

Bachelor of Commerce - NEP

Syllabus- Semester 1

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-100

Title of the Course: Financial Accounting

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none">1. To develop conceptual and practical knowledge of financial accounting.2. To acquaint learners with skills of recording various kinds of business transactions.3. To enable learners to prepare "Statement of Profit and Loss" and "Balance Sheet" as per Schedule III of the Companies Act 2013.4. To acquaint learners with the insights on recording transactions upon buying and selling of securities.
Content:	<p>Unit 1: Accounting Fundamentals and Depreciation Accounting 15 hours</p> <p>Accounting Fundamentals: Accounting: Meaning, Need, Nature, Classification, Users of Accounting Information, Accounting Equation, Accounting Principles, Concepts and Conventions, Accounting Standards: Meaning and Need, Elementary knowledge of IFRS.</p> <p>Depreciation Accounting: Meaning, Causes, Need for providing depreciation, AS 6, Methods of Depreciation – Sinking Fund Method and Insurance Policy Method.</p>
	<p>Unit 2: Accounting from Incomplete Records 15 hours</p> <p>Single Entry System: Meaning, Features, Advantages, Limitations; Difference between Single Entry System and Double Entry System, Preparation of Trading, Profit & Loss Account and Balance Sheet under Conversion Method.</p>
	<p>Unit 3: Company Final Accounts 15 hours</p> <p>Preparation of "Statement of Profit and Loss" and "Balance Sheet" as per Schedule III of the Companies Act 2013.</p>
	<p>Unit 4: Investment Accounting 15 hours</p> <p>Meaning and types of investments- Fixed returns (Debentures and Bonds) and Fluctuating returns (Equity shares), AS-13 Accounting for investments, Ex-interest/dividend; Cum- interest/ Dividend transactions, Brokerage, Securities Transaction Tax and other expenses, purchase and sale of investment, Bonus shares and Rights Issue, Valuation of investment.</p>

Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Anthony, R.N, Hawkins, D., Merchant, K. A., (2017). Accounting: Text and Cases (13th Ed). Mc Graw Hill Education. 2. Horngren, C.T. and Philbrick, D., (2017). Introduction to Financial Accounting (11th Ed.), Pearson Education. 3. Monga, J.R., (2023). Financial Accounting: Concepts and Applications (34th ed.). Mayur Paper Backs, New Delhi. 4. Shukla, M.C., Grewal, T.S. and Gupta, S.C. (2017). Advanced Accounts. Vol.-I. (19th Ed.), S. Chand & Co., New Delhi. 5. Maheshwari, S.N., and. Maheshwari, S.K. (2022). Financial Accounting. (6th Ed.) Vikas Publishing House, New Delhi. 6. Goyal, B. K. and Tiwari, HN, (2021). Financial Accounting (6th Ed.), International Book House 7. Goldwin, Alderman and Sanyal (2016). Financial Accounting (2nd Ed), Cengage India Private Limited. 8. Tulsian, P.C. (2023). Financial Accounting (1st Ed.), S. Chand publishing. 9. Mukherjee, A., and Hanif, M. (2018) Modern Accountancy Vol.no. 1 & 2 (3rd Edition) McGraw Hill. 10. Compendium of Statements and Standards of Accounting (2023). The Institute of Chartered Accountants of India, New Delhi.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic accounting concepts, conventions and accounting standards. 2. Record various kinds of business transactions. 3. Prepare the financial statements as per Companies Act, 2013. 4. Prepare Investment Accounts for buying/selling of fixed/non-fixed interest- bearing securities.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-111

Title of the Course: Principles and Practice of Management

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To enable the learners to describe the competitive landscape of a company using Porter's five force model. 2. To acquaint the learners with skills to interpret the relevance of delegation and decentralization of authority in an organization. 3. To acquaint the learners to recognize the various needs of an individual using Maslow's Need-Hierarchy Theory. 4. To elucidate the principles and major techniques of control and apply the principles and techniques of coordination.
	Unit 1: Introduction to Management
	15 hours

<p>Content:</p>	<p>Management: Concept and Need, Managerial Functions - An overview; Coordination: Essence of Management. Evolution of Management Thought, Classical Approach - Taylor, Fayol, Neo-Classical and Human Relations Approaches - Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach, MBO, Hammer and Champy- Business Process Re-engineering, Porter's Five-forces' Model.</p> <p>Unit 2: Planning and Organising Types of Plan; Strategic planning - Concept, process, Importance and limitations; Environmental Analysis and diagnosis (Internal and external environment) - Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis); Decision-making: Process and Techniques; Perfect rationality and bounded rationality. Concept and process of organizing - An overview, Span of management, Different types of authority (line, staff and functional), Decentralization, Delegation of authority; Formal and Informal Structure; Principles of Organizing; Network Organization Structure. Emerging types.</p> <p>Unit 3: Staffing and Leading Staffing: Concept of staffing, staffing process. b. Motivation & Leadership: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Vroom's Expectancy Theory. Leadership: Concept and importance; Leadership styles.</p>	<p>15 hours</p> <p>15 hours</p>
	<p>Communication: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication. Emerging trends in communication.</p> <p>Unit 4: Control and Coordination Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Effective Control Systems. Coordination Concept, Importance, Principles and Techniques of Coordination, Concept of Managerial Effectiveness. Emerging issues in Management.</p>	<p>15 hours</p>
<p>Pedagogy:</p>	<p>Lectures, Classroom discussions and Case study</p>	
	<ol style="list-style-type: none"> 1. Tripathi, P. C. & Reddy, P.N. (2010). Principles of Management (Fourth ed.). Tata Mc Graw Hill Education Pvt. Ltd., New Delhi. 2. Chandan, J. S. (2004). Management, Theory & Practice (Second ed.). Vikas Publishing House, New Delhi. 3. Prasad, L. M. (2000). Principles and Practice of Management (Fifth ed.). Souldan Chand & Sons. 	

Reference/ Readings:	<p>4. Jain, V. (2010). Management Theory & Practice (First ed.). International Book House, New Delhi.</p> <p>5. Prasad, M. (2008). Management Concepts & Practises. (Fourth ed.). Himalaya Publishing House, Mumbai.</p> <p>6. Subba Rao, P., & Venkatram T. K. (2010). Management Theory & Practice (First ed.). Himalaya Publishing House, Mumbai.</p> <p>7. Moshal, B. S. (2009). Principles of Mangement (First ed.).Ane Books Pvt. Ltd., New Delhi.</p> <p>8. Barton, G., & Thakur, H. (1997). Management Today, Principle & Practice (First ed.). Tata Mc Graw Hill Publishing Co. Ltd., New Delhi.</p>
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Describe the competitive landscape of a company using Porter's five force model. 2. Interpret the relevance of delegation and decentralization of authority in an organization. 3. Recognise the various needs of an individual using Maslow's Need-Hierarchy Theory. 4. Eucidate the principles and major techniques of control and apply the principles and techniques of coordination.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-141

Title of the Course: Computer Applications in Business

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide skills in data capturing, presentation, and report formatting. 2. To provide an understanding of essentials of Information Technology, Internet Applications and Emerging Technologies. 3. To develop skills in efficient search techniques and onlinecollaboration tools. 	
	Unit 1: Information Technology Basics	10 hours
	Information: Prerequisites of Information, Need for Information Technology and its advantages; Information Technology : Definition and components; Data : Definition, Types, Data Representation, Number system and Coding Schemes(ASCII and UNICODE); Parts of a Computer: CPU, Memory, Input/ Output Devices, Auxiliary Memory; Software – Definition, Relationship between Hardware and Software, Categories of Software, OS - definition & functions Role of Information Technology in : Business, Mobile Computing, Health Services, Public Sector, Media, Defence Services, Education and Publication.	
	Unit 2: Internet Applications and Emerging Technologies	5 hours
	Internet – role and importance, Web Browser, IP Addressing	

<p>Content:</p>	<p>– Public Vs Private, Static Vs Dynamic; WWW & related protocols; Internet Applications. Cloud Computing: Meaning, Features, & Service models, Advantages and disadvantages, Mobile Computing: Meaning, Business Applications of Mobile computing, Virtual reality & Augmented Reality: Meaning and applications, IoT - Internet of Things: Meaning & Applications</p>	
	<p>Unit 3: Practicals</p> <p>Lab 1 Basic Computer Skills Surfing the Internet, Use of Email and Search Engines Securing your device Installation and Configuration of any free Antivirus Package eg. AVG/Avast etc., Online Sharing and Collaboration Create documents, spreadsheets and presentations online, Share and collaborate in real time, Safely store and organize your work, Control who can see your documents Data capture using Google Forms Create data forms to capture data for Event Registration, Event Feedback, Customer feedback/satisfaction on a product or service and Order Request OS Basic Installation of Operating System , Demonstrate features of any MS Windows based OS or any of the Linux flavor , Identification of Directories , Setting up computer, Add a printer, Check device drivers, Installation of software, Users and administrative rights for installation.</p> <p>Lab 2 Report Formatting using Word Processing (MS Word or any similar Open Source software) Draft an official letter for job interview invitation/ job appointment/ invitation to a business trade show event, use mail merge to input the recipients list linking with database. Given a project report in PDF format transfer to word processor software and format to include title page, specified Paragraph and Page Formatting (page size, orientation, line spacing, font type and font size, Indent, bullets, paragraph formatting) details, Acknowledgement page, Table of contents page, List of figures page, List of Tables page, bibliography, references, distinct headers for each chapter, page numbering in roman for initial pages and normal from first chapter. The document should be checked for spelling errors and corrected appropriately. Create / Upload a document in a collaboration software like Google docs. Share and collaborate in real time, Safely store and organize your work, Control who can see your documents.</p>	<p>10 hours</p> <p>30 hours</p>
	<p>Lab 3 Presentation Software (MS- Powerpoint or any similar Open Source software) Preparing presentation in areas such as Customer satisfaction/</p>	<p>20 hours</p>

	feedback, product analysis, job satisfaction using the data obtained through data capture tool, including appropriate slide animation, sound recording, slide timings, customer feedback video. Export the presentation as video or save as slide show. Prepare handouts for audience.	
Pedagogy:	Lectures, Practical Lab Sessions, Presentations	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Sinha, P. K., & Sinha, P. (2014), Computer Fundamentals (Sixth ed.),BPB Publications 2. Leon, A., & Leon, M. (1999), Fundamentals of Information Technology (First ed.), Leon Press 3. Arvind Babu, M. C., Anandamurugan, S., & Priyaa, T. (2016), Cloud Computing (First ed.), Laxmi Publications Pvt Ltd 4. Bahga, A., & Madiseti, V. (2015), Internet of Things: A Hands-On Approach, (First ed.), University Press 5. https://www.howstuffworks.com 6. https://www.panola.edu/media/825/download?attachment/itsw1401.pdf 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts of Information Technology. 2. Discuss significance and applications of Internet Applications. 3. Discuss significance and applications of Emerging Technologies. 4. Demonstrate practical skills in Application software. 	

