

AC –

Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



**Title of the Course: Retail Logistics and E-Commerce
(Semester III)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 3 Credit Course from the Academic Year 2025-2026

Name of the Course: Retail Logistics and E-Commerce

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course encompasses two modules: Logistics and Retail Marketing and E-Commerce. In the Logistics module, students delve into the support function of logistics in order fulfilment, inventory management, transportation, and customer facilitation. It covers reverse logistics, including carrier coordination, route map optimisation, and best practices. The E-Commerce module introduces students to e-commerce logistics, including delivery and pickup models, order processing, electronic payment systems, and security considerations in online retailing.
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: - Understand the critical role of logistics in retail marketing, encompassing order fulfilment, inventory management, and customer facilitation. - Gain insights into reverse logistics principles, including key activities, carrier coordination, and best practices for managing product returns and exchanges.	
8	Course Outcomes: - Students will acquire the necessary skills to optimise logistics operations, including tracking outbound shipments, managing inventory levels, and improving customer satisfaction through efficient order fulfilment. - Through comprehensive knowledge of e-commerce logistics, students will contribute to the seamless functioning of online retail operations, fostering customer trust and loyalty.	

9	Module 1: (15 Hours)
	• Concepts and Scope of Retail Logistics and Supply Chain • Importance of Logistics in Global Sourcing • Dimensions of Logistics: Macro and Micro Aspects • Supply Chain Contours: Backward and Forward Linkages • Logistics as a Support Function: Order Fulfillment, Assembling & Labeling from Multi-Storage Points, and Delivery • Logistics as an Interface of Market Forecasting, Stock Level Management, and Other Relevant Activities
	Module 2: (15 Hours)
	• Transportation, Preparation for Dispatch, Outbound Documentation, and Customer Facilitation • Tracking Outbound Shipments • Basics of Reverse Logistics – Concept and Key Activities • Coordinating with Carriers, Route Map Optimization, Collecting Pickup and Feedback • Types of Reverse Logistics – Roles and Responsibilities • Best Practices in Reverse Logistics
	Module 3: (15 Hours)
	• Introduction to E-Commerce Logistics: Delivery and Pickup Models, Overall Logistic Setup • Order Processing – Activities, Types, and Procedures for Generating Plans and Schedules through MIS • Types of E-Commerce: B2B, B2C, and Intra-Business • Retail E-Commerce – Retailing through Internet, Direct Online Sales Models, and Its Types • Business Models for E-Commerce • Electronic Payment System, Electronic CRM Applications, and E-Security
10	Reference Books: • Course Material Prepared by LSC • Ayers, James B., and Mary Ann Odegaard. Retail Supply Chain Management. Taylor & Francis, 2nd edition. • Fernie, John, and Leigh Sparks. Logistics and Retail Management: Emerging Issues and New Challenges in the Retail Supply Chain. Kogan Page, 3rd edition, 2009. • Gibson, G. Retail Management: Functional Principles & Practices. Jaico Publishing House, 6th edition, 2003. • Ray. Supply Chain Management for Retailing. TMH, 2010.

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 2 of 3) a) b) c)	15 Marks
	Q-2	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks
	Q-3	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	
2.	Ms. Neha Sawant	

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Item No. –

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



**Title of the Course: Liner Logistics
(Semester III)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 3 Credit Course from the Academic Year 2025-2026

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:	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 equip students with a thorough knowledge, enabling them to comprehend the complexities and nuances of liner logistics. 2. To prepare students for the evolving landscape of international trade and logistics, fostering adaptability and innovation.	
8	Course Outcomes: 1. Ability to articulate liner logistics' definitions, characteristics, and operational aspects, showcasing a comprehensive grasp of maritime operations. 2. Ability to apply this knowledge to real-world scenarios, ensuring effective container operations in the industry.	

9	Module 1:	(15 Hours)
	• Definitions of liner trades; tramp trades; containerization • Unitization - containerization, liner operations, port organization • Vessel loading and discharging, liner trade routes, major ports • Liner service options - Liner trade – ship types – Tonnages; basic ship layout • Types of container ships, Ro-Ro barge carrying vessels, refrigerated cargo ship, conventional (Break bulk) vessels • Future vessel developments, economy of scale, shipboard handling equipment • 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 2: (15 Hours)
	- Cargoes & cargo equipment – Dangerous goods, IMO special goods - Cargo handling methods, lifting cargo, port handling equipment - Port terminals; port and terminal management - Role of ship officers and agents - Containerization, unitization, and inter-modalism - Growth in world trade, unitization, container dimensions, types of containers - 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 3: (15 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 - Use of Bill of Lading in liner trades, documentary credits, clauses - The printed clauses – The evidence of the contract, other forms of Bill of Lading - Other liner documents, International conventions relating to Bill of Lading, paperless trading - Exchange of goods transfer – Transfer of funds from country to country - Methods of payments in international trade, merchants, international contracts of sale - INCOTerms; legal aspects of liner trades - Carrier insurance, carrier's liability for cargo, liabilities of the agent - Legal aspects of the Bill of Lading, cargo claims, general average (GA), security, ISPS code

