

F.Y.B.COM COURSES

UBCOMFSI.1	Accountancy and Financial Management
UBCOMFSI.2	Commerce
UBCOMFSI.3	Business Economics
UBCOMFSI.4	Business Communication
UBCOMFSI.5	Environmental Studies
UBCOMFSI.6	Mathematical and Statistical Techniques
UBCOMFSI.7	Foundation Course

University of Mumbai

Revised Syllabus
And
Question Paper Pattern
Of
First Year B.Com
Semester I

Accountancy and Financial Management – I

And

Semester II

Accountancy and Financial Management – II

Under Credit, Grading and Semester System
With effect from Academic Year 2012-2013

Revised Syllabus of F. Y. B. Com.
Accountancy and Financial Management -I
SEMESTER I
Topics

Sr. No.	Topics	No of lectures
Module1	Accounting standards issued by ICAI and Inventory valuation	15
Module 2	Final Accounts	15
Module 3	Departmental Accounts	15
Module 4	Accounting for Hire Purchase	15

Detailed Syllabus

Module	Topics	No. of Lectures
1	Accounting standards issued by ICAI and Inventory valuation	15
1.1	Accounting standards: Concepts, benefits, procedures for issue of accounting standards Various AS : AS – 1: Disclosure of Accounting Policies (a) Purpose. (b) Areas of Policies. (c) Disclosure of Policies. (d) Disclosure of Change in Policies. (e) Illustrations AS – 2: Valuation of Inventories (Stock) (a) Meaning, Definition. (b) Applicability. (c) Measurement of Inventory. (d) Disclosure in Final Account. (e) Explanation with Illustrations. AS – 9: Revenue Recognition (a) Meaning and Scope. (b) Transactions excluded. (c) Sale of Goods. (d) Rendering of Services. (e) Effects of Uncertainties. (f) Disclosure. (g) Illustrations.	
1.2	Inventory Valuation	
	Meaning of inventories Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance Methods of Stock Valuation as per AS – 2 :	

	FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet	
2	Final Accounts	15
2.1	Expenditure a) Capital, (b) Revenue Receipts a) Capital (b) Revenue	
2.2	Adjustment and Closing entries	
2.3	Final accounts of manufacturing concerns (proprietary firm)	
3	Departmental Accounts	15
	Meaning Basis of Allocation of Expenses and Incomes/Receipts Inter Departmental Transfer : at Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit & Loss Account and Balance Sheet	
4	Accounting for Hire Purchase	15
	Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)	

Reference Books

Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi

Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi

Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai

Financial Accounting by Lesile Chandwickh, Pentice Hall of India Adin Bakley (P) Ltd.

Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.

Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi

Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.

Financial Accounting by Monga, J.R. Ahuja, Girish Ahujaand Shehgal Ashok, Mayur Paper Back

Compendium of Statement & Standard of Accounting, ICAI.
 Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai
 Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai
 Company Accounting Standards by Shrinivasan Anand, Taxman.
 Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
 Introduction to Financial Accounting by Horngren, Pearson Publications.
 Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private Ltd;
 New Delhi

Evaluation Pattern

The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 40% marks in the first component and by conducting the Semester End Examinations with 60% marks as the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below: □

A) Internal Assessment – 40% 40 Marks

- 1 Class test / case study /online examination to be conducted in the given semester 20 Marks
- 2 One assignment based on curriculum to be assessed by the teacher concerned 10 Marks
- 3 Active participation in routine class instructional deliveries 05 Marks
- 4 Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives 05 Marks

B) Semester End Examinations – 60 Marks

Question Paper Pattern

Maximum Marks : 60

Questions to be set 4

All questions are compulsory carrying 15 marks each.

Q:1	Full Length Practical Question OR Full Length Practical Question	15 Marks 15 Marks
Q:2	Full Length Practical Question OR Full Length Practical Question	15 Marks 15 Marks
Q:3	Full Length Practical Question OR (a) Practical Question (b) Practical Question	15 Marks 8 Marks 7 Marks
Q:4	Objective Questions (Multiple choice/ True or False/Match the	15 Marks

columns/fill in the blanks/short questions) OR Objective Questions (Multiple choice/ True or False/Match the columns/fill in the blanks/short questions)	15 Marks
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Revised Syllabus of F. Y. B. Com.
Accountancy and Financial Management -II
SEMESTER II

Sr. No.	Topics	No of Lectures
Module 1	Accounting from Incomplete Records	15
Module 2	Consignment Accounts	15
Module 3	Branch Accounts	15
Module 4	Accounting with the use of Accounting Software	15

Detailed Syllabus

Module	Topics	No. of Lectures
1	Accounting from Incomplete Records	15
	Introduction Problems on preparation of final accounts of Proprietary Trading Concern (conversion method)	
2	Consignment Accounts	15
	Accounting for consignment transactions Valuation of stock Invoicing of goods at higher price (excluding overriding commission, normal/abnormal losses)	
3	Branch Accounts	15
	Meaning/ Classification of branch Accounting for Dependent Branch not maintaining full books: Debtors method Stock and debtors method	
4	Accounting with the use of Accounting Software	15
	Introduction Preparation of books and trial balance with the use of accounting software	

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Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi

Advanced Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi

Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai

Financial Accounting by Lesile Chandwickh, Pentice Hall of India Adin Bakley (P) Ltd.

Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.

Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi

Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.

Financial Accounting by Monga, J.R. Ahuja, Girish Ahujaand Shehgal Ashok, Mayur Paper Back

Compendium of Statement & Standard of Accounting, ICAI.

Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai

Financial Accounting by Williams , Tata Mc. Grow Hill & Co. Ltd., Mumbai

Company Accounting Standards by Shrinivasan Anand, Taxman.

Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.

