

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Warehouse Management (Semester II)

Programme: Bachelor of Commerce (Logistics)

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

Name of the Course: Warehouse Management

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course will help gain practical insights into Warehousing and Logistics with a focus on fundamental operations, contemporary practices, and safety. Key functions, from goods receiving to dispatch, emphasizing real-life applications. Understand strategic aspects, packing essentials, and safety rules.
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. To develop competencies and knowledge in students to become Warehouse professionals. 2. To orient students in the field of Logistics. 3. To help Students understand Warehousing and distribution centre operations.	
8	Course Outcomes: 1. Students will be able to apply the Basic knowledge of Warehousing and distribution centre operations in the real-life situation. 2. Apply tools and techniques to improve the warehouse operations. 3. This subject will enable them to enhance their ability and professional skills.	

9	Module 1: Introduction, Layout and Warehouse Operations (9 Hours)
	Introduction to Warehouse (Storage and Packaging) Background – Need for Warehouse – Importance of Warehouse - Types of Warehouses - Broad functions in a warehouse - Warehouse layouts and layout related to functions. Understanding Warehouse Management Function and Operations - Role of a Warehouse and a Warehouse Manager, Major warehouse processes and End-to-End Warehouse Operations, Automation in warehouses. Warehouse Layout and Material Handling.
	Module 2: Inbound and Outbound Logistics (9 Hours)
	Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods – Stages involved receipt of goods- Advanced shipment notice (ASN) or invoice items list- Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded- Formats for recording of goods unloaded from carriers- Generation of goods receipt note using computer- Put away of Goods- Put away list and its need- Put away of goods into storage locations - storage location codes and its application- Process of put away activity- Procedure to Prepare Warehouse dispatches. Warehouse Activities -receiving, sorting, loading, unloading, Picking Packing and dispatch - Procedure to develop Packing list / Dispatch note- Cross docking method - Situations suited for application of cross docking - Information required for coordinating cross docking.
	Module 3: Warehouse Management (9 Hours)
	Warehouse Management: Warehouse Utilization Management - Study on emerging trends in warehousing sector - DG handling - use of Material Handling Equipments in a warehouse - Inventory Management of a warehouse - Inbound & Outbound operations of a warehouse and handling of Inbound & Outbound operations. Distribution – Definition – Need for physical distribution – functions of distribution – marketing forces affecting distribution. The distribution concept – system perspective. Channels of distribution: role of marketing channels – channel functions – channel structure – designing distribution channels – choice of distribution channels.
	Module 4: Warehouse Intelligence: Automation, Design, and Data Analytics (9 Hours)
	Warehouse Automation - Warehouse Automation Analysis, Warehouse design - RFID leveraged warehouse systems, Application areas and technological advancements in Warehouse automation, Latest trends in Warehouse Automation. Use of Analytics and Optimization in Warehouse Management - Optimizing order picking, Data Analytics in different functions – Inventory, Order fulfilment, Procurement and storage.
	Module 5: Warehouse Safety Rules and Procedures (9 Hours)
	Warehouse Safety Rules and Procedures: The safety rules and Procedures to be observed in a Warehouse - Hazardous cargo – Procedure for Identification of Hazardous Cargo - safety data sheet- Instructions to handle hazardous cargo - Familiarization with the industry. Health, Safety & Environment - safety Equipment's and their uses - 5S Concept on shop floor. Personal protective Equipments (PPE) and their uses.

10	Reference Books: • Course Material Prepared by LSC • Basics of Warehouse and Inventory Management: (The pillars of business Logistics) INDIA SPECIFIC EDITION 2022: Villivalam Rangachari Rangarajan. • Warehouse Management: The Definitive Guide to Improving Efficiency and Minimising Costs in the Modern Warehouse by Gwynne Richards 30 November 2021 • Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India		
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: (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	

AC –

Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Title of the Course: Liner Logistics(Semester II)

Programme: Bachelor of Commerce (Logistics)

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

Name of the Course: Liner Logistics

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course provides a comprehensive understanding of maritime operations and logistics, equipping students with the knowledge to navigate the complexities of global trade. Emphasising adaptability, the evolving landscape of international trade and innovation in logistics practices.
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 develop competencies and knowledge of students to Liner logistics professionals. 2. To orient students in the field of Logistics.	
8	Course Outcomes: 1. Students will be able to apply the Basic knowledge of Liner Logistics in the real-life situation. 2. This subject will enable them to enhance their ability and professional skills in Logistics.	