10	Reference Books: - Course Material Prepared by LSC - Pillai, R. S. N. Introduction to Shipping. Sterling Publishers Pvt. Ltd., 2016. - Krishnamurthy, V. Marine Insurance: Law and Practice. Universal Law Publishing Co., 2018. - Mookerji, Radhakumud. Indian Shipping: A History from the Earliest Times. Asian Educational Services, 2015. - Rowbotham, Mark. Introduction to Marine Cargo Management. The Nautical Institute, 2016. - Curtis, Simon. The Law of Shipbuilding Contracts. Informa Law from Routledge, 2012. - Neise, Rolf. Container Logistics: The Role of the Container in the Supply Chain. Springer, 2013. - Berlingieri, Francesco. International Maritime Conventions: Volume 3. Informa Law from
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	Routledge, 2014.		
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 2 of 3) a) b) c)	15 Marks
	Q-2	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks
	Q-3	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	

As Per NEP 2020

**Tolani College of
Commerce
(Autonomous)**



Title of the Course: Commercial Geography

Name of the Programme: Bachelor of Commerce (Logistics)

Semester III

Syllabus for 2 Credit Course

For the academic year- 2025-2026

Name of the Course: Commercial Geography- II

Sr. No.	Heading	Particulars
1	Description the course:	The course is a median course to understand significance of geography in logistics. The success of logistics is determined by the ability to overcome geographical constraints and establishing a system for smooth movement of the necessary goods and services. The applications geography in terms of digital era in the form of Geographical Information Systems (GIS).
2	Vertical:	Major
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	Course Objectives: By end of this course learners should be: 1. understand the significance of geography in logistics 2. familairised with basics of cartography and Geo-spatial Technologies (GST)	
8	Course Outcomes: The learners shall be: 1. able to appreciate the role of geography in success of logistics 2. updated about the latest developments in the field of geography	

9	Module 1: Geography in logistics (15 Hours) 1. Transportation Networks and Modal Choice: Comparative analysis of transport modes (road, rail, air, sea) in different regions; The role of infrastructure development and urbanization in shaping transportation choices. 2. Urban Logistics and Last-Mile Delivery: Challenges and solutions for urban logistics- Traffic congestion, zoning laws, and environmental regulations; Innovations in last-mile delivery- Electric vehicles, bicycle couriers, and drones. 3. Climate Change and Sustainable Logistics: Impact of climate change on logistics planning; Planning for extreme weather events affecting supply chains; Green logistics strategies- Carbon-neutral transportation, electric vehicles, and eco-friendly packaging. Module 2: Geo-spatial Technology in Logistics (15 Hours) 1. Cartographic Techniques: Introduction to Cartography, Need, Importance and Relevance of cartography; Cartographic Techniques for data representation- Bar diagrams, Circles, Flow lines, Wind roses, Dot maps 2. Geospatial Technology: Introduction, Need, Importance, Evolution, and Components of Geo-spatial Technology (GST); Remote Sensing (RS), Geographical Information System (GIS), Global Positioning System (GPS) 3. Applications of Geospatial Technology in logistics: Applications in Planning, Delivery, Infrastructure
10	Reference Books: 1. B. Arunachalam, Economic and Commercial Geography: With Special Reference to India, A.R. Sheth, 1965 2. Dudley Stamp, Commercial Geography, Prentice Hall Press; 9th edition (1 November 1973) 832 pages 3. Dudley Stamp, Our Developing World Paperback, Hassell Street Press (9 September 2021), 202 pages 4. Gonner E.C. K., Commercial Geography, Trieste Publishing 5. Hartshorne & Alexander, (1996). Economic Geography. Prentice Hall
11	Other Readings: 1. NCERT Class 6 / 9 / 10 Geography 2. NCERT Class 6 / 9 / 10 Economics
12	Websites: 1. https://www.gps.gov/systems/gps/ 2. https://www.nationalgeographic.org/encyclopedia/geographic-information-system-gis/ 3. https://www.usgs.gov/faqs/what-a-geographic-information-system-gis?qt-news_science_products=0#qt-news_science_products 4. https://www.usgs.gov/faqs/what-remote-sensing-and-what-it-used?qt-news_science_products=0#qt-news_science_products 5. https://earthdata.nasa.gov/learn/backgrounders/remote-sensing 6. https://www.sciencedirect.com/topics/earth-and-planetary-sciences/aerial-photography 7. https://www.nrcan.gc.ca/maps-tools-publications/satellite-imagery-air-photos/air-photos/national-air-photo-library/about-aerial-photography/concepts-aerial-photography/9687 8. https://www.sciencedirect.com/topics/earth-and-planetary-sciences/satellite-imagery 9. https://www.pgc.umn.edu/guides/commercial-imagery/intro-satellite-imagery/

