

The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)



Revised Syllabus and
Question Paper Pattern of Courses of
BACHELOR OF MANAGEMENT STUDIES
(B.M.S.) PROGRAMME
FIRST YEAR
SEMESTER I AND II

Under Choice Based Credit System, Grading and
Semester System

(To be implemented from
Academic Year 2020-2021)

Board of Studies

The Kelkar Education Trust's
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B.M.S. SEMESTER I		
Course Code	Full Name of Course (with Paper Name)	Credit Point
	Core Courses (CC)	
MSFHS101	Foundation of Human Skills	3
MSECO102	Business Economics-I	3
	Ability Enhancement Course (AEC)	
MSBC103	Business Communication – I	3
	Skill Enhancement Course (SEC)	
MSFC104	Foundation Course – I	2
	Elected Courses (EC)	
MSIFA105	Introduction to Financial Accounts	3
MSLAW106	Business Law	3
MSBS107	Business Statistics	3



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester I

Course: FOUNDATION OF HUMAN SKILLS

Course Code	Course Title	Credit
MSFH101	Foundation of Human Skills	03



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1. Syllabus as per **Choice Based Credit System**

- i) Name of the Programme : B.M.S.
- ii) Course Code : MSFH101
- Semester I
- iii) Course Title : Foundation of Human Skills
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus
- vi) Credit structure
- No. of Credits per Semester : 03
- vii) No. of lectures per Unit : 15
- viii) No. of lectures per week : 04
- ix) No. of Tutorial per week : ---
- 2 Scheme of Examination :
- Semester End Exam:60 marks (5 Questions of 12 marks each)
 - Internal Assessment 40 marks:
 - Test 15 marks,
 - Project/ Assignment 15 marks
 - Class Participation: 10 marks
- 3 Special notes, if any : No
- 4 Eligibility, if any : As laid down in the College Admission brochure/website
- 5 Fee Structure : As per College Fee Structure specifications
- 6 Special Ordinances / Resolutions, if any : No



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Programme: FY B.M.S.

Semester: I

Course : Foundation of Human Skills

Course Code :MSFHS101

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge of human skills
: Basic knowledge of personality and psychology of human being.

Course Objectives:	
1	It enhances and develops human skills, awareness of different individual difference in their behaviour, attitudes and personalities
2	Enhance the learner on thinking and perception for managerial decision making.
3	It gives awareness of groups' dynamics, team effectiveness. organization culture, conflict handling, stress management



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	UNDERSTANDING OF HUMAN NATURE <ul style="list-style-type: none"> • 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 organizational behaviour 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, Functions of 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 of perceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice, attribution) 	15
II	INTRODUCTION TO GROUP BEHAVIOUR <ul style="list-style-type: none"> • Introduction to Group Behaviour <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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. 	15
III	ORGANIZATIONAL CULTURE AND MOTIVATION AT WORKPLACE <ul style="list-style-type: none"> • Organizational Culture: <ul style="list-style-type: none"> ▪ Characteristics of organizational culture. ▪ Types, functions and barriers of organizational culture ▪ Ways of creating and maintaining effective organization 	15



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	<p style="text-align: center;">culture</p> <ul style="list-style-type: none"> • Motivation at workplace : Concept of motivation Theories of motivation in an organisational set up. <ul style="list-style-type: none"> ▪ A.Maslow Need Heirachy ▪ F.Hertzberg Dual Factor ▪ Mc.Gregor theory X and theory Y. 	
IV	<ul style="list-style-type: none"> • Organisational change and creativity: Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving. • Organisational Development and work stress: Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress. 	15
Total No. of Lectures		60

Beyond the Syllabus

Presentation, Group Discussions, Debate, Case studies & Book Review.



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course, students will able to
CO1	Students will learn human span of life and also individual differences.
CO2	Get knowledge of Thinking and Learning theories.
CO3	Understand students to understand organization culture and different motivational theories.
CO4	Gain knowledge of stress management and conflict management at work place.