Introduction to Financial Accounting by Horngren, Pearson Publications.

Financial Accounting by M. Mukherjee.M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi.

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A) Internal Assessment – 40% 40 Marks

1 periodical class test / case study /online examination to be conducted in the given semester 20 Marks

2 *One assignment based on curriculum to be assessed by the teacher concerned 10 Marks

3 Active participation in routine class instructional deliveries

05 Marks
 4 Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives

05 Marks

B) Semester End Examinations – 60 Marks

Question Paper Pattern

Maximum Marks : 60

Questions to be set 4

All questions are compulsory carrying 15 marks each.

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Q:3	Full Length Practical Question OR (a) Practical Question (b) Practical Question	15 Marks 8 Marks 7 Marks
Q:4	Objective Questions (Multiple choice/ True or False/Match the columns/fill in the blanks/short questions) OR Objective Questions (Multiple choice/ True or False/Match the columns/fill in the blanks/short questions)	15 Marks 15 Marks

REVISED SYLLABUS

Program	:	First year B.Com.
Year of Implementation:		Academic Year 2012-2013
Semester	:	Semester I
Course	:	Commerce (Paper – I)
Title	:	INTRODUCTION TO BUSINESS
Objectives	:	1]To familiarize the students with basic concepts of business. 2]To develop knowledge and understanding of business. 3]To make students aware of current trends in business.

Module - I BUSINESS : **(12 Lectures)**

1.1 Introduction	:	Concept, Functions, Scope and Significance of business. Traditional and Modern Concept of business.
1.2 Objectives of Business	:	Steps in setting business objectives, classification of business objectives, Reconciliation of Economic and Social Objectives.
1.3 New Trends in Business	:	Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario.

Restructuring and Turnaround Strategies.

Module - II BUSINESS ENVIRONMENT : (11 Lectures)

- 2.1 Introduction :** Concept and Importance of business environment, Inter-relationship between Business and Environment.
- 2.2 Constituents of Business Environment :** Internal and External Environment, Educational Environment and its impact, International Environment – Current Trends in the World, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.

Module - III PROJECT PLANNING : [12 Lectures]

- 3.1 Introduction :**
- Business Planning Process; Concept and importance of Project Planning; Project Report; feasibility Study types and its importance.
- 3.2 Business Unit Promotion :**
- ❖ Concept and Stages of Business Unit Promotion,
 - ❖ Location – Factors determining location, and Role of Government in Promotion.
- 3.3 Statutory Requirements in Promoting Business Unit :**

- ❖ Licensing and Registration procedure, Filling returns and other documents, Other important legal provisions.

Module - IV ENTREPRENEURSHIP :

[10 Lectures]

- 4.1 Introduction** : Concept and importance of entrepreneurship, factors Contributing to Growth of Entrepreneurship, Entrepreneur and Manager, Entrepreneur and Intrapreneur.
- 4.2 The Entrepreneurs:** Types of Entrepreneurs, Competencies of an Entrepreneur, Entrepreneurship Training and Development centers in India. Incentives to Entrepreneurs in India.
- 4.3 Women Entrepreneurs** : Problems and Promotion.

Program : **First year B.Com.**

Year of Implementation: **Academic Year 2012-2013**

Semester : **Semester II**

Course : **Commerce (Paper – I)**

Title : **SERVICE SECTOR**

Objectives : 1]To familiarize the students with basic

concepts of Services.

2]To develop knowledge and understanding of Services.

3]To make students aware of current trends in Services Sector.

F.Y.B.Com.

Commerce – I

SEMESTER – II

Module - V CONCEPT OF SERVICES :

[12 Lectures]

- 5.1 Introduction** : Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian context.
- 5.2 Marketing Mix for Services** : - Consumer expectations, Services Mix, - Product, Place, Price, Promotion, Process of Services delivery, Physical evidence and people.
- 5.3 Service Strategies:** Market research and Service development cycle, Managing demand and capacity, opportunities and challenges in service sector.

Module – VI RETAILING :

[12 Lectures]

- 6.1 Introduction** : Concept of organized and unorganized retailing , Trends in retailing, growth of organized retailing in India, Survival strategies for unorganized Retailers.
- 6.2 Retail Format** : Store format, Non – Store format, Store Planning, design and layout.
- 6.3 Retail Scenario** : Retail Scenario in India and Global context – Prospects and Challenges in India.
Mall Management – Retail Franchising. FDI in Retailing, Careers in Retailing.

Module – VII RECENT TRENDS IN SERVICE SECTOR : [10 Lectures]

- 7.1 ITES Sector** : Concept and scope of BPO, KPO, LPO and ERP.
- 7.2 Banking and Insurance Sector** : ATM, Debit & Credit Cards, Internet Banking – Opening of Insurance sector for private players, FDI and its impact on Banking and Insurance Sector in India.
- 7.3 Logistics** : Net working – Importance – Challenges.

Module – VIII E-COMMERCE : [11 Lectures]

- 8.1 Introduction** : Meaning, Features, Functions and Scope of E-Commerce-Importance and Limitations of E-Commerce.
- 8.2 Types of** : Basic ideas and Major activities of B2C,

E-Commerce B2B, C2C.

8.3 Present status: Transition to E-Commerce in India,
of E-Commerce E-Transition Challenges for Indian
in India : Corporates; on-line Marketing
Research.

Question Paper Pattern :

Semester End Examination

Marks : **60**

Time **2** hours

- N. B.** 1. All questions are Compulsory.
2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three)

From Module – I

Marks – **15**

Q. 2 Answer any Two of the following (out of Three)

From Module – II

Marks – **15**

Q. 3 Answer any Two of the following (out of Three)

From Module – III

Marks – **15**

Q. 4 Answer any Two of the following (out of Three)

From Module – IV

Marks – **15**

F.Y.B.Com. - : BUSINESS ECONOMICS - PAPER I
SYLLABUS
SEMESTER- I

Preamble-The objective of the course is

- i. To familiarize the students with the basic concepts of microeconomics and its application to business situations.
- ii. To guide the students in understanding the real world market situations and business applications.

