: The Art of Commanding Respect Like a CEO</i>. McGraw Hill, 2022. • Goleman, Daniel. <i>Optimal: How to Sustain Personal Excellence Every Day</i>. Harper Business, 2022. • Johnson, Mary. <i>Transitioning Successfully: Campus to Corporate Soft Skills</i>. XYZ Press, 2022. • Knight, James. <i>The Interviewer's Handbook: Mastering the STAR Method and Behavioral Assessment</i>. Oxford Professional Press, 2022.	
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%
12	Continuous Evaluation through: (40 marks)	Case Study Presentation, Group Presentation, Periodic Test, Professional Portfolio & Digital Branding, Skill-Based Lab Assignments, Attendance & Professional Conduct.
13	SEE Evaluation: Practical (60 marks)	
	<u>A. The Executive Dossier & Pitch (20 Marks)</u> Objective: Evaluate professional branding, written articulation, and the ability to deliver a high-impact personal value proposition. Format: Individual submission of a "Professional Dossier" followed by a 60-second Elevator Pitch. Evaluation Parameters: • Documentation Quality (10 Marks): ○ Professionalism of the Resume (layout, clarity, and impact).	

	○ Logical breakdown of a problem in the Case Report. ● Pitch & Articulation (10 Marks): ○ Confidence, vocal projection, and eye contact during the Elevator Pitch. ○ Ability to summarise personal value and career goals within the 60-second limit. <u>B. Behavioural Event Interview - BEI (20 Marks)</u> Objective: Evaluate the student's ability to demonstrate competencies and future potential through structured storytelling. Format: A one-on-one mock interview focusing on situational and behavioural questions. Evaluation Parameters: ● Delivery (10 Marks): ○ Effectiveness in structuring answers (Situation, Task, Action, Result). ○ Clarity in describing specific actions taken and the measurable outcomes achieved. ● Professional Persona & Lexicon (10 Marks): ○ Appropriate use of "Power Verbs" and professional business vocabulary. ○ Maintenance of executive presence, composure under pressure, and professional attire. <u>C. Group Performance & Problem Solving (20 Marks)</u> Objective: Evaluate team interaction, strategic listening, and the ability to reach a principled agreement in a group setting. Format: A 15–20-minute Group Discussion or "Workplace Simulation". Evaluation Parameters: ● Collaborative Dynamics (10 Marks): ○ Ability to contribute constructively while ensuring other team members are heard. ○ Moving the group toward a consensus or a "Mutual Gain" solution. ● Linguistic Influence & Conflict Handling (10 Marks): ○ Using assertive vocabulary and "Influence Words" to facilitate the discussion. ○ Handling disagreements with professionalism and maintaining a solution-oriented tone.
--	--

Signatures of Team Members

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

As Per NEP 2020

Tolani College of Commerce

(Autonomous)



Knowledge is Supreme

Title of the Course: Communication Skills in English - I

(Semester I)

Programmes:

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

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

Name of the Course: Communication Skills in English - I

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	Communication Skills in English will enable the learners to comprehend and understand effective business communication. Communication theory, workplace channels, ethical considerations, and various communication barriers.
2	Vertical:	Ability Enhancement Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	Course Objectives: 1. To introduce the learners to the basics of communication theory and corporate communication 2. To enable learners to craft effective content and refine their listening and reading skills essential for a productive professional life	
8	Course Outcomes: 1. Ability to understand and articulate the basics necessary for effective business communication. 2. Ability to draft coherent and purposeful written content, showcasing refined communication skills applicable to various professional contexts.	

9	Module 1: Theory of Communication (15 Hours)
	1. Concept of Communication: → Meaning, Process and Need of Communication. → 7 Cs of communication. → Impact of technology-enabled Communication and the emergence of communication as a key concept in the corporate, digital, and globalized world.
	2. Communication at Workplace: → Types/ Methods of Communication: Verbal Communication -Oral and Written communication, Nonverbal Communication -Vocalics, Kinesics, Haptics, Proxemics, Chronemics, Sign language, and Visual aids. → Channels of Communication: Formal -Vertical, Horizontal, Diagonal, and Informal–Grapevine. → Importance of ethics in communication.
	3. Barriers to Communication: → Meaning and importance of recognizing and addressing barriers to effective communication → Types of Barriers: Physical, Semantic/Language, Cross-Cultural, Socio-Psychological, and Organizational → Strategies to Overcome Barriers.
	Module 2: Language and Writing Skills (15 Hours)
	1. Listening Comprehension: → Importance of Listening Skills → Barriers to Listening and strategies to cultivating good Listening Skills → Practicing reflective listening and paraphrasing
	2. Theory of Business Letter Writing: → Parts and Structure of a letter and email → Traditional and Contemporary layouts of a letter → Formal communication on digital platforms: E-mail, Messenger, and LinkedIn.
	3. Formal Correspondence for: → Job Application and Resume Writing. → Accepting a Job Offer and Resignation → Apology/Thank You Letter → Sanction of Leave

