

HSNC University Mumbai

**(Established by Government of Maharashtra vide notification dated 30th October, 2019
under section 3(6) of Maharashtra Public Universities Act)**



Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the Programmes

Under

The Faculty of Commerce & Management

With effect from the

Academic year 2020-21



HSNC UNIVERSITY, MUMBAI

Board of Faculty of Commerce and Management

Board of Studies in the Subjects of Banking and Insurance

1) Name of Chairperson/Co-Chairperson/Coordinator:-

- a) **Dr. Tasneem Razmi , Chairperson**, Assistant Professor- Accounting and Finance, HR College, HSNC University Churchgate, Mumbai –400 020. Email ID- tasneemrazmi@gmail.com Mobile no- 9820478500
- b) **Ms. Ritika Pathak, Co- Chairperson**, Assistant Professor and Head- Department of BAF/BBI/BFM/BMS, KC College, HSNC University Churchgate, Mumbai –400 020. Email ID- ritika.pathak@kccollege.edu.in, Mobile no- 9819690065.

2) Two to five teachers each having minimum five years teaching experience amongst the full time teachers of the Departments, in the relevant subject.

- a) **Dr Kulvinder Kaur**, Assistant Professor- KC College, HSNC University Churchgate, Mumbai – 400 020. Email ID kulvinderkaur.batth@kccollege.edu.in, Mobile No- 9833060902

- b) **CA Tanzila Khan**, Assistant Professor-KC College, HSNC University, Email Id: tanzila.khan@kccollege.edu.in, Mobile No- 9892151571
- c) **Ms. Bharti Jethani**, Assistant Professor- HR College, HSNC University, Churchgate, Mumbai –400 020 Email ID- bharti_jethani06@yahoo.co.in , Mobile No- 9665403944
- d) **Mr Manish Malkani** , Assistant Professor, HR College, HSNC University Churchgate, Mumbai –400 020 Email ID- manish_malkani@yahoo.com, Mobile No- 9820840241

3) One Professor / Associate Professor from other Universities or professor / Associate Professor from colleges managed by Parent Body;

- a) **Prof. Sundar Ram Korivi**, Professor, Senior Consultant, NIFM, Email ID- sundfina9@gmail.com, Mobile No- 9987296128

4) Four external experts from Industry / Research / eminent scholar in the field relevant to the subject nominated by the Parent Body;

- a) **Mr. Kunal Rambhia**, Fund Manager, The Streets, Mumbai, Email ID – kunal@thestreets.co.in Mobile no- 9820368847
- b) **Mr. Madhukar Pant**, National Head, IDFC First Bank, Mumbai, Email ID – pantmadhukar1@gmail.com Mobile no-9833368048
- c) **Dr Ajay Mittal**, Vice president research, training and development, SBI Funds, Mumbai, Email ID – ajay.mittal@sbif.com, Mobile no-9833112390

5.) Top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

- a) **Mr. Nizar Mesani**, Equity research analyst, Goldman Sachs, Email id- nizarmesani99@gmail.com , Mobile no- 9833988771
- b) **Ms. Hetanshi Kamdar** , Director , ACK Capital Management Pvt Ltd, Email ID- hetanshi.kamdar@gmail.com, Mobile no- 9833590983
- c) **Ms Mohini Mahadevia**, Proprietor, Solufin financial planners, Email ID- mohinimahadevia@gmail.com ,Mobile no- 983314032

Part I

Outline of Choice Based Credit System as per University Grants Commission guidelines as under:

R. ** : The definitions of the key terms used in the Choice Based Credit System from the Academic Year 2020-2021 are as under:**

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective.

The University/Institute may also offer discipline related Elective courses of **interdisciplinary** nature (to be offered by main discipline/subject of study).

2.2 **Dissertation/Project:** An elective course designed to acquire Special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project. **A Project/Dissertation work would be of 6 credits.** A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

2.3 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE)

Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

“AECC” courses are the courses based upon the content that leads to Knowledge enhancement; SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

4. **Choice Base Credit System (CBCS):**

CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students.

5. Honours Program

To enhance employability and entrepreneurship abilities among the learners, through aligning Inter Disciplinary / Intra Disciplinary courses with Degree Program. Honours Program will have 40 additional credits to be undertaken by the learner across three years essentially in Inter / Intra Disciplinary course.

A learner who joins Regular Undergraduate Program can opt for Honours Program in the first year of the Program. However, the credits for Honours, though divided across three years can be completed within three years to become eligible for award of Honours Degree.

6. Program:

A Program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Degree Certificate depending on the level of knowledge attained and the total duration of study of Undergraduate Programs.

7. Course:

A 'course' is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, i.e. there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

8. Bridge Course:

Bridge course is visualized as Pre semester preparation by the learner before commencement of regular lectures. For each semester the topics, whose knowledge is considered as essential for effective and seamless learning of topics of the Semester, will be specified. The Bridge Course can be conducted in online mode. The Online content can be created for the Bridge Course Topics.

9. Module and Unit:

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit. Each course should have Units.

10. Self-Learning:

20% of the topics will be marked for Self-Learning. Topics for Self-Learning are to be learned independently by the student, in a time-bound manner, using online and offline resources including online lectures, videos, library, discussion forums, field work, internships etc.

Evaluative sessions (physical/online), equivalent to the credit allocation of the Self Learning topics, shall be conducted, preferably, every week for each course. Learners are to be evaluated real time during evaluative sessions. The purpose of evaluative sessions is to assess the level of the students' learning achieved in the topics earmarked for Self-Learning.

The teacher's role in these evaluative sessions will be that of a Moderator and Mentor, who will guide and navigate the discussions in the sessions, and offer concluding remarks, with proper reasoning on the aspects which may have been missed by the students, in the course of the Self-Learning process.

The modes to evaluate self-learning can be a combination of the various methods such as written reports, hand-outs with gaps and MCQs, objective tests, case studies and Peer learning. Groups can be formed to present self-learning topics to peer groups, followed by Question and Answer sessions and open discussion. The marking scheme for Self Learning has been defined under Examination and Teaching.

The topics stipulated for self-learning can be increased or reduced as per the recommendations of the Board of Studies and Academic Council from time to time. All decisions regarding evaluation need to be taken and communicated to the stakeholders preferably before the commencement of a semester. Some exceptions may be made in exigencies, like the current situation arising from the lockdown, but such ad hoc decisions are to be kept to the minimum possible.

11. Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully. A single course should have, by and large a course may be assigned anywhere between 1 to 4 credit points wherein 1 credit is construed as corresponding to approximately 12 to 15 hours.

12. Credit Completion and Credit Accumulation:

Credit acquisition and Credit completion shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes required CP (Credit Point) course may be considered to have collected or acquired total credits. Learner level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on

adding more and more credits as he completes successfully more and more courses. Thus the learner 'accumulates' course wise credits.

13. Credit Bank:

A Credit Bank refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history.

14. Credit Transfer:

(performance transfer) When a learner successfully completes a program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and Performance transfer is said to have taken place.

15. Course Exemption:

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is 'exempted' from 'relearning' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

Part II

Note: The Ordinances and Regulations given below are applicable to Undergraduate Program of Faculty of Commerce & Management and Faculty of Humanities, unless and otherwise specified.

O*****

Minimum duration of undergraduate programmes will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrolment to Semester VI.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board

of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules.

O*** The fees for transfer of credits or performance will be based on number of credits that a learner has to complete for award of the degree.**

R **** Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

R** The Scheme of Teaching and Examination:**

The Scheme of Teaching and Examination shall be divided into **THREE** components, **Self-Learning, Internal assessment and External assessment** (semester end examination) for each course of the program.

1) **Self Learning** Assessment. Various methodologies has been described in Definition of Self Learning. However Subject Teacher is authorized to devise newer methods of evaluation, which must essentially be documented and be circulated through email or written circular to the learners at least 7 days prior to its implementation. 10% of the marks shall be allocated for Self Learning Assessment.

2) **Internal Assessment** includes Assignments, Seminars, Core Practical, Practical, **Commutative Test, Practical Record**, Unit Tests etc. Subject Teacher is authorized to devise newer methods of evaluation, which must essentially be documented and circulated through email or written circular to the learners at least 7 days prior to its implementation. For each course, there is a passing minimum for internal Assessment as 40% (16 out of 40 marks).

3) **External assessment /Semester End Examination** 60 marks (passing 24 out of 60 marks) overall 40% (40 out of 100 marks).

