As Per NEP 2020

University of Mumbai

Title of the program
A: Certificate in Management Studies
B: Under Graduate Diploma in Management Studies
C: Bachelors of Management Studies
D: Bachelors of Management Studies (Honors)
E: Bachelors of Management Studies (Honors with Research)

Syllabus for-
Semester I

Ref: GR dated 16th May 2023 for Credit Structure of UG

(With effect from the academic year 2023-24)

Preamble

Bachelor of Management Studies Program or BMS is an undergraduate program for management studies. The new curriculum of BMS will offer students' core papers that help build their foundation in the area of management. The mandatory core courses, will equip students to understand how organizations work, how they are managed, and sensitize students towards national and international environments. The opportunity to Minor in Finance/ Marketing/ Human Resource will enhance the functional capabilities of learners. The choice of open electives and skill enhancement courses enables students to pursue an area of their interest. The contents of each course have been carefully designed to prepare students with knowledge and skill sets that will not only make them industry ready but also foster entrepreneurial and innovative thinking. Students cantered learning focuses on skills and practices that enable lifelong learning and independent problem-solving. The BMS program will help students in making an informed decision regarding the goals that they wish to pursue in further education and life.

1) Introduction

A bachelor's in Business Management program is designed to prepare students for careers in management, finance, accounting, human resource or other fields related to business. A bachelor's degree helps the learner to establish a fundamental understanding of business and how various aspectsof it apply to the real world. BMS program exposes students to a range of core subjects and allows students to specialize in a specific business-related academic discipline or disciplines. The BMS degree also develops a student's managerial, communication skills, and business decision-making capabilities. The program also incorporates on-the-job training and practical experience in the form of case projects, presentations, internships, industrial visits, and interaction with established industry experts.

2) Aims and Objectives

The broad aims and objectives of the BMS program are to build following skills and competencies in the students:

1. **Domain knowledge**: The program intends to help the students to apply sound domain knowledge and competence in Management studies with respective techniques and theories constructively.

2. **Communication skills**: The programme develops and puts into practice effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language.

3. **Critical thinking, analytical and Cognitive ability**: The program enables the students to analyse, interpret, evaluate and present texts.

4. **Research skills**: The program helps to identify, select, organize and use research techniques to carry out research and value intellectual property rights.

5. **Use of modern tools**: The program helps to choose and use basic computer applications and social media.

6. **Environment and society**: The program focuses to serve and assist in socially/ environmentally useful and productive work.

7. **Respect for others**: The program enables students to show sensitivity for the underprivileged, the differently abled and the discriminated and understand gender diversity, differences and display conflict management skills.

8. **Ethics**: The program discusses and assesses basic human values and business ethics.

9. **Individuality, team work and project management**: The program enables student to develop professionalism, organizational skills and employability skills, make decisions, put into practice self-, time- and change management and solve problems.

3) Learning Outcomes

The Programme Specific Learning Outcomes of BMS are:

1. The students will be able to interpret and evaluate concepts and theories in General Management subjects.
2. The students will be able to specialize in their fields of interest, viz., Finance, Marketing andHuman Resources, to develop specialist managerial capabilities.
3. The program will enable students to use basic computer applications and social media.
4. The students will develop effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language in business settings.
5. The students will get equipped with the skills in identifying ethical principles and practices to be adopted in Managerial level jobs.
6. The students will be able to design research proposals and submit project report based on the interests in the area of their studies.
7. The students will learn to translate classroom learning into real world experiences and problem solutions.

8. The students will be able to apply reasoning for assessing societal issues that can be addressed in education and takes responsibility for initiating change.

4) **Any other point (if any)** – Nil

5) **Baskets of Electives** –

Semester	Open Electives
Semester I	Financial Literacy
	Principles Of Event Management
	Sustainable Development Goals
	Introduction To Basic German
	Python Programming For Beginners
	DBMS With Mysql
	Diploma In Foundations Of Yoga
	Swayam Course

6) R_____ **Credit Structure of the Program:**

Bachelor of Management Studies (BMS) Programme

R._____

Credit Structure of the Program

Level	Semester	Major		Minor	OE	Vocational Course(VSC), Skill Enhancement Course(VSEC)	Ability Enhancement Course (AEC), Value Education Course (VEC), Indian Knowledge System (IKS)	OJT (On Job Training, FP (Fundamental Principle),CEP,(Community Engagement and service, CC(Co Curricular Course, RP 0	Cum.Cr./Sem.	Degree/Cum.Cr.
		Mandatory	Electives							
4.5	I	6(4+2) Principles of Management I(4) Foundation of humanSkills(2)		-	2+2 Open Elective as per Courses Listed in Annexure for Semester I	VSC:2,SEC:2 Introduction to IT for Management Education (2) (VSC) Digital Literacy (SEC) (2)	AEC:2,VEC: 2,IKS:2 Indian Management Thought Practice (2)(IKS) Communication I (2) (AEC) Constitution of India(VEC)	CC:2 Socially relevant Co-curricular activities and enterprise and report /NSS (2) (CC)	20-22	UG Certificate 40-44

Bachelor of Management Studies (BMS) Programme

Sem	Major	Minor	OE (Open Electives)	VSC, SEC	AEC / VEC	CC / FP	Total
II	6(4+2) Accounting for Managerial Decision (4) Introduction to Business Mathematics (2)	2 Introduction to Marketing (2) Or Introduction to Finance (2) Or Introduction to HR (2)	2+2 Open Electives will be from other Departments or SWAYAM Course (2)	VSC:2, SEC:2 Advance Excel for Managers (2)	Effective Communication 2 AEC:2, Introduction to Business Ethics (2) (VEC)	CC:2 Industry-Academia Activities and Report /NSS/ (2) (CC)	20-22
CumCr.	8-12	2	8	4+4	4+4+2	4	40-44

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credit score NSQF course/Internship OR Continue with Major and Minor

Sem	Major	Minor	OE (Open Electives)	VSC	AEC	CC / FP	Total
III 5.0	8(2*4) Business Economics (4) Business Law (4)	4 Recruitment and Selection (2) OB and HRM (2) Or Sales and Distribution Management (2) Consumer Behavior (2) Or Basics of Financial Services (2) Equity and Debt Markets (2)	2 Open Electives will be from other Departments or SWAYAM Course (2)	VSC:2, Taxation Procedures and Practices (2)	AEC:2, Business Etiquettes (2)	FP: 2C C:2 Socially or Industry relevant Field Visits & Project / NSS (2*2) (FP & CC)	20-22 UG Diploma 80-88