Name of the Programme: BBA(Financial Services) Course

Code:MGF-131

Title of the Course: Stock Market Trading and Analysis

Number of Credits: 3

Effective from academic year: 2023-24

Pre-requisites for the course	NIL	
Course Objective:	To provide students with a comprehensive understanding of the stock market and equip them with the necessary knowledge and skills to engage in stock trading effectively.	
	UNIT 1: INTRODUCTION TO STOCK MARKET Introduction to Financial Markets: Overview of financial markets and their functions; Stock Market Basics: Understanding stocks and shares, Types of stocks: common stock, preferred stock, Introduction to stock exchanges and their functioning; Market Participants; Stock Market Indices, Stock trading mechanism.	15 hours
	UNIT 2: FUNDAMENTAL ANALYSIS AND STOCK SELECTION Introduction to Fundamental Analysis: Understanding fundamental analysis and its importance in stock trading; Valuation Techniques: Basics of stock valuation methods (e.g., discounted cash flow analysis, price-to-earnings ratio), Determining intrinsic value and	

Name of the Programme: Bachelor of Commerce (Honors)



Course Code: COM-142

Title of the Course: Business Mathematics I

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Elementary Mathematics	
Course Objectives:	Objectives of the Course are: 1. To provide mathematical literacy and foundations in concepts of Mathematics necessary in the areas of Economics, Finance, Commerce and Management 2. To demonstrate modelling of descriptive problems into mathematical formulae for solving business problems. 3. To enable learners to integrate acquired knowledge and skills with practical problems in Economics.	
Content:	Unit 1: Mathematics of Finance <ul style="list-style-type: none">Ratio, Proportions, PercentageSimple Interest, Compound InterestAnnuity	5 hours
	Unit 2: Set Theory and Solutions of Algebraic Equations <ul style="list-style-type: none">Sets: Definition, Representation, Types of sets, Operations on Sets, Power set, De Morgan's laws.Relations and Functions, Domain, Co-domain, RangeQuadratic Equations	5 hours
	Unit 3: Calculus <ul style="list-style-type: none">Derivatives and its applications: Definition, Computational formulae, Algebra of derivatives, derivatives of composite functions. Increasing/decreasing functions, Maxima and Minima. (Definition and Interpretation)Integration and its applications: Definition, standard forms, Algebra of integration, Integration by parts, definite integrals.	5 hours
	Practicals List of Practicals (Each practical of two hours each) UNIT I <ul style="list-style-type: none">RatioProportionsWork and TimeUnit conversion (SI to metric, metric to SI)DiscountsProfit and LossCompound Interest (compounded annually, half-yearly, quarterly, monthly)EMI using interest on reducing balance and flat interest rateFuture valuePresent value	60 hours

	<p>UNIT II</p> <ul style="list-style-type: none"> • Venn diagram • Principle of inclusion and exclusion • Graph of a function • Roots of quadratic equation • Numerical Solution of Algebraic Equations: <ul style="list-style-type: none"> • Bisection method • Regula-Falsi method • Newton-Raphson method <p>UNIT III</p> <ul style="list-style-type: none"> • Cost/ Demand/ Revenue, Marginal Cost/ Demand/ Revenue • Elasticity of demand, supply • Increasing/decreasing functions <ul style="list-style-type: none"> ○ Maxima and minima ○ Area under a curve ○ Consumer Surplus ○ Producer's Surplus • Numerical Differentiation using: <ul style="list-style-type: none"> ○ Newton's Forward difference ○ Backward difference method ○ Divided difference method • Numerical Integration using: <ul style="list-style-type: none"> ○ Trapezoidal rule ○ Simpson's one-third formula ○ Weddle's formula <p>Practicals using softwares like GeoGebra for interactive sessions is encouraged. Additional workshops on these softwares are recommended.</p>	
<p>Pedagogy:</p>	<p>Lectures, Practicals</p>	
<p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Clendenen, G., & Salzman, S. (2015). Business Mathematics (Global Edition), Pearson Education. 2. Sharma, J. K. (2014). Business Mathematics: Theory and Applications (Ane's Student Edition), Lakshi Publishers. 3. Dikshit, A., & Jain, J. K. (2009). Business Mathematics, Himalaya Publishing House. 4. Sastry, S. S. (2012). Introduction to Numerical Analysis (Fifth Edition), Prentice Hall India Learning Pvt. Ltd. 5. Cain, J., & Emeritus, R. C. (2000). Mathematics for Business Careers (Fifth Edition), Pearson Education. 6. Eugene, D., & Lerner, J. (2009). Schaum's Outline of Basic Business Mathematics (Second Edition), McGraw-Hill Education. 7. Hilderbrand, F. B. (2003). Introduction to Numerical Analysis (Second Edition), Dover Publications Inc. 8. Robert, B., & Zima, P. (2011). Schaum's Outline of Mathematics of Finance (Second Edition), McGraw Hill Education. 	

Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Solve problems in the areas of business calculus, simple and compound interest account, loan and consumer credit. 2. Undertake necessary computations for problems of interest, annuities and perpetuities, capitalized cost, depletion allowances, stocks and bonds. 3. Evaluate and select financial arrangements which are best for a consumer. 4. Demonstrate and use calculus in the areas of Commerce, Economics and Finance.
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Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-143

Title of the Course: Soft Skills and Personality Development

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To provide soft skills training and practical orientation. 2. To acquaint learners with the personality traits and self-development 3. To enable learners to place emphasis on goal setting and self-development. 	
Content:	<p>Unit 1: Introduction to Soft Skills</p> <p>Soft Skills: Meaning, Importance; Types: Self Management Skills, Communication Skills; Leadership Skills, Negotiation Skills, Presentation Skills; Life Skills, Time management Skills, Social Skills; Stress Management and Creative Thinking.</p>	15 hours
	<p>Unit 2: Personality Development (Practical)</p> <p>Body Language- Personality Traits; Postures and Gestures; Active Listening; Value of Time; Team Work and Team Building- Group Discussion; Social and Corporate Etiquettes – Social and Corporate Etiquettes; Interviews and CV Writing; Developing trust and Integrity in Humans.</p>	30 hours
	<p>Unit 3: Self Development and Goal Setting (Practical)</p> <p>Developing potential and self-actualisation; SWOC analysis, learning to maximize success using SWOC, how to do a personal SWOC; Goal Setting including various types of goals; Interpersonal relationships, Understanding People; Conflict Resolution Skills – Seeking Win-Win Solution; Emotional Intelligence.</p>	30 hours
	Pedagogy:	

Reference/ Readings:	<ol style="list-style-type: none"> Stein, S. J. & Howard, E. B. (2011). The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons. Petes, S. J., & Francis. (2011). Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education. Dorch, P. (2013). What Are Soft Skills? New York: Execu Dress Publisher. Kamin, M. (2013). Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company. Klaus, P., Jane R., & Molly, H. (2007). The Hard Truth about Soft Skills. London: HarperCollins E-books.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> Explain the different soft skills and their importance. Identify the different personality traits and its implications. Prepare self - SWOC analysis, planning and goal setting. Apply various soft skills.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-144

Title of the Course: Business Documentation

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> To enhance business document presentation skills. To improve competence in business correspondence and documentation. To acquaint learners with skills of business report writing. 	
Content:	<p>Unit 1: Business Document Presentation</p> <p>Business, commercial and managerial vocabulary- terms used in trade, business plans/ proposals, presenting business plans, multimedia corporate presentations; Use of digital platforms in business documentation and communication; Document sharing and collaborative working; Privacy and data security issues in business documentation</p>	15 hours
	<p>Unit 2: Business Correspondence and Documentation (Practical)</p> <p>Letter writing, presentation, inviting quotations, sending quotations, placing orders, sales letters, claim and adjustment letters; Job application letter, preparing the resume; Social and public relations correspondence; Drafting simple contracts and deeds; Legal documentation for bank transactions; Property documentation; Contract of employment; Memorandum, inter- office memo, notices, note-sheet, agenda, minutes; Creating, storing/ archiving and retrieving folders/ documents.</p>	30 hours
	<p>Unit 3: Report Writing (Practical)</p>	30 hours

	Format of a report; Steps in report writing; Identify the types of reports; Inserting visuals such as tables, diagrams and charts in report; Citations and References; File Management.
Pedagogy:	Lectures, Presentations, Case study, Role Play, Seminars
Reference/ Readings:	<ol style="list-style-type: none"> 1. Raman, M., & Sharma, S. (2015). Technical Communication - Principles and Practice (Third ed.). Delhi: Oxford University Press. 2. Sharma, R.C. & Krishna, M. (2017). Business Correspondence and Report Writing (Fifth ed.). Tata McGraw Hill Publishing Company Limited. 3. Sinha, K. K (2012). Business Communication (fourth ed.). Galgotia Publishing Co., Karol Bagh, New Delhi. 4. Pal, R. & Korlahalli, J. S. (2012). Essentials of Business Communications. (First ed.). Sultan Chand & Sons. 5. Taylor, S. (2012) Model Business Letters, Emails and Other Business Documents (7th ed.), FT Publishers. 6. Shinley, T. (2016) Communication for Business (fourth ed.). Pearson Education. 7. Khanna, J. K. (2013). Documentation and Information-Services, Systems & Techniques. (Fifth ed.) Y.K. Publishers.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate business document presentation skills. 2. Display competence in business correspondence. 3. Display competence in business documentation. 4. Prepare business reports.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-145