12	Internal Continuous Assessment: 40%	Semester End Examination: 60%																																									
13	Continuous Evaluation through:	Class test or Fieldwork-based project work and report or assignment or presentation or report-writing or article/ book review or topic-based activity	20 Marks																																								
14	Format of Question Paper: <table border="1"> <thead> <tr> <th>Question Number</th><th colspan="2">Nature of Questions</th><th>Maximum Marks</th></tr> </thead> <tbody> <tr> <td>1)</td><td></td><td>Attempt any TWO of the following: (From Module I)</td><td rowspan="4">10</td></tr> <tr> <td></td><td>A.</td><td></td></tr> <tr> <td></td><td>B.</td><td></td></tr> <tr> <td></td><td>C.</td><td></td></tr> <tr> <td>2)</td><td></td><td>Attempt any TWO of the following: (From Module II)</td><td rowspan="4">10</td></tr> <tr> <td></td><td>A.</td><td></td></tr> <tr> <td></td><td>B.</td><td></td></tr> <tr> <td></td><td>C.</td><td></td></tr> <tr> <td>3)</td><td></td><td>Map-based questions (Both questions compulsory)</td><td rowspan="3">10</td></tr> <tr> <td></td><td>A.</td><td></td></tr> <tr> <td></td><td>B.</td><td></td></tr> </tbody> </table>			Question Number	Nature of Questions		Maximum Marks	1)		Attempt any TWO of the following: (From Module I)	10		A.			B.			C.		2)		Attempt any TWO of the following: (From Module II)	10		A.			B.			C.		3)		Map-based questions (Both questions compulsory)	10		A.			B.	
Question Number	Nature of Questions		Maximum Marks																																								
1)		Attempt any TWO of the following: (From Module I)	10																																								
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	B.																																										
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2)		Attempt any TWO of the following: (From Module II)	10																																								
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	C.																																										
3)		Map-based questions (Both questions compulsory)	10																																								
	A.																																										
	B.																																										

Signatures of Team Members

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

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As Per NEP 2020

**Tolani College of
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(Autonomous)**



**Title of the Course: MIS for Logistics
(Semester III)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 4 Credit Course from the Academic Year 2025-2026

Name of the Course: MIS for Logistics

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	This comprehensive course delves into the dynamic intersection of Information Technology and Logistics Management, providing a robust foundation in MIS principles tailored to the logistics industry. Students will explore key topics ranging from strategic planning and technology evaluation to advanced logistics technologies, all designed to equip them with the essential skills for effective MIS implementation in logistics operations.
2	Vertical:	Minor
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. Develop a comprehensive understanding of Management Information Systems (MIS) specific to the logistics industry. 2. Analyse the role of MIS in addressing challenges and leveraging opportunities within logistics operations. 3. Equip students with the necessary competencies and knowledge to excel as MIS professionals in the logistics sector.	
8	Course Outcomes: 1. Ability to understand Management Information Systems (MIS) tailored specifically for the logistics industry. 2. Ability to systematically analyse challenges within logistics operations and leverage opportunities using MIS tools, leading to informed decision-making and problem-solving. 3. Ability to acquire competencies and knowledge essential for success as MIS professionals in the logistics sector	
9	Module 1:	(15 Hours)
	• Introduction to IT and Management: Opportunities and Challenges	

	• Strategic Planning and Models • Information Management & IT Architecture • IT Architecture & Infrastructure • Cloud Computing and Services • Virtualization and Virtual Machines
	Module 2: (15 Hours)
	• Database Technology • Data Warehouse and Data Mart Technologies • Data and Text Mining • Business Intelligence & Analytics • Digital and Physical Document Management • Networks, Collaboration & Sustainability: Business IT Networks & Components, • Communication Technologies - Sustainability and Ethical Issues, Internal Control, Business Control, and Auditing
	Module 3: (15 Hours)
	• Dissemination of Technology Information and Strategic Planning • Technology Choice and Evaluation Methods • Analysis of Alternative Technologies • Implementing Technology Programs • Intellectual Capital - Introduction to Intellectual Property Rights • Patents, Copyrights, Trademarks, and Other Issues
	Module 4: (15 Hours)
	• Functional Area & Compliance Systems: Management Levels and Functional Systems • Enterprise Systems and Applications: ERP, SCM, CPFR, CRM • Performance Management: Data Visualization, Mashups, and Mobile Intelligence • Fleet Management Information System • Business Process and Project Management: Architecture & IT Design, System Development, Software & Applications for Management • ERP Modules: Sales & Marketing, Accounting, Finance, Materials, and Production Management
10	Reference Books: • Course Material Prepared by LSC • Laudon, Kenneth C., and Jane P. Laudon. Essentials of MIS. Prentice Hall India, 2001. • Laudon, Kenneth C., Jane P. Laudon, and Rajanish Dass. Management Information Systems: Managing the Digital Firm. Pearson Education, 2001. • Ravi, Kalakota, and Andrew B. Whinston. Frontiers of Electronic Commerce. Pearson

	Education, 2002. • Sadagopan, S. Management Information Systems. Prentice Hall India, 2003. • Bidgoli, Hossein. MIS. 11th ed., Cengage Learning, 2023. • Prasad, L. M., and Usha Prasad. Management Information Systems. Sultan Chand & Sons, 2023.		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (40 marks)	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: (60 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks
	Q-2	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks
	Q-3	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks
	Q-4	Answer the following: (attempt any 2 of 3) a) b) c)	15 Marks

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Amrita Nambiar	

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Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



**Title of the Course: Business Statistics
(Semester III)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 2 Credit Course from the Academic Year 2025-2026