Bachelor of Management Studies (BMS) Programme

IV	3(2*4) Production and Total Quality Management (4); Introduction to RM (4)	4 : Performance Management and Career Planning (2) Human Resource Planning (2) Or Risk Management (2) Strategic Financial Management (2) Or Tourism Marketing (2) Rural Marketing (2)	2 Open Electives will be from other Departments or SWAYAM Course (2)	SEC:2 Basics of Personal Finance	AEC:2 Selling and Negotiations	CEP:2 CC:2 Community Engagement Project/NSS (2) (CEP) CC - Student Clubs Cultural, Sports, Entrepreneurship And Report (2)	20-22
CumCr.	20-28	10	12	6+6	8+4+2	8+ 4	80-88

Exit option; Award of UG Diploma in Major and Minor or with 80-83 credits and an additional 4 credit score NSQF course /internship OR Continue with Major and Minor

V 5.5	8(2*4)-10(2*4+2) Logistics and Supply Chain Management (4) Corporate Communication and	4 Talent and Competency Management (4) Or	4-6 Strategic HRM (2) OD and Change management (2) (4) or Commodity and	VSC:2-4 Digital and Cyber Security		FF/CE P:2 Field project in Major/	20-22	UG Degree12 0-132

Bachelor of Management Studies (BMS) Programme

	PR (4)	Investment Analysis and Portfolio Management (4)	Derivatives (2) Innovative Financial Services (2					Minor with primary data collection by students (2) (FP).
	Environmental Management (2)	Or	OR					
		Product and Brand management (4)	Integrated Marketing Communication & Advertising (2) CRM (2)					
VI	8(2*4)-10 (2*4+2) Entrepreneurship Management (4)	4 Employee Compensation and Benefits (4)	4 Marketing of NFO (2) Service Marketing (2)					OJT:4
	Operations Research (4)	or	Or International Finance (2) Wealth Management (2)					
	Service Sector Management (2)	Financial Markets and Institution (4)	Or Industrial Relations (2) Workforce Diversity and Inclusion (2)					
		or Retail management (4)						
CumCr.	36-48	8	13-20	12	8-10+6	8-4+2	8+6+4	120-132

Exit option: Award of UG Degree in Major with 120-132 credits OR Continue with Major and Minor

VII	12-14(2*4+2*2 cr3*4+2) Strategic Management (4) E-Commerce (4)	4 Global HRM (4) Or	RM:4					20-22	UG Honours Degree 160-
6.0								

Bachelor of Management Studies (BMS) Programme

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Sem	Courses	Credits							Total
VIII	Business ethics (4) +Business ethics in practice (2)	12-14(2*4+2*2 or3*4+2)							
	Structured Finance (4) Or International marketing (4)							OJT:4	20-22
	Organization Structure Theory and Design (4)								
	Business Analytics (4)								
	Mergers, Acquisitions and Corporate Valuations (4)								
	Conflict and Negotiation Management (4) Or								
	Design Thinking and Lateral Innovation (4)								
	Marketing Research (4)								
	CSR (2)								
CumCr.	60-76	16	12	18-20 +4	8-10 +6	8+4+2	8+6+8		160-175

Four Year UG Honours Degree in Major and Minor with 160-176 credits

	Sem	Courses						UG Honors with Research Degree 160-176
6.0	VII	8-10 (2*4+2or2*4)	4	RM:4			RP:4	20-22
	VIII	8-10 (2*4+2or2*4)	4				RP:8	20-22
	CumCr.	52-68	16	18 -20 +4	8-10 +6	8+4+2	8+6+4+12	160-176

Bachelor of Management Studies (BMS) Programme

Annexure (Open Electives for Semester I for 2*2 cc)

Open Electives: Semester - I

Semester	Open Electives
Semester I	Financial Literacy
	Principles Of Event Management
	Sustainable Development Goals
	Introduction To Basic German
	Python Programming For Beginners
	DBMS With Mysql
	Diploma In Foundations Of Yoga
	Swayam Course

SEM – I

Four Years Bachelor of Management Studies (BMS) Programme

Course Structure – Semester I

FYBMS

(To be implemented from Academic Year- 2023-24)

No. of Courses	Semester III	Credits
1	*Major (Mandatory)*	
1(A)	Principles of Management	04
1(B)	Foundation of Human Skills	02
2	*Vocational Courses (VSC)*	
	Introduction of Information Technology in Management Education	02
3	*Skill Enhancement Courses (SEC)*	
	Digital Literacy	02
4	*Ability Enhancement Courses (SEC)*	
	Effective Communication I	02
5	**Value Education Course (VEC)**	
	Constitution of India	02
6	**Indian Knowledge System (IKS)**	
	Indian Management Thought and Practices	02
7	*Open Electives (OE)*	
7 (A)	**As Per Annexure I**	02
7(B)	**As Per Annexure I**	02
8	**Co-Curriculum Course (CC)**	
	Socially relevant Co- curricular activities and	02

	enterprise and report /NSS (2) (CC)	
Total Credits		22

Principles of Management
(Major/ Mandatory Course - 4 Credits)

Modules at a Glance

Sr. No.	Modules	No. of Hours
1	Nature of Management	15
2	Planning and Decision Making	15
3	Organising	15
4	Directing, Leadership, Co-ordination and Controlling	15
Total		60

Course Outcome	1. Student will be able to outline basic concepts of Management
	2. Student will be able to summarize and give examples of planning process and steps in planning process
	3. Student will be able to summarize and give examples of Decision Making steps and process
	4. Student will be able to summarize and give examples of Organizing steps and process
	5. Student will be able to summarize and give examples of Directing process in Management
	6. Student will be able to summarize and give examples of Controlling process in Management
	7. Student will be able to classify Leadership styles and related give examples
	8. Student will be able to understand and discuss emerging concepts of green management

Sr. No.	Modules / Units
1	**Nature of Management**
	• **Management:** Concept, Significance, Role & Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid. • **Evolution of Management thoughts,** Contribution of F.W Taylor, Henri Fayol and Contingency Approach.
2	**Planning and Decision Making**
	• **Planning:** Meaning, Importance, Elements, Process, Limitations and MBO. • **Decision Making:** Meaning, Importance, Process, Techniques of Decision Making.
3	**Organizing**
	• **Organizing:** Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations • **Departmentation:** Meaning, Basis and Significance • **Span of Control:** Meaning, Graicunas Theory, Factors affecting span of ControlCentralization vs Decentralization • **Delegation:** Authority & Responsibility relationship
4	**Directing, Leadership, Co-ordination and Controlling**
	• **Directing:** Meaning and Process • **Leadership:** Meaning, Styles and Qualities of Good Leader • **Co-ordination** as an Essence of Management • **Controlling:** Meaning, Process and Techniques • **Recent Trends:** Green Management & CSR

Reference Books

1. Principles of Management , Ramasamy , Himalya Publication , Mumbai
2. Principles of Management , Tripathi Reddy , Tata Mc Grew Hill
3. Management Text & Cases , VSP Rao , Excel Books, Delhi
4. Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya
5. Essentials of Management , Koontz II & W , Mc. Grew Hill , New York
6. Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications

Foundation of Human Skills
(Major/ Mandatory Course - 2 Credits)

Modules at a Glance

Sr. No.	Modules	No. of Hours
1	Understanding of Human Nature	15
2	Introduction to Group Behaviour	15
Total		**30**

Course Outcome	1. Student will be able to outline perspectives of Human nature: Individual behavior; personality; attitude 2. Student will be able to explain, summarize, and give examples of Thinking & Learning. 3. Student will be able to explain meaning and importance of IQ/EQ and SQ at work place 4. Student will be able to break-down group behavior contexts 5. Student will be able to compare and contrast/ argue / justify 6. Student will be able to explain and give examples of organizational processes and role of groups 7. Student will be able to outline and explain process of conflict management

Sr. No.	Modules / Units
1	**Understanding of Human Nature**
	• **Individual Behaviour:**Concept of a man, individual differences, factors affecting individual differences, Influence of environment • **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizationalbehaviour like authoritarianism, locus of control, Machiavellianism,introversion-extroversion achievement orientation , self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functionsof attitude, Ways of changing attitude, Reading emotions • **Thinking, learning and perceptions:** Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type (IQ, EQ, SQ, at work place),Perception features and factor influencing individual perception, Effects ofperceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice attributional).

2	Introduction to Group Behaviour
	• Introduction to Group Behaviour ▪ Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures) ▪ Team effectiveness: nature, types of teams, ways of forming an effective team. ▪ Setting goals. • Organizational processes and system. ▪ Power and politics: nature, bases of power, politics nature, types, causes of organizational politics, political games. ▪ Organizational conflicts and resolution: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.

Reference Books:
1. Organisational behaviour, S.Robbins, Prentice Hall
2. Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill
3. Organisational behaviour, Fred Luthans, McGrawhill,Newyork
4. Organisational behaviour, K.Aswathappa, Himalaya Publishing House
5. Essentials of management, Koontz,Harold, Tata McGrawhill

Introduction to Information Technology in Management Education
(Vocational Course - 2 Credits)
Modules at a Glance

Sr. No.	Modules	No. of Hours
1	Introduction to IT Support in Management and Office Automation using MS-Office	15
2	Email, Internet and its Applications and E-Security	15
Total		30

Course Outcome	1. Student will be able to outline IT concepts applicable to Management 2. Student will be able to explain give examples of success and failure of IT application in companies 3. Student will be able to use MS Word 4. Student will be able to use spreadsheets and presentation softwares 5. Student will be able to create digitally signed documents 6. Student should be able to relate and explain the concepts of E-Commerce and M-Commerce 7. Student should be able to relate and explain Models of Electronic Funds Transfer, Electronic DataInterchange. 8. Student will be able to understand Threats to Computer systems and control measures

Sr. No.	Modules / Units
1	**Introduction to IT Support in Management and Office Automation using MS Office** • Information Technology Concepts Concept of Data, Information and Knowledge; ; Concept of Database • Introduction to Information Systems and its major components. Types and Levels of Information systems. • Main types of IT Support systems • Computer based Information Systems (CBIS), Types of CBIS - brief descriptions and their interrelationships/hierarchies • Office Automation System(OAS) • Transaction Processing System(TPS) • Management Information System(MIS) • Decision Support Systems (DSS) • Executive Information System(EIS) • Knowledge based system, Expert system • Success and Failure of Information Technology - Failures of Nike and AT&T • IT Development Trends. • Major areas of IT Applications in Management • Concept of Digital Economy and Digital Organization.

- Open Source Software - Concept and Applications.
- Study of Different Operating Systems. (Windows / Linux/ DOS)
- Learn Word:
  - I. Creating/Saving of Document Editing and Formatting Features
  - II. Designing a title page, Preparing Index, Use of SmartArt
  - III. Cross Reference, Bookmark and Hyperlink. Mail Merge Feature.
- Spreadsheet application (e.g. MS-Excel/openoffice.org)
  - I. Creating/Saving and editing spreadsheetsDrawing charts.
  - II. Using Basic Functions: text, math & trig, statistical, date & time, database,financial, logical
  - III. Using Advanced Functions: Use of VLookup/HLookup
  - IV. Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter), data validation, what-if analysis (using data tables/scenarios), creating sub-totals and grand totals, pivot table/chart, goal seek/solver
- **Presentation Software**
  - I. Creating a presentation with minimum 20 slides with a script. Presenting in different views,
  - II. Inserting Pictures, Videos, creating animation effects on them Slide Transitions, Timed Presentations
  - III. Rehearsal of presentation

2	Email, Internet and its Applications and E-Security Systems

- **Introduction to Email**
  Creating emails
  Creating digitally signed documents.
- **Use of Outlook:** Configuring Outlook, Creating and Managing profile in outlook,Sending and Receiving Emails through outlook
  Emailing the merged documents.
  Introduction to Bulk Email software
- **Internet**
  Understanding Internet Technology
  Concepts of Internet, Intranet, Extranet
  Networking Basics, Different types of networks. Concepts (Hubs, Bridges, Routers, IP addresses)
  Study of LAN, MAN, WAN
- **DNS Basics.**
  Domain Name Registration, Hosting Basics.
- **Emergence of E-commerce and M-Commerce** Concept of E-commerce and M-Commerce Definition of E-commerce andM-Commerce
  Business models of e-commerce: models based on transaction party (B2B,B2C, B2G, C2B, C2C, E-Governance)
- Models based on revenue models, Electronic Funds Transfer, Electronic

DataInterchange.

- **Threats to Computer systems and control measures.**Types of threats-
  Virus, hacking, phishing, spyware, spam, physical threats (fire, flood, earthquake, vandalism)
  Threat Management
- **Security on the internet**
  Network and website security risks
  Website Hacking and Issues therein.Security and Email

Reference Books:

1. Information Technology for Management, 6TH ED (With CD)
   By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)
2. Microsoft Office Professional 2013 Step by Step
   By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
3. Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)
4. Electronic Commerce - Technologies & Applications.
   Bhaskar Bharat,
   https://play.google.com/books/reader?id=F1zbUaBtk7IC&printsec=frontcover&output=reader&h l=en&pg=GBS.PP1

DIGITAL LITERACY
(Skill Enhancement Course - 2 Credits)

Sr. No.	Modules	No. Hours
1	Introduction to Digital Media & Marketing and SEO & SEM Search Engine Optimization and Search Engine Marketing	15
2	Social Media Marketing (SMM) and Web Analytics	15
Total		30

Course Outcome	1. Student will be able to define Digital media, SEO and SEM 2. Student will be able to explain, summarize, and give examples of. 3. Student will be able to illustrate working and use of Digital mediums 4. Student will be able to classify methods of social media marketing 5. Student will be able to create Social Media Marketing content

