

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 Financial
Markets

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

Financial Markets

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

2020-2021

Section D
Financial Markets

Part 1 - Preamble

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

The tremendous expansion in the field of global financial markets over the last two decades has made Financial Markets an emerging field in the world and hence, an interesting, upcoming and lucrative career path. The course is a comprehensive three year graduate program that is fabricated to cater to a niche requirement of professionals in financial markets who can analyze debt, equity, capital and commodities markets with a focus on stock trading, equity research and financial analysis. It is a perfectly designed course for all those aspiring to make a career in the growing and ever evolving field of Financial Markets.

Whether one works as an executive or at entry level, the work environment now demands broadened mindsets and qualifications for diverse positions. The changing workforce, recent economic downturn and changing demographics are all contributors to this paradigm shift. Technical and specialized skills, honed to an art today, may indeed become obsolete in the near future.

Furthermore, traditional degrees become outdated and even irrelevant in the modern workforce. It is essential that employees continue to expand their current knowledge base and skill sets to add personal value in their organizations. A specialized degree does just that, in addition to preparing the student for continued growth and life-long learning. It is with this objective in mind that the University of Mumbai has introduced two new Bachelor of Commerce degrees which encompass a shift from general education to professional education.

1. Course objective:

SEMESTER I

a) Introduction to Financial System, UC-FFM-101

- Students will be aware about the financial system prevalent in the world.
- It will also enlighten them on how it has evolved over period.
- It will provide knowledge about the constituents of the system.

- It will involve working of various financial instruments across capital, money, forex, commodity & derivative markets.
- It will also encompass the role of financial regulators & their roles.

b) Micro Economics, UC-FFM-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 behaviour in economics.

c) Financial Accounting I, UC-FFM-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) Business Mathematics, UC-FFM-104

- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired.
- To fortify the students to think logically and provide numerical output, which enable decision making.
- To enable problem solving where unbiased and non-judgemental outputs are desired in the form of concise numbers.
- To provide a window for their further development into areas of analytics and big data.

e) Business Communication, UC-FFM-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) Principles of Management, UC-FFM-106

- Students will understand the basics of management. They will get to know how to attain maximum output by utilizing the resources (economic and non-economic) to its best.
- They will learn about the essential elements of management i.e. POSDCORB : their features, need and importance.
- It will enlighten the students as how management has evolved over the period.
- It will provide clarity to the students about organization vision, mission, objectives and goals.
- It will help students to understand the integration of individual goals with the organizational goals.
- It will update students with the kind of skills and organization structure is required in order to sustain in the business.

f) Foundation Course- I , UC-FFM-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 of Investment, UC-FFM-201

- Students will be aware about the various investment avenues prevalent in the market.
- It will also enlighten them on how relevant they are & their objectives.
- It will provide knowledge about the various types of investments & its features.
- It will also involve working of various financial investments concepts & their planning, risks, allocation & taxation.

- It will also encompass the structure of investment portfolio, its performance & various methods to calculate returns.

b) Macro Economics, UC-FFM-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 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 behaviour in economics.

c) Financial Accounting II, UC-FFM-203

- Accounting involves dealing with real revenues, actual transactions and observable finance.
- It will help students in preparing financial statements in accordance with appropriate standards.
- It will help students in interpreting the business implications of financial statement information
- It will help students in Preparing accounting information for planning and control and for the evaluation of products, projects and divisions.

d) Business Statistics, UC-FFM-204

- To develop the desired mental faculties that enable the students to present solutions to problems/queries where quantitative solutions are desired.
- The subject fortifies the students to think logically and provide numerical output, which enable decision making.
- The subject enables problem solving where unbiased and non- judgemental outputs are desired in the form of concise numbers.
- The subject complements qualitative thinking where both are to be looked at, as two sides of a coin, prior to providing a solution to a problem.

e) Business Environment, UC-FFM-205

- Students will be aware about the business environment with the
- It will also enlighten them on how relevant they are & their objectives.