The Scheme of Examination:

The performance of the learners shall be evaluated in two components: Internal Assessment with 40% marks by way of continuous evaluation and External examination by Semester End Examination with 60% marks by conducting the theory examination.

Internal Assessment: - It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit-based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

A). Internal Assessment – 40%

40 marks

Sr. No.	Particulars	Marks
1	ONE class test / online examination to be conducted in the given semester	15 Marks
2	One Project/ Assignment based on curriculum (to be assessed by the teacher Concerned)	10 Marks
3	Self-Learning Evaluation	10 Marks
4	Active Participation in routine class instructional deliveries	05 Marks

➤ **Project and Assignment:**

- Project or Assignments can be given in the following forms:
 - Case Studies
 - Video Making
 - Blogs
 - Research paper (Presented in Seminar/Conference)
 - Field Visit Report
 - Presentations related to the subject (Moot Court, Youth Parliament, etc.)
 - Internships (Exposition of theory into practice)
 - Open Book Test/Examination
 - Any other innovative methods

➤ **Self-Learning Evaluation**

- 20% of the topics of curriculum are learned by the student through self-learning using online / offline academic resource specified in the curriculum.
- Hence 20% of the lectures shall be allocated for evaluation of students on self-learning topics
- The identified topics in the syllabus shall be learnt independently by the students in a time bound manner preferably from online resources. Evaluative sessions shall be conducted by the teachers and will carry 10 Marks.
- The self-learning topics can be put into 3-4 GROUPS OF TOPICS ONLY FOR EVALUATION.

- Prescribe time duration (in days) for completion of each group of topic and earmark self-learning evaluation lectures in the timetable. Hence each group of topic can be assigned 3 regular lectures for this evaluation for entire class.

3 Sub Topics

Each evaluative session shall carry 3 Marks (3 x 3 Units = 9 Marks). Students who participate in all evaluative sessions shall be awarded 1 additional Mark.

4 Sub Topics

Each evaluative session shall carry 2.5 Marks (2.5 x 4 Units = 10 Marks).

- Evaluation of self-learning topics can commence in regular lectures assigned for self-learning evaluation in the timetable
- All students will actively participate in the presentation of each of the sub-topics.
- SUGGESTIVE Methods for Evaluation of Self-learning topics IN LECTURES:
 - Seminars/presentation (PPT or poster), followed by Q&A
 - Objective questions /Quiz / Framing of MCQ questions.
 - Debates
 - Group discussion
 - You-Tube videos (Marks shall be based on the quality and viewership)
 - Improvisation of videos
 - Role Play followed by question-answers
 - Viva Voce
 - Any other innovative method

Student will be evaluated on the basis of quality of presentation, quality of question & answer, framing of quiz, conduct of quiz, performance in debate etc.

- Teachers can frame other methods of evaluation also provided that the method, duly approved by the college examination committee, is notified to the students at least 7 days before the commencement of the evaluation session and is forwarded for information and necessary action at least 3 days before the commencement of the evaluation session to the respective authority.

SEMESTER END EXAMINATION: - It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.

B. Semester End Examination- 60 %

60 Marks

- 1) Duration – This examination shall be of 2 Hours duration.
- 2) Question Paper Pattern: -

- i. There shall be four questions each of 15 marks.
- ii. All questions shall be compulsory with internal choice within the questions.
- iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

The marks will be given for all examinations and they will be converted into grade (quality) points. The semester-end, final grade sheets and transcripts will have only credits, grades, grade points, SGPA and CGPA.

The marks of the internal assessment will not be disclosed to the students till the results of the corresponding semester is declared.

HSNC University Mumbai

(2020-2021)

Ordinances and

Regulations With

Respect to

Choice Based Credit

System (CBCS)

For the Programmes Under

**The Faculty of Commerce and
Management**

For the Course

Banking and Insurance

**Curriculum– First Year Undergraduate
Programmes Semester-I and Semester -II**

2020-2021

Section D
Banking and Insurance
Part 1 - Preamble

The B.Com (Banking and Insurance) program is started with an aim to make the students employable and impart industry-oriented training.

BBI is decade long popular course aiming at all-round development of students with Curricular, Co-Curricular and Extra-Curricular activities. It has All Market and Career Oriented subjects opted with innovative methodology. Experienced & Industry based faculty grooming. Which makes teaching-learning more relevant in today's BFSI World. The course is very professionally and effectively conducted, with highly qualified academics and professionals from the industry conducting the classes.

This course aims to impart students with strong foundational knowledge in the field of Banking, Finance, Insurance as well as other related fields like Business Communication, Insurance Law, Accounting etc. You will not only learn the theoretical aspects of the subjects but will be equipped with various practical applications of new banking policies, various regulatory acts in insurance, market reforms, and much more. The major focus on the theoretical front will be easily neutralized through interesting and interactive case studies as well as industry visits.

The teaching methodology includes classroom discussions and debates, role play, case studies and paper presentations, in addition to the conventional chalk-and-talk method. While the course is primarily theoretical, there is a good blend of projects, case studies, moot courts, court visits and industrial visits to enable a student to get hands on experience in the functioning of the Industry. The department also conducts various seminars and workshops to make them well – versed in global Banking and Insurance markets.

It has a strong emphasis on developing analytical skill and offers a solid grounding and professional competence in all aspects of commerce required for careers in the business and corporate sectors. BBI is an extremely vibrant department that believes in providing holistic education and regularly conducts events and organises activities to achieve this goal.

BBI realizes the importance of interaction between the juniors and seniors and organizes industrial visits and field trips in each semester. This gives the students a chance to bond and gives them a chance to discover solutions to real world situations.

1. Course objective:

SEMESTER I

a) Environment and Management of Financial Services, UC-FBI-101

- Describe the general structure of Financial System – Financial Institution, Financial Instruments, Financial Markets, Financial Services & in particular understand the functioning of Banking & Insurance industry
- Understand the Development, Management, & working of Banking & Insurance industry
- To provide basic understanding relating to the role of Regulating Agencies like RBI, SEBI, IRDA
- Equip students with the Risk Management practices being followed

b) Micro Economics, UC-FBI-102

- Students will be able to identify and explain economic concepts and theories related to the behaviour of economic agents, markets, industry and firm structures, legal institutions, social norms, and government policies.
- Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence in order to explain past economic events and to formulate predictions on future ones.
- Students will be able to evaluate the consequences of economic activities and institutions for individual and social welfare.
- Students will be able to identify the basic features of alternative representations of human behavior in economics.

c) Financial Accounting, I, UC-FBI-103

- Accounting involves dealing with real revenues, actual transactions and observable finance.
- This subject will make students acquire knowledge about the laws that govern business, typical business administration schemes, ethics of accountancy, statistics and accounting theory.

d) Principles of Business and Management, UC-FBI-104

- The program seeks to develop in students the competencies and attitude in playing the various roles in the business world
 - To introduce Business and its environment
 - Explain the nature and different Management Concepts
 - Discuss the Importance of Entrepreneurship and Factors contributing to growth of Entrepreneurship
- e) Business Communication, UC-FBI-105**
- To help learners develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationship
 - To facilitate understanding of the nuances of verbal and non-verbal communication as it plays a vital role in the accomplishment of organisational goals
 - To impart knowledge regarding exchange of information both within and outside the organisation.
 - To upskill learners with the use of the latest digital tools and techniques to facilitate effective communication at workplace
- f) Business Mathematics, UC-FBI-106**
- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired
 - To understand the concept of simple interest and compound interest
 - To know the rules of derivatives and application of it.
- g) Foundation Course I, UC-FBI-107**
- To understand the pluralistic nature of Indian society.
 - To sensitize the students about gender disparity in the society.
 - To explain significance of human rights and understand the tenets of Indian Constitution.
 - To create awareness about growing social and environmental problems in India.

SEMESTER II

a) Principles and practices of banking and insurance, UC-FBI-201

- To acquire the skills necessary to work in Financial Service Industry Particularly Banking & Insurance,
- To describe and apply financial concepts, theories, and tools.