Title of the Course: Innovation and Start-ups

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop an entrepreneurial mind-set. 2. To acquaint learners with skills to develop a business model. 3. To enable learners to explore funding and growth opportunities. 	
	<p>Unit 1: Introduction to Startups and Entrepreneurship Introduction to Entrepreneurship, Factors influencing Entrepreneurship, Characteristic of Entrepreneur; Process and Phases of Entrepreneurship, Types of Entrepreneurs, Barriers to entrepreneurship, Entrepreneurship Motivation Theories, Entrepreneurship Models - Introduction to various form of business organization (sole proprietorship, partnership, corporations, Limited Liability company); Skills of an Entrepreneur, Ethics and Entrepreneurship</p>	15 hours
	<p>Unit 2: Exploring Business Opportunity, Developing a Business Model and Starting up (Practical)</p>	30 hours

<p>Content:</p>	<p>Exploring Business Opportunity: Self-Discovery, Environment Scanning for idea generation, Problem Identification and Idea Generation, Spotting Trends, Creativity and Innovation, Idea Evaluation;</p> <p>Developing a Business Model: Team, Market Understanding, Product/ Market Fit, Customer Validation, Business Model Canvas Preparation, Preparation of Business model and Business Plan;</p> <p>Translating Business Model into Startup: Business Planning (Finance, HR, Marketing, Distribution, Production Plan, Networking), Obtaining Business Licenses, Applicability of Regulations</p> <p>Unit 3: Startup Growth and Expansion (Practical)</p> <p>Identifying Growth Opportunities, Funding Sources of Entrepreneurship for Growth, Retention & Expansion Strategies, Expansion model, Maximizing Profits, Determine appropriate exit strategies for entrepreneurs;</p> <p>Identify Funding Agencies both private and government aided, Cases in various types of fundings: Debt Funding, Bootstrap, Seed, Series A;</p> <p>Organizational Assistance by government for startup and various policies;</p> <p>Incubation Centres – role, support and mentorship, prototyping and stakeholder connects, startup scaling.</p>	<p>30 hours</p>
<p>Pedagogy:</p>	<p>Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities</p>	
<p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Ramachandran, K. (2008). Entrepreneurship Development, McGraw Hill 2. Katz, J., & Green, R. (2020). Entrepreneurial Small Business (6th Ed.), McGraw Hill 3. Byrd, M. J., & Megginson, L. C. (2012). Small Business Management an Entrepreneur’s Guidebook (7th Ed.), McGraw Hill 4. Fayolle, A., & Lyon, E. M. (2007) Entrepreneurship and new value creation: The Dynamic of the Entrepreneurial Process. Cambridge University Press. 5. Hougard S. (2005) The Business Idea: The Early Stages of Entrepreneurship. Springer 6. Lowe, R., & Mariott, S. (2006) Enterprise: Entrepreneurship & Innovation. Butterworth Heinemann 7. Dana, L. (2013). World Encyclopedia of Entrepreneurship, Edward Elgar. 8. Akhouri, M. M. P., & Mishra, S. P. Udyamita (in Hindi) MMP. By National Institute for Entrepreneurship and Small Business Development (NIESBUD), NSIC-PATC Campus, Okhla 	
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Develop an entrepreneurial mind-set by learning key skills. 2. Create and validate a business model and business plan. 3. Explore business funding opportunities. 4. Explore business growth opportunities. 	

Name of the Programme: BA Economics

Course Code: ECO-131

Title of the Course: Sustainable Development

Number of Credits: 3

Effective from AY: 2022-23

Pre-requisites for the Course:	Nil	
Course Objectives:	To understand global challenges, mechanism to promote equity and social justice, enhance education and awareness, and achieve long-term well being for present and future generations sustainably.	
Content:	1. Introduction to Sustainable Development Definition and concept of sustainable development, objectives of Sustainable development, three pillars of sustainable development, sustainable development: process or end results? dimensions of sustainable development-social, economic and environmental, The Millennium Development Goals, Tools for Sustainable growth.	No of hours 15
	2. Sustainable Development and Climate Change Causes and impact of climate change, Link between Sustainable Development and Climate Change, Implementation of Sustainable Development and Climate Change Policies, Sustainability Assessment Methods - Indicators and Indices, Conceptual Framework and System Dynamics, Multi-Criteria Analysis, Vulnerability Analysis, Climate change and migration, impact of climate change on cities, strategies adopted for climate change.	15
	3. Sustainable development and India Emergence of Green Technologies towards Sustainable Growth, Transforming millennium development goals to sustainable development goals with reference to India, Environment and Sustainable development with reference to India- state of India's environment, Strategies for sustainable development, Sustainable agriculture and climate change, Industrial development and environmental pollution., Sustainable management of water and sanitation, Environment management and sustainable development.	15
Pedagogy:	Lectures/ case analysis/assignments/class room interaction/lab practical	
References/ Readings:	Core Reading C1. Jonathan M. Harris and Brian Roach (2018) Environmental and Natural Resource Economics A Contemporary Approach, Fourth Edition, Taylor and Francis, New York C2. Partha Dasgupta (2021), The Economics of Biodiversity: The Dasgupta Review. Abridged Version. (London: HM Treasury) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957292/Dasgupta_Review_-_Abridged_Version.pdf	

	<p>C3. Lynne Lewis, Thomas H. Tietenberg (2020) Environmental Economics and Policy, Routledge, London</p> <p>Additional References</p> <p>A1. Charles D. Kolstad (2012) Intermediate Environmental Economics, Oxford University Press, New Delhi</p> <p>A2. Stephen Smith (2011) Environmental Economics: A Very Short Introduction, Oxford University Press, Oxford</p>
Course Outcomes:	<p>Student will be able to:</p> <ol style="list-style-type: none"> 1. understand global sustainability challenges, 2. Appreciate mechanisms to promote equity and social justice, 3. Explain role of enhance education and awareness in achieving long-term well being for present and future generations sustainably.

Name of the Programme: UG General Education

Programmes Course Code: VAC-102

Number of Credits: 02

**Title of the Course: Environmental Practices
in Goa Effective from AY: 2023-24**

Pre-requisites for the Course:	Nil	
Course Objectives:	<ol style="list-style-type: none"> 1. To introduce and acquaint students to Goa's rich Natural Heritage and the importance of sacred groves of Goa. 2. Create awareness in students about role of Sacred Groves, Oral Traditions & myths in Conserving Biodiversity. 	
Content Unit I:	<p>Sacred Groves</p> <p>Meaning of Nature worship, Sacred groves, Protector spirits and Natural Heritage</p> <p>Types of Sacred Groves.</p> <p>Ecological importance of sacred Groves in Goa.</p> <p>Guardian Spirits of Goa</p> <p>Threats to sacred groves and biodiversity in Goa.</p> <p>Strategies to protect the Sacred Groves</p>	15 hours
Unit II:	<p>Intertwining Culture, Religion and Society</p> <p>Oral Traditions protecting Goa's biodiversity.</p> <p>Meaning and types of Nature worships</p> <p>Myths contributing towards protection nature</p> <p>Common taboos and beliefs in the practice of Nature worship.</p> <p>Goan practices and rituals related to Nature worship</p> <p>Ecological Festivals of Goa.</p>	15 hours
Pedagogy:	Multimedia and ICT based teaching learning.	

References / Readings:	<ol style="list-style-type: none"> 1. Kerkar, Rajendra. <i>Sacred Groves of Goa</i>. Saligao, Goa: Goa State Biodiversity Board, 2019 2. Kerkar, Rajendra. <i>Natural Heritage of Goa</i>. Panaji, Goa: Broadway Publishing House, 2006. 3. Gadgil, Madhav and Vartak, V.D. "Sacred groves of India : A plea for Continued conservation" <i>Journal of Bombay Natural History Society</i>, vol. 72, 1975. 4. Alvares, Claude (ed.). <i>Fish, Curry and Rice</i>, Mapusa: The Goa Foundation, 2002.
Course Outcomes	<ol style="list-style-type: none"> 1. Develop respect for rich Heritage of Goa and also work towards protection of Nature. 2. Promote and inculcate intrinsic values toward Biodiversity by replacing human-centered approach with bio-centric values.

Name of the Programme: UG General Education

Programmes Course Code: VAC-103

Title of the Course: Sustainable Development and Ecology

Number of Credits: 02

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<ul style="list-style-type: none"> ● To create awareness of environmental issues and need for sustainable development ● To highlight current ecological issues and alternatives measures 	
Content:		
Unit I:	<p>Concept of Sustainable Development Social Ecology and Bio-regionalism Role of Corporate Social Responsibility (CSR) in sustaining ecology and development Role of Ecofeminism in sustaining ecology Dimensions of the 'Common Concerns' on Environment and Human wellbeing. Geo-Politics Economic Sustainability: Modifying Natural Resource Use.</p>	15 hours
Unit II:	<p>Ecological Measures for Sustainable development Controlled use of natural resources Re-cycling of E-waste Eco-farming Save Soil Movement Scientific Challenges of the 21st Century Developing a Global Vision</p>	15 hours
Pedagogy:	Lectures, Discussions and Tutorials	

References / Readings:	<ol style="list-style-type: none"> Jardins, Joseph R. Des: <i>Environmental Ethics: An Introduction to Environmental Philosophy</i>, 3rd Ed. Belmont CA: Wadsworth, 2001. Sanwal, Mukul: <i>The World's Search for Sustainable Development – A Perspective from the Global South</i>, Delhi: Cambridge University Press, 2015. Frey, R. G. and Heath Wellman Christopher (eds.): <i>A Companion to Applied Ethics</i>, Malden: Blackwell Publishing, 2005. Pojman, Louis P.: <i>Environmental Ethics: Readings in Theory and Application</i> 3rd Ed, Belmont: Thomson Wadsworth, 2001.
Course Outcomes	<ol style="list-style-type: none"> To make students understand the various concepts under ecological issues and sustainable development. Students will be acquainted with various measures for sustainable development

Name of the Programme : UG

Course Code : VAC-106

Title of the Course : NCC (Army) 1

Number of Credits : 02 (Hours 15L+0T+30P)(1T+1P)

Effective from AY : 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives :	Groom the youth of the country into disciplined, responsible and patriotic citizens.	
Content	<p>Module I Theory NCC General, National Integration and Awareness, Personality Development, Social Service and Community Development</p> <p>Module II- Practical Drill, Field Craft & Battle, Craft, Map Reading, Weapon Training, Communication, Social Service and Community Development</p>	<p>15 hours</p> <p>30 hours</p>
Pedagogy :	Lectures and Practical applications	
References/ Readings	<ol style="list-style-type: none"> Common Handbook : Common Subject SD / SW Army Army NCC Cadet Handbook Specialised Subject SD/SW 	
Course Outcomes :	<p>The course will:</p> <ol style="list-style-type: none"> inculcate a spirit of adventure, explorative inquisitiveness, develop stamina, endurance, discipline, courage, determination, comradeship, Develop leadership leading to development of self-confidence, team spirit and spirit-de- corps amongst NCC cadets 	