Module I - Demand Analysis

Demand Function and determinants of demand – Concept and Importance of Elasticity of Demand: Income, Cross and Promotional – Consumer’s Surplus – Demand Forecasting: meaning, significance and methods – Case Studies. **(15 Lectures)**

Module II- Theory of Production and Cost

Production function; Short Run and Long Run – Law of Variable Proportions – Iso-quants – Producer’s Equilibrium – Returns to Scale – Economies of Scale – Case Studies.

Cost Concepts: Social and Private costs, Economic and Accounting Costs, Fixed and Variable Costs, Opportunity Cost – Behavior of Cost Curves: Short Run and Long Run – Producer’s Surplus - Case Studies. **(15 Lectures)**

Module III - Revenue Analysis

Revenue Concepts: Total Revenue- Average revenue and Marginal Revenue under Perfect Competition and Monopoly – Objectives of a Firm: Profit, Sales and Growth Maximization – Types of Profit – Break-Even Analysis – Case Studies. **(15 Lectures)**

SEMESTER- II

Module I - MARKET STRUCTURE

Short-run and long-run equilibrium of a firm and Industry under perfect competition – Sources of monopoly – Short-run and long-run equilibrium of a firm under monopoly – Features: Monopolistic Competition and Oligopoly – Case studies **(15 Lectures)**

Module II - PRICING PRACTICES AND MARKET FAILURE

Pricing Practices: Price Discrimination, Dumping, Marginal-cost pricing, Cost-plus pricing, Multiple-product pricing.

Market Failure: Concept of market failure and inefficiency (Productive and allocative inefficiency using PPC) – Causes of market failure (Public goods, Market power, Externalities , Information asymmetry and Equity) – Government intervention and market efficiency – Case studies

(15 Lectures)

Module III – Capital Budgeting

Capital Budgeting: Meaning and Importance- Investment Criteria: Pay Back Period Method, Net Present Value Method, and Internal Rate of Return Method - Case Studies. **(15 Lectures)**

REFERENCES

1. Bradley R. Schiller, *The Macro Economics Today*, Tata McGraw-Hill, 2011.
2. B. Douglas Bernheim and Michael D. Whinston, *Microeconomics*, Tata McGraw-Hill, 2011.
3. Lipsey, R.G. and A.K. Chrystal, *Economics*, Oxford Univ. Press, 2007.
4. Mankiw, N.G., *Economics: Principles and Applications*, Cengage Learning, 2009.
5. Pindyck, R.S. and D.L. Rubinfeld, *Microeconomics*, Pearson Education, 2008.
6. Stiglitz, J.E. and C.E. Walsh, *Principles of Economics*, W.W. Norton, 2002.
7. Salvatore, D.L., *Microeconomics: Theory and Applications*, Oxford Univ. Press, 2008.
8. Suma Damodaran, *Managerial Economics*, Oxford University Press, 2006
9. Varian, H.R., *Intermediate Microeconomics: A Modern Approach*, W.W. Norton, 2002.
10. Sen, Anindya, *Microeconomic Theory*, Oxford Univ. Press, 1999.
11. Koutsoyiannis, A., *Modern Microeconomics*, MacMillan Press, 1979.
12. H.L. Ahuja, *Business Economics*, 1999.
13. H.L. Ahuja, *Principles of Microeconomics*

F.Y.B.COM. -: BUSINESS ECONOMICS - PAPER I

Internal and External Examination for Semesters I and II

Internal Examination

The Internal Examination will be for 40 marks and is split into –

- i) Test Paper of 20 marks , consisting of questions of objective type and case studies.
- ii) 10 marks for project or assignment and
- iii) 5 marks each for responsible behavior and active class participation

External Examination

Question Paper Pattern for Semester End Examination.

There will be four questions in all. All the questions are **COMPULSORY** and will have internal choice. (Total 60 marks).

Q1. **Module I** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

Q2. **Module II** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

Q3. **Module III** (Total marks 14)

Three questions: A **OR** B **OR** C. Attempt any two – (7 marks each)

Q4. Write explanatory notes: (Total 18 Marks)

Six explanatory notes: Two from each module. **Attempt Any Three** – (6 marks each)

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Revised Syllabus for F Y B Com Program: B.Com.

Course: Business Communication

(Credit Based Semester and Grading System with effect from the academic year 2012-13)

1. Syllabus as per Credit Based Semester and Grading System:

i) Name of the Programme : F.Y. B.Com

ii) Course Code :

iii) Course Title : Business Communication

Papers I & II

iv) Semester wise Course Contents : Enclosed the copy of syllabus

v) References and Additional References: Enclosed in the Syllabus

2. Scheme of Examination : 4 Questions of 15 marks each

Revised Syllabus for Business Communication: F.Y. B. Com

Course Objectives:

- 1. To develop awareness of the complexity of the communication process**
- 2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener**
- 3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups**
- 4. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner**
- 5. To develop ability to communicate effectively with the help of electronic media**

Semester I – Business Communication Paper I

Unit 1: Theory of Communication

1. Concept of Communication – 3

Meaning, Definition, Process, Need, Feedback

Emergence of Communication as a key concept in the Corporate and Global world

Impact of technological advancements on Communication

2. Channels and Objectives of Communication – 2

Channels--

Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine

Objectives of Communication -- 2

Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees

(A brief introduction to these objectives to be given)