- The course facilitates learning of industry practices with special focus on Banking & Insurance industry.

b) Macro Economics, UC-FBI-202

- Students will be able to identify and explain macroeconomic variables and understand the economic forces that influence and determine them.
- Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence to explain past economic events and to formulate predictions on future ones.
- Students will be able to evaluate the consequences of economic activities and institutions for individual and social welfare.
- Students will be able to identify the basic features of alternative representations of human behaviour in economics.

c) Business Statistics, UC-FBI-203

- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired.
- To describe data and make evidence-based decisions using inferential statistics

d) Financial Accounting II, UC-FBI-204

- Accounting involves dealing with real revenues, actual transactions, and observable finance.
- This subject will make students acquire knowledge about the laws that govern business, typical business administration schemes, and ethics of accountancy, statistics and accounting theory.

e) Business Law, UC-FBI-205

- To explain the framework within which business activities shall be carried out
- To raise an issue to various legal and semi-legal authorities against the government in case the legal rights of the business have been violated

f) Information Technology, UC-FBI-206

- To acquaint the students with the art of Professionalism which include professional style of making presentation using keyboard shortcuts and presenting the same to many audiences.
- Documentation is another aspect where we want student to emphasize on how to select the correct format, layers and alignment in the documents, in last we also give much hands on working with spreadsheet (DATABASE) basic skills in terms of Practical and as far as theory student must be acquainted with the knowledge of Computer, internet and network.

g) Foundation Course II , UC-FBI-207

- To understand the basic behaviour pattern of human personality.
- To comprehend group behaviour.
- To understand the issues of stress and stress management
- To develop an understanding of aspects of organizational behaviour and motivation.

2. Process adopted for curriculum designing:

The Department conducted multiple meetings with academic partners, industry partners. After discussion with them, personally, via mail, via messages, the changes in the syllabus were introduced.

3. Salient features, how it has been made more relevant

- Growing Demand of Course in BFSI Industry.
- Improved Academic Performance with 100% University Results.
- Excellent Industry Placement & Internship of students.
- Experiential learning with Field Trips and Industrial Visits.
- Development of Life & Social skills through Community Programs

4. Learning outcomes:

Banking

"The advantage of online banking is that you can pay bills superfast, and your account is automatically credited or debited for each deposit and payment, making it easier to stay on track."

During the post nationalization era there was a great change in the banking sector. Private banking came into being and new milestones are observed after that. The introduction of ATM machines is of great help to the people as they can make transactions from anywhere across the country. The next change in the field of banking was mobile banking that updates the clients through the SMS facility. The banking sector is one of the greatest sector that can bring a change and a revolution in the economy of India. A lot of job opportunities are coming in this field and the career too is very promising.

There are different subsectors in the banking field where there is requirement for people to meet the new challenges and demands.

Insurance

Having its roots long back in the year 1818 the insurance sector is growing rapidly and is at pace with the other competitive sectors that enhances the economy. Apart from LIC (Life Insurance Corporation) there are different private organizations like PNB MetLife and the banking sector too is combined with the insurance sector. It helps people during their troubled times and provide them money that were invested by them in policies. Recently Apollo Munich had filled a diabetic cover policy with the IRDA. To excel a lot of manpower is required thus bringing into a greater number of vacancies.

The Bachelor of Commerce (Banking and Insurance) aims to produce graduates who will produce innovative solutions to problems, apply research skills to business challenges and communicate effectively.

This course will provide adequate exposure to operational environment in the field of Banking, Insurance and other related financial services and help to inculcate training and practical approach among the students by using modern technologies in the field of Banking, Insurance, etc . Walking out of the BBI course, you will be able to tackle the challenges of the business world, using your core knowledge of two very important sectors of the domain- Banking and Insurance.

5. Input from stakeholders:

There are modifications suggested by the Industry personnel and alumni to make changes in various subjects. Finance papers are made more relevant and updated as per industry norms. Core papers like economics and mathematics and statistics are included with latest updated contents. IT paper has been modified as per current developments in computerized environment. New subjects are added to give introduction to students to latest curriculum currently required as per the industry and current business environment.

Part 2- The Scheme of Teaching and Examination is as under:

Semester – I

Summary

Sr. No.	Choice Based Credit System		Subject Code	Remarks	
1	Core Course				
	Environment and Management of Financial Services		UC-BI-101		
	Micro Economics		UC-BI-102		
4 2	Elective Course	Discipline Specific Elective (DSE) Course			
		2.1	Financial Accounting I	UC-BI-103	
		2.2	Principles of Business and Management	UC-BI-104	
		2.3	Business Communication	UC-BI-105	
		2.4	Business Mathematics	UC-BI-106	
3	Ability Enhancement Courses (AEC): Foundation Course –I		UC-BI-107		

First Year Semester I Internal and External Detail Scheme

Sr. No.	Subject Code	Subject Title	Periods Per Week					Credit	Seasonal Evaluation Scheme					Total Marks
			Units	S.L.*	L	T	P		S.L.E	CT	TA	AP	SEE	
1	UC-FBI-101	Environment and Management of Financial Services	4	20%*	4	0	0	3	10	15	10	05	60	100
2	UC-FBI-102	Micro Economics	4	20%*	4	0	0	3	10	15	10	05	60	100
3	UC-FBI-103	Financial Accounting I	4	20%*	4	0	0	3	10	15	10	05	60	100
4	UC-FBI-104	Principles of Business and management	4	20%*	4	0	0	3	10	15	10	05	60	100
5	UC-FBI-105	Business communication	4	20%*	4	0	0	3	10	15	10	05	60	100

6	UC- BI-106	Business Mathematics	4	20 % *	4	0	0	3	1 0	15	10	05	60	100
7	UC- BI-107	Foundation Course –I	4	20 % *	3	0	0	2	1 0	15	10	05	60	100
	Total Hours / Credit					20					Total Marks		700	

***One to two lectures to be taken for CONTINUOUS self -learning evaluation**

- **Lecture Duration – 48 Minutes (60 Lectures equivalent to 48 hours)**
- **One Credit = 16 hours**

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation
 CT-Commutative Test, SEE- Semester End Examination , TA-Teacher Assessment, AP- Active
 Participation

First Year Semester – I Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lectures	Total No. of lectures	Credit	Total Marks
1	UC-FBI-101	I	Introduction of Financial System	15	60	3	100 (60+40)
		II	Phases of Development in B&I	15			
		III	Management, Regulation & Development	15			
		IV	Regulatory & Development Framework	15			
2	UC-FBI -102	I	Introduction to Micro-Economics	15	60	3	100 (60+40)
		II	Demand and Supply Analysis	15			
		III	Production decisions, Cost of Production and Revenue	15			
		IV	Market Structure: Short run and Long equilibrium of a complete line firm and of industry	15			
3	UC-FBI-103	I	Intro to IND AS and Inventory Valuation	15	60	3	100 (60+40)
		II	Fire Insurance Claims	15			
		III	Issue of Shares and Debentures	15			
		IV	Final Accounts	15			
4	UC-FBI-104	I	Business and its environment	15	60	3	100

		II	Nature of Management	15			(60+40)
		III	Elements of Management	15			
		IV	Entrepreneurship	15			
5	UC-FBI-105	I	Theory of communication	15	60	3	100 (60+40)
		II	Corporate grooming and Etiquettes	15			
		III	Personality Enhancement	15			
		IV	Business writing	15			
6	UC-FBI-106	I	Elementary Financial Mathematics	15	60	3	100 (60+40)
		II	Matrices & Determinants	15			
		III	Derivatives and Applications of Derivatives	15			
		IV	Numerical Analysis (Interpolation)	15			
7	UC-FBI-107	I	Indian Society-Diversity	11	45	2	100 (60+40)
		II	Indian Constitution and Human Rights	12			
		III	Concept of Disparity	11			
		IV	Environmental Management	11			
			Total			20	700

- **Lecture Duration – 48 Minutes (60 Lectures equivalent to 48 hours)**
- **One Credit = 16 hours**

Part 3- Detail Scheme Theory

FYBBI

SEMESTER 1

Course Code: UC-FBI-101

Environment and Management of Financial Services

SR.NO.	Modules/ Units	No. of Lectures
1	Introduction of Financial System	15
	1.1. Market Structure 1.2. Instruments 1.3. Financial Services- fund based and fee based	
2	Phases of Development in B&I	15
	2.1 Importance 2.2 Role of B&I in savings, Investments & Economic growth 2.3 Functions of B&I Companies	
3	Management, Regulation & Development	15
	3.1 Risk Management within B&I 3.2 Asset, Liability Management in B&I 3.3 RBI – functions, regulatory powers 3.4 SEBI – functions, regulatory powers 3.5 IRDA – functions, regulatory powers 3.6 PFRDA- functions, regulatory powers	
4	Regulatory & Development Framework	15
	4.1 Banking Companies Act, 1999 4.2 Development activities of RBI, SEBI & IRDA 4.3 Prudential Norms	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
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1	1	Introduction to Financial system, <u>Financial markets</u>
2	4	RBI SEBI IRDA functions

Online Resources

<https://www.classcentral.com/course/swayam-financial-institutions-and-markets-12986>

<https://nptel.ac.in/courses/110/105/110105121/>

References:

- Essentials of Business Finance: R H Srivastava,Himalaya
- Management of Financial Institution: R N Srivastava,Himalaya
- Investment Management:,Preeti Singh ,Himalaya
- Modern Banking: R Sayers
- Investment Analysis and Securities in India . V A Avadhani
- Modern Life Insurance M J Oster and W,Robert,Macmillan,NY
- Capital Market in Planned Economy, NCAERT,Delhi
- Life Insurance Corporation Act,1956
- Insurance Regulatory Development Act,1999.