Sr. No.	Modules / Units
1	**Introduction to Digital Media & Marketing and SEO & SEM - Search Engine Optimization and Search Engine Marketing**
	• Understanding Digital Media and Marketing • Advantages of Digital Media Marketing • Principles of Digital Media Marketing • Key Concepts in Digital media • How search Engine works • Introduction to SEO Optimization • On Page Optimization (SEO)&Off Page optimization • What is SEM& Why is SEM • What is Google Adwords? • Why Google (SEM) Adwords • Google network • Adwords terminologies • Campaign types g. Creation of Google Display • NETWORK (GDN), Display Ads format • Conversion tracking j. GDN Campaign creation (DEMO) Remarketing • What are Google shopping Ads
2	**Social Media Marketing (SMM) and Web Analytics**

	- Introduction to Social Media Marketing - Facebook Marketing (SMM) - Instagram Marketing - LinkedIn Marketing - Twitter Marketing - SMM Tools - Creating a successful social media strategy - Affiliate Marketing - Introduction to analytics - Social CRM and analysis - Google analytics - Digital Analytics - Content performance analytics - Visitor analysis - Social media analytics

Reference Books:

1. Digital Literacies: Concepts, Policies and Practices (New Literacies and Digital Epistemologies) , by Colin Lankshear (Editor), Michele Knobel (Editor)

2. 2- Understanding Digital Literacies: A Practical Introduction , by Rodney H. Jones (Author), Christoph A. Hafner (Author)

3. Digital Literacy by Paul Gilste

INDIAN MANAGEMENT THOUGHT AND PRACTICES
(Indian Knowledge System- 2 Credits)

Sr. No.	Modules	No.of Hours
1	Indian Ethos and Personality	15
3	Society and Social Groups and Spirituality	15
Total		30

Course Outcome	1. Student will be able to outline Individual – a being with infinite capabilities and potentials – is a result of your own actions Koshas: the concept of man 2. Student will be able to explain the three paths/marga – Bhakti, Karma and Jnana The three gunas – sattva, rajas, tamas. 3. Student will be able to use Meditation techniques for self-development 4. Student will be able to explain significance of festivals and their connect to harmony with nature 5. Student will be able to compare / contrast Spirituality Vs Religion 6. Student will be able to explain concept of Maya, Karma, Dharma and connect with Management

Sr. No.	Modules / Units
1	**Indian Ethos and Personality**
	• Multiplicity and variety – yet has commonness • Focus on the ultimate Principles or Intelligence to whom (or which) man seeks recourse. • Personality development through yoga – the three paths/marga – Bhakti, Karma and Jnana The three gunas – sattva, rajas, tamas. • Individual – a being with infinite capabilities and potentials – is a result of your own actions Koshas: the concept of man • Meditation – the technique for development of self • Leadership: qualities of leaders with special reference to Indian thoughts. Motivation – Indian approach vis-à-vis American and Japanese approaches.
2	**Society and Social Groups and Spirituality**
	• Society – combination of individuals of diversity – values that reflect on social practices and customs – impact on individual and collective behaviors – uses coercion to enforce compliance – societal values. • Significance of festivals – harmony with nature. • Spirituality vis-à-vis religion • Concept of Maya (Illusion) – Advaita Vedanta - Meaning, scope and implications at work • Concept of Dharma: varna ashram dharma, svadharma - Meaning, scope and

	implications at work • Concept of karma - meaning and importance to managers, corporate karma. • Concept of Vasudhaiva Kutumbakam - Meaning, scope and implications at work

Reference books :

1. Management by Values, S.K. Chakraborthy, Oxford Press
2. Management Theory, Rao M. & Rao S., Kanishka Publishers Distributor
3. Indian Ethos in Management, P.K. Ghosh, –
4. Ethics, Indian Ethos and Management, S. Balachandran and others, Shroff Publishers and Distributors Pvt. Ltd.

Effective Communication- I
(Ability Enhancement Course- 2 Credits)

Sr. No.	Modules	No. of Hours
1	Theory of Communication and Obstacles to Communication in Business World	15
2	Business Correspondence and Language and Writing Skills	15
Total		30

Course Outcome	1. Student will be able to outline concept of communication 2. Student will be able to explain Formal and Informal- Vertical, Horizontal, Diagonal,Grapevine 3. Student will be able to explain modes of communicationStudent will be able to illustrate communication barriers 4. Student will be able to formulate business communication like Emails, professionalcorrespondence 5. The students will be able to formulate personal correspondence

Sr. No.	Modules / Units
i	**Theory of Communication and Obstacles to Communication in Business World**
	Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global World, Impact of technological advancements on Communication **Channels and Objectives of Communication: Channels-** Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine **Objectives of Communication**: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given) **Methods and Modes of Communication:** Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegramto be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing **Problems in Communication /Barriers to Communication:** Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers **Listening:** Importance of Listening Skills, Cultivating good Listening Skills

2	Business Correspondence and Language and Writing Skills

- Theory of Business Letter Writing:

Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles ofEffective Letter Writing, Principles of effective Email Writing

- Personnel Correspondence:

Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation

- Professional Correspondence:

Letter of Appointment, Promotion and Termination, Letter of Recommendation; Commercial Terms used in Business Communication; Paragraph Writing: Developing an idea, using appropriate linking devices, etc.; Cohesion and Coherence,self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]

Activities

- Listening Comprehension and Reading Comprehension
- Speaking Skills: Presenting a News Item, Dialogue and Speeches
- Paragraph Writing: Preparation of the first draft, Revision and Self - Editing, Rules of spelling.

Reference Books
1. Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
2. Alien, R.K.(1970) Organisational Management through Communication.
3. Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management,Mumbai.
6. Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
7. Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
8. Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class BusinessCorrespondence, N.T.C. Publishing Group USA.
9. Banerjee, Bani P (2005) Foundation of Ethics in Mangoment Excel Books10.Businessworld SpecialCollector's Issue: Ethics and the Manager

Constitution of India

(Value Education Course- 2 Credits)

Sr. No.	Modules	No. of Hours
1	Indian Constitution: Making and basic premise and Union and State Government	15
2	Legislature and Judiciary and Governance and Constitution	15
Total		20

Course Outcome	1. Student will be able to outline meaning and significance of constitutionStudent will be able to explain the Preamble of constitution of India 2. Student will be able to explain Fundamental Duties and Rights and DirectivePrinciples 3. Student will be able to explain structure, composition and powers of JudiciaryStudent will be able to explain structure of local self-government 4. Student will be able to explain structure, composition and powers of ElectionCommission 5. Student will be able to comprehend use of citizen measures like RTI and PIL
Sr. No.	**Modules / Units**
1	**Indian Constitution: Making and basic premise and Introduction to Union and State Government**
	• Meaning and Significance of Constitution. • Constituent Assembly- Composition, Objectives • Preamble and Salient features of the Indian Constitution. • Fundamental Rights, Fundamental Duties. Directive Principles • President of India- Election, Powers and functions • President of India- Election, Powers and functions • Prime Minister and Cabinet – Structure and functions • Governor- Powers and functions • Chief Minister and Council of Ministers – Functions.