9	Module 1: Liner Shipping, and (5 Hours)
	Definitions of liner trades; tramp trades; containerization- Unitization - containerization, liner operations, port organization – Vessel loading and discharging, liner trade routes, The major ports, liner service options - Liner trade – ship types – Tonnages; basic ship layout, types of container ships, Ro-Ro barge carrying vessels, The refrigerated cargo ship conventional (Break bulk) vessels future vessel developments, economy of scale, shipboard handling equipment.
	Module 2: Cargo Handling (5 Hours)
	Cargoes & cargo equipment – Dangerous goods IMO special goods, cargo handlings, other methods of lifting cargo port handling equipment, port terminals; port and terminal management; the role of ships officers - agent. Liner Shipping operations- Management and policy, ship management and operations, independent ship management, insurance, trade of commercial department, accounting, budgeting, freight collection and port disbursements agency duties.
	Module 3: Containerization (5 Hours)
	Containerization unitization and inter-modalism - Growth in world trade unitization; container dimensions, types of container other container expressions container inventory, owning, leasing meeting the demand for containers tracking the container fleet, container control, FCLS LCLS & ICDS, legal & insurance implications in the container trade.
	Module 4 :The Bill of Lading and other Documentation (5 Hours)
	The Bill of Lading and other Documentation - The Bill of Lading UK bill of lading Act 1855 and UK carriage of goods by sea Act 1992, The use of Bill of Lading in liner trades, Bill of Lading documentary credits, Bill of Lading clauses The printed clauses – The evidence of the contract, other forms of Bill of Lading other liner documents, Intl conventions relating to Bill of Lading, paperless trading.
	Module 5: International Trade Finance, Contracts, and Maritime Law (5 Hours)
	The Exchange of goods transfer - Transfer of funds from country to country, methods of payments in International trade who are the merchants, International contracts of sale INCO terms; Legal aspects of the liner trades - The carrier insurance the carrier's liability for the cargo the liabilities of the agent, legal aspects of the Bill of Lading, cargo claims general average (GA), security, ISPS code.

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. –



Tolani College of Commerce (Autonomous)

Title of the Course: Principles of Management

**Programme: Bachelor of Commerce (Logistics)
Semester - II**

Syllabus for 4 credits

From the Academic Year 2026 - 2027

Name of the Course: Principles of Management

Sr. No.	Heading	Particulars
1	Description the course:	The course introduces the concept and evolution of management, focusing on key managerial functions and essential skills required for effective managers in today's business environment. It enables students to understand changing business conditions and analyze the role of ethics, social responsibility, and environmental concerns in contemporary organizations.
2	Vertical:	Minor
3	Type:	Theory
4	Credit:	4
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	Course Objectives: 1. To Identify and describe the nature of management, including the levels of management and different approaches to management. 2. To Explain the context of organizational management, including processes like planning, decision-making, and delegation of authority, and apply them to real-world scenarios. 3. To Analyze the various functions of management, such as organizing, departmentation, and directing, and demonstrate their practical application in different organizational settings. 4. To Evaluate key management concepts like leadership, coordination, and controlling, and assess recent trends in management to propose innovative solutions for modern management challenges.	
8	Course Outcomes: 1. Learners will be able to identify and describe the nature of management, including the levels of management and different approaches to management. 2. Learners will be able to explain the context of organizational management, including processes like planning, decision-making, and delegation of authority, and apply them to real-world scenarios. 3. Learners will be able to analyze the various functions of management, such as organizing, departmentation, and directing, and demonstrate their practical application in different organizational settings. 4. Learners will be able to evaluate key management concepts like leadership, coordination, and controlling, and assess recent trends in management to propose innovative solutions for modern management challenges.	