Name of the Programme : UG
Course Code : VAC-107
Title of the Course : NCC (Navy) 1
Number of Credits : 02 (Hours 15L+0T+30P)
Effective from AY : 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives :	Groom the youth of the country into disciplined, responsible and patriotic citizens.	
Content	Module I Theory NCC General, National Integration and Awareness, Personality Development, Social Service and Community Development Module II- Practical Drill, Weapon Training, Social Service and Community Development Naval Communication, Seamanship, Swimming	15 hours 30 hours
Pedagogy :	Lectures and Practical applications	
References/ Readings	1. Common Handbook : Common Subject SD / SW 2. Navy NCC Cadet Handbook Specialised Subject SD/SW	
Course Outcomes :	The course will: 1. inculcate a spirit of adventure, explorative inquisitiveness, 2. develop stamina, endurance, discipline, courage, determination, comradeship, 3. Develop leadership leading to development of self-confidence, team spirit and spirit-de- corps amongst NCC cadets	

Name of the Programme: UG General Education Programmes
Course Code: VAC-109
Title of the Course: Indian Economic Thought
Number of Credits: 02
Effective from AY: 2023-24

Pre-requisites for the Course	Nil	
Course Objectives:	1) To facilitate the economic thought in ancient India. 2) To familiarise students with the contribution of Indian Economic Thinkers and the relevance of their contribution.	
Content	Module I: Economic Thought in Ancient India Kautilya's Asthashastra: The economic functions of the State Wealth, Taxation and Pricing Policy, the Land System, Trade.	15 hours

	<p>Module II: Economic Thought at the time of Independence</p> <p>(i) Dadabhai Naoroji – his Drain Theory, his views on the British Policy of Public Finance and Financial Administration.</p> <p>(ii) Mahadev Govind Ranade – his views on laissez-faire policy and protectionism.</p> <p>(iii) Romesh Chandra Dutt – causes of Indian Poverty, his measures for the removal of poverty in India.</p> <p>(iv) Gopal Krishna Gokhale – his views on public expenditure policy of the British – India Government.</p> <p>(v) Sir. M. Visveswaraya – his views on industrialisation and planned development of India.</p> <p>(vi) Mohandas Karamchand Gandhi – his views on village swaraj, swadeshi, use of machinery, the doctrine of trusteeship.</p> <p>(vii) Dr. B.R. Ambedkar – his views on currency money.</p>	15 hours
Pedagogy:	Group Discussion, Class room Presentation, Case Studies, Quiz, Short Assignment.	
References/ Readings:	<p>Core reading</p> <p>C1. R. N. Ghosh and Rama Ghosh, Concise History of Economic Thought. Himalaya Publishing House, 1999.</p> <p>C2. Ajit Dasgupta, A History of Indian Economic Thought, Routledge history of economic thought series, 1993 [E-book] Available: Taylor & Francis e-Library, 2002</p>	
Course Outcomes:	<ol style="list-style-type: none"> To learn and discuss, how the economic thought has evolved over time. To introduce & highlight before the students about Indian Economic Thinkers and their valuable contribution in the field of Economics. Introducing students to the critical comparison of the contributions of the Indian Thinkers. 	

Name of the Programme: Bachelor of Performing Arts [Theatre]

Course Code: THR-131

Title of the Course: Compering & Anchoring skills

Number of Credits: 3

Effective from AY: 2023-24

Pre-requisites For the Course:	<ol style="list-style-type: none"> Knowledge of public speaking Command over language 	
Course Objectives:	<ol style="list-style-type: none"> To develop compering & anchoring skills Building confidence in public speaking Content writing skills for any event 	
Content:	<p>1. Body language</p> <ul style="list-style-type: none"> ● Gesture, Posture, Eye contact, expressions 	5 Hours
	<p>2. Voice & Speech</p> <ul style="list-style-type: none"> ● Voice modulation ● Language and Dialectal usage 	8 Hours

	3. Research and preparation <ul style="list-style-type: none"> • Primary research regarding event/program • Collection of creative anecdotes • Script writing for the structure of the program 	12 Hours
	4. Presentation <ul style="list-style-type: none"> • Apparel and Appearance • Basic knowledge of sound acoustic • Management of Stage movements • On & Off camera Compering/Anchoring 	15 Hours
	7. Presence of Mind <ul style="list-style-type: none"> • Understanding structure of program • Spontaneity in decision making • Creative control over the flow of program 	5 Hours
	Total	45 Hours
Pedagogy:	Lecture, Audio-Visual presentations, Assignments, practicals, Exercises	
References/ Reading	5. Lagu, Shriram, [2012], Vachik Abhinay, Rajhansa Prakashan, Pune 6. Prssana, [2013], Indian Method in Acting, National School of Drama, New Delhi 7. Takalkar, Sarang, [2019], Utkrusta Sutrasanchalan, Saket Prakashan Pvt Ltd 8. Wayne, Goodman, [2019], Go Compere A performer's Guide to being a compere, Wayne Goodman Entertainment	
Course Outcomes:	4. Students shall acquire Compering skills for any event 5. Students shall be able to perform as an anchor of any program 6. Student shall overcome stage fear 7. Student shall develop capacity to interview, debate and take part in public discussions	

Name of the Programme: B.Sc. (Mathematics)

Course Code: MAT-131

Title of the Course: Mathematical Techniques in Competitive Exams

Number of Credits: 3 (3L)

Effective from AY: 2023-24

Prerequisites	NIL	
Course Objectives	To make students competent enough to answer competitive examinations like Banks, Post Office, SSC, LIC, CDS, CSAT, CAT, CMAT, GMAT, MAT, UPSC, CBI, CPO, Civil Services, Hotel Management, Railway, Police, Defence, etc.	
Content		Hours
Unit I	Ratio and Proportion: Ratio; Comparison of ratios; Proportion. Mixture or Alligation: Mixture; Rule of mixture or allegation. Partnership: Types of partnerships; Types of partners. Problems Based on Ages: Rules for problems based on ages.	15

Unit II	Work and Time: Basic rules related to work and time. Work and Wages: Important points. Pipes and Cisterns: Facts related to pipes and cisterns. Clock and Calendar: Clock; Calendar; Day Gain/Loss.	15
Unit III	True Discount and Banker's Discount: True discount; Banker's discount. Speed, Time and Distance: Basic formulae related to speed, time and distance. Problems Based on Trains: Basic rule related to problems based on trains. Boats and Streams: Concepts and formulae on boats and streams.	15
Pedagogy	Lectures/Problem Solving/Self study.	
References/Readings	1. R. Verma: <i>Fast Track Objective Arithmetic</i> , Arihant Publications Limited, 2017. (Principal Text) 2. A. Sharma: <i>How to Prepare for Quantitative Aptitude for CAT</i> , 9 th Edition, McGraw Hill, 2021. 3. P. K. Mishra, and R. Mishra: <i>Elementary & Advanced Mathematics For Competitive Exams</i> , Source Books, 2018. 4. R. S. Aggarwal: <i>Quantitative Aptitude for Competitive Examinations</i> , S. Chand Publications, 2017. 5. R. Mathuriya: <i>Mathematics for all Competitive Exams SSC (Pre./Mains)</i> , Sunita Publications, 2017.	
Course Outcomes	The student will be able to, 1. Apply mathematical techniques in solving problems. 2. Identify tricks in solving problems quickly. 3. Employ various strategies to solve problems arising in various competitive exams. 4. Manage time in answering several questions appearing in the exam.	

Name of the Programme: BBA (Travel & Tourism)

Course Code: MGT-131

Title of the Course: Introduction to Tourism

Number of Credits: 3

Effective from AY: 2023-24

Pre-requisites	Nil	
Course Objectives:	At the end of the subject, the student will deal with Tourism as a System rather than as a set of disparate entities or processes.	
Content:	Unit I: Introduction to Tourism Introduction to Tourism, Historical development of Tourism, Nature and Significance of Tourism Industry, Concept of Tourists/Visitors/Travelers/Excursionist, Forms and Types of Tourism: Inter- regional and intra – regional tourism, inbound and outbound tourism, domestic, international tourism. Forms of Tourism- Religious tourism, Medical Tourism, Historical Tourism, Social Tourism, MICE Tourism.	No of hours 15 hours

	<p>Unit II: Components of Tourism Passenger Transportation: Airline Industry, Rail Industry, Motor coach Industry, The Automobile, The Cruise Industry, Other modes. Hospitality and Related Services: The Lodging Industry, The Food Service Industry, Meeting Planners Organizations in the Distribution Process: Travel Agents, The Internet, Consolidators, The Tour Wholesaler, Specialty Channelers Attractions, Entertainment, Recreation: Introduction, Attractions, Gaming, Recreation, Entertainment, Festivals and Events, Shopping, Education, Publishing, Marketing and Publicity Organizations.</p>	15 hours
	<p>Unit III: Impact of Tourism Economical Impact of Tourism, Social Impact of Tourism, and Environmental Impact of Tourism, Political Impact of Tourism, Cultural Impact of Tourism Impact of Technology in Tourism, the Impact of Tourism on Job Opportunities, Strategies to overcome the negative impact of Tourism, Tourism and International Understanding.</p>	15 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
References/ Readings:	<ol style="list-style-type: none"> 1. C. R. Goeldner, J. B. Ritchie, Tourism principles, practices, philosophies, John Wiley and Sons, 2017. 2. B. I. Kastarlak, B. Barber, Fundamentals of planning and developing tourism, Pearson New International Edition, 2013. 3. C. Cooper, Essentials of Tourism, SAGE Publication, 2020 4. S. K. Swain, J. M. Mishra, Tourism: Principles and Practices, Oxford University Press, 2011. 5. P.N Acha-Anyi, Fundamentals of Tourism, Van Schaik Publishers, 2020 	
Course Outcomes:	<p>At the end of the course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Understand and identify evolution and importance of travel and tourism for the economy. 2. Analyze various sectors and their role in the growth of the tourism industry. 3. Identify the reasons for the growth of famous tourist attractions and analyze their impact on the tourism industry. 4. Analyze the importance of tourism planning and tourism policy formulation for the competitive and sustainable development of destinations. 5. Evaluate the importance of the tourism industry as a system 	