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> • Organisational behaviour, S.Robbins, Prentice Hall • Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill • Organisational behaviour, Fred Luthans, Mc Grawhill, New York • Organisational behaviour, K. Aswathappa, Himalaya Publishing House • Essentials of management, Koontz, Harold, Tata Mc Grawhill
<u>E-Resources</u> Webliography:	



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Syllabus Prepared by:

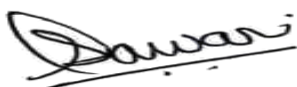
- | |
|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Ms.Seema Pawar: Chairperson, Syllabus Committee
HOD - Dept. of SFC,
Assistant Professor,
V G Vaze College, Mulund (East), Mumbai |
| 2. Ms. Khursheed Shaikh: Member, Syllabus Committee
Assistant Professor,
Dept. of SFC,
V G Vaze College, Mulund (East), Mumbai |
| 1. Ms. Arati Shah : Member Syllabus Committee
Assistant Professor,
Dept. of SFC,
V.G.Vaze College, Mulund East |




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The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
Ms. Shilpa Kulkarni	: Member – Faculty
Ms. Rupali Kotkar	: Member – Faculty
Dr. Arpita Srivastav	: Subject Expert from NMIMS University
Dr. Shobha Samir Dedhia	: Subject Expert from SNDT University
Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
Mr. Venkat Ramana	: Industry / Corporate Sector
Mr. Venil Uday Nagda	: Meritorious Alumni
Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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Syllabus for FY B.M.S.

(June 2020 Onwards)

Program: B.M.S

Semester I

Course: BUSINESS ECONOMICS - I

Course Code	Course Title	Credit
MSECO102	Business Economics-I	03



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1. Syllabus as per **Choice Based Credit System**

- | | | |
|-----------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) Name of the Programme | : | B.M.S |
| ii) Course Code | : | MSECO102 |
| | | Semester I |
| iii) Course Title | : | Business Economics – I |
| iv) Semester wise Course Contents | : | Copy of the syllabus Enclosed |
| v) References and additional references | : | Enclosed in the syllabus |
| vi) Credit structure | : | |
| No. of Credits per Semester | : | 03 |
| vii) No. of lectures per Unit | : | 12 |
| viii) No. of lectures per week | : | 04 |
| ix) No. of Tutorial per week | : | --- |
| | | <ul style="list-style-type: none"> • Semester End Exam:60 marks
(5 Questions of 12 marks) • Internal Assessment 40 marks:
-Test 15 marks,
-Project/ Assignment 15 marks
-Class Participation: 10 marks |
| 2 Scheme of Examination | : | |
| 3 Special notes, if any | : | No |
| 4 Eligibility, if any | : | As laid down in the College Admission brochure/website |
| 5 Fee Structure | : | As per College Fee Structure specifications |
| 6. any | : | No |



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Programme : FY B.M.S.

Semester: I

Course : Business Economics - I

Course Code: MSECO102

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge about Micro-economics.
: Basic interest in current Economics.

Course Objectives:

- 1 It will help students analyses how an economy functions combining practical & theoretical knowledge of Economics.
- 2 This course which is a field in applied economics will help them analyses cost benefit theories, deadweight loss, economies of scale.
- 3 It will help them to focus on the economic issues related to business organization and management.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	INTRODUCTION: <ul style="list-style-type: none"> • Scope and Importance of Business Economics Relevance Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - equations - Total, Average and Marginal relations- use of Marginal analysis in decision making, • The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium • 10 Principles of Business Economics. 	12
II	DEMAND ANALYSIS: <ul style="list-style-type: none"> • Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts • Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods (numerical illustrations on trend analysis and simple linear regression 	12
III	SUPPLY AND PRODUCTION DECISIONS AND COST OF PRODUCTION: <ul style="list-style-type: none"> • Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale, Expansion path - Economies and diseconomies of Scale. • Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), LAC and Learning curve - Break even analysis (with business applications). 	12
IV	MARKET STRUCTURE: PERFECT COMPETITION AND MONOPOLY AND PRICING AND OUTPUT DECISIONS UNDER IMPERFECT COMPETITION: <ul style="list-style-type: none"> • Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly • Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising (topics to be taught using case studies from real life examples) • Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models 	12



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	(with practical examples)	
V	PRICING PRACTICES: Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)	12
Total No. of Lectures		60

Beyond the Syllabus
Group Discussions on current issues and book reviews.