10	Reference Books: ● Raman, Meenakshi, and Sangeeta Sharma. Technical Communication: Principles and Practice. 2nd ed., Oxford University Press, 2011. ● St. John, Walter, and Ben Haskell. Essential Communication Skills for Managers. 2017 ● Insley, Robert. Communicating Professionally in Today's Workplace. 3rd ed., Kendall Hunt Publishing, 2022. ● Sharif, Waqas. Professional Communication Skills for Everyone. English Syllabus Press,
-----------	--

Approved by the Academic Council on 14-3-26 item no.
Approved by the BoS in Environmental Studies and Foundation Course on 5-3-26 item no. 01

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Environmental Studies- I

Name of the Programmes:

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

Semester I

Syllabus for 2 Credit Course

From the academic year- 2026-2027

Name of the Course: Environmental Studies- I

Sr. No.	Heading	Particulars
1	Description the course:	The course is an introductory inter-disciplinary course to understand working earth's systems. It focusses on the holistic study to understand the interrelationship between humans and nature.
2	Vertical:	Value Education Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should: 1. appreciate the different facets of environment and the natural world 2. understand the role of humans as agents of environmental degradation	
8	Course Outcomes: The learners shall be: 1. sensitised about environmental issues and the need for conservation of environment 2. able to appreciate Environmental Science as a multi-disciplinary tool for conservation rather than merely a subject	

9	Module 1: Understanding the environment (15 Hours) Environment: Meaning, definition, nature, scope and its components; Human and environment relationship Ecosystem: Definition, Components and types, Functioning and structure- Food Chain and Food Web, Ecological Pyramids, Biogeochemical cycles. Natural Resources: Definition, importance, Classification, Resource utilisation, Importance of forest, water and energy as natural resources Biodiversity: Definition, Types of biodiversity, Importance of biodiversity- Intrinsic and Utilitarian value; India as a Megadiverse nation; Biodiversity hotspots in India. Module 2: Environmental Degradation and Associated Problems (15 Hours) Rise in human population and urbanization: Population- Definition, Causes and Impacts of population rise, Concept of Population density; Urbanisation- Definition causes and impacts, Concept of Urban Heat Island Pollution: Causes and impacts of Air, Water, Land, Noise, Light pollution Climate Change and Global Warming: Concept, Causes and impacts of Ozone depletion, Natural and human induced causes of Global warming and Climate Change and its implication for nature and society. Nature at risk: Threats to biodiversity; Impacts of biodiversity loss; IUCN Red data list; Causes and impacts of resource depletion vis-à-vis forest, water and energy
10	Reference Books: - McKinney M.L. & Schoch R.M., 1998: Environmental Science, Jones & Bartlett Publishers, London - Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi - S.S. Negi (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi - Rajgopalan C (2015): Environmental Studies. Oxford University Press - Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. - Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p - Rao M N. & Datta, A.K. 1987. Waste Water treatment. Oxford & IBH Publ. Co. Pvt. Ltd. 345p. - Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication - Mhaskar A.K., Matter Hazardous, Techno-Science Publication - Zimmerman W E (1972) Zimmerman's World Resources and Industries' Harper & Row
11	Other Readings: - Down to Earth, Centre for Science and Environment - Census Handbooks Human Development Report-2019 - Provisional Population Totals Paper 1 of 2011 India, Office of the Registrar General & Census Commissioner India. Product No. 00-001-2011-Cen-Book (E) 13 p.p - Human Development Report 2020 "The next frontier Human development and the Anthropocene", United Nations Development Programme (eISBN: 978-92-1-005516-1) 412 p.p http://hdr.undp.org/en/2020-report
12	Websites: https://unfccc.int/ https://www.cbd.int/ https://cpcb.nic.in https://mpcb.gov.in https://www.iucnredlist.org/

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%		
13	Continuous Evaluation through:	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	10 Marks	
		2. Class Test	10 Marks	
		Total	20 Marks	
14	Format of Question Paper:			
		Question Number	Nature of Questions	Maximum Marks
		1)	Attempt any THREE of the following: (From Module I)	15
			A.	
			B.	
			C.	
			D.	
		2)	Attempt any THREE of the following: (From Module II)	15
			A.	
			B.	
			C.	
			D.	