2	Legislature and Judiciary and Governance and Constitution
	• Parliament – Lok Sabha and Rajya Sabha – Composition and powers • State Legislative Assembly and Legislative Council – Composition and powers • Judicial System in India – Structure and features • Supreme Court and High Court: Composition, Jurisdiction. • Federalism in India – Features • Local Government -Panchayats –Powers and functions; 73rd and 74th amendments • Election Commission – Composition, Powers and Functions; Electoral Reforms • Citizen oriented measures – RTI and PIL – Provisions and significance.

Suggested Readings:

1. Durga Das Basu,*Introduction to the Constitution of India*, Gurgaon; LexisNexis, (23rd edn.) 2018.

2. M.V. Pylee, *India's Constitution*,New Delhi; S.Chand Pub., (16th edn.) 2017.

3. J.N.Pandey, *The Constitutional Law of India*, Allahabad; Central Law Agency,(55th edn.) 2018.

4. *Constitution of India* (Full Text), India.gov.in., National Portal of India,htps:

5. K B Merunandan, *Bharatada Samvidhana Ondu Parichaya,* Bangalore, Meragu Publications,2015.

6. K.Sharma, *Introduction to the Constitution of India*, Prentice Hall of India, NewDelhi, 2002.

7. P.M Bakshi, *Constitution of India*, Universal Law Publishing House, NewDelhi, 1999.

8. D.C.Gupta, *Indian Government and Politics*, Vikas publishing House, NewDelhi,1975.

9. S.N.Jha, *Indian Political System: Historical Developments*, Ganga Kaveri Publishing House,Varanasi, 2005.

Co-Curriculum Course (CC)

Socially Relevant Co-Curricular Activities/ NSS

Co-Curriculum Course (CC)	Credits	No. of Hours of Activity
Socially relevant Co- curricular activities. Some indicative activities – • Swacch Bharat Abhiyan Activity • Beach Cleaning • Tree Planation • Community Services during Ganapati Immersion • Participation in organization of Blood Donation Camps • Visit to under-privileged schools / old age homes and community service • Or any Other community services decided by institution / college / Participation in NSS Activities	02	30
Course Outcome	1. Student should be able to outline the structure, activities conducted under National ServiceScheme (NSS). 2. Student should be able to understand the degeneration of value system, family system, genderissues, regional imbalances and actions he/she can take as NSS volunteer 3. Student should able to contribute to activities of social inclusion, national integration, community service	

	General Insurance - Types, Postal Life Insurance Schemes- Housing Loans - Institutions providing Housing Loans, Pradhanmantri Awas Yojana: Rural and Urban
	SKILL DEVELOPMENT • Visit a nationalized bank near your area and collect information regardingservices offered by the bank. • Visit a post office in your area and collect information about various deposit schemes available. • Collect an account opening form from a nationalized bank and fill up the form with necessary enclosures. Collect an account opening form from a post office and fill the form. • Prepare an annual family budget considering the income of your family. Also prepare a personal budget for six months. Visit a LIC branch in your area and collect information regarding any five insurance policies (with its features).

Books for Reference:
1. Avadhani, V A (2019), Investment Management , Mumbai: Himalaya Publishing House Pvt Ltd
2. Chandra, P (2012), Investment Game: How to Win . New Delhi: Tata McGraw Hill Education.
3. Kothari , R (2010), financial Services in India: Concept and application. New Delhi: Sage Publication India Pvt td
4. Milling B. E, (2003), The Basics of Finance: Financial Tools for Non Financial Managers, Indiana : Universe Company.
5. Zokaityte , A (2017), Financial Literacy Education. London: Palgrave Macmillan

Open Electives (OE)
Financial Literacy (OE 1)

Sr. No.	Modules	No. of Hours
1	Introduction to Financial Literacy and Banking	15
2	Planning and Decision Making	15
Total		30

Course Outcome	OUTCOMES: 1. The students will be able to understand the importance of financial literacy and prepare financial plans and budgets. 2. The student will be able to describe the importance of insurance services as social security measures.

Sr. No.	Modules / Units
1	**Unit I - Introduction to Financial literacy and Banking**
	I Introduction to Financial literacy: Financial Literacy- Meaning and Importance - Components of Financial Literacy- Financial Institutions: Meaning, Banking and Non-Banking Financial Institutions, Post offices. Investment: Meaning, Difference between Investment Vs Gambling- Risk and Return **II Introduction to Banking:** Meaning and Types of Banks, Various services offered by banks, types of bank deposit accounts, Formalities to open various types of bank accounts, KYC norms. Various types of Loans: Short term, Medium term and Long term loans. Cashless banking, e-banking, ATM, Debit and Credit cards, banking Complaints..
2	**Unit II**
	III Financial Services from Post Office: Post office Savings Schemes: Savings account Recurring deposit -Term Deposit - Monthly Income Scheme - Kissan Vikas Pathra – NSC – PPF - Senior Citizen Savings Scheme - Sukanya Samriddhi Yojana/Account - Indian Post Payments Bank - Money Transfer - Money Order. **IV Insurance Services:** • Life Insurance – Life Insurance Policies - Term Insurance and Endowment Policies - Pension Policies - Health Insurance Plans – ULIP - Property Insurance -

Open Electives (OE)
PRINCIPLES OF EVENT MANAGEMENT
(OE 2)

Sr. No.	Modules	No. of Hours
1	Introduction to Financial Literacy and Banking	15
2	Planning and Decision Making	15
Total		30

Course Outcome	Course Outcome
	1. Student should be able to outline Event Management Activities 2. Student should be able to list principles of organizing an Event 3. Student should be able to plan and prepare Event schedules and checklists 4. Student should be able to demonstrate participation in an Event as part of organizing team / Or as team leader