UC-FBI-102
Micro Economics

Unit	Content	No. of Lectures
1	<p>Introduction to Micro-Economics</p> <p>1.1 Scope and importance of business</p> <p>1.2 Basic tools: Opportunity Cost Principle, Incremental and Marginal concepts, Present and Future value, production possibility curve. Basic Economic Relations functional relations use of Marginal Analysis in decision making.</p> <p>1.3 Difference Between Micro and Macroeconomics</p>	15
2	<p>Demand and Supply Analysis</p> <p>2.1 Demand function: Meaning, significance determinants types. Variation and change in demand. Measurement of elasticity of demand (price elasticity, income, cross and promotional) Uses of elasticity. Relationship between elasticity of demand and revenue concepts. Consumer surplus</p> <p>2.2 Supply function Meaning, significance determinants types. Variation and change in supply. Producer Surplus.</p> <p>2.3 Demand Estimation and forecasting Meaning and Significance methods of demand estimation survey and statistics method (only theory)</p> <p>2.4 Case Studies and numerical on Elasticity.</p>	15

3	<p>Production decisions, Cost of Production and Revenue</p> <p>3.1 Production Function: Meaning, types</p> <ol style="list-style-type: none"> Short Run Analysis with law of Variable Proportions. Isoquants, ridge lines and least cost combination of inputs. Long Run Production Function: Law of Returns to scale expansion path. Economics and Diseconomies of scale. Economics of scope. <p>3.2 Cost Concepts Accounting and economics cost, implicit and explicit cost, fixed and variable cost. Total, average, and marginal cost. Cost output relationship in the short run and long run. LAC and learning curve. Break Even Analysis</p> <p>3.3 Revenue concepts: Types Average, marginal, and total revenue (under perfect and imperfect competition)</p> <p>3.4 Profit concepts Supernormal, Normal, loss.</p> <p>3.5 Numerical on output, cost, revenue, and profit.</p>	15
4	<p>Market Structure: Short run and Long equilibrium of a complete line firm and of industry</p> <p>4.1 Monopoly Short run and long equilibrium of the firm. Price Discrimination. Dumping (only theory)</p> <p>4.2 Monopolistic competition Equilibrium of the firm in short run and long run, role of advertisement</p> <p>4.3 Oligopoly Features, collusive and Non collusive Oligopoly. Price rigidity, kinked demand curve, cartel, and price leadership models.</p> <p>4.4 Perfect Competition Equilibrium of the firm in short run and long run</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2	Demand and Supply analysis
2	3	Break even analysis

Online Resources

<https://nptel.ac.in/courses/110/105/110105075/>

References:

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
 - Hirchey .M., Managerial Economics, Thomson South western (2003)
 - Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
 - Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
 - Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint) • Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
 - Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)Reference's
- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- Hirchey .M., Managerial Economics, Thomson South western (2003)
 - Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
 - Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
 - Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
 - Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
 - Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

UC-FBI-103
Financial Accounting I

Sr. No.	Modules / Units	No of lectures
1.	Intro to IND AS and Inventory Valuation <ul style="list-style-type: none"> • Introduction to Indian Accounting Standards: (Meaning & Scope) • IND AS 1 Presentation of financial statements • IND AS 8 Accounting policies, Changes in Accounting • IND AS 2: Inventories Practical problems on Inventory valuation	15
2.	Fire Insurance Claims <ul style="list-style-type: none"> • Computation of Loss of Stock by Fire • Ascertainment of claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss	15
3.	Issue of Shares and Debentures <ul style="list-style-type: none"> • Introduction to issue of Shares and Debentures • Relevant journal entries and balance sheet post issue. 	15
4.	Final Accounts <ul style="list-style-type: none"> • Introduction to Final Accounts of a Sole Proprietor • Rectification of Errors • Manufacturing Accounts, Trading Account, Profit and Loss Account and Balance Sheet 	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Introduction to Accounting standards and inventory valuation

Online Resources

https://nptel.ac.in/courses/110/101/110101131/

REFERENCES

- Introduction to Accountancy by T.S. 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 and Co. Ltd., Mumbai
- Financial Accounting by LesileChandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- 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 R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Company Accounting Standards by ShrinivasanAnand, Taxman, New Delhi • Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Pers\pective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Course Code: UC-FBI-104
Principles of Business and Management

Sr. No.	Modules/units	No. of Lectures
1.	<p>Business and its environment</p> <p>1.1 Introduction to Business: concepts</p> <p>1.2 Functions of Business</p> <p>1.3 Scope and significance of Business</p> <p>1.4 Objectives of Business</p> <p>1.5 Dynamics of business and its environment.</p> <p>1.6 Types of business environment.</p> <p>1.7 Factors of Environmental analysis</p> <p>1.8 PESTEL</p> <p>1.9 SWOC</p> <p>1.10 Latest Trends in Business</p>	15
2.	<p>Nature of Management</p> <p>2.1 Management Concepts (POSDCORB)</p> <p>2.2 Managerial skills</p> <p>2.3 Levels of management</p> <p>2.4 Managerial Roles by Henri Mintzberg</p> <p>2.5 modern management theory-Peter Drucker</p> <p>2.6 Planning : Meaning</p> <p>2.7 Importance of Planning</p> <p>2.8 Process of Planning</p> <p>2.9 MBO,MBE, OGSM model</p> <p>2.10 Decision Making –Meaning and Importance</p> <p>2.11 Technique of Decision making.</p>	15
3.	<p>Elements of Management</p> <p style="padding-left: 40px;">3.1 Organising: Concepts and Meaning</p>	15

	<p>3.2 Structure of an Organization(formal and informal, line and staff and matrix)</p> <p>3.3 Departmentation : Meaning</p> <p>3.4 Basis and significance of Departmentation</p> <p>3.5 Centralization v/s Decentralization</p> <p>3.6 Delegation, Authority and responsibility relationship</p> <p>3.7 Staffing: Importance of Staffing</p> <p>3.8 Directing: Meaning of Directing</p> <p>3.9 Process of Directing</p> <p>3.10 Leadership and motivation:</p> <p>3.11 Meaning of Leadership</p> <p>3.12 Qualities of good leader</p> <p>3.13 Styles of Leadership</p> <p>3.14 Meaning and significance of Motivation</p> <p>3.15 Co-ordination: Concept and importance</p> <p>3.16 Controlling: Meaning</p> <p>3.17 Techniques of Controlling</p>	
4	<p>Entrepreneurship</p> <p>4.1 Concepts in Entrepreneurship</p> <p>4.2 Importance of Entrepreneurship</p> <p>4.3 Factors contributing to growth of Entrepreneurship</p> <p>4.4 Entrepreneur vs Intrapreneur</p> <p>4.5 qualities and skills of Entrepreneur</p> <p>4.6 Micro, Small and Medium Enterprise Development (MSMED)</p> <p>4.7 Entrepreneurial ecosystem- Introduction to concepts - bootstrapping, Venture capitalists, Angel investors, crowd funding, incubation center.</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
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1	1	Business Environment
2	2	Evolution, theory, and elements of management

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384

References

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi
- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai

Course Code: UC-FBI-105

Business Communication

Sr. No.	Modules/Units	No. of Lectures
1.	Unit 1 - THEORY OF COMMUNICATION 1.1 Concept of Communication: Meaning, Definitions, Objectives, Process, Feedback, Emergence and Impact of Technological Advancements on Communication 1.2 Channels of Communication: Intrapersonal, interpersonal, formal and informal, vertical, horizontal, diagonal, grapevine 1.3 Objectives of Communication: Information, Motivation, Order, Education & Training, Suggestion, Counselling Persuasion, Warning 1.4 Methods and Modes of Communication: Verbal and Non- Verbal: Body Language - Posture, Gestures, Expressions, Dress and Appearance; Grooming, Space and Proxemics 1.5 Barriers to Communication: Physical barriers, Language barriers, Socio-cultural barriers, Psychological barriers, Technological barriers 1.6 Listening: Importance of listening skills, Cultivating good listening skills	15
2	Unit 2 - CORPORATE GROOMING AND ETIQUETTE: 2.1 Powerful Speaking, Self-Management and Personality Management 2.2 Presentation: Principles of Effective Presentation, Effective use of various audio-visual aids 2.3 Objectives of Presentation – 3 W’s – Why, What, Who –Structuring the Presentation -Verbal (spoken & written) and Visual Skills 2.4 Interviews: Types of Interviews, Group Discussion, Preparing for an Interview 2.5 Meetings and Conferences: Need and Importance of Meetings and Conferences, Role of Chairperson and Participants, Drafting Notice, Minutes, Agenda and Resolutions 2.6 Corporate Etiquette: Dining Etiquette, Telephone Etiquette, Office Etiquette, Meeting Etiquette	15
3.	Unit 3 - PERSONALITY ENHANCEMENT: 3.1 The Art of Public Speaking: Overcoming Stage Fear 3.2 Voice Modulation 3.3 Personality Grooming: Personal Branding – Importance, Strategies, Steps to build powerful personal brand 3.4 First Impression – Power of Personal Appearance	15

	3.5 Vocabulary Enhancement	
4.	Unit 4 – BUSINESS WRITING: 4.1 Theory of Business Letter Writing: Parts, Structure, Layout of Letters- (Full block, Modified Block, Semi- Modified Block) 4.2 Job Application Letter and Resume Writing 4.3 Personnel Correspondence: Statement of Purpose, Letter of Acceptance of Job-offer, Letter of Resignation, Letter of Appreciation, Letter under Right to Information Act (RTI) 4.3 Reports: Types - Feasibility Report, Investigative Report 4.4 Summarization: Identification of main and supporting sub-points, presenting these in a cohesive manner 4.5 Email Writing	15
	TOTAL	60

Self- Learning Topics

Unit	Topics
1	Impact of Technological Advancements on Communication: Types – Internet, Blogs, E-Mail, Social Media – Facebook, Twitter, WhatsApp (Unit 1, 1.1)
2	Corporate Etiquette - Dining Etiquette, Telephone Etiquette, Office Etiquette, Meeting Etiquette (Unit 2, 2.6)
3	Summarization: Identification of main and supporting points, presenting these in a cohesive manner (Unit 4, 4.4)

Online Resources

https://www.msuniv.ac.in/images/academic/academic_affairs/Chapter%20-%207.pdf (Unit 1, 1.1)
https://nptel.ac.in/content/storage2/courses/109104030/Module9/Lecture29.pdf (Unit 2, 2.6)
https://www.youtube.com/watch?v=-zgKOGuRrRs (Unit 4, 4.4)

Reference Books:

Sr. No.	Title Author/s Publisher	Edition Year

1	Organisational Communication- The Effective Management, Columbus Grid Inc Board of Studies-in-Accountancy, Phillip, Louis V., University of Mumbai51 Page Reference Books	1975
2	The Human Connection, Montagu,A and Matson , Floyd, McGraw Hill,New York.	1979
3	Communication Systems and Procedures for Modern Office, Krevolin, Nathan, Prentice Hall, New Jersey	1983
4	Effective Business Communication, Murphy, Herta and Hilde Brandt, Herbert W, McGraw Hill, New York	1984
5	Business Communication: Theory and Application, Lesikar, Raymond V and Petit, John D	1994
6	The Essence of Effective Communication, Richard D. Irwin Inc. Illinois. Ludlow,Ron Prentice , New Delhi	1995
7	The Craft of Business Letter Writing, Monippalli, M.M., T.M.H. New Delhi.	1997
8	Business Ethics: New Challenges for Business Schools and Corporate Leaders, Peterson, Robert A and Ferrell, O.C, Prentice Hall of India Pvt., Ltd	2005
9	Code of Conduct for Managers, Mishra Rajiv K, Rupa Company	2006
10	Effective Technical Communication, 36.M. Ashraf, Rizvi Tata McGraw Hill	2006
11	Ethics Incorporated: Top Priority and Bottom Line, Dipankar, Response Books • Krevolin,	2006
12	Ethics, Business and Society: Managing Responsibly, Gupta, Anand Das Response Books	2010

UC-FBI-106

Business Mathematics

Sr. No.	Modules/Units	No. of Lectures
1	Elementary Financial Mathematics	15
	1.1 Simple & Compound interest : Interest Compounded once a year, more than once a year, continuous, nominal and effective rate of interest 1.2 Annuity – Present and Future Value – Sinking Funds – Down-payment 1.3 Depreciation of assets : EMI – using flat interest rate & reducing balance method 1.4 Functions : Algebraic functions and the functions used in business and economics, break even & equilibrium point	
2	Matrices & Determinants	15
	2.1 Matrices : Definition, types of matrixes, matrix operation (addition, subtraction, scalar multiplication, matrix multiplication, transpose of a matrix) 2.2 Determinants of a Matrix of order two and three : properties and results (no proofs), solving linear equations using Cramer’s rule, inverse of a matrix (up to order 3) using adjoint of a matrix, and matrix inversion method 2.3 Case Study : Input Output Analysis (No Proof) and sums	
3	Derivatives and Applications of Derivatives	15
	3.1 Introduction & Concept: Review of Functions, graphs. Derivative of a constant function, power function, logarithmic functions, polynomial and exponential functions.	

	<p>3.2 Rules of Derivatives : addition, subtraction, multiplication, quotient, chain rule</p> <p>3.3 Second order Derivatives</p> <p>3.4 Application of Derivatives : Increasing, decreasing functions, maxima, minima, use of applications of derivatives in economics (average & marginal- revenue, cost, profit functions, Elasticity of demand)</p>	
4	Numerical Analysis (Interpolation)	15
	<p>4.1 Intro and concept : Finite differences – forward difference operator – Newton’s forward difference formula with simple examples</p> <p>4.2 Backward differences operator, Newton’s backward differences formula with simple examples</p>	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2	Matrices
2	3	Derivatives

Online Resources

https://nptel.ac.in/courses/111/108/111108098/
https://www.mooc-list.com/course/mathtrackx-differential-calculus-edx

References

- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand
- Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill
- Mathematics of Finance 2nd Edition Schaum’s Tata McGrawHill
- Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain.
- Business Mathematics by Bari – New Literature publishing company, Mumbai

- Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Vikas Publishing House

UC-FBI-107

Foundation Course I – Semester –I
Subject: Indian Society and State: Contemporary Issues

Unit	Content	No. of Lectures
I	Indian Society – Diversity 1.1. Concept of diversity and multiculturalism. 1.2. Understand India's social, cultural and regional diversity: ethnicity, religion and language. 1.3. State policy, social acceptance and roadblocks towards appreciation and promotion of diversity.	11
II	Indian Constitution and Human Rights 2.1. Philosophy , Features and Structure of the Constitution 2.2. Fundamental Rights and Fundamental Duties. 2.3. Human Rights and day to day life.	12
III	Concept of Disparity 3.1. Issues in gender inequality. 3.2. Understand the issues of people with physical and mental disabilities. 3.3. Social issues and disabilities.	11
IV	Environmental Management 4.1. Meaning and relevance. 4.2. Sustainable development: meaning, concept and components. 4.3. Environmental movements in India: case studies	11

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Cultural diversity
	2	Universal Declaration of Human Rights
	3	Gender differences and gender roles
	4	Environmental Balance Sheet

Online Resources

http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrXFRVFI1Z3FwMDhobVIBMkZsYnFHZkh6OWFxcWo4VVAyUnJ1Nnhvcg15
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg/53
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrXFRVFI1Z3FwMDhobVIBMkZsYURIMXB0bFBSZmEzRFpjL2lsN3VOcA
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/241

List of reference books: Semester I

1. Ahuja Ram (2014), *Social Problems in India*, Jaipur:Rawat Publication.
2. Bennet, C.J. (1980), "The Morphology of Language Boundaries: Indo-Aryan and Dravidian in peninsular India", *Journal of Borderland Studies*, Issue 3, Vol.16, Taylor and Francis.
3. Chandra Bipan (1984), *Communalism in Modern India*, Delhi: Vikas Publishing House.
4. Chatterjee Sushma (2000) *Indian Women from Darkness to Light*, Calcutta: Parumita Publications.
5. Desai, A.R. (1959), *Social Background of Indian Nationalism*, Bombay: Popular Prakashan.
6. Deshta Sunil, Kashyap Sunita (2014), *Fundamental Duties of Citizens*. Delhi: Regal Publications.
7. Dubey S.C. (2018), '*Indian Society*', National Book Trust.
8. Furer Christoph Von-Haimendorf (1992), *Tribes of India The Struggle for Survival*, Berkely: University of California Press.
9. Ganesh, Kamala, Thakkar (2005), "*Culture and the making of Identity in contemporary India*" Usha, Sage Publication, New Delhi,