Bachelor of Commerce -NEP

Syllabus- Semester II

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-101

Title of the Course: Elements of Cost

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	Objectives of the Course are: 1. To acquaint the learners with various cost concepts and cost classification 2. To familiarize the learners with material cost and employee cost 3. To acquaint learners with classification of and accounting for overhead costs. 4. To enable learners to prepare cost sheet.	
Content:	Unit 1: Introduction to Cost Accounting Meaning, Scope, Objectives, Limitations of Cost Accounting; Installation of a Costing System; Cost Centre, Cost Unit, Cost Classification; Overview of elements of cost; Role of Cost Accountant in an organisation.	10 hours
	Unit 2: Elements of Cost: Material and Employee Cost Material: Meaning & Need, Essentials of Material Control; Functions of Purchase Department; Purchase Requisition, Stores Control; Issue of Materials: Methods of pricing of material issues- FIFO, LIFO and Weighted Average Price method, Economic Order Quantity (EOQ); Cost Accounting and treatment of losses- Wastage, scrap, spoilage and defectives. Employee Cost: Attendance & Payroll procedures, Elements of wages; Employee Turnover: Causes, Methods of calculating Employee Turnover; concept of idle time and overtime; System of wage payments and methods: Time Rate, Piece Rate, Taylor's Differential Piece Rate, Halsey Premium Plan & Rowan Plan.	20 hours
	Unit 3: Elements of Cost: Overheads Meaning, Importance & Classification of Overheads; Cost Allocation & Apportionment, Basis of Apportionment, Methods of Primary & Secondary Distribution; Overhead Absorption Rates. Activity Based Costing (ABC).	15 hours
	Unit 4: Cost Sheet Cost Sheet: Meaning, Characteristics, Objectives, Limitations; Preparation of Cost Sheet, Estimated Cost Sheet	15 hours

Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Jain S. P., & Narang, K.L. (2014). Cost Accounting Principles and practice – Kalyani Publishers, Ludhiana. 2. LAL, B. M., Nigam, B., & Jain, J.C. (2000). Cost Accounting Principles and practice. Hall of India Pvt. Ltd., New Delhi. 3. Bhar, B. K. (2012). Cost Accounting- Methods & Problems. Academic Publishers Calcutta 700073. 4. Maher, M. W., & Clyde, P. S. (2006). Cost Accounting: Principles and Practice. ICC, McMillan Inc. 5. Tulsian, P. C. (2018). Practical Costing. Publishers Sultan Chand. New Delhi 6. Khan, M. Y., & Jain, P.K. (2003). Theory and Problems of Management and Cost Accounting- Tata McGraw Hill Publishing co. Ltd. New Delhi.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain various concepts in cost accounting. 2. Identify and account for elements of material and employee costs. 3. Identify and account for elements of overhead costs. 4. Prepare cost sheet.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-112

Title of the Course: Fundamentals of Banking

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To acquaint the learners with the structure, types, and systems of banking. 2. To impart knowledge of functions, types of customers and banker-customer relationship. 3. To familiarize the learners with Negotiable Instruments 4. To equip the learners with the basics of e-banking 	
	<p>Unit 1: Introduction to Banking</p> <p>Origin of Modern Banking in India, Meaning and Definition of Banking.</p> <p>Structure of Banking in India & Types of Banks: Public Sector Banks, Private Sector Banks, Foreign Banks, Regional Rural Banks, Payment Banks, Small Saving Banks.</p> <p>System of Banking: Unit Banking and Branch Banking.</p> <p>RBI: History, Role, and Functions.</p>	10 hours
	<p>Unit 2: Functions, Types of Customers and Banker-Customer Relationship</p> <p>Primary Functions</p>	20 hours

Content:	<p>Accepting Deposits: Importance of Deposits, Classification of Deposits – Demand, Time and Hybrid, Different types of Deposits – Saving, Current, Fixed, Recurring and Hybrid. DEMAT Account: Meaning and Functions. Loans and Advances: Importance of Lending, Principles of Lending, Classification of Lending: Fund Based Credit Facilities – Cash Credit, Overdraft, Demand Loan, Bill Purchased, Bill Discounted, Project Finance. Non-fund Based Credit Facilities – Guarantees, Letter of Credit. Secondary Functions and other Functions Utility Function, Agency Function and Other Fee Based Services</p>	
	<p>Types of Bank Customers and Procedure and Practice in Opening Accounts of Different Customers: Minor, Individual Joint Account. KYC Norms and e-KYC. Banker-Customer Relationship – General and Termination.</p>	
	<p>Unit 3: Negotiable Instruments</p>	15 hours
Pedagogy:	<p>Introduction – Meaning and Definition – Features – Kinds of Negotiable Instruments: Promissory Note, Bills of Exchange, and Cheque. Crossing of Cheque, Types of Crossing; Endorsements: Meaning, Importance and Kinds of Endorsement, Rules for Endorsement. Paying Banker: Introduction-meaning-Role-Functions-Duties. Collecting Banker: Introduction-Meaning-Legal status of collecting banker- Holder for Value-Holder in due course.</p>	
	<p>Unit 4: E-Banking in India Meaning, Characteristics, Benefits and Drawbacks of E-Banking, Types of E-Banking. ATM, Debit Card, Credit Card, NEFT, RTGS, ECS (Debit and Credit)– Meaning, Features and Functions. NPCI: Functions and Products – Aadhaar Enabled Payment Systems, Bharat Bill Payment System, BHIM, Cheque Truncation System, Digital Rupee, Immediate Payment Service, National Automated Clearing House, National Common Mobility Card, National Financial Switch, NUUP Services, RuPay, Unified Payments Interface, BharatQR. (in brief).</p>	15 hours
	<p>Lectures, Group discussions, Seminars, Case studies, Field work</p>	
	<p>Books:</p> <ol style="list-style-type: none"> 1. Natarajan, S, and Parameswaran R, (2015). Indian Banking (Revised Ed.). S. Chand. 2. Indian Institute of Banking and Finance, (2016). Digital Banking. Taxmann. 	

Reference/ Readings:	<ol style="list-style-type: none"> 3. Indian Institute of Banking and Finance,(2010). Banking Products and Services. Taxmann. 4. Indian Institute of Banking and Finance (2015). Principles & Practices of Banking (3rd Ed). Macmillan Education. 5. Indian Institute of Banking and Finance, (2010). Basics of Banking. Taxmann. 6. Khubchandani, B S, (2000). Practice and Law of Banking. Macmillan. 7. Agarwal O P, (2012). Modern Banking of India (2nd Ed.). Himalaya Publishing House. 8. Srivastava P K, (2013). Banking: Theory and Practice (12th Ed). Himalaya Publishing House. 9. Kandasami K P , Natarajan S, Parameswaran R, (2009). Banking Law and Practice (4th Ed.) S. Chand. 10. Gordon and Natarajan, (2006). Banking: Theory, Law and Practice (12th Ed). Himalaya Publishing House. <p>Journals:</p> <ol style="list-style-type: none"> 1. The Indian Banker, published by Indian Banker Association 2. Bank Quest, published by Indian Institute of Banking and Finance 3. Trends and Progress of Indian Banking (Annual) published by RBI. <p>Websites:</p> <ol style="list-style-type: none"> 1. Reserve Bank of India - www.rbi.org.in 2. Indian Institute of Banking and Finance - www.iibf.org.in 3. Indian Banker's Association - www.iba.org.in 4. Institute of Banking Personal Selection - www.ibps.in 5. Institute of Finance, Banking and Insurance - www.ifbi.com 6. State Bank of India - www.onlinesbi.sbi 7. National Payment Corporation of India - www.npci.org.in
Course Outcomes:	<p>After the completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the structures, types and systems of banking. 2. Explain the functions, types of customers and banker-customer relationship. 3. Elucidate negotiable instruments. 4. Practice e-banking.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-146

Title of the Course: Business Data Processing and Networking

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> 1. To develop practical skills in data analytics. 2. To provide knowledge of data processing, data analysis and e-commerce. 3. To provide knowledge of computer networking.

Content:	<p>Unit 1: Data Processing and Data Analysis Organization/sources of data, Importance of data quality, Dealing with missing or incomplete data, Data Classification; Data Processing – Steps involved in data processing, advantages of computers in data processing; Data analysis and forecasting - importance of data analysis in business, Data forecasting, its need, benefits of data forecasting, Data Integration: concept and how it works</p>	4 hours
	<p>Unit 2: E-Commerce Definition, E-commerce and Trade Cycle, Electronic Markets, Electronic Data Interchange and Internet Commerce, Types of E-commerce: Business to Business E-Commerce, Business to Consumer E-Commerce. Consumer to Consumer, Government to Consumer, Business to Government, Electronic Payment Systems: Smart Cards – Credit Cards – Wallets, Safe practices, Risks, E-Retail, Concept and Examples, Online shopping – Introduction, Safety measures (Encryption of data authentication, SSL, Digital signatures, Digital Certificates), E-Banking, Features and services, M-Commerce, Products and services</p>	5 hours
	<p>Unit 3: Basics of Computer Networking Networking basics, Need for computer networks, Types of networks-LAN, MAN, WAN, Network Components – H/W, Software, Communication channels, Network Devices, Network topologies.</p>	6 hours
	<p>Practicals Lab 1 Spreadsheet (MS-Excel or any similar open source software)</p> <ul style="list-style-type: none"> - Working with worksheets -Entering data, Formatting, Editing, and Printing a worksheet, - Formulas and Functions in Excel, operators in formula - Generally used Spreadsheet functions - Mathematical, Statistical, Financial, Logical, Date and Time, Database and Text functions - Introduction to some more useful functions such as the IF, nested IF, VLOOKUP and HLOOKUP - Data Sorting and Filtering - Result representation of data using spreadsheet - What-if analysis, Logical tests (nested iffunctions), Goal seek,Representing results graphically - Filtering, advanced filters, sorting and conditional formatting data - Data validation techniques, Hyperlinks - Pivot table, Scenarios - Summing through the sheets - Getting external data files into Excel - Macros - creation, editing and deletion of macros 	36 hours