Sr. No.	Modules / Units
1	**Unit I - Introduction and Procedure of Event Management**
	1- INTRODUCTION TO EVENT MANAGEMENT Event- Meaning- Why Event Management- Analysis of Event, Scope of Event, Decision Makers Event Manager Technical Staff- Establishing of Policies & Procedure-Developing Record Keeping Systems. **2-EVENT MANAGEMENT PROCEDURE** Principles for holding an Event, General Details, Permissions- Policies, Government and Local Authorities, - Phonographic Performance License, Utilities- Five Bridge Ambulance Catering, Electricity, Water Taxes Applicable..
2	**Unit II**
	Unit: 3-CONDUCT OF AN EVENT. 8 Hrs Preparing a Planning Schedule, Organizing Tables, Assigning Responsibility, Communication and Budget of Event- Checklist, Computer aided Event Management-Roles & Responsibilities of Event Managers for Different Events. **Unit: 4 CORPORATE EVENTS 6 Hrs** Planning of Corporate Event, Job Responsibility of Corporate Events Organizer, Arrangements, Budgeting, Safety of Guests and Participants, Creating Blue Print, Need

	for Entertainment in Corporate Events And Reporting.
	Skill Development 1. Preparation of Event Plan for Wedding, Annual general body Meeting of an MNC. 2. Preparing Budget for conduct of National level intercollegiate sports events. 3. Preparation of Event Plan for College Day Celebrations 4. Preparation of Budget for Conducting inter collegiate Commerce Fest

Book References
1. Event Entertainment and Production – Author: Mark Sonderm CSEP Publisher: Wiley & Sons, Inc.
2. Ghouse Basha – Advertising & Media Mgt, VBH.
3. Anne Stephen – Event Management, HPH.
4. K. Venkataramana, Event Management, SHBP.
5. Special Event Production – Doug Matthews – ISBN 978-0-7506-8523-8
6. The Complete Guide to successful Event Planning – Shannon Kilkenny
7. Human Resource Management for Events – Lynn Van der Wagen (Author)
8. Successful Team Managecmnt (Paperback) – Nick Hayed (Author)
9. Event Management & Public Relations by Savita Mohan – Enkay Publishing House
10. Event Management & Public Relations By Swarup K. Goyal – Adhyayan Publisher - 2009

Open Electives (OE)
SUSTAINABLE DEVELOPMENT GOALS
(OE 3)

Sr. No.	Modules	No. of Hours
1	Environment, Development and Pollution	15
2	Sustainable Development Goals and Issues in Implementing SDGs	15
Total		30

Course Outcome	**COURSE OBJECTIVES:** The course aims to enable students to understand the basic concepts of Sustainable Development in the context of the environmental, social and economic dimensions along with the issues and conflicts in the implementation and attainment of SD goals on the national and global scale. **COURSE OUTCOMES:** After completion of the course, the students should be able to: 1. Explain the basic concept of Sustainable Development (SD) in the context of the environmental, social and economic dimensions. 2. Illustrate the targets and indicators of Sustainable Development Goals 3. Relate the issues and conflicts in the implementation and attainment of SD goals on the national and global scale
Sr. No.	**Modules / Units**
1	**Unit I - Environment, Development and Pollution**
	Module I **Environment, Development and Pollution 10 Hours** Meaning Characteristics of Environmental Goods and Services Relationship between Environment and Development- Environmental Kuznets Curve – Meaning Resource Use and Management Resource Taxonomy – Renewable and nonrenewable resources- Economic Theory of Depletable Resources- Optimal Use of Renewable Resources- Resource Scarcity and Economic Growth – Limits to Growth Model- Market failures- Tragedy of Commons and common property Resources- Resource Conservation Sustainable Development Sustainable Development – Definitions, Objectives and Principles-Processes and Indicators of Sustainable Development- Approaches – strong and weak and Strategies for Sustainable Development Environmental accounting Measures
2	**Unit II- Sustainable Development Goals and Issues in Implementing SDGs**

Module II

Sustainable Development Goals 10 Hours

Introduction and History Brundtland Committee Recommendations- Rio Summit and Agenda 21- SDGs: Goals, Targets and Indicators Government and the SDGs SDG Policy Instruments- Planning- Localizing the SDGs- Industrial Policies and the SDGs Financing the SDGs New financing mechanisms and global funds

Issues in Implementing SDGs 10 Hours

Means to Realizing the SDGs Degrowth and circular economy – concepts- Sustainable production and consumption Sustainable cities and transportation- Sustainable designs, technology, digital revolution and innovation- Renewable Energy Implementing SDGs India's framework for sustainable development Other Issues Sustainable business-Development Assistance- Cross-Border Cooperation.

Skill Development

1. Preparation of Event Plan for Wedding, Annual general body Meeting of an MNC.
2. Preparing Budget for conduct of National level intercollegiate sports events.
3. Preparation of Event Plan for College Day Celebrations
4. Preparation of Budget for Conducting inter collegiate Commerce Fest

BOOKS FOR REFERENCES:

1. Baumol, W.J. and W.E. Oates (1988): The Theory of Environmental Policy (2e), CUP, Cambridge.
2. Bhattacharya, R.N. (Ed): Environmental Economics: An indian Perspective, OUP, New Delhi.
3. Dalby, Simon, et al. Achieving the Sustainable Development Goals: Global Governance Challenges. Routledge, 2019.
4. Day, G.S., and P.J.H. Schoemaker (2011), Innovating in uncertain markets: 10 lessonsfor green technologies, MIT Sloan Management Review, 52.4: 37-45.
5. Elliott, Jennifer. An introduction to sustainable development. Routledge, 2012.
6. Gagnon, B., Leduc, R., and Savard, L., Sustainable development in engineering: a review of principles and definition of a conceptual framework. Working Paper 08-18, 2008.
7. Hanley, Shogren and White (1997): Environmental Economics in Theory and Practice, Macmillan.
8. Kolstad, C.D. (1999): Environmental Economics, OUP, ND.
9. Pearce, D.W. and R. Turner (1991): Economics of Natural Resource Use and Environment, John Hopkins Press, Baltimore.
10. Sachs, Jeffrey D. The age of sustainable development. Columbia University Press, 2015
11. Tietenberg, T. (1994): Environmental Economics and Policy, Harper Collins, NY.

Open Electives (OE)
Introduction to Basic German
(OE 4)

Sr. No.	Modules	No. of Hours
1	Unit 1	15
2	Unit II	15
Total		30

Course Outcome	1. Create and answer basic questions pertaining to one's and other's name, residence or similar topics from one's direct surroundings. 2. Demonstrate the ability to introduce himself/ herself and others. 3. Apply basic language structures and respond partially to daily life situations. 4. Develop the ability to work in different teams and mixed groups. 5. Understand and apply language learning skills of reading, listening, understanding, speaking and writing skills at the basic CEFR level of A 1.1

Sr. No.	Modules / Units
1	Unit I
	Module I Chapter 1: Greetings, asking and telling names, script, favourite colour, easy vocabulary
2	Unit II-
	Module II Mother tongue, nationality, exchanging pleasantries, months and basic sentences and questions.