- It will provide knowledge about the various factors affecting business
- It will give an overview on Entrepreneurship, Globalisation and at the same time Contemporary issues

f) Information Technology, UC-FFM-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 a large number of audiences.
- To equip with the hands-on skill for the Industry.
- Student should gain basic knowledge of Software and hardware along with Microsoft office
- Documentation is another aspect where we want student to emphasize on how to select the correct format, layers and alignment in the documents
- Provide hands on working with spreadsheet (DATABASE) basic skills in terms of Practical
- Student must be acquainted with the knowledge of Computer, internet and network.

g) Foundation Course II, UC-FFM-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

This course is a full time course. The duration of the course shall be six semesters spread over three years.

- It shall consist of 38 modules of 100 marks each & 2 projects of 100 marks each.
- B.F.M. is the perfect undergraduate program for students planning to pursue C.F.A.
- Projects, case studies, presentations, moot courts, mock stock and industrial visits ensure a good blend of theory and practical in the course.
- Provides the exposure of working in the industry during the Summer Internship Program which is a compulsory component of the program.

- Additional benefit/option of the program is a chance to pursue higher studies with Colleges/ Universities abroad as part of the various linkages that Jai Hind College has.
- The department also conducts various seminars and workshops by Stock exchanges and Corporates to make the students well-versed in international financial markets.

4. Learning Outcomes.

Indian Financial Market helps in promoting the savings of the economy - helping to adopt an effective channel to transmit various financial policies. The Indian financial sector is well-developed, competitive, efficient and integrated to face all shocks. In the India financial market there are various types of financial products whose prices are determined by the numerous buyers and sellers in the market. The other determinant factor of the prices of the financial products is the market forces of demand and supply. The various other types of Indian markets help in the functioning of the wide India financial sector.

This 3 year undergraduate course is a comprehensive program which covers all the different aspects of capital markets. While the course is primarily theoretical, there is a good blend of projects, case studies and industrial visits to enable a student to get well- versed with the functioning of the industry. There is also exposure to working in the industry during the Summer internship Programs. It helps the students to:

- To provide adequate basic understanding about Banking, Insurance & other financial services to the students and to give an adequate exposure to operational environment in the field of Banking, Insurance & other related financial services of Accounting and Finance.
- To inculcate training, and practical approach, by organizing industrial visits, summer placements and using modern technology in teaching the students in the field of Accounting & Finance and Banking.
- To create an additional avenue of self employment to the student and to provide suitable trained personnel for the Financial Services Sector.
- To prepare and train the graduates in such a manner so that they can compete in the markets
- To make them aware about the practical aspect of the theoretical concepts.
- To establish strong co-ordination with the service sector.

5. Input from stakeholders :

There are modifications suggested by the Industry personnel to make changes in the subjects like Foundation course, Business Communication and IT to make it more relevant to practical usage as compared to only study. New subject in Principles of Investment and Macro Economics is added to give introduction of students to latest trends in the market and know how currently required as per the industry.

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 Introduction to Financial System Micro Economics	UC-FFM-101 UC-FFM-102	
2	Elective Course Discipline Specific Elective (DSE) Course		
	2.1	Financial Accounting I	UC-FFM-103
	2.2	Business Mathematics	UC-FFM-104
	2.3	Business Communication	UC-FFM-105
	2.4	Principles of Management	UC-FFM-106
3	Ability Enhancement Courses (AEC) Foundation Course – I	UC-FFM-107	