3. Methods and Modes of Communication – 3

Methods: Verbal and Nonverbal

Characteristics of Verbal Communication

Characteristics of Non-verbal Communication

Business Etiquette

Modes: Telephone and SMS Communication 3

(General introduction to Telegram to be given)

Facsimile Communication [Fax]

Computers and E- communication

Video and Satellite Conferencing

4. Problems in Communication /Barriers to Communication -- 3

Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers

Ways to Overcome these Barriers

5. Listening – 2

Importance of Listening Skills

Cultivating good Listening Skills - 4

6. Introduction to Business Ethics 2

- ❖ Concept and Interpretation
- ❖ Importance of Business Ethics
- ❖ Personal Integrity at the workplace
- ❖ Business Ethics and media
- ❖ Computer Ethics
- ❖ Corporate Social Responsibility

Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:

- Surrogate Advertising
- Patents and Intellectual Property Rights
- Dumping of Medical/E-waste
- Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace
- Piracy
- Insurance
- Child Labour

Unit 2: Business Correspondence

1. Theory of Business Letter Writing -- 2

Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block

Principles of Effective Letter Writing

Principles of effective Email Writing

2. Personnel Correspondence – 10

Statement of Purpose

Job Application Letter and Resume

Letter of Acceptance of Job Offer, Letter of Resignation

[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]

Unit 3: Language and Writing Skills

1. Commercial Terms used in Business Communication

2. Paragraph Writing -- 8

Developing an idea, using appropriate linking devices, etc

Cohesion and Coherence, self-editing, etc [Interpretation of technical data,

Composition on a given situation, a short informal report etc.]

Activities

1. Listening Comprehension
2. Remedial Teaching
3. Speaking Skills: Presenting a News Item, Dialogue and Speeches
4. Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.
5. Reading Comprehension: Analysis of texts from the fields of Commerce and Management 5

Second Term

Unit 1: Presentation Skills

1. Presentations – (to be tested in tutorials only) 4

Principles of Effective Presentation

Effective use of OHP

Effective use of Transparencies

How to make a Power-Point Presentation

Unit 2: Group Communication

1. Interviews – 5

Group Discussion

Preparing for an Interview

Types of Interviews – Selection, Appraisal, Grievance, Exit

2. Meetings -- 4

Need and Importance of Meetings, Conduct of Meeting and Group Dynamics

Role of the Chairperson, Role of the Participants

Drafting of Notice, Agenda and Resolutions

3. Conference – 3

Meaning and Importance of Conference

Organizing a Conference

Modern Methods: Video and Tele – Conferencing

4. Public Relations – 3

Meaning

Functions of PR Department

External and Internal Measures of PR

Unit 3: Business Correspondence

1. Trade Letters – 10

Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)

Only following to be taught in detail:-

Letters of Inquiry

Letters of Complaints, Claims, Adjustments

Sales Letters, promotional leaflets and fliers

Consumer Grievance Letters

Letters under Right to Information (RTI) Act

[Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]

Unit 4: Language and Writing Skills

1. Reports – 4

Parts, Types

Feasibility Reports, Investigative Reports

2. Summarisation -- 4

Identification of main and supporting/sub points
Presenting these in a cohesive manner

6

Tutorial Activities:

1. Presentations
2. Group Discussion
3. Mock Interviews
4. Mock Meetings / Conferences
5. Book Reviews/Summarization
6. Reading Comprehension: Analysis of texts from the field of Literature
[Suggested Books for Book Reviews: Books from the fields of Management, Finance, and Literature
Like – Sun Tzu :The Art of War, Eliyahu M. Goldratt : The Goal , Eliyahu M. Goldratt: It's Not Luck ,
Spencer Johnson: Who Moved My Cheese, Stephen Lundin, Ph.D, Harry Paul, John Christen: Fish,
Chetan Bhagat One Night At A Call Center, Chetan Bhagat My Three Mistakes , Arindam Choudhary:
Count Your Chickens Before They Hatch ,Stephen Covey :Seven Habits of Successful People, George
Orwell: Animal Farm, Dr. Abdul Kalam: Wings of Fire]
[N.B.: The above list is only indicative and not prescriptive.]

Paper Pattern for Examinations

F. Y. B. Com

Semester I Examination Marks 60

- Question 1 Short Notes (based on Chapters. 1,2 and 3 from Unit 1) 15
[3 out of 5]
- Question 2 Essay Type / Detailed Answer Q (based on Chapters. 4,5 and 6 from Unit 1)
[2 out of 3] 15
- Question 3 A) Job Application Letter and Resume 8
B) Personnel Letters (2 out of 3) 7
(Statement of Purpose
Letter of Acceptance of Job Offer
Letter of Resignation)
- Question 4 A) Writing a paragraph (on 1 out of 2 topics) 5
B) Editing a given paragraph (for better organization) 5
C) Remedial Grammar 5

Semester II Examination: Marks 60

- Question 1 Short Notes (based on Chapters. 1 & 2 from Unit 2)
[3 out of 5] 15
- Question 2 Essay Type (based on Chapters. 3 &4 from Unit 2) 15
[2 out of 3] 7
- Question 3 Letters [3 out of 5] 15
(i) Letter of Inquiry
(ii) Complaint/Claims/Adjustment Letter
(iii) Sales Letter
(iv) Consumer Grievance Letter 7
(v) RTI Letter
- Question 4 (A) Drafting of Reports [1 out of 2] 7
(B) Drafting of Notice, Agenda and 2 Resolutions 4
(C) Summarisation 4

Suggested Reading:

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2. Alien, R.K.(1970) Organisational Management through Communication.
3. Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
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5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
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- 9.Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
- 10.Businessworld Special Collector's Issue: Ethics and the Manager
11. Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
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13. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.
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26. French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.
- 27 Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
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- 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
33. Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
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40. Merrihue, William (1960) *Managing by Communication*, McGraw Hill, New York.
41. Mishra Rajiv K (2006) *Code of Conduct for Managers* Rupa Company
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44. Murphy, Herta and Hilde Brandt, Herbert W (1984) *Effective Business Communication*, McGraw Hill, New York.
45. Parry, John (1968) *The Psychology of Human Communication*.
46. Parson, C.J. and Hughes (1970) *Written Communication for Business Students*, Great Britain.
47. Peterson, Robert A and Ferrell, O.C (2005) *Business Ethics: New Challenges for Business Schools and Corporate Leaders* Prentice Hall of India Pvt., Ltd
48. Phillip, Louis V. (1975) *Organisational Communication- The Effective Management*, Columbus Grid Inc.
49. Ross, Robert D. (1977) *The Management of Public Relations*, John Wiley and Sons, U.S.A.
50. Sadri Sorab, Sinha Arun and Bonnerjee Peter (1998) *Business Ethics: Concepts and Cases* Tata McGraw Hill Public Company Limited
51. Shekhar, R.C (1997) *Ethical Choices in Business Response Books*
52. Stephenson, James (1988) *Principles and Practice of Commercial Correspondence*, Pilman and Sons Ltd. London.
53. Shurter, Robert L. (1971) *Written Communication in Business*, McGraw Hill, Tokyo.

Syllabus for F.Y. B. Com.
Environmental Studies

w.e.f. Academic Year 2012 - 13

OBJECTIVES:

1. *To create an environmental awareness among commerce students.*
2. *Make aware students about various environmental factors and its relation to the field of Commerce.*
3. *To highlight functional and spatial links between environment, economy and society.*
4. To create an insight into various environmental issues at various levels and environmental movements towards making environment sustainable.

Code	SEMISTER	Lectures / Tutorials	Credit
UBCOMFSI.5	I	04	03
UBCOMFSII.5	II	04	03

Environmental Studies-I

UNIT I ENVIRONMENT AND ECOSYSTEM (12 lectures)

Environment - Definition, nature, scope, components, typology. Ecology: Definition and types; Importance of environmental studies and emerging issues of development with special reference to India.

Unit II RENEWABLE AND NON-RENEWABLE RESOURCES (12 lectures)

Natural resources, definition, importance, classification, distribution patterns, conservation of water, forest, energy resources; Energy crisis and its impact: Management and mitigation. (Case study on Energy crisis)

Unit III POPULATION AND THE ENVIRONMENT (14 lectures)

Population, distribution pattern; Environment and human health; Population growth in India: Measures taken to control population growth; Carrying capacity and its relevance; Human Development - Index patterns of HDI in India. (Case studies of Human Development in various states in India)

Unit IV FOOD RESOURCES AND ENVIRONMENT (14 lectures)

Food and environment; Sources, areas of production of food in the world (Cereal, livestock, fish) and pattern of food trade; World food problem; Changes in productivity due to overgrazing and use of chemical fertilisers-pesticides; and Food security and- hunger. (Case study on malnutrition in Maharashtra)

1. Map Reading: (4 Lectures)

Located bars, Circles, Pie charts, Isopleths, Choropleth, and Flow map, Pictograms - Only reading and interpretation.

2. Map Filling: (4 Lectures)

World map-Only environmentally significant Features.

Environmental Studies-II

Unit I ENVIRONMENT AND MAN'S ACTIVITIES (14 lectures)

Secondary and Tertiary Activities - Role of transport and telecommunication technology over time and space. Factors of transport- Complementarity-Transferability-Intervening Opportunity World industries - Locational pattern and environmental problems. New Industrial policy.

Unit II ENVIRONMENT AND TOURISM (12 lectures)

Tourism as an emerging service - Factors of location, Factors of Development, Typology, challenges before India, New Tourism Policy- Accessible Tourism, Consequences of tourism. Case Study.

UNIT III ENVIRONMENTAL MOVEMENTS AND MANAGEMENT

(14 lectures)

Environmental Protection. Environmental movements in India - Green Business, Green consumption Constitutional Provisions. Environmental Management - Concept, need and relevance. Environmental Impact Assessment. Concept of ISO 14000 and 16000. Carbon Bank and Carbon Credit. Case Study.

UNIT IV WASTE MANAGEMENT

(12 lectures)

WASTE - Types, Problems of non-degradable waste, Solid Waste, E-waste and Plastic waste, Waste Management, Recycling of Waste-Eco-friendly lifestyle. Case Study.

Map Filling (8 Lectures)

Environmentally significant features of Mumbai & Konkan

Question paper pattern for Semester I and II

- There will be a semester end examination (Semester I and II) for 60 marks of 2 hours duration
- Questions in the semester end examination will be based on Module I to IV (Semester I and II) examination
- In each semester end examination there will be four compulsory questions covering Module I to IV (Semester I and II)
- Question No. 1 will be compulsory question of Map reading of 10 marks (a) Thematic map (b) World map in the first semester examination and World Map reading. In the II Semester Map filling of (a) Mumbai (b) Konkan of 10 marks each (a-5 marks,b-5 marks)
- Question No. 2 will be of short notes. Students will be required to answer 4 out of 6. Each note will be of 5 marks in each semester.
- Question No.3 to 6 will be full length questions of 10 marks each

Question Paper Pattern with Unit wise allotment of marks is as follows

Question paper pattern with Module wise weightage of marks is as follows

First Semester and Second Semester

External Assessment (60 marks)

All questions are compulsory	60 marks
Q.1 Map Pointing and Reading** (I and II Sem.) (WORLD, MUMBAI and KONKAN as per syllabus)	10 marks
Q.2 Short notes (4 out of 6) (Module I to IV)	20 marks
Q.3 to Q. 6 (3/4) (one question from each module) (3X10)	30 Marks