Books and References

1. Dengler, Stefanie, u.a.: Netzwerk neu A1. Deutsch als Fremdsprache. Kursbuch und Arbeitsbuch.München / Delhi:

2. Klett Langenscheidt / Goyal Saab 2020 (Chapter 1 to 3 for Semester I and Chapter 4 to 6 for Semester II)

Open Electives (OE)
Python Programming for Beginnners
(OE 5)

Sr. No.	Modules	No. of Hours
1	Unit 1	15
2	Unit 2	15
Total		30

Course Outcome	1. Understand the syntax and semantics of the Python programming language. 2. Illustrate the process of structuring the data using lists, tuples 3. Work with various documents formats 4. Demonstrate the use of built-in functions to navigate the file system.		
Sr. No.	**Modules / Units**		
1	**Unit I -**		
	Module I • **Python Basics:** Entering Expressions into the Interactive Shell, The Integer, Floating-Point, and String Data Types, String Concatenation and Replication, StoringValues in Variables, Your First Program, Dissecting Your Program • **Flow control:** Boolean Values, Comparison Operators, Boolean Operators, Mixing Boolean and Comparison Operators, Elements of Flow Control, Program Execution, Flow Control Statements, Importing Modules, Ending a Program Early • **Functions:** def Statements with Parameters, Return Values and return Statements, The None Value, Keyword Arguments and print(), Local and Global Scope, The global Statement, Exception Handling		
2	**Unit II-**		
	Module II • **Lists:** The List Data Type, Working with Lists, Augmented Assignment Operators, Methods, • **Strings and Tuples, References, Dictionaries and Structuring Data:** The Dictionary Data Type, Pretty Printing, Using Data Structures to Model Real-World Things, Manipulating Strings: Working with Strings, Useful String Methods **Reading and Writing Files:** Files and File Paths, The os.path Module, The File Reading/Writing Process, Saving Variables with the shelve Module, Saving Variables with the print.format() Function		

BOOKS FOR REFERENCES:

1. Al Sweigart, ―Automate the Boring Stuff with Python‖,1 stEdition, No Starch Press, 2015.
2. Allen B. Downey, ―Think Python: How to Think Like a Computer Scientist‖, 2 nd Edition, Green Tea Press, 2015.

Open Electives (OE)
DBMS with MySQL
(OE 6)

Sr. No.	Modules	No. of Hours
1	Introduction to DBMS	15
2	MySQL	15
Total		30

Course Outcome	1. Introduce the fundamentals of database management systems. 2. Understand the importance of data modeling and its type. 3. Learn MySQL basics for data definition & manipulation. 4. Understand the view.

Sr. No.	Modules / Units
1	**Unit I - Introduction to DBMS**
	Module I • **Introduction to Database Management:** Introduction to Database, Characteristics and Importance of Database, Introduction to DBMS and its users, Advantages and Concerns of Database, Three-Level DBMS Architecture and Data Abstraction, Data Independence, DBMS System Architecture, Database Administrator, Choosing DBMS • **Entity–Relationship Data Model:** Benefits of Data Modeling, Types of Models, Phases of Database Modeling, E-R Model, Strength and Weakness of E-R Model, Case studies on E-R Model, • **Relational Model:** Data structure, Mapping the E-R Model to the Relational Model, Data Manipulation, Data Integrity, Advantages of the Relational Model
2.	**Unit II- MySQL**
	Module II • **Installation of MySQL and Creating Database:** SQL in MySQL vs. SQL in Other Database Systems, MySQL Architecture, Using MySQL Workbench, Data Types of MySQL,Creating a New Database, Creating a New Table -- Constraints&Indexes, Dropping and Altering Tables • **Data Retrieval and Joins in MySQL:** SimpleSELECT queries, Usage of

	Wild Characters, Table Aliasing Joins - Inner, outer, natural, cross, self, Sub-queries, ComparisonOperator.
	• **In-built functions, Data Manipulation, Views:** Introduction to Functions, Aggregate Functions, String Functions, Date & Time Functions, Mathematical Functions, Data Manipulation – INSERT, UPDATE, DELETE queries. Introduction of view, creation of view and dropping view.

BOOKS FOR REFERENCES:
1. Database Management Systems, G K Gupta, McGraw Hill Education
2. Database System and Concepts, A Silberschatz, H Korth, SSudarshan, McGrawHill, FifthEdition
3. Database Systems, Rob Coronel, Cengage Learning, Twelfth Edition
4. Introduction to Database System, C.J.Date Pearson First 2003
5. MySQL Crash Course – A Hands-on Introduction to Database Development, Rick Salva, NoScratch Press, San Francisco

Open Electives (OF)
DIPLOMA IN FOUNDATIONS OF YOGA
(OE 7)

Sr. No.	Modules	No. of Hours
1	Unit-1	15
2	Unit-2	15
Total		30

Course Outcome	The Diploma course focuses on the foundations of both the theoretical and practical aspects of Yoga, one of the oldest sciences of the world. Yoga being a way of life, the learner will be able to apply its insights irrespective of age, gender, profession, state, conditions, problems and sufferings in any human endeavour – personal, professional, social, family and spiritual. The course will contribute considerably to future career prospects and research in Yoga.
Sr. No.	**Modules / Units**
1	**Unit I -** • Introduction to Indian Philosophy : Background of the Six Āstika Darshanas with special reference to Samkhya • Satkaryavada – Evolution Theory; Duhkha and its types: Bondage and Liberation • Patañjali's Yoga darshana: Introduction to 'Yoga Sūtram, Structure of Yoga Sutra, Definition of Yoga as citta vrtti nirodha • Types of Citta vrtti, Kleshas, Cittabhumis and Antaraya
2	**Unit II-** **Practicals:** Astanga • Yoga -Yama – Niyama – Pratipaksha Bhavanam 2 . Asana: Meditative and Cultural. Pranayama – Benefits of Pranayama, Nadishuddi and Pranayama, Duration and time for Pranayama Practice, Gradation of Pranayama, Yukta and Ayukta Pranayama, Nadishuddi • Asanas Standing i. Prartnasana ii. Tadasana iii. Utkatasana iv. Vriksasana v. Trikonasana vi. Ardha Kati Chakrasana vii. Hastapadasana • Sitting i. Sukhasana ii. Vajrasana iii. Padmasana iv. Bhadrasana v. Parvatasana vi. Vakrasana vii. Janu Shirasana viii. Ushtrasan ix. Yoga Mudra x. Shashankasana • Prone i. Bhujangasana ii. Ardha Shalabhasana iii. Dhanurasana iv. Makarasana

	● Pranayama 1 . Fuller Breathing 2 . Equal Breathing 3 . NaddiShodana
	● Kriyas – Satkriya-Neti, Dhauti, Basti, Nauli, Trataka. 2 . Jalneti 3 . Sutraneti 4 .Vamanadauti 5 . Trataka 6 . Kaphalbhati 7 . Moolashoodana.