First Year Semester I Internal And External Detail Scheme

Sr . N o.	Subject Code	Subject Title	Periods Per Week					Cr edi t	S. L. E	Seasonal Evaluation Scheme				Tot al Mark s
			Units	S. L.	L	T	P			CT	TA	AP	SE E	
1	UC- FFM- 101	Introduction to Financial System	4	20 % *	4	0	0	3	10	15	10	5	60	100
2	UC- FFM- 102	Micro Economics	4	20 % *	4	0	0	3	10	15	10	5	60	100
3	UC- FFM- 103	Financial Accounting I	4	20 % *	4	0	0	3	10	15	10	5	60	100
4	UC- FFM- 104	Business Mathematics	4	20 % *	4	0	0	3	10	15	10	5	60	100
5	UC- FFM- 105	Business Communicat ion	4	20 % *	4	0	0	3	10	15	10	5	60	100
6	UC- FFM- 106	Principles of Management	4	20 % *	4	0	0	3	10	15	10	5	60	100

7	UC- FFM- 107	Foundation Course – I	3	20 % *	3	0	0	2	10	15	10	5	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-FFM-101	I	Overview of financial system	15	60	3	100 (60+40)
		II	Financial markets	15			
		III	Financial regulators	15			
		IV	Financial instruments	15			
2	UC-FFM-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	15			
3	UC-FFM-103	I	Introduction to Indian Accounting standards and classification of Income and expenditure	15	60	3	100 (60+40)
		II	Issue of Shares and Debentures	15			
		III	Investment accounting	15			
		IV	Preparation of Final Accounts	15			
4	UC-FFM-104	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			
5	UC-FFM-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-FFM-106	I	Nature of management	15	60	3	100 (60+40)
		II	Planning and decision making	15			
		III	Organizing and staffing	15			
		IV	Directing, leadership, co-ordination and controlling	15			
7	UC-FFM-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
FYBFM
SEMESTER 1
Introduction to Financial System
Course Code: UC-FFM-101

SR.No	MODULES/UNITS	No. of Lectures
1.	<p>OVERVIEW OF FINANCIAL SYSTEM</p> <p>1.1 Introduction and overview and functions</p> <p>1.2 Evolution of financial systems</p> <p>1.3 Structure of Indian financial system and financial c-sectors reforms in India</p> <p>1.4 International financial</p> <p>1.5 Overview on Risk and Returns</p>	15
2.	<p>FINANCIAL MARKETS</p> <p>2.1 Introduction</p> <p>2.2 Classification of financial markets (money + capital)</p> <p>2.3 Money market (meaning, role, participants, features, components, reforms)</p> <p>2.4 Capital markets (meaning, features, role, components, participants and reforms)</p>	15
3.	<p>FINANCIAL REGULATORS</p> <p>3.1 Introduction, features, functions</p> <p>3.2 RBI-introduction, objectives and functions and structure, credit control measures</p> <p>3.3 IRDA-introductions, objectives, functions and structure</p>	15

	<p>3.4 SEBI-introduction, power, role in primary and secondary market</p> <p>3.5 NABARD-introduction and functions</p> <p>3.6 PFRDA- introduction and functions</p>	
4.	<p>FINANCIAL INSTRUMENTS</p> <p>4.1 Introduction and Types</p> <p>4.2 Money markets-T-bills, commercial paper, certificate of deposits call money, commercial bills, gilts, bankers acceptance, inter corporate deposits, bill discounting mutual funds, REPO & REVERSE RATE and, TREPs</p> <p>4.3 Debt instruments-government securities, bonds and debentures</p> <p>4.4 Equity capital/instrument-equity, preference, derivatives</p> <p>4.5 Mutual funds-features, advantages, disadvantages and REITs</p> <p>4.6 Cryptocurrency, ADR & GDR</p>	15

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Overview of Financial System
2	2	Introduction to Financial Markets

Online Resources

<p>https://nptel.ac.in/courses/110/105/110105121/</p> <p>https://swayam.gov.in/explorer?searchText=financial+markets</p>

References

- Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.
- Indian Financial System, Machiraju.R.H, Vikas Publishing House.
- Indian Financial System, Khan M.Y Tata Mcgraw Hill.

- Financial Institutions and Markets, BholeL.M, TataMcgraw Hill.
- The Indian Financial System, Desai, Vasantha Himalaya Publishing House.