10. Harvey Carol P and Allard June M (2005), *Understanding and managing Diversity Readings Cases, and Exercises*; New Delhi: Prentice Hall of India.
11. Joshi PC (1989), *Culture Communication and Social Change*, New Delhi: Vikas Publishing House.
12. Managi and Kumar (2009), *The Economics of Sustainable Development: The Case of India*, New York: Springer.
13. Pattanaik Bikram K (2006), *Social and Human Well Being Selected Perspectives*; Ambala: The Associated Press.
14. Patra, A.D. (2010), *Infrastructure, Development and Regional Disparity: An interstate analysis*, Indian Economics Association , Deep and Deep Publications.
15. Suresh Jayshree, Raghavan, B.S (2003), *Human Values and Professional Ethics*. New Delhi: S Chand

I Year Semester – II

Summary

Sr. No.	Choice Based Credit System	Subject Code	Remarks										
1	Core Course Principles and Practices of Banking and Insurance, Macro Economics	UC-FBI-201 UC-FBI-202											
2	Elective Course <table border="1" style="display: inline-table; vertical-align: middle;"> <thead> <tr> <th colspan="2" style="text-align: left;">Discipline Specific Elective (DSE) Course</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.1</td> <td>Business Statistics</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Financial Accounting II</td> </tr> <tr> <td style="text-align: center;">2.3</td> <td>Business Law</td> </tr> <tr> <td style="text-align: center;">2.4</td> <td>Information Technology</td> </tr> </tbody> </table>	Discipline Specific Elective (DSE) Course		2.1	Business Statistics	2.2	Financial Accounting II	2.3	Business Law	2.4	Information Technology		
Discipline Specific Elective (DSE) Course													
2.1	Business Statistics												
2.2	Financial Accounting II												
2.3	Business Law												
2.4	Information Technology												
3	Ability Enhancement Courses (AEC) Foundation Course – II	UC-FBI-207											

Detail Scheme

Sr. No.	Subject Code	Subject Title	Periods Per Week						Credit	Seasonal Evaluation Scheme					Total Marks
			Units	S. L.	L	T	P	S. L. E		C T	TA	A P	SEE		
1	UC-BI-201	Principles and Practices of Banking and Insurance	4	20%*	4	0	0	3	10	15	10	05	60	100	
2	UC-BI-202	Macro Economics	4	20%*	4	0	0	3	10	15	10	05	60	100	
3	UC-BI-203	Business Statistics	4	20%*	4	0	0	3	10	15	10	05	60	100	
4	UC-BI-204	Financial Accounting II	4	20%*	4	0	0	3	10	15	10	05	60	100	
5	UC-BI-205	Business Law	4	20%*	4	0	0	3	10	15	10	05	60	100	
6	UC-BI-206	Information technology	4	20%*	3	0	1	3	10	15	10	05	60	100	

7	UC-BI-207	Foundation Course-II	4	20%*	3	0	0	2	10	15	10	05	60	100
Total Hours / Credit								20	Total Marks				700	

* Three hours per week to be taken for CONTINUOUS self-learning Evaluation.

- Lecture Duration – 48 Minutes (60 Lectures equivalent to 48 hours)
- One Credit =16

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation
CT-Commutative Test, SEE- Semester End Examination , TA-Teacher Assessment, AP- Active Participation

First Year Semester – II Units – Topics – Teaching Hours

S. N	Subject Code	Subject Unit Title		Lect ures	Total No. of lectures	Cre dit	Total Marks
1	UC-FBI-201	I	Introduction to Banking	15	60	3	100 (60+40)
		II	Banking Scenario in India	15			
		III	Introduction to Insurance	15			
		IV	Insurance Business Environment in India	15			
2	UC-FBI -202	I	Introduction to Macroeconomics: Data and Theory	15	60	3	100 (60+40)
		II	Money, Inflation and Monetary Policy	15			
		III	Constituents of Fiscal Policy	15			
		IV	Open Economy: Theory and Issues of International Trade	15			

3	UC-FBI-203	I	Introduction to Statistics	15	60	3	100 (60+40)
		II	Measures of dispersion, Co-relation & Linear regression	15			
		III	Time Series and Index Number	15			
		IV	Probability and hypothesis testing	15			
4	UC-FBI-204	I	Corporate Accounting	15	60	3	100 (60+40)
		II	Investment Accounting	15			
		III	Redemption of Shares and Debentures	15			
		IV	Buyback of Equity shares	15			
5	UC-FBI-205	I	The Indian Contract Act, 1872 (General Contract) Part I	15	60	3	100 (60+40)
		II	The Indian Contract Act, 1872 (General Contract) Part II	15			
		III	Negotiable Instruments Act, 1881	15			
		IV	The Consumer Protection Act, 1986	15			
6	UC-FBI-206	I	Computer basic, Networking and Internet	15	60	3	100 (60+40)
		II	Microsoft Office (Part I) a) Basic Excel b) MS WORD c) MS Power Point	20			
		III	Advanced Excel	15			
		IV	Information Systems Security	10			

7	UC-FBI-207	I	Understanding Human Personality	11	45	2	100 (60+40)
		II	Introduction to Group Behaviour	11			
		III	Conflict of motives and Stress Management	12			
		IV	Organization Culture and Motivation	11			
			Total			20	700

- **Lecture Duration – 48 Minutes (60 Lectures equivalent to 48 hours)**
- **One Credit =16 hours**

FYBBI
SEMESTER 2
Course Code: UC-FBI-201
Principles and Practices of Banking & Insurance
Detailed Syllabus

Sr.No.	Modules/ Units	No. of Lectures
1	Introduction to Banking 1.1 Basic Concepts: Origin, Need, Types, 1.2 Scope and Functions of Banking – 1.3 Need for Regulation and Supervision 1.4 Financial inclusion: Meaning, Scope & Importance 1.5 Current Scenario	15
2	Banking Scenario in India 2.1 Banking Operations 2.2 Types of accounts 2.3 Banking Services - Current Scenario 2.4 Banking Regulations 2.5 Role of RBI	15
3	Introduction to Insurance 3.1 Understanding Risk - Kinds of business risks 3.2 Need and Scope of insurance 3.3 Evolution of insurance 3.4 Principles of insurance 3.5 Types of insurance and policies 3.6 Risk and Return relationship	15
4	Insurance Business Environment in India 4.1 Growth of Insurance Business 4.2 Actuarial Role 4.3 Claim and Settlement Procedures 4.4 Insurance regulations 4.5 Role of IRDA 4.6 Time Value of Money	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Introduction to banking
2	3	RBI structure objective function

Online Resources

https://swayam.gov.in/nd2_cec20_mg08/preview
https://nptel.ac.in/courses/110/105/110105121/

References

- Business Environment Text and Cases by M.B. Shukla, Taxman Publications, New Delhi
- Global Economy and Business Environment by Francis Cherunilam, Himalaya Publication House, Mumbai
- Business Environment: Text and Cases by Francis Cherunilam, Himalaya Publication House, Mumbai
- Indian Economy by Dutt and Sundaram, S. Chand and Company Pvt. Ltd., New Delhi
- Essentials of Business Environment by K. Aswathappa, Himalaya Publication House, Mumbai
- Business Environment by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Indian Economy by Misra and Puri, Himalaya Publishing House, Mumbai
- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai
- Entrepreneurship and Small Development Business Management by C.B. Gupta and S.S. Khanka, Sultan Chand and Sons, New Delhi
- Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi
- Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Corporate Governance in India by Jayati Sarkar and Subrata Sarkar, Sage Publications, New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi

Course Code: UC-FBI-202

Macro Economics
Detailed Syllabus

Sr. no	Modules/ units	No. of Lectures
1	<p>Introduction to Macroeconomics: Data and Theory</p> <p>1.1 Macroeconomics: Meaning, Scope and Importance</p> <p>1.2 Circular Flow of Aggregate Income and Expenditure: closed and open economy models</p> <p>1.3 The Measurement of National Product: meaning and importance – conventional and Green GNP and NNP concepts- relationship between national income and economic welfare</p> <p>1.4 Short Run Economic Fluctuations- features and phases of trade cycles</p> <p>1.5 The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply-Consumption Function – Investment Function – effects of investment multiplier on changes in income and output</p>	15
2	<p>Money, Inflation and Monetary Policy</p> <p>2.1 Money Supply: Determinants of money supply- factors influencing Velocity of Circulation of money</p> <p>2.2 Demand for Money: Classical and Keynesian approaches and Keynes’ liquidity theory of interest</p> <p>2.3 Money and prices: Quantity theory of money- Fisher’s equation of exchange- Cambridge cash balance approach</p> <p>2.4 Inflation: Demand Pull inflation and Cost push inflation- Effects of inflation – Nature of inflation in a developing economy</p> <p>2.5 Monetary Policy: meaning, objectives, instruments, Inflation Targeting</p>	15
3	<p>Constituents of Fiscal Policy</p> <p>3.1 Role of a Government to provide public goods- principles of Sound and Functional Finance</p> <p>3.2 Fiscal Policy: meaning, objectives – Contracyclical and Discretionary Fiscal Policy</p> <p>3.3 Instruments of Fiscal Policy: canons of taxation – factors influencing incidence of taxation – effects of taxation. Significance of public expenditure. Public Debt and Fiscal solvency, Burden of debt finance</p>	15

	3.4 Union Budget – Structure – Deficit concepts – FRBM Act	
4	<p>Open Economy: Theory and Issues of International Trade</p> <p>4.1 The basis of International Trade: Ricardo’s Theory of Comparative Cost Advantage, - terms of trade – meaning and types- factors determining terms of trade- Gains from trade – Free trade versus Protectionism</p> <p>4.2 Foreign Investments: FDI and FPI, their comparison, merits and demerits of FDI – Globalization and Role of Multinational Corporations, Transnational corporation</p> <p>4.3 Balance of Payments – structure – types of disequilibrium – measures to correct disequilibrium in BOP</p> <p>4.4 Foreign Exchange and Foreign Exchange Markets: Spot and Forward rate of exchange -Hedging, Speculation, Arbitrage – Fixed and Flexible exchange rates – Managed Float exchange rate system</p> <p>4.5 International Organization and Global Environment: Trading blocks, WTO, GATT</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2	Money
2	4	Globalization

Online Resources

https://nptel.ac.in/courses/109/104/109104073/#
https://nptel.ac.in/noc/courses/noc15/SEM1/noc15-hs08/

References

- Mankiw N. G. , Macroeconomics
- Ahuja H. L., Modern Economics—S. Chand Company Ltd. New Delhi
- Dornbush, Fisher and Startz, Macroeconomics--Tata – McGraw Hill , New Delhi
- Dwivedi, D.N. (2001), Macro Economics : Theory and Policy, Tata McGraw Hill, New Delhi

Course Code: UC-FBI-203

Business Statistics

Detailed Syllabus

SR.NO.	Modules/ Units	No. of Lectures
1	Introduction to Statistics	15
	1.1 Introduction: Function /Scope, Importance, limitation 1.2 Data: Primary & Secondary (Sources & Meaning) Presentation of data: Classification – 1.3 Frequency distribution – discrete and continuous tabulation, graph (Frequency polygon and curve, bar diagrams(3types), pie chart, histogram, ogives) 1.4 Measures of Central tendency: Mean (AM, weighted, combined), Median (Calculation & graphical using ogives), Mode (calculation & Graphical using histogram), Comparative analysis of all measures of tendency. Empirical formula	
2	Measures of dispersion, Co-relation & Linear regression	15
	2.1 Measures of dispersion: absolute and relative measures. Range & Co-efficient of range, Quartile deviation & coefficient of QD, MD and co-efficient of MD, Standard deviation, co-efficient of variation, combined standard deviation, skewness and kurtosis (concept only) 2.2 Co-relation: Karl Pearson coefficient of correlation, spearmen's coefficient of correlation (rank correlation) 2.3 Linear regression: Least square method	
3	Time Series and Index Number	15
	3.1 Time Series: Moving averages method, fitting trend line using least square method	

	3.2 Index numbers: Simple (unweighted), aggregate method, weighted aggregate method, Simple average of price relatives, chain base index numbers, base shifting, splicing and deflating, cost of living index number, Real income	
4	Probability and hypothesis testing	15
	4.1 Permutations & Combinations (Basic intro) 4.2 Probability : Concept of sample space, concept of event, definition of probability, addition and multiplication laws, conditional probability, Baye's theorem(only concept), Expectation & Variance, concept of probability distribution(only concept) 4.3 Hypothesis testing: Introduction, One tailed test, two tailed test, Z test, T test, F test.(only theory)	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Probability

Online Resources

https://nptel.ac.in/courses/111/102/111102111/
https://www.classcentral.com/course/swayam-introduction-to-probability-and-statistics-17665

References

- Statistics for Management Levin, Richard and David S. Rubin Prentice Hall of India.
- Practical Business Statistics'', Siegel, Andrew F International Edition
- Basic Business Statistics: Concepts and Applications Berenson and Levine Prentice Hall.
- Statistics: Concepts and Applications Frank , Harry and Steven C. Althoen,
- Statistical Methods Gupta, S.P., and Archana Gupta, Sultan Chand and Sons, New Delhi.
- Lectures in Business Statistics ,Dhingra, I.C., and M.P. Gupta Sultan Chand
- Fundamentals of Statistics'', Gupta, S.C Himalaya Publishing House.

Course Code: UC-FBI-204
FINANCIAL ACCOUNTING II

Detailed Syllabus

Sr. no	Modules/Units	No. of Lectures
1.	Corporate accounting <ul style="list-style-type: none"> • Preparation of corporate financial statements in vertical form schedule 3 • Closing entries and adjustments 	15
2.	Investment Accounting <ul style="list-style-type: none"> • Meaning and Objectives of Investments • Types/ Classifications of Investments • Important Terms and Accounting Procedure 	15
3.	Redemption of preference shares and debentures <ul style="list-style-type: none"> • Company law / legal provisions for redemption of preference shares in companies act, sources of redemption including divisible profits and proceeds of fresh issue of shares, premium on redemption from security premium and profits of company. • Capital redemption reserve account –creation and use • Redemption of debentures by payment from sources including out of capital / or out of profits. • Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy • Redemption of debentures by conversion into new class of shares or debentures with options – including at par premium and discount. 	15
4.	Buyback of equity shares <ul style="list-style-type: none"> • Company law / legal provisions (including creation of capital redemption reserve account). • Compliance of conditions including sources, maximum limits and debt equity ratio. 	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Corporate Accounting(understanding balance sheet and profit and loss items)

Online Resources

<https://nptel.ac.in/courses/110/101/110101131/>

- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and 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 and Co. Ltd., Mumbai
- Financial Accounting by LesileChandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- 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 R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
- Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
- Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Course Code: UC-FBI-205
Business Law

Unit	Content	No. of Lectures
I	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part I</p> <p>1.1) Definitions: Agreement, Kinds of Agreements, Contract-Kinds of Contracts: Valid, Void, Voidable, Contingent and Quasi Contract and E-Contract, Distinguish between Agreement and Contract.</p> <p>1.2) Offer or Proposal – Definition, Essentials of Valid proposal or offer, Counter offer, Standing or Open offer, distinguish between offer and Invitation to offer, Acceptance- Definition, Essentials of a Valid Acceptance, Promise.</p> <p>1.3) Communication of Offer and Acceptance and Revocation.</p> <p>1.4) Capacity to contract, Consent and Free Consent.</p> <p>1.5) Consideration and Void Agreements.</p>	15
II	<p style="text-align: center;">The Indian Contract Act, 1872 (General Contracts) Part II</p> <p>2.1) Contingent Contract Quasi Contract and Its Types</p> <p>2.2) Performance of Contract Effects of Performance of Contract Time and Place of Performance of Contract, Time is Essence of Contract</p> <p>2.3) Discharge of Contract Remedies of Breach of Contract</p> <p>2.4) Liquidated Damages</p>	15
III	<p style="text-align: center;">Negotiable Instrument Act,1881</p> <p>3.1) Meaning and Characteristics of Negotiable Instrument, Operational Rules of Evidence –Presumptions, Classifications of Negotiable Instruments.</p> <p>3.2) Promissory Notes and Bills of Exchange: Essential Elements of Promissory Note and Bills of Exchange, Distinguish between Promissory Note and Bills of Exchange. Acceptor and Acceptance, Definition of Acceptor, Acceptance for Honour, Absolute and Qualified or Conditional Acceptance, Drawer, Drawee in case of Need</p> <p>3.3) Cheques, Types of Cheque and Penalties in case of Dishonour of certain cheques, Distinguish between Cheque and Bill of Exchange</p> <p>3.4) Miscellaneous Provisions: Holder, Holder in Due Course, Rights and Privileges of Holder in Due course Payment in Due Course, Maturity of an Instrument, Noting, Protest. Bills in Set</p>	
IV	<p style="text-align: center;">The Consumer Protection Act ,1986</p> <p>4.1) Salient features, definition of consumers,</p> <p>4.2) Deficiency in service and defects in goods,</p>	15