Name of the Course: Business Statistics

Sr. No.	Heading	Particulars
1	Description of the course:	Business statistics is a branch of statistics that applies statistical techniques to solve business problems and make informed business decisions. Its primary focus is on the practical application of statistical concepts in various business and financial contexts. Business statistics helps the individuals to develop their statistical skills and knowledge necessary to solve practical problems, make sound financial decisions, and contribute to the success and efficiency of businesses across various industries.
2	Vertical :	Open Electives
3	Type :	Theory / Practical
4	Credit:	2 credits (1 credit = 15 Hours for Theory and 15 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks (30 (SE) + 20 (CE))
7	Course Objectives: 1. To enable the students to understand the basic definitions used in correlation and regression 2. To enable the students to understand the Concepts and Components of Time Series, Index Numbers and its Types	
8	Course Outcomes: 1. Students gain a deep understanding of fundamentals of correlation and regression 2. Students will be able to apply their knowledge to solve the problems based on Time series and Index numbers	
9	Modules:-	
	Module 1: Bivariate Linear Correlation and Regression (15 Hours) ● Correlation Analysis: Meaning, types of correlation, determination of correlation, scatter diagram, Karl Pearson's method of correlation coefficient (excluding Bivariate Frequency Distribution Table)	

	● Spearman's Rank Correlation Coefficient , Correlation for repeated ranks ● Regression Analysis: Meaning, Concept of Regression Equations, Slope of Regression Line and its interpretation of Regression Coefficients (excluding Bivariate Frequency Distribution Table) Relationship Between Coefficient of Correlation and Regression Coefficients, ● Finding the Equations of Regression Lines by Method of Least Squares.	
	Module 2: Time Series and Index Number (15 Hours) ● Concepts and Components of Time Series Representation of Trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Square Method (Linear Trend only) ● Concept and usage of Index Numbers, Types of Index Numbers, Aggregate And Relative Index Numbers, Laspeyer's, Paasche's, Dorbish and Bowley's, Marshall and Edgeworth's and Fisher's Ideal Index Numbers, Cost of Living Index Numbers, Concept of Real Income.	
10	Reference Books ● B Aggarwal, Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited, 2016 ● S.P. Gupta, Statistical methods , 1987	
11	Internal Continuous Assessment: 40%	Semester End Examination : 60%
12	Continuous Evaluation through:	Assignments (10 marks) MCQ Test (10 marks)
13	Format of Question Paper: Q. 1 Attempt any Three (15 marks) - a. - b. - c. - d. Q. 2 Attempt any Three (15 marks) - a. - b. - c. - d.	

Signatures of Team Members

Sr.No.	Name	Signature
1.	Ms. Shubha Chaubal	
2.	Ms. Priyanka Malvankar	

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Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

**Title of the Course: Word & Presentation Tools
(Semester III)**

Programme: Bachelor of Commerce (Logistics)

Syllabus for 2 Credit Course from the Academic Year 2025-2026

Name of the Course: Word & Presentation Tools

Sr. No.	Heading	Particulars
1	Description of the course : Including but not limited to :	This course provides a practical introduction to Microsoft Word and PowerPoint, focusing on essential skills for creating, editing, and presenting professional documents. Students will learn to use these tools effectively for digital communication and visual presentations in academic and professional contexts.
2	Vertical :	Vocational Skill 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 students to Microsoft Word and PowerPoint's basic features and applications. 2. To enable students to create and edit professional documents and presentations. 3. To develop skills in using digital tools for organized and impactful e-communication.	
8	Course Outcomes: 1. Proficiency in using Microsoft Word and PowerPoint for real-life applications. 2. Ability to create, format, and present information effectively using Word and PowerPoint. 3. Enhanced skills in e-communication and digital data presentation.	

9	Module 1: Microsoft Word Basics and Practical Applications (15 Hours)
	1. Introduction to MS Word Interface ● Navigating toolbars, menus, and ribbons ● Keyboard shortcuts for efficient use 2. Document Creation and Formatting ● Creating, saving, and opening documents ● Formatting text: font styles, sizes, colours, and alignment 3. Editing Tools ● Cut, copy, paste, find, and replace ● AutoCorrect and AutoText features 4. Tables and Layouts ● Inserting and formatting tables ● Applying columns, headers, and footers 5. Mail Merge and Labels ● Creating personalised letters and bulk labels ● Practical task: Craft a resume and cover letter using Word templates 6. Printing and Page Setup ● Setting page orientation, margins, and print preview options ● Printing documents and configuring print settings
	Module 2: PowerPoint Basics and Presentation Techniques (15 Hours)
	1. Introduction to PowerPoint Interface ● Navigating views: Normal, Slide Sorter, and Outline ● Basic commands and shortcuts 2. Slide Design and Layout ● Choosing themes and templates ● Customising slide layouts and backgrounds 3. Working with Text and Media ● Adding and formatting text boxes, images, and shapes ● Inserting audio, video, and graphic elements 4. Charts and Data Visuals ● Embedding Excel charts and creating organisation charts ● Adding simple graphs and tables for data presentation 5. Transitions and Animations ● Applying transitions between slides ● Adding animations to text and images 6. Presentation Review and Delivery Techniques ● Using slideshow view and rehearsing timing ● Techniques for effective presentation delivery: eye contact, pacing, and audience engagement