Signatures of Team Members

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

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Introduction to Bharatiya Gyan Parampara

Name of the Programmes:

1. Bachelor of Commerce
2. Bachelor of Commerce (Management Studies)
3. Bachelor of Commerce (Accountancy & Finance)
4. Bachelor of Commerce (Banking & Insurance)
5. Bachelor of Commerce (Financial Markets)
6. Bachelor in Business Administration (Logistics)
7. Bachelor of Science (Information Technology)

Semester I

Syllabus for 2 Credit Course

From the academic year- 2024-2025

Name of the Course: Introduction to Bharatiya Gyan Parampara

Sr. No.	Heading	Particulars
1	Description of the course:	The course is an introductory course to the Indian Knowledge System. The traditional and indigenous knowledge has been neglected for ages. The traditional Indian knowledge has strong scientific basis and can provide simplistic solutions to modern day problems. The course attempts to highlight the contribution of traditional Indian Knowledge System in different fields.
2	Vertical:	Indian Knowledge System
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should be: - introduced to the rich heritage of Indian Knowledge System - able to appreciate the contribution of traditional Indian knowledge	
8	Course Outcomes: The learners shall be able to: - understand the Indian contribution to the various fields of knowledge - appreciate the ability of the traditional knowledge systems to provide simplistic solutions modern day problem	

9	Module 1: An Overview of Bharatiya Gyan Parampara (15 Hours) 1. Introduction to Knowledge Systems- Definition; Need for Knowledge Systems; Knowledge Systems in nature; Different types of Knowledge Systems- European- Greek and Roman, Islamic, Asian- Oriental and Indian. 2. British Education System and India- Macaulay Education System- Concept, Origin, Need and Impacts; Bell model of Education (Madras Monitorial System)- Concept, History, Connection with Indian Education System, Impacts of Madras Monitorial System on British Education System; 3. Indian Knowledge System- Definition; Framework of Indian Knowledge System; Corpus of Indian Knowledge System- Vedic and Non-Vedic; Indigenous Indian Knowledge; Characteristics of Indian Knowledge System. 4. Philosophical Systems in Indian Knowledge System- Concept of Philosophy; Different Philosophical approaches in Indian Knowledge Systems- Samkhya and Yoga, Nyaya and Vaisheshika, Purva-Mimamsa and Vedanta, Charvaka, Jainism and Buddhism
	Module 2: Contribution of Indian Knowledge Systems (15 Hours) 1. Contribution in the fields of polity and management- Concept of raj dharma, Arthashastra- King and Amtya, Janapadas, Administrative set up by Ashoka 2. Contribution in the fields of science and mathematics- Mathematics: Algebra, Geometry, Pingala and binary system; Science: Chemistry, Astronomy; Architecture: Traditional Indian houses, Temple architecture, Rock-cut, Cave architecture; Nature and conservation: Concept of <i>Panchmahabut</i>, Water conservation, Weather prediction, Concept of sacred groves 3. Contributions in the fields of health and wellness- Ayurveda: Concept of health, Sapta dhatvah, tridosa and tri gunas; Indian games: Types of Indian games (Indoor- Chess, Chausar, Snake and ladder and Outdoor- Kho-kho, Kabaddi, Logori, Langadi), Games as means to physical and mental well-being; Yoga: Concept, Schools of Yoga, 26 Principles of Yoga, Ashtanga Yoga; Home remedies for minor ailments 4. Contribution in the fields of arts and Literature- Clay moulding, Stone carving, Wood carving; Nava Rasas; Music and musical instruments; Natya shashtra; Folk art forms
10	Reference Books: 1. Binode Behari Dutt, Town planning in ancient India, Life Span Publishers & Distributors 2. Chopra Deepak, Perfect Health--Revised and Updated: The Complete Mind Body Guide, Harmony publication, 2001 3. Kak, S.C. (1987). "On Astronomy in Ancient India", Indian Journal of History of Science, 22(3), pp. 205–221. 4. Kapoor Kapil, Singh Avadhesh (2021). "Indian Knowledge Systems Vol – I & II", Indian Institute of Advanced Study, Shimla, H.P. 5. Mahadevan, B., Bhat Vinayak Rajat, Nagendra Pavana R.N. (2022), "Introduction to Indian Knowledge System: Concepts and Applications", PHI Learning Private Ltd. Delhi. 6. Patnaik Naveen The Garden of Life: An Introduction to The Healing Plants of India Doubleday (1 October 1993) 7. Prajananda Swami, History of Indian Music, Ram Krishna vedanta math, Kolkata
11	Websites: 1. www.sacredland.org/sacred-groves-of-india/ 2. www.cseindia.org/dte-supplement/forest20031231/sacred_disconnect.htm 3. https://iksindia.org/

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
13	Continuous Evaluation through:	1. Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	10 Marks
		2. MCQ Based Test	10 Marks
		Total	20 Marks
14	Format of Question Paper:		
	Question Number	Nature of Questions	Maximum Marks
	1)	Attempt any THREE of the following: (From Module I)	15
	A.		
	B.		
	C.		
	D.		
	2)	Attempt any THREE of the following: (From Module II)	15
	A.		
	B.		
	C.		
	D.		

Signatures of Team Members

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