Internal Assessment (40 marks)

1. Test Paper	20 marks
Assignment	10 marks
2. Active Class Participation	05 marks
3. Responsible Behavior	05 marks

** I SEMESTER- WORLD MAP INTERPRETATION (5Marks) and POINTING(5 Marks)
II SEMESTER MAP POINTING –MUMBAI (5 MARKS) and KONKAN (5 Marks)

References

- (1) Singh, Savindra, 2011 : Environmental Geography, Prayag Pustak Bhavan, Allahabad, India
- (2) Gautam Alka, 2009 : Environmental Geography, Sharda Pustak Bhavan, Allahabad, India
- (3) Odum E.P. (1971) : Fundamentals of Ecology, W.B. Saunders, Philadelphia
- (4) Botkin D.B. & Keller E.A., 1995 : Environmental Science, John Wiley & Sons, New York
- (5) McKinney M.L. & Schoch R.M., 1998 : Environmental Science, Jones & Bartlett Publishers, London

- (6) Allaby M. 2002 : Basics of Environmental Sciences, Routledge, London
- (7) Detwyler T.R., 1971: Man's Impact on Environment, McGraw-Hill, New York
- (8) Rao K.L. 1975 : India's Water Wealth, Orient Longman Ltd. New Delhi
- (9) Ahirrao W.R. & others, Paryavaran Vijnan (Marathi), Nirali Prakashan, Pune

SYLLABUS FOR MATHEMATICAL AND STATISTICAL TECHNIQUES AT
F.Y.B.Com. EXAMINATION
Revised Course
(WITH EFFECT FROM THE ACADEMIC YEAR 2012-2013)

Why Revision?

There is a Rapid expansion of knowledge in subject matter areas and improved instructional method during last decade. There are considerable curricular revisions happening at the high school level. Application of Mathematics and Statistics are widely used in industry and business. Keeping this in mind, a revision of syllabus required in accordance with the growth of subject of at the high school level and emerging needs of industry and its application.

Objective:

The main objective of this course is to introduce mathematics and statistics to undergraduate students of commerce, so that they can use them in the field of commerce and industry to solve the real life problems.

Distribution of topics and lectures

a. Workload :

Theory: 5 lectures per week of which 2 lectures are for Mathematics and 3 lectures for Statistics.

Tutorial: 1 lecture per week per batch. Batch size is as prescribed by the University.

No. of working weeks in a semester: 15

Total no. of lectures in a semester: $15 * 5 = 75$

- b. Introductory lecture of about 120 minutes may be arranged for students who did not offer general mathematics in the 9th & 10th Standard and/or Mathematics at the XIth and XIIth to familiarize the students with the concept of Tabulation, Graphical Representation of the data (basically Histogram and Ogives)

Semester I

Course	Topic	No. of lectures
UBCOMFSI.6 Mathematical and Statistical Techniques-I	Unit I	15
	Unit II	15
	Unit III	15
	Unit IV	15
	Unit V	15
	Total	75

Total number of lectures 75 +Notional75=**150** lectures = **3 CREDITS**

Semester II

Course	Topic	No. of lectures
UBCOMFSII.6 Mathematical	Unit I	15
	Unit II	15

and Statistical Techniques-II	Unit III	15
	Unit IV	15
	Unit V	15
	Total	75

Total number of lectures 75 +Notional **75=150** lectures = **3 CREDITS**

MATHEMATICAL AND STATISTICAL TECHNIQUES

WORKLOAD: MATHEMATICS : 2 lectures per week

STATISTICS : 3 lectures per week

TUTORIAL : 1 per week

Tutorial batch size : 25 Students

Semester I

Course: UBCOMFSI.6

Mathematical and Statistical Techniques-I

[A] MATHEMATICS: (24 marks)

Unit I: Shares and Mutual Funds

- Shares:** Concept of share, face value, market value, dividend, equity shares, preferential shares, bonus shares. Simple examples.
- Mutual Funds:** Simple problems on calculation of Net income after considering entry load, dividend, change in Net Asset Value (N.A.V.) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.)

Unit II: Permutation, Combination and Linear Programming Problems:

- Permutation and Combination:** Factorial Notation, Fundamental principle of counting, Permutation as arrangement, Simple examples, combination as selection, Simple examples, Relation between ${}^n C_r$ and ${}^n P_r$ Examples on commercial application of permutation and combination.
- Linear Programming Problem:** Sketching of graphs of (i) linear equation $Ax + By + C = 0$ (ii) linear inequalities. Mathematical Formulation of Linear Programming Problems upto 3 variables. Solution of Linear Programming Problems using graphical method up to two variables.

[B] STATISTICS: (36 marks)

Unit III: Summarization Measures:

- Measures of Central Tendencies:** Definition of Average, Types of Averages: Arithmetic Mean, Median, and Mode for grouped as well as ungrouped data. Quartiles, Deciles and Percentiles. Using Ogive locate median and Quartiles. Using Histogram locate mode. Combined and Weighted mean.
- Measures of Dispersions:** Concept and idea of dispersion. Various measures Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance, Combined Variance.

Unit IV: Elementary Probability Theory:

- a. **Probability Theory:** Concept of random experiment/trial and possible outcomes; Sample Space and Discrete Sample Space; Events their types, Algebra of Events, Mutually Exclusive and Exhaustive Events, Complimentary events.
Classical definition of Probability, Addition theorem (without proof), conditional probability.
Independence of Events: $P(A \cap B) = P(A)P(B)$. Simple examples.
- b. **Random Variable:** Probability distribution of a discrete random variable; Expectation and Variance of random variable, simple examples on probability distributions.