	4.3) Consumer dispute and complaint 4.4) Redressal Mechanism and Forum	
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Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	offer acceptance free consent, capacity of contract breach of contract discharge of contract void contract
2	2	Discharge of contract by Performance and Breach of Contract
3	3	types of cheques dishonor of cheques, holder in due course crossing of cheque discharge of liability

Online Resources

http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/201
http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/201
http://ugcmooocs.inflibnet.ac.in/ugcmooocs/view_module_ug.php/201

References:

Indian Contract Act , Sale of Goods Act and Partnership Act – Desai T R – S C – Sarkar and sons

The Negotiable Instruments Act – Khergamwala J S – N M Tripathy

The Principles of Mercantile Law – Singh Avtar – Eastern Books Co.

Elements of mercantile Law – N.D.Kapoor

Business Law – P.C. Tulsian

Business Law – SS Gulshan

Indian contract Act – Dr.Avtar Singh

Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.

Publication from ICAI

E Books of ICSI

Course Code: UC-FBI-206
INFORMATION TECHNOLOGY

Detailed Syllabus

Unit	Content	No. of Lectures
I	Computer basic, Networking and Internet <ul style="list-style-type: none">• Types of computer, Input output devices, Hardware and software• Networking (LAN,MAN , WAN, SAN, PAN)Architecture of Networking (peer – 2 – Peer, Client Server) Layer of networking (TCP / IP). Model of TCP/IP layer, OSI layer and its modes.• Concepts of Internet, Intranet, Extranet Concept of Domain, Hosting a website on the server.• Blogs ,Working of blogs ,Web Browser and knowing various browsers• Searching information on Internet, Understanding Searching• Internet Mail, Creating an Internet Email Account, Configuring the Internet Email in MS-Outlook/Outlook Express Writing Professional Emails	15

II	<p style="text-align: center;">Microsoft Office (Part I)</p> <p>MS Office</p> <p>MS-WORD</p> <ul style="list-style-type: none"> • Creating, Editing, Printing Documents Page Layout, Formatting Text, Tab Setting, Paragraph Setting Working with Tables, Clip Art, Graphics, Word-Art Spelling & Grammar, Thesaurus, AutoCorrect Using Mail-Merge <p>MS-EXCEL</p> <ul style="list-style-type: none"> • Excel basic DATA TYPE (Arithmetic, Text, Date, Logical) Functions Function : -Arithmetic – Sum(), Average(), Count(), Min(), Max(), Round(), Int(), Text – Left(), Right(), Mid() Date – Date(), Month(), Year(), Day(), Weekday(),today() Logical – If(), Sumif(), sumifs(), countifs() Countif(), And(), Or() Data Sorting & Filtering <p>Linking worksheets</p> <p>MS POWERPOINT</p> <ul style="list-style-type: none"> • Creating presentation using master slide concept Photo album Adding timer to the presentation Adding audio and video in presentation Creating, Editing, Printing Presentations Inserting excel in PowerPoint Teary effect to an image Slide Transition, slide Animation Hyperlinks within Presentations 	20
III	<p>Advanced Excel</p> <ul style="list-style-type: none"> • WHAT IF ANALYSIS: goal seek , scenario analysis, data tables ,solver tool • LOGICAL FUCNTIONS : IF function ,how to fix errors , Nested IF, Complex IF and OR Function • DATA VALIDATION : Number Date and Time validation , Text and List Validation Custom Validation Dynamic Drop down list creation • LOOK UP FUNCTION : V look up , H look up ,Nested V look up Reverse Look up, • PIVOT TABLE : Creating Simple Pivot Table ,Basic and Advanced Value Field Setting ,Classic Pivot Table 	15

	<ul style="list-style-type: none"> • ARRAYS FUNCTION: Use of Array Formula, Basic Example of Array, Array with Look Up Function advanced use of Formula with array • CHARTS AND SLICERS: Various Charts (BAR PIE AND LINE) , Filter Data with Slicers , Manage primary and secondary access • EXCEL DASH BOARD: Planning a Dash Board, Adding Tables and Charts to Dash board Adding Dynamic Contents to Dash Board 	
IV	<p>Information Systems Security</p> <ul style="list-style-type: none"> • Threats to Computer systems and control measures. Types of threats Virus, hacking, phishing, spyware, spam, physical threats (fire, flood, earthquake, vandalism) Threat Management • Definition, Measuring IT Risk, Risk Mitigation and Management • Security on the internet • Network and website security risks Website Hacking and Issues therein. Security and Email • E-Business Risk Management Issues Firewall concept and component, Benefits of Firewall • Understanding and defining Enterprise wide security framework • Information Security Environment in India with respect to real Time Application in Business Types of Real Time Systems, Distinction between Real Time, On – line and Batch Processing System. Real Time Applications viz. Railway / Airway / Hotel Reservation System, ATMs, EDI Transactions - definition, advantages, • Threat Hunting Software 	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	3	Information Systems Security

Online Resources

https://www.geeksforgeeks.org/what-is-information-security/ https://bus206.pressbooks.com/chapter/chapter-6-information-systems-security/ https://www.exabeam.com/information-security/information-security/

References

- Fundamentals of Computers- Rajaram V- Prentice Hall
- Computers Today- Sanders, Donald- Mc Graw Hill

- Computers- Subramaniam N- wheeler
- Computers in Business- Saners D Mc Graw hills
- Woody Leonhard, using Microsoft Office , Pearson
- PCSoftware Made Simple-R.K.Taxali
- Office 2013 complete reference - Stephen L.Nelson
- Quick course in Micro-soft office - Joyce Cox, Polly Orban
- Mastering Office 2013 - GimiCouster
- Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
- Advanced excel essentials , Jordan Goldmeier

Course Code: UC-FBI-207
Foundation Course II– Semester –II
Subject: Human Personality and Society

Unit	Content	No. of Lectures
I	Understanding Human Personality 1.1. Meaning and types of personality. 1.2. Agents of socialization: Family, school, peers, reference groups, media and nation. 1.3. Thinking styles and theories of learning and factors influencing individual perception.	11
II	Introduction to group behaviour 2.1. Group dynamics – types and group behavior model. 2.2. Team building – types and features 3.3. Leadership – styles of leadership and qualities of a good leader.	11
III	Conflict of motives and stress management 3.1 Conflict of motives: Types, causes and effects. 3.2 Resolution of conflict and conflict management 3.3 Understanding and managing stress: Types, causes, effects and coping mechanisms.	12
IV	Organizational culture and motivation 4.1. Organizational culture: characteristics, types, functions. 4.2. Ways of creating and maintaining effective organizational culture. 4.3. Concept and theories of motivation.	11

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Understanding Self and self-image

2	2	Effective group communication
3	3	Reaction to Stress
3	4	Barriers of organizational culture: Issues in health and hygiene

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/229
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkVwY2tSTEVURytPMjhzUnpFUUpnY3ArNQ
http://ndl.iitkgp.ac.in/document/QUFaeXV6Um80MWE2ampEOTNJZEIGQW80NGF1cy90MHk5dmQyUTVwVkVwY200NXILT0lhT29zUm12Y1Nma3NIVg
https://nptel.ac.in/courses/121/105/121105009
https://freevideolectures.com/course/4807/nptel-stress-
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384

References:

- Bhatnagar, Mamta and Bhatnagar, Nitin.(2011). Effective Communication and Soft Skills. New Delhi, Pearson India.
- K. Aswathappa, Organisational behaviour, Himalaya Publishing House.
- Koontz, Harold, Essentials of Management, Tata McGraw-Hill.
- Robbins, Stephen T. Robbins, Timothy A. Judge, Hasahm, Elham S. Organisational Behaviour, Prentice Hall.
- Suresh Jayshree, Raghavan, B.S. (2003), Human Values and Professional Ethics, New Delhi: S Chand.
- John W. Newstrom and Keith Davis, Organisational Behaviour, Tata McGraw-Hill