	<p>Lab 2 Data Analytics</p> <ul style="list-style-type: none"> - Assignments to analyse data available from Kaggle.com such as Analysis of demographic data, environment data, public expenditure using open source softwares. - Analyse data from annual reports of Companies and banks <p>Lab 3 E-commerce Website review</p> <p>Write a review of an E-Commerce Site visited include: Site description, Site Design, ease in navigation , process for purchasing items, security, privacy, customer service, best features of site, Target Audience, Revenue model, Marketing Strategies</p> <p>Lab 4 Computer Networking</p> <p>Basic Networking Setup of PC, Network commands like ipconfig, ping, traceroute, nslookup etc, Setup of Home Router / Wifi Hotspot, Understanding of Firewall and Basic Firewall Setup, File and Printer Sharing, connecting to share, Finding out public address, connection speeds etc.</p>	<p>8 Hours</p> <p>8 Hours</p> <p>8 Hours</p>
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Leon, A., & Leon, M., (1999), Fundamentals of Information Technology (First ed.), Leon Press 2. Kalakota, R., & Whinston, A.B., (2009), Frontiers of Electronic Commerce (Ninth ed.) , Pearson Education 3. Whiteley, D., (2000), E-Commerce: Strategy, Technologies And Applications (First ed.), Tata McGraw-Hill Education 4. Mathew, R. ,(2020), Business Analytics for Decision Making, (First ed.), Pearson Education 5. Vaudenay, S., (2011), A Classical Introduction to Cryptography, (First ed.), Springer 6. https://www.analyticsvidhya.com/blog/2021/11/a-comprehensive-guide-on-microsoft-excel-for-data-analysis/ 7. https://www.tutorialspoint.com/excel_data_analysis/excel_data_analysis_tutorial.pdf 	
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts of data processing and data analysis and its applications in business 2. Elaborate the concepts of computer networking and e-commerce technology and its applications in business. 3. Develop skills of data analysis using relevant Application software. 4. Apply the Spreadsheet tools to solve business problems. 	

Name of the Programme: Bachelor of Commerce (Honors)


Course Code: COM-147

Title of the Course: Business Mathematics II

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil						
Course Objectives:	Objectives of the Course are: 1. To provide mathematical literacy and foundations in concepts of Mathematics required in the areas of Economics, Finance, Commerce and Management 2. To develop an ability in mathematical reasoning and general intelligence. 3. To enable learners to integrate acquired knowledge and skills with practical problems in Business and Economics.						
Content:	<table border="1"><tr><td>Unit 1: General Intelligence A. Mathematical Logic<ul style="list-style-type: none">Logical Statement, Negation, Conjunction, Disjunction, Conditional and Bi-Conditional statements, truth tables, Tautology and ContradictionB. General Aptitude and Logical Reasoning<ul style="list-style-type: none">Meaning and PrerequisitesIntroduction to measures of aptitude, Logical reasoning, Verbal reasoning, Numerical ability, Abstract reasoning</td><td>5 hours</td></tr><tr><td>Unit 2: Matrices and Determinants<ul style="list-style-type: none">Matrices: Definition, Types of Matrices, Matrix Operations-Addition, Scalar and Matrix multiplication, Inverse of a matrix.Determinants: Definition, Computation, Properties.</td><td>5 hours</td></tr><tr><td>Unit 3: Straight Lines, Linear Programming Problems, and Progressions A. Straight Lines and Linear Programming Problems<ul style="list-style-type: none">Coordinate system, Distance formulaEquation of line: slope and intercepts, interpretations, equation of line, two-point form, slope-point form, slope-intercept form, two-intercept form, general form.B. Progressions<ul style="list-style-type: none">Arithmetic Progression: Definition, formula for nth term, sum of first n termsGeometric Progression: Definition, formula for nth term, sum of first n terms</td><td>5 hours</td></tr></table>	Unit 1: General Intelligence A. Mathematical Logic <ul style="list-style-type: none">Logical Statement, Negation, Conjunction, Disjunction, Conditional and Bi-Conditional statements, truth tables, Tautology and Contradiction B. General Aptitude and Logical Reasoning <ul style="list-style-type: none">Meaning and PrerequisitesIntroduction to measures of aptitude, Logical reasoning, Verbal reasoning, Numerical ability, Abstract reasoning	5 hours	Unit 2: Matrices and Determinants <ul style="list-style-type: none">Matrices: Definition, Types of Matrices, Matrix Operations-Addition, Scalar and Matrix multiplication, Inverse of a matrix.Determinants: Definition, Computation, Properties.	5 hours	Unit 3: Straight Lines, Linear Programming Problems, and Progressions A. Straight Lines and Linear Programming Problems <ul style="list-style-type: none">Coordinate system, Distance formulaEquation of line: slope and intercepts, interpretations, equation of line, two-point form, slope-point form, slope-intercept form, two-intercept form, general form. B. Progressions <ul style="list-style-type: none">Arithmetic Progression: Definition, formula for nth term, sum of first n termsGeometric Progression: Definition, formula for nth term, sum of first n terms	5 hours
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	<p>Practicals List of Practical (Each practical of two hours each)</p> <p>UNIT I</p> <ul style="list-style-type: none"> • Equivalence of logical statements • Syllogism (with two premises) • Syllogism (with more than two premises) • Alphanumeric series • Analogies: Numerical analogy, word analogy • Coding-Decoding • Directions • Clocks • Blood relations • Reasoning using Venn diagram • Speed, Distance and Time • Work and Time <p>UNIT II</p> <ul style="list-style-type: none"> • Matrix multiplication • Computing determinants of matrices • Minor, Adjoint of a matrix • Computing inverse of a matrix • Solution of system of equations using elimination method • Solution of system of equations by Matrix Inversion method • Solution of system of equations using Cramer's rule <p>UNIT III</p> <ul style="list-style-type: none"> • Finding equation of line (two-point form, slope-point form) • Finding equation of line (slope-intercept form, two-intercept form) • General equation of a line • Distance in coordinate system • Graphs of linear equations and inequalities • Graphical method for LPP • Practical problems on nth term of a A.P. • Practical problems on nth term of a G.P. • Computing sum of first n terms of A.P. • Computing sum of n terms of G.P. • Deflation, Inflation, Depreciation <p>Practicals using softwares like GeoGebra for interactive sessions is encouraged. Additional workshops on these softwares are recommended.</p>	<p>60 hours</p>
	<p>Pedagogy: Lectures, Practical, Assignments</p>	
	<p>Reference/ Readings:</p> <ol style="list-style-type: none"> 1. Loney, S. L. (2019). The Elements of Coordinate Geometry, Math Valley Publishers. 2. Sharma, J. K. (2014). Business Mathematics: Theory and Applications 	

	<p>(Ane's Student Edition), Lakshi Publishers.</p> <ol style="list-style-type: none"> Dikshit, A., & Jain J. K. (2009). Business Mathematics, Himalaya Publishing House. Joshi N., & Chitale, S. G. (2015). A New Approach to Mathematical Techniques, Sheth Publishers. Agarwal, R. S. (2018). A Modern Approach to Logical Reasoning (Second Edition), S. Chand Publications. Vaidya, M.V., & Kumtha, A. P. (2022). Elementary Business Mathematics (Fifth Edition), Vipul Prakashan. Seymour, L. (1998). Schaum's Outline of Set Theory and Related Topics (Second Edition), McGraw-Hill Education. Sinha, N. (2020). Logical Reasoning and Data Interpretation for CAT (Seventh Edition), Pearson Education. Robert, B., & Zima, P. (2011). Schaum's Outline of Mathematics of Finance (Second Edition), McGraw Hill Education.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> Analyse and relate acquired mathematical concepts to problems in Business and Economics Solve problems on general aptitude and logical reasoning in view of various competitive examinations. Demonstrate ability to solve system of equations and its applications in Operations Research. Apply mathematical logic in reasoning and constructing mathematical arguments to provide proofs.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-148

Title of the Course: Corporate Secretaryship

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	<p>Objectives of the Course are:</p> <ol style="list-style-type: none"> To provide the learners an insight about Corporate Secretarial Practices To apprise learners about the role of Corporate Secretary towards Company's statutory provisions, rules and regulations. To familiarize learners with aspects of Company Management, Meetings and reports.
	Unit 1: Introduction to Company and Corporate Secretary 15 hours

<p>Content:</p>	<p>Definition of Company, Characteristic features of a company, Kinds of Companies; Definition of Corporate Secretary, Qualification, Appointment, Functions, Dismissal, Company Secretaries Act, 1980 (Overview), Company Secretaries Regulations, 1982 (Overview); Directors, Kinds of Directors-Requirement of Woman Director and Importance of Independent Director, Director Identification Number and its significance, Qualification and Disqualification- Retirement; Secretarial Standards SS-1 to SS-10 (Overview)</p> <p>Unit 2: General Body and Board Meetings (Practical) Board Meeting, Committee Meeting- Mandatory Committees and its importance, Role and Composition, Powers of the Board, Drafting Notices for calling AGM, EGM; Drafting Agenda and Minutes, Drafting Board Resolutions, Mock General and Board Meetings</p> <p>Unit 3: Secretarial Audit (Practical) Secretarial Audit: Procedure and Stages, Secretarial Audit Simulation, Drafting Auditor's Report, Checking compliance with Secretarial Standards, Preparing Annual Returns of Listed Companies</p>	<p>30 hours</p> <p>30 hours</p>
<p>Pedagogy:</p>	<p>Lectures, Group discussions, Seminars, Case studies, Field work</p>	
<p>Reference/ Readings:</p>	<ol style="list-style-type: none"> 1. Kapoor, G. K., & Dhamija, S. (2022). Company Law and Practice (Twenty sixth ed.). Taxman Publications, New Delhi. 2. Singh A. (2022). Company law (Seventeenth ed.). Eastern Book Company. 3. Bhandari (2023). Guide to Company Law Procedure (Twenty Fifth ed.). Wadhwa & Company, Agra & Nagpur. 4. Kapoor N.D (2018). Company Law (Thirty First ed.). Sultan Chand & Sons, New Delhi. 5. Nolakha R.L. (2021). Company Law and Secretarial Practice (Twelfth ed.). RBD company, Rajasthan. 6. Taxman's (2020). Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications. <p>List of Journals/Periodicals/Magazines/Newspapers etc. ICSI Journals and Bulletins, Student Company Secretary: ICSI Publication, Company Law Journal, Journal of Corporate Law Studies (Taylor and Francis), Corporate Laws (Oxford University press).</p> <p>Web resources: www.icsi.edu www.indianlawjournal.com</p>	
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the theoretical background of the Corporate Secretary 2. Perform secretarial practice related to conduct of company meetings. 3. Perform secretarial audit. 4. Demonstrate drafting skills related to Corporate Secretaryship. 	