Unit V: Decision Theory:

Decision making situation, Decision maker, Courses of Action, States of Nature, Pay-off and Pay-off matrix; Decision making under uncertainty, Maximin, Maximax, Minimax regret and Laplace criteria; simple examples to find optimum decision. Formulation of Payoff Matrix. Decision making under Risk, Expected Monetary Value (EMV); Decision Tree; Simple Examples based on EMV. Expected Opportunity Loss (EOL), simple examples based on EOL.

Semester II

Course: UBCOMFSII.6

Mathematical and Statistical Techniques-II

[A] MATHEMATICS : (24 marks)

Unit I : Functions, Derivatives and Their Applications

- a. **Concept of real functions:** constant function, linear function, x^n , e^x , a^x , $\log x$.
Demand, Supply, Total Revenue, Average Revenue, Total cost, Average cost and Profit function. Equilibrium Point, Break-even point.
- b. **Derivative of functions:**
 - i. Derivative as rate measure, Derivative of x^n , e^x , a^x , $\log x$.
 - ii. Rules of derivatives: Scalar multiplication, sum, difference, product, quotient (Statements only), Simple problems. Second order derivatives.
 - iii. Applications: Marginal Cost, Marginal Revenue, Elasticity of Demand. Maxima and Minima for functions in Economics and Commerce.
(Examination Questions on this unit should be application oriented only.)

Unit II: Interest and Annuity:

- a. **Interest:** Simple Interest, Compound Interest (Nominal & Effective Rate of Interest), Calculations involving upto 4 time periods.
- b. **Annuity:** Annuity Immediate and its Present value, Future value. Equated Monthly Installments (EMI) using reducing balance method & amortization of loans. Stated Annual Rate & Affective Annual Rate Perpetuity and its present value. Simple problems involving up to 4 time periods.

[B] STATISTICS: (36 marks)

Unit III: Bivariate Linear Correlation and Regression

- a. **Correlation Analysis:** Meaning, Types of Correlation, Determination of Correlation: Scatter diagram, Karl Pearson's method of Correlation Coefficient (excluding Bivariate Frequency Distribution Table) and Spearman's Rank Correlation Coefficient.
- b. **Regression Analysis:** Meaning, Concept of Regression equations, Slope of the Regression Line and its interpretation. 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.

Unit IV : Time series and Index Numbers

- a. **Time series:** Concepts and components of a time series. Representation of trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Squares Method (Linear Trend only). Estimation of Seasonal Component using Simple Arithmetic Mean for Additive Model only (For Trend free data only). Concept of Forecasting using Least Squares Method.
- b. **Index Numbers:** Concept and usage of Index numbers, Types of Index numbers, Aggregate and Relative Index Numbers, Lasperye's, Paasche's, Dorbisch-Bowley's, Marshall-Edgeworth and Fisher's ideal index numbers, Test of Consistency: Time Reversal Test and Factor Reversal Test. Chain Base Index Nos. Shifting of Base year. Cost of Living Index Numbers, Concept of Real Income, Concept of Wholesale Price Index Number. (Examples on missing values should not be taken)

Unit V: Elementary Probability Distributions

Probability Distributions:

- i. Discrete Probability Distribution: Binomial, Poisson (Properties and applications only, no derivations are expected)
- ii. Continuous Probability distribution: Normal Distribution. (Properties and applications only, no derivations are expected)

Tutorial:

Two tutorials to be conducted on each unit i.e. 10 tutorials per semester. At the end of each semester one Tutorial assignment of 10 marks should be given.

Examination:

Internal Assessment 40% (40 marks) : As per the norms prescribed by the University of Mumbai

Semester End Examination 60% (60 marks)

At the end of each semester, there will be a Semester End Examination of 60 marks , 2 hours duration and question paper pattern as shown below.

Question Paper Pattern :(Course: UBCOMFSI.6 and Course: UBCOMFSII.6)

1. In **Section I (based on Mathematics)**, Two questions carrying 12 marks each. First question should be on Unit I and Second question should be from Unit II.
2. In each question there should be three sub-questions carrying 6 marks each. Students should be asked to answer any 2 sub questions from each question.
3. In **Section II (based on Statistics)**, Three questions carrying 12 marks each. First question should be on Unit III, Second question should be from Unit IV and third question should be from Unit V.
4. In each question there should be three sub-questions carrying 6 marks each. Students should be asked to answer any 2 sub questions from each question.

Reference Books:

1. Mathematics for Economics and Finance Methods and Modelling by Martin Anthony and Norman Biggs, Cambridge University Press, Cambridge low-priced edition, 2000, Chapters 1, 2, 4, 6 to 9 & 10.
2. Applied Calculus: By Stephen Waner and Steven Constenoble, Brooks/Cole Thomson Learning, second edition, Chapter 1 to 5.
3. Business Mathematics By D. C. Sancheti and V. K. Kapoor, Sultan Chand & Sons, 2006, Chapter 1, 5, 7, 9 & 10.
4. Mathematics for Business Economics: By J. D. Gupta, P. K. Gupta and Man Mohan, Tata Mc-Graw Hill Publishing Co. Ltd., 1987, Chapters 9 to 11 & 16.
5. Quantitative Methods-Part-I By S. Saha and S. Mukerji, New Central Book Agency, 1996, Chapters 7 & 12.
6. Mathematical Basis of Life Insurance By S.P. Dixit, C.S. Modi and R.V. Joshi, Insurance Institute of India, Chapters 2: units 2.6, 2.9, 2.20 & 2.21.
7. Securities Laws & Regulation of Financial Market : Intermediate Course Paper 8, Institute of Company Secretaries of India, Chapter 11.
8. Investments By J.C. Francis & R.W. Taylor, Schaum's Outlines, Tata Mc-Graw Hill Edition 2000, Chapters 2,4 & section 25.1.
9. Indian Mutual Funds Handbook : By Sundar Shankaran, Vision Books, 2006, Sections 1.7,1.8.1, 6.5 & Annexures 1.1to 1.3.
10. STATISTICS by Schaum Series.
11. Operations Research by Gupta and Kapoor
12. Operations Research by Schaum Series
13. Fundamentals of Statistics - D. N. Elhance.
14. Statistical Methods - S.G. Gupta (S. Chand & Co.
15. Statistics for Management - Lovin R. Rubin D.S. (Prentice Hall of India)
16. Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.
17. Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan –Prentice Hall of India.

18. Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited
19. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons
20. Business Mathematics : A P Verma, Asian Books Pvt. :Limited.

Revised Syllabus
Foundation Course for F. Y. B.Com
Semester I

Semester I

Lectures 45

Marks 60

Unit 1

Overview of Indian Society:

Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender;
Appreciate the concept of linguistic diversity in relation to the Indian situation;
Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference. (5 lectures)

Unit 2

Concept of Disparity- 1:

Understand the concept of disparity as arising out of stratification and inequality;
Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;
Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities. (10 lectures)

Unit 3

Concept of Disparity-2:

Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof;
Understand inter-group conflicts arising out of communalism;
Examine the causes and effects of conflicts arising out of regionalism and linguistic differences. (10 lectures)

Unit 4

The Indian Constitution:

Philosophy of the Constitution as set out in the Preamble;
The structure of the Constitution-the Preamble, Main Body and Schedules;
Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society;
Basic features of the Constitution. (10 lectures)

Unit 5

Significant Aspects of Political Processes:

The party system in Indian politics;
Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics;
Role and significance of women in politics. (10 lectures)

Topics for Project Guidance: Growing Social Problems in India:

- a) Substance abuse- impact on youth & challenges for the future
- b) HIV/AIDS- awareness, prevention, treatment and services
- c) Problems of the elderly- causes, implications and response
- d) Issue of child labour- magnitude, causes, effects and response
- e) Child abuse- effects and ways to prevent
- f) Trafficking of women- causes, effects and response

Note:

Out of the 45 lectures allotted for 5 units for Semester I, about 15 lectures may be allotted for project guidance

Revised Syllabus
Foundation Course for F. Y. B Com
Semester II

Semester II

Lectures 45
Marks 60

Unit 1

Globalisation and Indian Society:

Understanding the concepts of liberalization, privatization and globalization;

Growth of information technology and communication and its impact manifested in everyday life;

Impact of globalization on industry: changes in employment and increasing migration;

Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.

(7 lectures)

Unit 2

Human Rights

Concept of Human Rights; origin and evolution of the concept;

The Universal Declaration of Human Rights;

Human Rights constituents with special reference to Fundamental Rights stated in the Constitution;
(10 lectures)

Unit 3

Ecology

Importance of Environment Studies in the current developmental context;

Understanding concepts of Environment, Ecology and their interconnectedness;

Environment as natural capital and connection to quality of human life;

Environmental Degradation- causes and impact on human life;

Sustainable development- concept and components; poverty and environment

(10 lectures)

Unit 4

Understanding Stress and Conflict:

Causes of stress and conflict in individuals and society;

Agents of socialization and the role played by them in developing the individual;

Significance of values, ethics and prejudices in developing the individual;

Stereotyping and prejudice as significant factors in causing conflicts in society.

Aggression and violence as the public expression of conflict; (10 lectures)

Unit 5

Managing Stress and Conflict in Contemporary Society:

Types of conflicts and use of coping mechanisms for managing individual stress;

Maslow's theory of self-actualisation;

Different methods of responding to conflicts in society;

Conflict-resolution and efforts towards building peace and harmony in society.

(8 lectures)

Topics for Project Guidance : Contemporary Societal Challenges:

a) Increasing urbanization, problems of housing, health and sanitation;

b) Changing lifestyles and impact on culture in a globalised world.

c) Farmers' suicides and agrarian distress.

d) Debate regarding Genetically Modified Crops.

e) Development projects and Human Rights violations.

f) Increasing crime/suicides among youth.

Note: Out of the 45 lectures allotted for 5 units for Semester II, about 15 lectures may be allotted for project guidance

Question Paper Pattern for FC
Semester I and II Courses
At the F Y B. Com Examinations

The student will be assessed on the basis of Internal Assessment of 40 marks and a Semester End Exam of 60 marks. The student will have to secure a minimum of 40% marks in aggregate and a minimum of 40% in each component of assessment i.e. 16 out of 40 in Internal Assessment and 24 out of 60 in Semester End Exam.

Internal Assessment:

- There will be **Class** test of 20 marks comprising of objective questions, short notes or case studies.
- The learner will have to submit an assignment/project before appearing for the Semester End Exam for 10 marks. This assignment/project will be entirely based on Unit 6 and can take the form of street-plays, posters, power-point presentations, etc.
- 10 marks will be allotted to overall participation, etc. as per the norms of the credit system

Semester End Exam:

- There will be a Semester End Exam for 60 marks of 2 hours duration.

- Question No. 1, 2 and 3 will be Full-length questions for 15 marks each; there will be an internal choice in each of these questions requiring the students to answer one of two questions asked.
- Full-length questions will be from Units 2, 3, 4 and 5 only.
- Question No. 4 will be of the Short Note type where each Short Note will be for 3 marks each. Students will be required to answer 5 out of 8 Short Notes.
- Short note questions will be from Units 1, 2, 3, 4 and 5.
- Unit 1 will not feature in the Full-length questions but will be asked only in the form of Short Note questions.