9	Modules
	Module 1: Nature of Management (15 Hours)
	• Introduction to Management: Meaning and Definitions of management, Features of management and Importance of management, Management as an Art - Features, Management as Science – Features and Management as a Profession – Features. • Levels of Management: Hierarchy of managerial positions – three levels, Roles and Managerial Skills by Professor Robert Katz, The Blake and Mouton Managerial Grid. • • Approaches to Management: Techniques of Scientific Management by Frederick Taylor, 14 Principles of Management by Henri Fayol and Contingency Approach of Management.
	Module 2: Planning, MBO, Decision Making and Delegation of Authority (15 Hours)
	• Planning: Meaning and definition of Planning, Elements of Planning and Steps in Planning, Management by Objectives (MBO) by Peter Drucker: Meaning and Assumption, Benefits of management by objective and Limitations of management by objective. • Decision Making: Importance of Decision-making, Decision-making process and Decision making techniques – Programmed and Non-programmed. • Delegation of Authority: Importance of delegation, three elements of delegation and Principles of effective delegation.
	Module 3: Organising, Departmentation, Approaches and Directing (15 Hours)
	• Organising: Meaning of Organising, Organising structure (Formal and Informal organisation, Line and Staff and Matrix organisation) – meaning, advantages and disadvantages. • Departmentation: Meaning, Importance and Bases of departmentation, Approaches to Organisational Management: Factors of Span of Control, Advantages and Disadvantages of Centralization and Decentralization. • Directing: Meaning, Importance and Principles of direction
	Module 4: Leadership, Coordination, Controlling and Recent Trends (15 Hours)
	• Leadership & Coordination: Meaning and Features of leadership, Various Leadership styles and Qualities of a good leader, Concept and Importance of Coordination, Coordination- The Essence of management and Techniques of effective coordination. • Controlling: Meaning and Importance of Controlling, Process of Controlling and Techniques of Controlling – Traditional and Modern. • Sustainable Business Practices: Green Management – Different Methods and Emerging Green trends, Corporate Social Responsibility – Importance and latest trends.

10	References: • Dr. Rinkesh Chheda and Divya Thakur, Principles of Management, Himalaya Publishing House, 3rd edition, 2022. • Y.K Bhushan, Fundamentals of Business & Management, Sultan Chand & Sons, 2016. • V.S.P Rao, Management: Text & Cases, Excel Books, 2nd Revised edition, 2022. • Dr. Neeru Vasishth and Dr. Vibhuti Vasishth, Principles of Management, Taxmann Publications Pvt. Ltd., 1st edition, 2022 • Stephen P. Robbins, Mary Coulter and David Cenzo, Fundamentals of Management, Pearson Education India, 9th edition, 2016. • Angelo Kinicki and Brian K. Williams, Management, McGraw-Hill Education, 9th edition, 2020.																
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%															
12	Continuous Evaluation through: (40 Marks) <table><tr><th colspan="2">Component Total</th></tr><tr><th>Component</th><th>Total Marks</th></tr><tr><td>Assignment/Case Studies/Book Review/News Analysis/Presentation/ /Project/Class Test</td><td>40 Marks</td></tr></table> <i>Note: Learner must be Present in all the three exam components of Continuous Evaluation.</i>		Component Total		Component	Total Marks	Assignment/Case Studies/Book Review/News Analysis/Presentation/ /Project/Class Test	40 Marks									
Component Total																	
Component	Total Marks																
Assignment/Case Studies/Book Review/News Analysis/Presentation/ /Project/Class Test	40 Marks																
14	Format of Question Paper: for the final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 60 Duration:2 Hour <table><tr><th>Q. No.</th><th>Particular</th><th>Marks</th></tr><tr><td>Q-1</td><td>Attempt any TWO the following: (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question</td><td>15 Marks</td></tr><tr><td>Q-2</td><td>Attempt any TWO the following: (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question</td><td>15 Marks</td></tr><tr><td>Q-3</td><td>Attempt any TWO the following: (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question</td><td>15 Marks</td></tr><tr><td>Q-4</td><td>Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question</td><td>15 Marks</td></tr></table>		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
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: Any of the full length question of 7.5 Marks can be a case study.
--	---

**Signatures of Team
Members**

Sr. No	Name	Signature
1.	Prof.(Dr.) Sadhana Venkatesh	
2.	Ms. Jyoti Ghosh	
3.	Ms. Shalini Clayton	
4.	Ms. Ashiyana Shaikh	

As Per NEP 2020

Tolani College of Commerce (Autonomous)



**Title of the Course: Accountancy and Financial Management
(Cost Accounting)**

Programme: Bachelor of Commerce (Logistics)

(Semester – II)