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-149

Title of the Course: Introduction to Agripreneurship

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Course related to Innovation and Startup should have been completed so that the basics of entrepreneurship is clear.	
Course Objectives:	Objectives of the Course are: 1. To create awareness regarding the Agripreneurial activities. 2. To familiarize learners with Agri-business Operations. 3. To acquaint learners with knowledge of specific Agri businesses.	
Content:	Unit 1: Agripreneurship – Concept, Need and Scope Need for Agripreneurship, Role of Agripreneurship in National Economy, Scope of Entrepreneurship Development in Agriculture, Types of Agripreneurship Enterprises; Areas of Entrepreneurship Development in Agriculture: Agro Produce processing units, Agro Produce manufacturing units, Agro-inputs manufacturing units, Agro service centers, Miscellaneous areas; Challenges for Agripreneurship Development in India, Problems Faced by Agripreneurs, Motivation for Agribusiness Start-Ups; General Entrepreneurial Skills for a Agripreneurs, Broader Business Areas and options of business selection around Agripreneurship	15 hours
	Unit 2: Managing Agri-business Operations (Practical) Identifying Quality Management Parameters in Agricultural Business, Designing Marketing Plan for Agribusiness, Preparing Financial Plan for Agribusiness, Evaluating Microfinance facilities in Agri Business; Identifying risks in Agribusiness, Ascertaining role of players in Agri-supply Chain, Evaluate Agricultural Information Systems, Identify Distribution Networks for Agri Sales	30 hours
	Unit 3: Specific Agri-businesses (Practical) Design business models for: Farm, Dairy Products, Poultry and Hatchery, Floriculture and Landscaping, Vegetable, Fruit Production, Organic Food Production Technology, Livestock product, Food Technology and Processing, Feed Business, Fertilizer Technology	30 hours
Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities	
Reference/ Readings:	1. Pandey, L. (2022). Introduction to Agripreneurship, Bio-Green Books 2. Mailappa, A. S., & Hazarika, B. N. (2021). Agri Startups and Agri Business. Brillion Publishing. 3. Gupta, L., Vyas, R., Sharma, S. K., Gupta S., & Kumar, A. (2022). Handbook of Agricultural Entrepreneurship. Satish Serial Publishing House. 4. Panigrahy, S. R., Kumar S., & Singh, R. (2015). Objective Agribusiness	

	Management. Scientific Publishers. 5. Das, S. B., Khare, D., Nahatkar, S. B. R., Pahalwan, D. (2022). Agri Entrepreneurship Opportunities, Scientific Publishers.
Course Outcomes:	After completion of this course, the learners will be able to: 1. Perform various agripreneurial activities. 2. Discuss the challenges for Agripreneurship Development in India. 3. Demonstrate competencies to manage Agri-business Operations. 4. Demonstrate competencies to manage specific Agri businesses.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-150

Title of the Course: Spreadsheet Applications for Business

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	Objectives of the Course are: 1. To equip learners with skills in describing the data using spreadsheet software for business applications. 2. To equip learners with skills in presenting the data using spreadsheet software for business applications. 3. To equip learners with skills in analyzing the data using spreadsheet software for business applications.	
Content:	Unit 1: Essential Spreadsheet Functionalities	15 hours
	Planning data layout in spreadsheets, Controlling worksheet view, Working with numeric, text, date data types, Formatting (including conditional formatting), Converting text to columns, Handling duplication in data, Data retrieval using Lookup functions.	
	Unit 2: Data validation, Presentation and Macros (Practical)	30 hours
	Number, date and time validation, text and list validation, Custom validations using formula, Data sorting and filters, Charts and slicers, PivotTables and PivotCharts, Working with macros, Linking worksheets.	
	Unit 3: Decision Making Support Tools (Practical)	30 hours
	Working with Excel formula (Financial, statistical), Logical Functions – Practical applications of IF function, Nested IF, AND, OR, NOT functions, What if analysis – Goal Seek, Scenario analysis, Data Tables, Application of Solver tool, Data Analytics Toolpak for advanced data analysis for decision making. Dashboards - Planning dashboard layout, Static tables and charts on dashboard, Dynamic content in Excel dashboard.	
Pedagogy:	Software based training, Case studies, assignments, and project work.	

Reference/ Readings:	<ol style="list-style-type: none"> 1. Lalwani, L. (2019). Excel 2019 All-In-One: Master The New Features Of Excel 2019 / Office 365. BPB Publications. 2. Wayne, W. (2019). Microsoft Excel 2019: Data Analysis and Business Model. PHI Learning Pvt. Ltd. 3. Ramirez, A. (2019). Excel Formulas and Functions: Step-By-Step Guide with Examples. Caprioru. 4. Mishra, N. (2019). Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel. Penman Books. 5. Basedin, A. (2017). Top Secrets of Excel Dashboards: Save Your Time with MS Excel! Andrei Basedin.
	After completion of this course, the learners will be able to:
Course Outcomes:	<ol style="list-style-type: none"> 1. Perform essential spreadsheet functionalities. 2. Perform data validation, presentation and macros using spreadsheets. 3. Apply decision making support tools using spreadsheets. 4. Apply spreadsheet application skills in business.

Name of the Programme: UG General Education

Programmes Course Code: VAC-110

Title of the Course: Awareness of Cyber Crimes and

Security Number of Credits: 02

Effective from AY: 2023-24

Pre-requisites for the Course	Nil	
Course Objectives:	<p>This course is intended to:</p> <ul style="list-style-type: none"> • Introduce to students the awareness of cybercrimes and cyber security – concepts, theory. • Covers various techniques which enable the student to analyse the threats and attacks due to cybercrimes. • Explains mitigation techniques and policies for cyber security. 	
Content:	<p>Unit 1: Cyber Crime against Individuals and Organisations</p> <p>Cyber Crime- Overview, Internal and External Attacks, Attack Vectors. Cybercrimes against Individuals – E-mail spoofing and online frauds, Phishing and its forms, Spamming, Cyber-defamation, Cyberstalking, Cyber Bullying and harassment, Computer Sabotage, Pornographic offenses, Password Sniffing. Keyloggers and Screen loggers. Cyber Crimes against Women and Children.</p> <p>Cybercrime against organization – Unauthorized access of computer, Password Sniffing, Denial-of-service (DOS) attack, Backdoors and Malwares and its types, E-mail Bombing, Salami Attack, Software Piracy, Industrial Espionage, Intruder attacks. Security policies violations, Crimes related to Social Media, ATM, Online and Banking Frauds. Intellectual Property Frauds. Cyber Crimes against Women and Children.</p>	15 hours

	<p>Unit 2: Global perspective on Cyber crimes and Cyber Security</p> <p>A global perspective on cybercrimes, Phases of cyber-attack – Reconnaissance, Passive Attacks, Active Attacks, Scanning, Gaining Access, Maintaining Access, Lateral movement and Covering Tracks. Detection Avoidance, Types of Attack vectors, Zero-day attack, Overview of Network based attacks.</p> <p>Introduction to Cyber Security. Confidentiality, Integrity and Availability – Triad. Attacks: Threats, Vulnerabilities and Risk. Risk Management, Risk Assessment and Analysis. Information Classification, Policies, Standards, Procedure and Guidelines. Controls: Physical, Logical and Administrative; Security Frameworks, Defence in-depth: Layers of security. Identification and Authentication – Factors. Authorization and Access Controls- Models, Methods and Types of Access Control.</p>	15 hours
Pedagogy:	Lectures/Tutorial	
References/ Readings:	<ol style="list-style-type: none"> 1. Godbole Nina and Belapore Sunit; “Cyber Security: Understanding Cyber Crimes, Computer Forensics and Legal Perspectives”, Wiley Publications,2011. 2. Jain Atul; “Cyber Crime: Issues, Threats and Management”, 2004 3. Yar Majid; “Cybercrime and Society”, Sage Publications, 2006 4. Whiteman Michael E and Mattord Herbert J; “Principles of Information Security”, Vikas Publishing House, New Delhi, 2003. 5. Matt Bishop, “Computer Security Art and Science”, Pearson/PHI, 2002. 6. Indian Institute of Banking & Finance <i>Prevention Of Cyber Crimes And Fraud Management</i> Macmillan, Delhi, 2020 7. Prashant Mali <i>Cyber Law & Cyber Crimes Simplified</i>, Cyberinfo Media, Delhi, 2017 8. Vishwanath Paranjape <i>Cyber Crimes and Law</i>, Central Law Agency, Allahabad, 2019 	
Course Outcomes	<p>Students will,</p> <ul style="list-style-type: none"> - Aware of the various cybercrimes and will able to guide others. - Understand the global problems faced by individuals, organisations due to cybercrimes and attacks. - Apply the cyber security analysis to mitigate and prevent such attacks. 	

Name of the Programme: UG General Education

Programmes Course Code: VAC-111

Title of the Course: E-Waste

Management Number of Credits: 02

Effective from AY: 2023-24

Pre-requisites for the Course	Nil
Course Objectives:	<p>This course is intended to:</p> <ul style="list-style-type: none"> - Introduce to students with the scenario of E-waste. - Understand key terms associated with E- waste. - To impart life skills about E waste management in routine daily life to minimize the hazards. - Create awareness of the regulations related to E-waste to contribute in effective

	management throughout the society	
Content:	<p>Unit 1: Introduction to E-waste Introduction. E- waste; composition and generation. Global context in e- waste; Growth of Electrical and Electronics industry in India, E-waste generation in India, E-waste pollutants, E waste hazardous properties, Effects of pollutant (E- waste) on human health and surrounding environment, domestic e-waste disposal.</p> <p>Essential factors in global waste trade economy, Waste trading as a quint essential part of electronic recycling, Free trade agreements as a means of waste trading. Import of hazardous e-waste in India; India’s stand on liberalizing import rules, E-waste economy in the organized and unorganized sector. Estimation and recycling of e-waste in metro cities of India.</p> <p>E-waste control measures:Need for stringent health safeguards and environmental protection laws in India, Extended Producers Responsibility (EPR), Import of e-waste permissions, Producer-Public-Government cooperation, Administrative Controls & Engineering controls, monitoring of compliance of Rules, Effective regulatory mechanism strengthened by manpower and technical expertise, Reduction of waste at source.</p>	15 hours
	<p>Unit 2: E-waste Management Basic principles of E waste management, Component of E waste management, Technologies for recovery of resources from electronic waste: Recycling and recovery technologies – resource recovery potential of e-waste, steps in recycling and recovery of materials-mechanical processing, technologies for recovery of materials, occupational and environmental health perspectives of recycling e-waste in India.</p>	15 hours
Pedagogy:	Lectures/Experiential Learning	
References/ Readings	<ol style="list-style-type: none"> 1. Johri R., E-waste: implications, regulations, and management in India and current global best practices, TERI Press, New Delhi ,2008 2. Fowler B, Electronic Waste, Elsevier, 2017 3. Bhagat-Ganguly, VarshaE-Waste Management: Challenges and Opportunities in India,Routledge, New Delhi, 2021 4. Nautiyal, Navtika Singh and ShuchitaAgarwal (ed) Future of e-Waste Management: Challenges and Opportunities, Thomson Reuters, 2021. ISBN 13: 978-9390529858 	
Course Outcomes	<p>Students will, be able to</p> <ol style="list-style-type: none"> 1. Understand the environmental impacts of e-waste. 2. Describe the process recycling of e-waste. 3. Distinguish the role of various national and internal act and laws applicable for e-waste management and handling. 4. Analyse the e – waste management measures proposed under national andglobal legislations. 	