Micro Economics
COURSE CODE: UC-FFM-102

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"> a. Short Run Analysis with law of Variable Proportion. b. Isoquants, ridge lines and least cost combination of inputs. c. Long Run Production Function: Law of Returns to scale expansion path. Economies and Diseconomies of scale. Economies of scope. <p>3.2 Cost Concepts</p> <p>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</p> <ol style="list-style-type: none"> a. Average, marginal and total revenue (under perfect and imperfect competition) <p>3.4 Profit concepts</p> <p>Supernormal, Normal, loss.</p> <p>3.5 Numericals 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</p> <p>Short run and long equilibrium of the firm. Price Discrimination. Dumping (only theory)</p> <p>4.2 Monopolistic competition</p> <p>Equilibrium of the firm in short run and long run, role of advertisement</p> <p>4.3 Oligopoly</p> <p>Features, collusive and Non collusive Oligopoly. Price rigidity, kinked demand curve, cartel and price leadership models.</p> <p>4.4 Perfect Competition</p> <p>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/
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/720

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)

:

Financial Accounting I

Course Code: UC-FFM-103

Sr · N o.	Modules / Units	No. of lectures
1.	Introduction to Indian Accounting standards and classification of Income and expenditure	15
	<ul style="list-style-type: none">• Capital and Revenue• Indian AS 16- property plant and equipment• IND AS 1 Presentation of financial statements• IND AS 8 Accounting policies, Changes in Accounting	
2.	Issue of Shares and Debentures	15
	<ul style="list-style-type: none">• Introduction to issue of Shares and Debentures• Relevant journal entries and balance sheet post issue.	
3.	Investment Accounting	15
	<ul style="list-style-type: none">• Meaning and Objectives of Investments• Types/ Classifications of Investments• Important Terms• Accounting Procedure	
4.	Preparation of Final Accounts	15
	<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	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Introduction to Accounting standards
2	2	Issue of shares

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_ug.php/197

<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 Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Business Mathematics
COURSE CODE: UC-FFM-104

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 or 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 and graphs, Derivative of a constant function, power function, logarithmic functions, polynomial and exponential functions. 3.2 Rules of Derivatives : addition, subtraction, multiplication, quotient, chain rule 3.3 Second order Derivatives	

	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) 3.5 Geometric interpretation of derivatives (as slope of tangent to curve)	
4	NUMERICAL ANALYSIS (INTERPOLATION)	15
	4.1 Intro and concept : Finite differences – forward difference operator – Newton’s forward difference formula with simple examples 4.2 Backward differences operator, Newton’s backward differences formula with simple examples	

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.AmarnathDikshit&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

BUSINESS COMMUNICATION

COURSE CODE: UC-FFM-105

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

	2.6 Corporate Etiquette: Dining Etiquette, Telephone Etiquette, Office Etiquette, Meeting Etiquette	
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 3.5 Vocabulary Enhancement	15
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

FYBFM
PRINCIPLES OF MANAGEMENT
Course Code: UC-FFM-106

SR.NO.	Modules/ Units	No. of Lectures
1	<p>NATURE OF MANAGEMENT</p> <p>1.1 Concept and significance of management</p> <p>1.2 Skills of manager</p> <p>1.3 Levels of management</p> <p>1.4 Concept of POSDCORB</p> <p>1.5 Henry Mintzberg Managerial roles</p> <p>1.6 Contingency approach</p> <p>1.7 Modern management theory -Peter Drucker.</p>	15
2	<p>PLANNING AND DECISION MAKING</p> <p>2.1 Planning – meaning and importance</p> <p>2.2 Elements of a plan</p> <p>2.3 Process of planning</p> <p>2.4 Limitations of Planning</p> <p>2.5 MBO, MBE, OGSM model</p> <p>2.6 Decision making – meaning and importance</p> <p>2.7 Process of decision making</p> <p>2.8 Technique of decision making.</p>	15