Syllabus for 4 Credit Course

From the Academic Year 2026 – 2027

Name of the Course: Cost Accounting

Sr. No.	Heading	Particulars
1	Description of the course:	This course in Cost Accounting is designed to serve as the foundation for understanding and analyzing the costs associated with goods and services in an organization. It focuses on generating enthusiasm for the exploration and analysis of costing aspects within a company. The course aims to provide learners with the necessary skills to ascertain, manage, and analyze costs effectively. Beyond cost calculation, the emphasis is on using cost information as a valuable tool for decision-making to enhance the overall quality of organizational choices. It provides a solid grounding in cost accounting principles and their practical applications, preparing participants to contribute effectively to decision-making processes within organizations
2	Vertical:	Major
3	Type:	Theory
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 Identify opportunities for cost reduction and implement effective strategies. 2. To enable learners to classify costs and prepare Cost Sheet. 3. To equip learners with a thorough understanding of standard costing and variance analysis, key tools in cost accounting for performance evaluation and managerial decision-making. 4. To examine the principles, applications, and strategic significance of marginal costing, emphasizing its role in cost-volume-profit analysis and data-driven business decisions.	
8	Course Outcomes: After successful completion of the course, learners will be able to: 1. Learners able to apply strategies to control, estimate, and optimize material and labour costs. 2. Learners able to Prepare cost sheet based on the various cost. 3. Learners will be able to compute and analyze variances related to materials, labor, and sales. 4. Learners will be able to utilize marginal costing techniques for short-term decision-making, including pricing strategies, product mix optimization, and special-order evaluations.	
9	Modules	
	Modules I: Material and Labour Cost (15 Hours)	
	• Economic Order Quantity (EOQ) • Valuation of Stock & Inventory Turnover Ratio • Labour Cost: Labour Cost Records Overtime / Idle Time / Incentive Schemes	
	Module II: Cost Sheets and Reconciliation of Cost and Financial Accounts (15 Hours)	

	• Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre • Problems on preparation of cost sheet & Estimated Cost sheet • Reconciliation of cost and Financial accounts (Theory)
	Module III: Marginal Costing (15 Hours) • Meaning; Features, Advantages and Disadvantages • Profit Volume Ratio , Break Even Analysis and Margin of Safety • Practical Sums
	Module IV: Standard Costing (15 Hours) • Meaning; Features, Advantages and Disadvantages • Material Costing , Labour Costing and Sales Variances • Practical Sums
10	Reference Books: • <i>Cost and Management Accounting – M.N. Arora Publisher: Vikas Publishing House, Edition: 10th Edition</i> • <i>Cost Accounting: Principles and Practice – S.P. Jain & K.L. Narang, Publisher: Kalyani Publishers, Edition: 2016</i> • <i>Modern Cost and Management Accounting – M. Hanif, Publisher: Tata McGraw Hill Education Pvt. Ltd., Edition: Latest Edition</i> • <i>Cost Accounting: A Managerial Emphasis – Charles T. Horngren, Srikant M. Datar & Madhav Rajan, Publisher: Pearson Education, Edition: 16th Edition</i> • <i>Cost Accounting – M. Y. Khan & P.K. Jain, Publisher: Tata McGraw Hill Education Pvt. Ltd., Edition: Latest Edition</i> • <i>Advanced Cost Accounting – J.R. Batliboi, Publisher: Snow White Publications, Edition: Latest Edition</i> • <i>Practical Costing– T.S. Grewal, Publisher: Sultan Chand & Sons, Edition: Latest Edition</i>

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) D. Theory/ Practical Questions (Module – I)	08 Marks 07 Marks
Q-2	A. Full Length Practical Question (Module – II)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – II) D. Theory/ Practical Questions (Module – II)	08 Marks 07 Marks
Q-3	A. Full Length Practical Question (Module – III)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – III) D. Theory/ Practical Questions (Module – III)	08 Marks 07 Marks
Q-4	A. Full Length Practical Question (Module – IV)	15 Marks
	OR	
	C. Theory/ Practical Questions (Module – IV) D. Theory/ Practical Questions (Module – IV)	08 Marks 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 - II

Semester – II

Programmes:

B.Com. (Logistics)/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)
	<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 <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)
	<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 <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: <table><tr><th>Sub-components</th><th>Maximum Marks</th><th>Conditions for passing</th></tr><tr><td>1. Assignment/Case Studies/ Presentation/ Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar</td><td>10</td><td rowspan="3">A learner must be present for each of the sub-components.</td></tr><tr><td>2.MCQ Based Test</td><td>10</td></tr><tr><td>Total</td><td>20</td></tr></table>			Sub-components	Maximum Marks	Conditions for passing	1. Assignment/Case Studies/ Presentation/ Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.	2.MCQ Based Test	10	Total	20
Sub-components	Maximum Marks	Conditions for passing											
1. Assignment/Case Studies/ Presentation/ Book Review/ Assignment/ Viva Voce/ Report Writing/ Quiz after participation in a Webinar/ Workshop/ Seminar	10	A learner must be present for each of the sub-components.											
2.MCQ Based Test	10												
Total	20												

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

Note: All questions are compulsory.