10	Reference Books: ● Graham, Randall E. Microsoft Office 365: In Practice. McGraw Hill Education, 2021. ● Rose, Angela. Microsoft Word In 30 Minutes: 2019 and Office 365 Edition. i30 Media Corp, 2019. ● Wang, Wallace. Microsoft Office 365 for Dummies. For Dummies, 2019. ● Lambert, Joan. MOS Study Guide for Microsoft Word, Excel, and PowerPoint Exams. Microsoft Press, 2020. ● Poatsy, Mary Anne, and Keith Mulbery. Exploring Microsoft Office Excel, Word, and PowerPoint Comprehensive. Pearson Education, 2019.		
11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through: (20 marks)	1) Practicals (15 marks) Journal (5 Marks)	A learner must be present for each of the sub-components
13	Format of SEE Question Paper: (30 marks)		
	Question No.	Nature of Question	Maximum Marks
	Q-1	Attempt any two of the following a) b) c)	10 Marks
	Q-2	Attempt any two of the following a) b) c)	10 Marks
	Q-3	Attempt any two of the following a) b) c)	10 Marks

Signatures of Team Members

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

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Tolani College of Commerce (Autonomous)



कोर्स का शीर्षक: हिंदी की आवश्यकताएं: भाषा और सांस्कृतिक अंदाज (सेमेस्टर III)

Title of the Course: Essentials of Hindi: Language and Cultural Insights (Semester III)

	शैक्षणिक कार्यक्रम [Programmes:]
1)	Bachelor of Commerce (B.Com.)
2)	Bachelor of Management Studies (BMS)
3)	B.Com. in Accounting and Finance (BAF)
4)	B. Com in Banking and Insurance (BBI)
5)	B. Com in Financial Markets (BFM)
6)	Bachelor of Science in Information Technology (B.Sc.I.T.)
7)	Bachelor of Business Administration in Logistics (BBA Logistics)

२ क्रेडिट कोर्स का पाठ्यक्रम शैक्षिक वर्ष 2024-2025
से

Syllabus for 2 credit Course from the academic year 2024-2025

कोर्स का नाम: हिंदी की आवश्यकताएं: भाषा और सांस्कृतिक अंदाज

Name of the Course: Essentials of Hindi: Language and Cultural Insights

क्रमांक Sr. No.	शीर्षक Heading	विवरण Particulars
1	कोर्स का विवरण: इसमें शामिल है, लेकिन सीमित नहीं है:	कोर्स का प्रमुख ध्यान हिंदी भाषा में प्रवीणता विकसित करने पर है। इसमें सुनने, बोलने, पढ़ने और साहित्यिक कौशलों को विकसित करने का हिस्सा है। कोर्स भाषा के महत्व पर जोर देगा और स्क्रिप्ट और भाषा के विकासात्मक स्वरूप पर प्रकाश डालेगा।
2	ऊर्ध्वाधारी:	क्षमता सुधारने वाला कोर्स
3	सेमेस्टर:	III
4	प्रकार:	सिद्धांत और व्यावसायिक
5	क्रेडिट:	2 क्रेडिट (1 लेक्चर के लिए + 1 ट्यूटरियल/व्यावसायिक के लिए)
6	समय आवंटित:	30 घंटे
7	मार्क्स आवंटित:	30 मार्क्स
8	पाठ्यक्रम का उद्देश्य: इस कोर्स के अंत तक छात्र को यह होना चाहिए: - हिंदी बोलने वाले परिवार में दिनचर्या से जुड़े वातावरण में संवाद में शामिल होने के लिए अभ्यर्थियों को आत्मविश्वास और यौगिकी प्रदान करना। - भाषा के विभिन्न कालों में की गई योगदान को अभ्यर्थियों को समझाना।	
9	पाठ्यक्रम अधिगम प्रतिफल: इस कोर्स के पूर्णांतर छात्र होंगे: - इस पाठ्यक्रम के समापन पर, अभ्यर्थी हिंदी बोलने वाले समुदायों में दिनचर्या से सुरक्षित और समर्पित रूप से संवाद में शामिल हो सकेंगे, जिससे भाषा और इसके सांस्कृतिक संदर्भ के साथ एक गहरा संबंध बना सके। - पाठ्यक्रम के समापन तक, अभ्यर्थी भाषा के ऐतिहासिक महत्व और इसके विभिन्न कालों में समाज, सांस्कृतिक, और बौद्धिक परिदृश्यों को गहरे से समझेंगे।	