<p>3</p>	<p>ORGANIZING AND STAFFING</p> <p>3.1 Meaning and concepts of organizing</p> <p>3.2 Structure of an organization (formal and informal, line and staff and matrix)</p> <p>3.3. Advantages and limitations of organising</p> <p>3.4 Meaning of departmentation</p> <p>3.5 Basis and significance of departmentation</p> <p>3.6 Span of control: Meaning and theory</p> <p>3.7 Factors affecting span of control</p> <p>3.8 Centralization v/s decentralization</p> <p>3.9 Delegation: Authority and responsibility relationship</p> <p>3.10 Staffing: Importance</p> <p>3.11 Sources of recruitment</p> <p>3.12 Selection process</p>	<p>15</p>
<p>4</p>	<p>DIRECTING, LEADERSHIP, CO-ORDINATION AND CONTROLLING</p> <p>4.1 Directing: Meaning of Directing</p> <p>4.2 Process of directing</p> <p>4.3 Meaning of Leadership</p> <p>4.4 Qualities of a good leader</p> <p>4.5 Styles of Leadership</p> <p>4.6 Meaning and significance of motivation</p>	<p>15</p>

4.7 Motivators	
4.8 Co-ordination: Concept and importance	
4.9 Controlling: Meaning,	
4.10 Process of Controlling	
4.11 Techniques of Controlling	

Self Learning Topics

1.1 Concept and significance of management
3.1 Meaning and concepts of organizing
4.3 Meaning of Leadership

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384 - (Select Evolution Theory and Elements of Management from drop down menu)
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/384 - (Select Organising Concept from drop down menu)
https://nptel.ac.in/courses/122/105/122105021/ (select Introduction to Leadership from drop down menu)

References

Principles of Management - P.C. Tripathi& P.N. Reddy.

- Essentials of Management - Weihrich and Koontz.
- Principles of Management - L.M. Prasad
- Principles of Management – DinkarPagare
- Business Management - C.B. Gupta
- Business Management - N. Premavathy

- Principles of Management - J. Jayasanka

UC-FFM-107
Foundation Course I – Semester –I
Subject: Indian Society and State: Contemporary Issues

Unit	Content	No. of Lectures
I	<p>Indian Society - Diversity</p> <p>1.1. Concept of diversity and multiculturalism.</p> <p>1.2. Understand India's social, cultural and regional diversity: ethnicity, religion and language.</p> <p>1.3. State policy, social acceptance and roadblocks towards appreciation and promotion of diversity.</p>	11
II	<p>Indian Constitution and Human Rights</p> <p>2.1. Philosophy , Features and Structure of the Constitution</p> <p>2.2. Fundamental Rights and Fundamental Duties.</p> <p>2.3. Human Rights and day to day life.</p>	12
III	<p>Concept of Disparity</p> <p>3.1. Issues in gender inequality.</p> <p>3.2. Understand the issues of people with physical and mental disabilities.</p> <p>3.3. Social issues and disabilities.</p>	11
IV	<p>Environmental Management</p> <p>4.1. Meaning and relevance.</p> <p>4.2. Sustainable development: meaning, concept and components.</p> <p>4.3. Environmental movements in India: case studies</p>	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/QUFaeXV6Um80MWE2ampEOTNJZEIGQjVkrXFRVFI1Z3FwMDhobVIBMkZsYnFHZkh6OWFxcWo4VVAYUnJ1Nnhveg15
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 of Investment Macro Economics	UC-FFM-201, UC-FFM-202											
2	Elective Course <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Discipline Specific Elective (DSE) Course</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.1</td> <td>Financial Accounting II</td> </tr> <tr> <td style="text-align: center;">2.2</td> <td>Business Statistics</td> </tr> <tr> <td style="text-align: center;">2.3</td> <td>Business Environment</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	Financial Accounting II	2.2	Business Statistics	2.3	Business Environment	2.4	Information Technology		
Discipline Specific Elective (DSE) Course													
2.1	Financial Accounting II												
2.2	Business Statistics												
2.3	Business Environment												
2.4	Information Technology												
3	Ability Enhancement Courses (AEC): Foundation Course-II	UC-FFM-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	CT	TA	AP	SEE	
1	UC-FFM-201	Financial Accounting II	4	20%*	4	0	0	3	10	15	10	05	60	100
2	UC-FFM-202	Macro Economics	4	20%*	4	0	0	3	10	15	10	05	60	100
3	UC-FFM-203	Principles of Investment	4	20%*	4	0	0	3	10	15	10	05	60	100
4	UC-FFM-204	Business Statistics	4	20%*	4	0	0	3	10	15	10	05	60	100
5	UC-FFM-205	Business Environment	4	20%*	4	0	0	3	10	15	10	05	60	100
6	UC-FFM-206	Information technology	4	20%*	3	0	1	3	10	15	10	05	60	100