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

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

As Per NEP 2020

Tolani College of Commerce

(Autonomous)



Knowledge is Supreme

Title of the Course: Communication Skills in English - II

(Semester II)

Programmes:

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

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

Name of the Course: Communication Skills in English - II

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	This course cultivates English Communication dexterity spanning interview dynamics, meeting essentials, and varied business correspondence. Constructive professional discussions and proficiency in crafting impactful documents, essential for success in the professional arena.
2	Vertical:	Ability Enhancement Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 marks and Semester End Examination 30 marks
7	Course Objectives: 1. To introduce learners to the employability skills and the dynamics of workplace communication. 2. To familiarize learners with diverse types of business correspondence and to instill LSRW skills required for successful professional life.	
8	Course Outcomes: 1. Ability to understand the principles and strategies of employability and workplace communication to contribute constructively in professional life. 2. Ability to demonstrate proficiency in crafting and interpreting different business correspondence and apply LSRW in the professional realm for successful engagement.	

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

11	Internal Continuous Assessment: 40%	Semester End Examination: 60%
12	Continuous Evaluation through: (20 marks)	Mock Interviews/ Extempore/ Drafting Notice, Agenda & Resolutions/ Class Projects/ Demonstration/ Exhibition/ Class Test
13	Format of SEE Question Paper: (30 marks)	
	Question No.	Nature of Question
	Q-1	Short notes: (attempt any 2 of 3) a) b) c)
	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
	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
		10 Marks
		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)**



Title of the Course: Environmental Studies- II

Name of the Programmes:

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

Semester II

Syllabus for 2 Credit Course

From the academic year- 2026-2027

Name of the Course: Environmental Studies- II

Sr. No.	Heading	Particulars
1	Description the course:	The course is an introductory inter-disciplinary course to understand impacts of human actions on environment. It is an attempt to understand the future impacts by learning from the past and present actions.
2	Vertical:	Value Education System
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should be: 1. aware about the human interventions for environment protection 2. familiar with the mechanisms for environmental protection in India	
8	Course Outcomes: The learners shall be able to: 1. hold a rational attitude towards sustainable development 2. a develop a sense of environmental responsibility	

9	Module 1: Sustainable Development and Way forward (15 Hours) Sustainable Development: Definition, Need, Importance of Sustainable Development; Origin and Evolution of Sustainable Development Goals (SDGs) Environmental Management: Need, Importance and Relevance, ISO 14000, Carbon Banks and Carbon Credits; Corporate Social Responsibility: Concept, Need and Importance Disaster Management: Definition; Types of disasters; Effects of disaster; Factors to be considered in Prevention, Mitigation (Relief and Rehabilitation) and disaster Preparedness. Environment Education: Definition, Scope, Importance, Principles, Methods, Concept of Education for Sustainable Development Module 2: Environment Protection in India (15 Hours) Environmental Movements in India: Chipko Movement, Appiko Movement, Save Narmada Movement, Save Western Ghat, Save Jaitapur and Save Aarey 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 Protected Areas in India: Definition and concept, Importance, Types of Protected Areas, Some of Protected Areas in India, Protected Areas Network 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: - Gleick, H.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute Oxford Univ. Press. 473p - McKinney M.L. & Schoch R.M., 1998: Environmental Science, Jones & Bartlett Publishers, London - Miller T.G. Jr. Environmental Science, Wadsworth Publishing Co. - Murthy, D. B. N., Disaster Management: Text and Case Studies, Deep and Deep - Negi S.S. (1993) Biodiversity and its Conservation in India, Indus Publications, New Delhi - Odum E.P. (1971): Fundamentals of Ecology, W.B. Saunders, Philadelphia - Parsuraman, S., and Unnikrishnan, ed., India Disasters Report II, Oxford, New Delhi, 2013 - Publications, New Delhi, 2013. - Rajgopalan C (2015): Environmental Studies. Oxford University Press - Rao K.L. 1975: India's Water Wealth, Orient Longman Ltd. New Delhi - Reza, B. K., Disaster Management, Global Publications, New Delhi, 2010.
11	Other Readings: - Down to Earth, Centre for Science and Environment - 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	