10	इकाई – 1 हिंदी भाषा का परिचय (15 घंटे)
	हिंदी में सामान्य वार्तालाप कौशल
	पठन और समझ कौशल का अभ्यास
	रचनात्मक लेखन - विवरण / कविता / कहानी लेखन और सार की समझ
	प्रमुख हिंदी लेखक और उनके योगदान - मुंशी प्रेमचंद, हरिवंश राय बच्चन, महादेवी वर्मा, प्रेमचंद
	औपचारिक एवं अनौपचारिक पत्र लेखन
	इकाई – 2 सामाजिकता, और भविष्य: एक अनुसंधान मुद्रा में हिन्दी भाषा अनुवाद का योगदान (15 घंटे)
	रौशनी, कैमरा, हिन्दी: बॉलीवुड में भाषा के विकास की खोज
	सामाजिक मुद्दों को समाधान करने के लिए हिन्दी भाषा का उपयोग
	भविष्य की प्रवृत्तियाँ: हिन्दी में उभरती तकनीक
11	शिक्षा और प्रसारण
	हिंदी भाषा, साहित्य या सांस्कृतिक के किसी विशिष्ट पहलुओं से संबंधित एक अनुसंधान परियोजना/असाइनमेंट
	संदर्भ:
	1) Bhatia, Tej K. Hindi: A Complete Course for Beginners. Routledge, 2008.
	2) Ashok K. Choudhury, The Hindi Movie in the Era of Globalization, Routledge, 2021.
	3) Jain, Madhu. The Oxford Hindi-English Dictionary. Oxford University Press, 1993.
	4) Ganti, Tejaswini, Bollywood: A Guidebook to Popular Hindi Cinema, Routledge, 2004.
	5) https://r.search.yahoo.com/_ylt=Awrxf5w.tJlSE4RvhS7HAX.;_ylu=Y29sbwNzZzMEcG9zAzMEdnRpZAMEc2VjA3Ny/RV=2/RE=1708354288/RO=10/RU=https%3a%2f%2fwww.financialexpress.com%2flifestyle%2fhow-relevant-is-hindi-in-todays-globalised-world-find-out-here%2f1713563%2f/RK=2/RS=Vvb_bTGSaRKirFXKOnHShqXGst0-
	6) https://medium.com/@onscreenseries/bollywood-through-the-ages-tracing-the-evolution-of-indian-cinema-3e7c61b8277d
	7) https://en.wikipedia.org/wiki/Hindi
	8) https://thehindisahitya.in/du-b-a-prog-ability-enhancement-course-aec-first-year/
	9) https://old.mu.ac.in/wp-content/uploads/2016/06/4.44-M.A.-Hindi-Part-I-Paper-I-III-V-VII.pdf
	10) https://blogs.languagecurry.com/articles/the-growing-popularity-of-hindi-exploring-its-rise-in-language-learning-technology-and-education

12	आंतरिक सतत मूल्यांकन: 40%	सेमेस्टर समाप्त परीक्षा: 60%
13	सतत मूल्यांकन के माध्यम से:	
	उपघटक	अधिकतम अंक
1)	प्रस्तुति	05 अंक
2)	लिखित परियोजना	05 अंक
3)	बहु विकल्पीय प्रश्न आधारित परीक्षण अंक	10 अंक
	कुल अंक	20 अंक
14	आखिरी परीक्षा के लिए प्रश्न पत्र का प्रारूप	

सेमेस्टर अंत परीक्षा (SEE) के लिए प्रश्न पत्र पैटर्न
अधिकतम अंक: 30 **उत्तीर्ण होने के लिए न्यूनतम अंक: 12** **अवधि: 1 घंटा**
 नोट: सभी प्रश्न अनिवार्य हैं। प्रत्येक प्रश्न में आंतरिक विकल्प है।

प्रश्न संख्या"	प्रश्नों का स्वभाव	अधिकतम अंक	किस इकाई से
1)	निम्नलिखित का प्रयास करें	15 अंक	इकाई – 1
a)	पूरे लंबाई का प्रश्न	05 अंक	
b)	पूरे लंबाई का प्रश्न	05 अंक	
c)	पूरे लंबाई का प्रश्न	05 अंक	
2)	निम्नलिखित का प्रयास करें	15 अंक	इकाई – 2
a)	शॉर्ट नोट	05 अंक	
b)	शॉर्ट नोट	05 अंक	
c)	शॉर्ट नोट	05 अंक	
	कुल अंक	30 अंक	

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As Per NEP 2020

Tolani College of Commerce (Autonomous)



अभ्यासक्रमाचे शीर्षक: मराठीची मुख्यअंशे: भाषा आणि सांस्कृतिक अंतर्दृष्टी (सेमेस्टर III)

Title of the Course: Essentials of Marathi: Language and Cultural Insights (Semester III)

	कोर्सेस" [Programmes:]
1)	Bachelor of Commerce (B.Com.)
2)	Bachelor of Management Studies (BMS)
3)	B.Com. in Accounting and Finance (BAF)
4)	B. Com in Banking and Insurance (BBI)
5)	B. Com in Financial Markets (BFM)
6)	Bachelor of Science in Information Technology (B.Sc.I.T.)
7)	Bachelor of Business Administration in Logistics (BBA Logistics)