7	UC- FFM- 207	Foundation Course-II (Human skills)	4	20 % *	3	0	0	2	1 0	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		Lectures	Total No. of lectures	Credit	Total Marks
1	UC-FFM-201	I	Investment overview	15	60	3	100 (60+40)
		II	Investment classification	15			
		III	Investment analysis	15			
		IV	Investment process	15			
2	UC-FFM-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-FFM-203	I	Corporate accounting	15	60	3	100 (60+40)
		II	Valuation of goodwill and shares	15			
		III	Redemption of preference shares and debentures	15			
		IV	Buyback of equity shares	15			
4	UC-FFM-204	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			
5	UC-FFM-205	I	Business and its environment	15	60	3	100 (60+40)
		II	Business and society	15			
		III	PESTEL environment	15			
		IV	International environment	15			
6	UC-FFM-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-FFM-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

PRINCIPLES OF INVESTMENT

COURSE CODE: UC-FFM-201

Sr. no.	Modules/ Units	No. of Lectures
1	INVESTMENT OVERVIEW	15
	1.1 Introduction to investment 1.2 Investment Avenues 1.3 Types of Risk & Return 1.4 Investment Terminologies	
2	INVESTMENT CLASSIFICATION	15
	2.1 Economy – Sector – Industry – Company Segmentation (top down and bottom up approach) 2.2 Golden Rules of Investments – Warren Buffet 2.3 Investment Strategies – Value, Growth, Alternative, Momentum	
3	INVESTMENT ANALYSIS	15
	3.1 Time Value of Money, Rule of 72, Rule of 100 3.2 Measures of Central Tendency 3.3 Different types of risk and return numerical- (Standard deviation and variance) (HPR, Harmonic, Geometric)	
4.	INVESTMENT PROCESS	15
	4.1 Risk profiling of investor – research 4.2 Portfolio Creation 4.3 Portfolio Valuation – Sharpe, Treynor, Jenson	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	2	Investment Classification

Online Resources

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

References:

1. The Intelligent Investor by Benjamin Graham
2. Common Stocks & Uncommon Profits by Philip A. Fisher
3. Learn To Earn by Peter Lynch
4. The Warren Buffet Way by Robert Hagstrom
5. One Up on Wall Street by Peter Lynch

Macro Economics

COURSE CODE: UC-FFM-202

Sr. no.	Modules/ units	No. of Lectures
1	INTRODUCTION TO MACROECONOMICS: DATA AND THEORY 1.1 Macroeconomics: Meaning, Scope and Importance 1.2 Circular Flow of Aggregate Income and Expenditure: closed and open economy models	15

	<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>	
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> <p>3.4 Union Budget – Structure – Deficit concepts – FRBM Act</p>	15