Name of the Programme: UG General Education Programmes

Course Code: VAC-116

Title of the Course : Life Skills

Number of Credits: 02 Effective

from AY: 2023-24

Pre-requisites for the Course	Nil				
Objectives:	<ol style="list-style-type: none">1. To introduce the students to life skills2. To understand the connection between emotional, social and thinking skills3. To train the students in conducting life skills workshop with various stakeholders4. To develop critical and creative thinking skills				
Content:	<table border="1"><tr><td>Module 1: Need and Importance of Life Skills Education Introduction to the Concept of Life Skills Benefits and application of Life Skills. Matching Life Skills with one's behaviour. Components of Life Skills (Social- Thinking-Emotional) Understanding oneself in the world around: Discovering and Understanding the Inner-Self, Exploring One's Self Identity, Staying in tune with Self, Self Esteem. Managing one's emotions/ feelings- Identifying common emotions.</td><td>15 hours</td></tr><tr><td>Module 2: Social Skills Interpersonal Relationships- Web of Relationships, Family and Friendships, Healthy Relationships, Resistance to Peer Pressure, Transactions with people around us (Negotiation), Assertiveness. Effective Communication- Verbal and Non-Verbal communication (body language) Talking, Hearing vs Listening, Clarity and Optimal communication. Empathy- Understanding of other people's circumstances, Extending support to others. Coping with Stress- Sources of stress, Coping Strategies.</td><td>15 hours</td></tr></table>	Module 1: Need and Importance of Life Skills Education Introduction to the Concept of Life Skills Benefits and application of Life Skills. Matching Life Skills with one's behaviour. Components of Life Skills (Social- Thinking-Emotional) Understanding oneself in the world around: Discovering and Understanding the Inner-Self, Exploring One's Self Identity, Staying in tune with Self, Self Esteem. Managing one's emotions/ feelings- Identifying common emotions.	15 hours	Module 2: Social Skills Interpersonal Relationships- Web of Relationships, Family and Friendships, Healthy Relationships, Resistance to Peer Pressure, Transactions with people around us (Negotiation), Assertiveness. Effective Communication- Verbal and Non-Verbal communication (body language) Talking, Hearing vs Listening, Clarity and Optimal communication. Empathy- Understanding of other people's circumstances, Extending support to others. Coping with Stress- Sources of stress, Coping Strategies.	15 hours
Module 1: Need and Importance of Life Skills Education Introduction to the Concept of Life Skills Benefits and application of Life Skills. Matching Life Skills with one's behaviour. Components of Life Skills (Social- Thinking-Emotional) Understanding oneself in the world around: Discovering and Understanding the Inner-Self, Exploring One's Self Identity, Staying in tune with Self, Self Esteem. Managing one's emotions/ feelings- Identifying common emotions.	15 hours				
Module 2: Social Skills Interpersonal Relationships- Web of Relationships, Family and Friendships, Healthy Relationships, Resistance to Peer Pressure, Transactions with people around us (Negotiation), Assertiveness. Effective Communication- Verbal and Non-Verbal communication (body language) Talking, Hearing vs Listening, Clarity and Optimal communication. Empathy- Understanding of other people's circumstances, Extending support to others. Coping with Stress- Sources of stress, Coping Strategies.	15 hours				
Pedagogy:	Lectures/power point presentation/assignments/ games/ films and discussion/group readings and discussions/ presentations/				
References/ Readings:	<ol style="list-style-type: none">1. Central Board of Secondary Education (2010). Teacher's manual on Life Skills for classes – IX [Manual], Delhi2. Cottrell, S. (2005). Critical thinking skills: Developing effective analysis and argument. New York: Palgrave Macmillan Ltd.3. Karen, D. G., & Eastwood A. (2008). (8thEdn.), Psychology for living- adjustment, growth and behaviour today, New Delhi: Pearson Education Inc.4. McGregor, D. (2007). Developing thinking; developing learning - A guide to thinking skills in education. New York, USA: Open University Press.				
Course Outcomes:	<ol style="list-style-type: none">1. Students will be introduced to important Life Skills: Emotional, Social, Critical thinking, and Creative thinking.2. Students will understand the connection between emotional, social and thinking skills.3. Students will be able to understand the use of these skills and be able to use them in their own personal lives as well as in the helping profession.4. Students will develop their critical and creative thinking skills.				

Name of the Programme: UG General Education Programmes

Course Code:VAC-117

Title of the Course: Youth Empowerment using Mind Management

Number of Credits: 2

Effective from AY: 2023-24

Pre-requisites for the Course	Should not have had any major Health Issues, to be ascertained by the Teacher before the commencement of the course	
Course Objectives:	<ol style="list-style-type: none">1. To understand the relationship between the rhythms of our breath and our emotional state.2. To understand the fundamentals of how the mind works, the tendencies and habits of the mind, the relationship between our state of mind and happiness.3. To learn how to quieten the mind to increase focus and mental clarity by practice of the Healing Breath technique (SudarshanKriya) and the practice of light Yoga.	
Content:	The Seven Levels of our existence - Body, Breathe, Mind, Intellect,Memory, Ego and Self. Sources of Energy - Prana and the Breath; Food: Types of Food and Its Effect; Sleep and Its Effect on the Body/Mind Complex.	3 hours
	Bringing the Mind to the Present - Practical knowledge to eliminate counterproductive activity; Discussion of tendencies of the mind, including worry, regret and aversion. Learn how to use practices to overcome negative mental habits (i.e. complaining, gossiping) and strengthen positive mental qualities (i.e. focus and commitment). How to enhance learning ability; techniques and interactive processes to improve memory, concentration & focus.	6 hours
	Interpersonal Relations - The Modes of Acceptance – People, Situations; The Complementary Nature of Opposite Values. Roles in Life, Responsibility, Service – Impacting our Communities and the World;	3 hours
	Discussion of the qualities of a leader – giving 100%, responding to the needs of a situation, and maintaining enthusiasm. Sudarshan Kriya for restoring the rhythm in breathe to overcome stress and increase the energy levels	6 hours
	A Community Engagement Mini-Project/Internship addressing any problem under the themes of – Health and Hygiene, Waste Management, Water Management, Energy Management, and Greenery in any Village of Goa	12 hours
Pedagogy:	Group Activities, Experiential learning using simple processes, games, Visits to Villages	
References/ Readings:	Resource Material/Manual of Art of Living Foundation, Bangalore for YES+ Programme	

Course Outcomes:	<ol style="list-style-type: none"> 1) Students will become aware of their way of communication and will improve by practice their confidence and communication skills. 2) Students will understand how their own emotions are tied to the breath and nervous system. They will experience how the Sudarshan Kriya™ affects emotions, memory and overall well-being. 3) Students will understand how to manage their interpersonal relationships with acceptance and improved communication. 4) They will be able to navigate the roles they play in life in a very effective manner
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Name of the Programme: BBA(Financial Services)

Course Code: MGF-134

Title of the Course: Introduction to Securitization Market

Number of Credits: 3

Effective from academic year: 2023-24

Pre-requisites for the course	NIL	
Course Objective:	To acquaint the students with the concept of securitization and its role in financial markets.	
Content:	UNIT 1: INTRODUCTION TO SECURITIZATION Definition and objectives of securitization, Evolution and historical development of securitization, Benefits and risks of securitization, Role of securitization in financial markets and the economy	15 hours
	UNIT 2: STRUCTURING AND ISSUANCE OF ASSET-BACKED SECURITIES Basic structure of asset-backed securities (ABS),Cash flow and credit enhancements, Tranching and credit ratings,Legal and regulatory considerations in ABS issuance	15 hours
	UNIT 3: TYPES OF SECURITIZED ASSETS Mortgage-backed securities (MBS), Collateralized debt obligations (CDOs), Asset-backed commercial paper (ABCP), Other types of securitized assets (auto loans, credit card receivables, student loans)	15 hours
Pedagogy:	The methodology used in the class will combine lectures, applications and case discussions.	
Reference Reading:	<ul style="list-style-type: none"> ● Mohan, Rakesh. (2008). "Securitisaton and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002: As amended by the Enforcement of Security Interest and Recovery of Debts Laws and Miscellaneous Provisions (Amendment) Act, 2016." Mumbai, India: Taxmann Publications. 	

<p>Reference Reading:</p>	<ul style="list-style-type: none"> ● Karmakar, Mala R. (2011). "Securitisation: Structuring and Investment Analysis." New Delhi, India: Oxford University Press. ● Bhatt, V. V. (2017). "Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest (SARFAESI) Act." New Delhi, India: Bharat Law House. ● Bhatia, S. (2010). "Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002." Mumbai, India: Snow White Publications. ● Vinod Kothari (2013) Securitisation, Asset Reconstruction And Enforcement Of Security Interests
<p>Course Outcomes:</p>	<p>On completion of the course, students will be able to:</p> <p>CO1: Explain the concept and purpose of securitization and its role in financial markets.</p> <p>CO2: Identify the historical development and evolution of securitization, identifying key milestones and trends.</p> <p>CO3: Explain the different types of securitization structures and their characteristics.</p> <p>CO4: Evaluate the benefits and risks associated with securitization, considering both issuers and investors' perspectives.</p>