२ क्रेडिट अभ्यासक्रम शैक्षणिक वर्ष 2024-2025
पासून

Syllabus for 2 credit Course From the academic year 2024-2025

अभ्यासक्रमाचे शीर्षक: मराठीची मुख्यअंशे: भाषा आणि सांस्कृतिक अंतर्दृष्टी

Name of the Course: Essentials of Marathi: Language and Cultural Insights

संख्या Sr. No.	शीर्षक Heading	तपशील Particulars
1	अभ्यासक्रमाचे विवेचन: हे आहे, परंतु सीमित नाही:	हा अभ्यासक्रम विद्यार्थ्यांना मराठी भाषेचे अत्यंत महत्त्वाचे ज्ञान आणि त्याचे समृद्ध सांस्कृतिक रंग देण्यासाठी केले आहे. मुख्य ध्येये विद्यार्थ्यांच्या मराठी व्याकरण, शब्दसंग्रह, वाचन आणि लेखन कौशलांची सुधारणा करणे आहे. या अभ्यासक्रमात, विद्यार्थ्यांना मराठी भाषेसाठी संबंधित सांस्कृतिक संरचना, इतिहास आणि साहित्याचे समजहीन मिळवतं आहे
2	उत्तरदिशी:	क्षमता वाढवणारा अभ्यासक्रम
3	अर्धवार्षिक:	III
4	प्रकार:	सिद्धांत आणि व्यावसायिक
5	आदान-प्रदान:	2 क्रेडिट (1 व्याख्यानासाठी + 1 ट्यूटोरियल/व्यावसायिक साठी)
6	कालावधी निर्धारित:	30 तास
7	गुण आवंटित:	30 गुण
8	पाठ्यक्रमाचे उद्देश्य: ह्या अभ्यासक्रम समाप्तीस विद्यार्थ्यांना हे होणे आवश्यक आहे: - या समृद्ध मराठी भाषा अभ्यासक्रम आकारण विद्यार्थ्यांना भाषांतराचे सार्थक दक्षता साधण्यासाठी डिझाइन केलेला आहे, ज्यामध्ये संस्कृतीय कौशले, स्थापनात्मक कौशले, आणि अग्रगामी साहित्यिक मूल्यांकन समाहित केले जाते - या उद्दीष्टांच्या माध्यमातून, विद्यार्थ्यांना मराठी भाषेच्या, सांस्कृतिकाच्या, आणि कलेच्या सर्वांगीण प्रक्रियांत तयार करण्यात मदत करण्यात येईल	
9	पाठ्यक्रमाचे गुणांकन: ह्या कोर्सच्या समाप्तीनंतर विद्यार्थ्यांना: - हा संयुक्त अभ्यासक्रम विद्यार्थ्यांना पूर्ण आणि समृद्ध अनुभव प्रदान करेल, ज्यामध्ये त्यांना व्यावसायिक भाषांतर कौशले, सांस्कृतिक समज, आणि मराठी साहित्याच्या सांस्कृतिक धनाची गहिरी आणि मूल्यांकन क्षमता सुसज्जीत करण्यात येईल. - आपल्या विविध उद्दिष्टांसह जोडकर, विद्यार्थ्यांना मराठी भाषेच्या, सांस्कृतिकाच्या, आणि कलेच्या बहुपेचायांचे पूर्ण अभिप्रेतीचे विकसावत होईल. या पद्धतीने, कृत्रिम विचारशीलता, सांस्कृतिक प्रशंसा, आणि विविध संदर्भात अनुप्रयोग करण्यात येणारे कला दर्शविणारे आहे	

10	अध्याय 1 – मराठी भाषेचं परिचय (15 तास)
	मराठी वरिल इंग्रजी व इतर भाषांचा परिणाम
	वाचन कौशल्य
	सर्जनशील लेखन - कविता
	मुख्य मराठी लेखक आणि त्यांचं योगदान - पु. ल. देशपांडे, वि. स. खांडेकर
	पत्र लेखन
	अध्याय 2 – सामाजिकता, आणि भविष्य: एक अनुसंधान प्रकल्पात मराठी भाषेतील भाषांतराचे योगदान (15 तास)
	मराठी चित्रपटांचा इतिहास
	सामाजिक समस्यांचे समाधान करण्यासाठी मराठी भाषेचा वापर
	मराठीतील परंपरागत कला
	शिक्षण क्षेत्रातील मराठीचे स्थान
	उपर्युक्त घटकांवर प्रकल्प लेखन
11	संदर्भ: - Balasaheb Shinde, Marathi Chitrapat Geete Va Sangeet - Sanjay Pendse, Marathi Chitrapat: Aitihasik Ani Sanskrutik Drushtikon. G. S. Ghurye, Samajshastra, - Ba Pu Chandran, Kavita - Batatyachi Chal, Pu La Deshpande - Vyakti aani Valli, Pu La Deshpande - Madhuri Velankar, Patra Lekhan https://en.wikipedia.org/wiki/List_of_Marathi_films https://www.caleidoscope.in/art-culture/traditional-art-and-craft-of-maharashtra https://www.educationworld.in/maharashtra-govt-forms-panel-to-implement-compulsory-marathi-education-in-schools/ https://www.holidify.com/pages/culture-of-maharashtra-121.html https://www.mahasarav.com/marathi-letter-writing-format-example/

12	आंतरिक नियमित मूल्यांकन: 40%	सेमेस्टर समाप्त परीक्षा: 60%
13	नियमित मूल्यांकनाच्या माध्यमातून	
	घटक	उच्चतम गुण
1) प्रस्तुति		05 गुण
2) लिखित परियोजना		05 गुण
3) बहु-विकल्प प्रश्नांच्या आधारित परीक्षण गुण		10 गुण
	एकूण गुण	20 गुण
14	शेवटच्या परीक्षेच्या प्रश्नपत्राचा स्वरूप	

सेमेस्टर अंत परीक्षा (SEE) साठी प्रश्नपत्रिकेचं स्वरूप:

उच्चतम गुण: 30

पास होण्यासाठी किमान गुण: 12

कालावधी: 1 तास

टिप: सर्व प्रश्न आवश्यक आहेत. प्रत्येक प्रश्नात आंतरिक पर्याय आहे.