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

Financial Accounting-II
COURSE CODE: UC-FFM-203

Sr. no.	Modules/Units	No. of Lectures
1.	<p>Corporate accounting</p> <ul style="list-style-type: none"> • Preparation of corporate financial statements in vertical form schedule 3 • Closing entries and adjustments 	15
2.	<p>Valuation of goodwill and shares</p> <ul style="list-style-type: none"> • Valuation of goodwill • Future Maintainable profits method, super profit method, capitalization method ,annuity method • Valuations of shares • Intrinsic value method, yield method and fair value method • Indian AS 36 – impairment of assets • Indian AS 38 – intangible assets 	15
3.	<p>Redemption of preference shares and debentures</p> <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.	<p>Buyback of equity shares</p> <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/

References

- 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

Business Statistics
COURSE CODE: UC-FFM-204

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, spearman'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	4	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.

FYBFM

BUSINESS ENVIRONMENT

COURSE CODE: UC-FFM-205

Sr. no.	Modules/ Units	No. of Lectures
1	BUSINESS AND ITS ENVIRONMENT	15
	<p>1.1 Introduction to business: concepts, function, scope, significance.</p> <p>1.2 Objectives, dynamics of business and its environment. Types of business environment.</p> <p>1.3 Environment analysis: Importance, factors PESTEL, SWOC,</p> <p>1.4 Introduction to Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity</p> <p>1.5 Introduction to External Environment :</p> <p>1.5.1 Micro Environment: Firm, customers, suppliers, distributors, Competitors, Society</p> <p>1.5.2 Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal</p> <p>1.6 Latest Trends in Business , Introduction to Industry 4.0, VUCA</p>	
2	BUSINESS AND SOCIETY	15
	<p>2.1 Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate</p> <p>2.2 Impact of business on Private sector, Public sector and Joint sector</p> <p>2.3 Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 (Amended in 2020), Entrepreneurship as a Career Option</p>	

	2.4 Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986	
3	PESTEL Environment	15
	<p>3.1 Political Institutions: Legislature, Executive, Judiciary Role of government in Business Legal framework in India</p> <p>3.2 Economic environment: economic system and economic policies</p> <p>3.3 Sun-rise sectors of India Economy. Challenges of Indian economy.</p> <p>3.4 Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit</p> <p>3.5 Technological environment: Features, impact of technology on Business</p> <p>3.6 Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies</p> <p>3.7 Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business,</p> <p>3.8 Ecology and Business, Carbon Credit</p>	
4	INTERNATIONAL ENVIRONMENT	15
	<p>4.1 Strategies for going Global: MNCs and TNCs, GATT/WTO, TRIPS & TRIMS and other agreements</p> <p>4.2 Globalization: Meaning, Nature and stages of Globalization, features of Globalization,</p> <p>4.3 Foreign Trade in India- Balance of Trade</p> <p>4.4 FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India,</p> <p>4.5 Challenges faced by International Business and Investment Opportunities for Indian Industry</p>	

Self-Learning topics (Unit wise):

Sr. No	Unit	Topic
1	1	Business and its environment

2	1	Environment analysis: Importance
3	3	Technological environment: Features, impact of technology on Business
4	4	MNCs: Definition, meaning, merits, demerits

Online Resources

http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389
http://ugcmoocs.inflibnet.ac.in/ugcmoocs/view_module_pg.php/389 Select Concept, Significance and nature of business environment from drop down menu)

References:

1. The Intelligent Investor by Benjamin Graham
2. Common Stocks & Uncommon Profits by Philip A. Fisher
3. Learn To Earn by Peter Lynch
4. Irrational Exuberance by Robert J. Shiller
5. Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers.
6. Economic Environment of Business - M. Adhikary, Sultan Chand & Sons
7. International Business Environment (2015) Dr. S. Porkodi and Dr. Ansarul Haque

Course Code: UC-FFM-206
INFORMATION TECHNOLOGY

Detailed Syllabus

Unit	Content	No. of Lectures
I	<p>Computer basic, Networking and Internet</p> <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-FFM-207
Foundation Course II– Semester –II
Subject: Human Personality and Society

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