BOOKS FOR REFERENCES:

1. The Yoga Sutra of Patanjali M.R.Yardi, Bhandarkar Oriental Research Institute, Pune. 1979

2. Indian Philosophy by Dr. S. Radhakrishanan, Oxford University Press 1923.

3. Introduction to Indian Philosophy by Dutta & Chatterji, Rupa & Co, 2015

4. Outlines of Indian Philosophy by Hiriyanna.Motilal Banarsidass Publisher, 2014. 11

5. The Yoga system of Patanjali, James, Hougton , wood., Forgetten Books, 2018

6. Yogasutras of Patanjali – Sadhanapada with Exposition of Vyasa, Motilal Banarsidass, 2002

7. Light of Yoga (on Yama – Niyama) by B.K.S. Iyenger, Thorsons, 2006 8. Hatha Yoga Pradeepika – Yogi Swatmarama, Yogavidya.com, 2002 9. 9. Science of Yoga by I.K.Taimini, Theosophical Publishing House, 2007

Internal Assessment Components

(Internal Assessment – Weightage in overall Marks 50% Marks)

(Suggested Components)

Sr. No.	Particular	Weightage
		50%
1	One class test	40%
2	Assignments/ Presentation/Viva/Role plays/ Group Activity	10%
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	

Question Paper Pattern
(Theorctical Courses) (50 Marks)

Maximum Marks: 50

Questions to be set:

05Duration: 2 Hrs.

All Questions Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 7 and to be answered any 05 B) Sub Questions to be ask d 7 and to be answered any 05 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	10 Marks
Q-2	Full Length Practical Question	10 Marks
Q-2	OR Full Length Practical Question	10 Marks
Q-3	Full Length Practical Question	10 Marks
Q-3	OR Full Length Practical Question	10 Marks

Q-4	Full Length Practical Question	10 Marks
Q-4	*OR* Full Length Practical Question	10 Marks
Q-5	A) Theory questions	05 Marks
	B) Theory questions	05 Marks
Q-5	*OR* Short Notes To be asked 05 To be answered 02	10 Marks

Assessment for Co-Curricular Course (Semester 1)

Particular	Indicative Activity (Minimum 5 will be conducted by the Institute)	Assessment Activity
Assessment based on Co-Curricular Activity participation and Report Submitted	• Swacch Bharat Abhiyan Activity / Cleanliness Drive Activity/Awareness Activity • Beach Cleaning • Tree Planation/ Environment Conservation/ Awareness Activity • Community Services during Ganapati Immersion/ any other community service • Participation in organization of Blood Donation Camps/Medical Camp/ Awareness Activity • Visit to under-privileged schools / old age home • Or any Other community services/ Social Service/Awareness Activity decided by Institution / college	Marks based on: (a) Activity Participation (50%) (b) Activity Report Submission and Viva-voce Examination (50%)

Conversion of Marks to Grades

A 10 Grade Point Scale system will be followed. Each term work module will be evaluated in terms of marks first and then to letter grades as shown below:

Semester GPA/ Program CGPA Semester/ Program	% of Marks	Alpha-Sign/ Letter Grade Result
9.00-10.00	90.0-100	O (Outstanding)
8.00<9.00	80.00<90.00	A+ (Excellent)
7.00<8.00	70.00<80.00	A (Very Good)
6.00<7.00	60.00<70.00	B+ (Good)
5.50<6.00	55.00<60.00	B (Above average)
5.00<5.50	50.00<55.00	C (Average and Pass)
4.00<5.00	40.00<50.00	Pass
Below 4.00	Below 40	F (Fail)
Ab (Absent)	--	Absent

(1) SGPA/ CGPA Calculation
Semester Grade Point Average (SGPA)

$$SGPA\ (Si) = \frac{[\sum Ci \times Gi]}{(\sum Ci)}$$

Where, c_i is the number of credits of the ith course and G_i is the grade points scored by the student in the ith course.
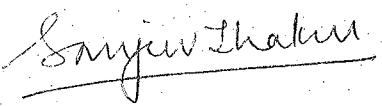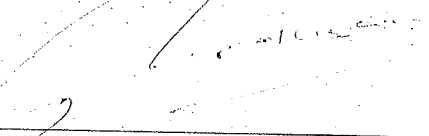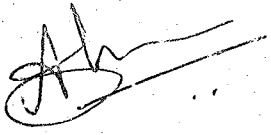
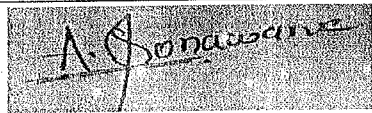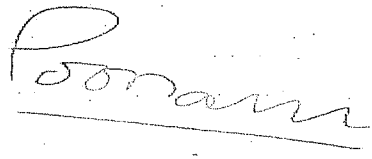## Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{[\sum Ci \times Si]}{(\sum Ci)}$$

Where S_i is the SGPA of the ith semester and c_i is the total number of credits in that semester.

Syllabus
(FYBMS)
(Semester I)

Team for Creation of Syllabus

Name	College Name	Sign
Dr. Smita Shukla	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Aruna Deshpande	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Sanjeev Thakur	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Sushmita Mukerji	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Rakesh Malusare	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Abhiraj Shivdas	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Naina Salve	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Dr. Ashish Hattangadi	Alkesh Dinesh Mody Institute for Financial and Management Studies	
Mr. Javeed Kalangade	Alkesh Dinesh Mody Institute for Financial and Management Studies	

Dr. Antara Sonawane	K.B. P. Hinduja College	
Dr. Poonam Kakkad	Nirmala Memorial Foundation College of Arts, Science and Commerce	

Sign of HOD

Name of the Head: Dr. Smita Shukla.
Name of the Department: Alkesh Dinesh Mody
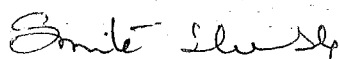Institute for Financial and Management Studies

Sign of Dean:

Name of the Dean: Dr. Kavita Lagate
Name of the Faculty: Commerce and Management

Justification for FYUP Bachelors of Management Studies

1	Necessity for Starting Course.	The new program was necessary as per GR: dated 16th May 2023
2	Whether the UGC has recommended the course:	It is as per UGC Guidelines
3	Whether all the courses have commenced from the academic year 2023-24	It will commenced from academic year 2023-24
4	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	The department has eligible permanent faculty
5	To give details regarding the duration of the Course and is it possible to compress the course?	No, It is not possible to compress the course
6	The intake capacity of each course and no of admissions given in the current academic year	144
7	Opportunities of Employability/ Employment available after undertaking these courses:	The course is Industry linked course and builds up employability

Sign of HOD
Dr. Smita Shukla
Alkesh Dinesh Mody Institute for
Financial and Management Studies

Sign of Dean
Dr. Kavita Lagate
Commerce and Management