प्रश्नांची संख्या	प्रश्नांची प्रकृती	उच्चतम गुण	कोणत्याही अध्यायातून
1)	खालील की प्रयत्न करा	15 गुण	अध्याय 1
a)	दीर्घोत्तरी प्रश्न	05 गुण	
b)	दीर्घोत्तरी प्रश्न	05 गुण	
c)	दीर्घोत्तरी प्रश्न	05 गुण	
2)	खालील की प्रयत्न करा	15 गुण	अध्याय 2
a)	लघुतरी प्रश्न	05 गुण	
b)	लघुतरी प्रश्न	05 गुण	
c)	लघुतरी प्रश्न	05 गुण	
	एकूण गुण	30 गुण	

AC –
Item No. –

Tolani College of Commerce (Autonomous)



Programme: Compulsory for all Undergraduate Programmes
Title of the Course: Introduction to the Electoral Process in India

Syllabus for 2 credit Course from the academic year 2024-2025

Name of the Course: Introduction to the Electoral Process in India.

Sr. No.	Heading	Particulars
1	Description the course:	This course is designed to provide students with a comprehensive understanding of the electoral process in India. Covering the constitutional foundations, and contemporary practices, the course aims to equip students with the knowledge and insights necessary to create awareness about the importance of voting among the youth.
2	Vertical:	Skill Enhancement Course
3	Type:	Theory
4	Credit:	2 credits
5	Hours Allotted:	15 Hours
6	Marks Allotted:	50 marks
7	Course Objectives: By end of this course student should be: 1) able to develop a thorough comprehension of the constitutional foundations that govern the electoral process in India. 2) able to equip students with the knowledge and insights to advocate for the importance of voting among the youth.	
8	Course Outcomes: Upon completion of this course students will be able to: 1) identify the relevant constitutional provisions related to elections. 2) examine contemporary practices and initiatives encouraging youth involvement in the electoral process.	

9	Module I: Constitutional Framework of Indian Elections (15 hours)
	1. Introduction to the Indian Constitution and its provisions related to elections. 2. Role of the Election Commission of India. 3. Constitutional rights and obligations regarding elections
	Module 2: Electoral Machinery and Procedures (15 hours)
	1. Process of voter registration in India and Significance of accurate and updated electoral rolls. 2. Use of Electronic Voting Machines (EVMs) and Voter Verifiable Paper Audit Trail (VVPAT). 3. Role of Systematic Voter's Education and Electoral Participation (SVEEP) in promoting voter literacy in India. (SVEEP portal https://ecisveep.nic.in/ to be used)
10	References: 1) Chandra, K. (2004). Democracy and the Electoral Process in India. Oxford University Press. 2) Constitution of India. (1950). Ministry of Law and Justice, Government of India. http://lawmin.nic.in/coi/coiason29july08.pdf 3) Election Commission of India. (2020). Constitutional provisions related to elections. https://www.eci.gov.in/ 4) Indian Ministry of Electronics and Information Technology. (2017). Handbook on Electronic Voting Machine. https://meity.gov.in/ 5) Singh, M. (2018). Evolution of the Indian Electoral System: A Historical Perspective. Journal of Political Studies, 5(2), 123-136. 6) Systematic Voter's Education and Electoral Participation (SVEEP) portal https://ecisveep.nic.in/

11	Internal Continuous Assessment: 40%	Semester End Examination: 60%	
12	Continuous Evaluation through:		
Sub-components		Maximum Marks	Minimum Passing Marks in Each of the Sub-components
1) Written assignment of 1000 words involving analysis of events related to the course taken from a newspaper, magazine, journal etc.		5	a) A learner must be present for each of the sub-components. b) The subtotal of all the 3 sub-components must be minimum 16 marks
2) Book review. The book selected must be approved by the teacher. A report of 1000 words must be submitted.		5	
3) MCQ Based Test		10	
Total		20	
13	Format of Question Paper: for the final examination		

Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30 Minimum Marks to Pass: 12

Duration: 1 hours.

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

Question Number	Nature of Questions		Maximum Marks	From
1)	Attempt any 1 question out of the following 3:		15 marks	Module I
a)	Full length question			
b)	Three Notes (5 Marks Each)			
c)	Application/Numerical Question			
2)	Attempt any 1 question out of the following 3:		15 marks	Module II
a)	Full length question			
b)	Three Notes (5 Marks Each)			
c)	Application/Numerical Question			

Passing Criteria:

1. A learner must be present for each of the sub-components i.e Continuous Evaluation and Semester End Examination
2. A learner must obtain minimum 40 percent of total marks i.e Combined of both Continuous Evaluation and Semester End Examination

Signatures of Team Members

Sr.No	Name	Signature
1.		
2.		

3.		
4.		
5.		