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
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Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
	After the completion of the course students will be able to
CO1	Know about the economic situations and the reasons for the same.
CO2	Will be in a position to understand the concept of Demand & Supply Analysis.
CO3	Will be able to analyses different Market Structures including types and its effects on economy
CO4	They will know how to do the cost benefit analysis for the business enterprise.

Recommended Resources	
REFERENCE BOOKS:	<ul style="list-style-type: none"> • Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000) • Hirchey .M., Managerial Economics, Thomson South western (2003) • Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001) • Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3) • Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint) • Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002) • Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)
<u>E-Resources</u> Webliography:	



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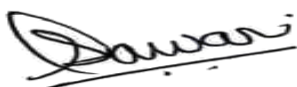
Syllabus Prepared by:	
1.	Ms. Mayura Ranade: Chairperson ,Syllabus Committee Assistant Professor, Dept. of SFC, V.G Vaze College Mulund (East), Mumbai.
2.	Mr. Prasanjeet Bhawe, Member ,Syllabus Committee HOD - Dept., Business Economics, Assistant Professor, V.G Vaze College Mulund East, Mumbai
3.	Mr. Krishnan S. : Member ,Syllabus Committee Visiting Faculty.
4.	Mr. Sreevallaban Narayanan : Member ,Syllabus Committee Visiting Faculty



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester I

Course: BUSINESS COMMUNICATION - I

Course Code	Course Title	Credit
MSBC103	Business Communication - I	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S.
ii) Course Code	:	MSBC103
		Semester I
iii) Course Title	:	Business Communication I
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none">• Semester End Exam:60 marks (5 Questions of 12 marks each)• Internal Assessment 40 marks:<ul style="list-style-type: none">-Test 15 marks,-Project/ Assignment 15 marks-Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FY B.M.S.

Semester: I

Course : Business Communication I

Course Code : MSBC103

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites

1. Basic competence in English
2. Basic interest in written and spoken communication

Course Objectives:

- 1 To develop awareness of the communication process among the learners.
- 2 To make the learners master various aspects business communication such as effective listening, official correspondences etc.
- 3 To develop effective spoken skills to enable students to express confidently interpersonally as well as in large groups.
- 4 To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience-cantered ways.
- 5 To enable the students to develop the awareness of communication technology.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	THEORY OF COMMUNICATION - I <ul style="list-style-type: none"> • Concept of Communication: Models of Communication – Linear / Interactive / Transactional / Shannon and Weaver (To be only discussed in class) Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world • Impact of Technology Enabled Communication: • Types – Internet, Blogs, E-Mail, Moodle, Social Media (Facebook, Twitter & Whats App: Advantages & Disadvantages) • Communication at Workplace: • Channels– Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine, Methods – Verbal / Non Verbal (including Visual), Business Etiquettes 	15
II	THEORY OF COMMUNICATION – II <ul style="list-style-type: none"> • Problems in Communication /Barriers to Communication: Physical/ Semantic/ Language/ Socio-Cultural/ Psychological Barriers; Ways to Overcome these Barriers • Listening: Importance of Listening Skills, Obstacles to Listening, Cultivating good Listening Skills 	15
III	BUSINESS CORRESPONDENCE <ul style="list-style-type: none"> • Theory of Business Letter Writing: Parts, Structure, Layouts-Full Block, Principles of Effective Letter Writing, Principles of effective E- mail Writing • Personnel Correspondence: Letter of Recommendation, Job Application Letter and Resume, Letter of Appointment (To be only discussed in class), Letter of Acceptance of Job Offer, Letter of Appreciation, Letter of Resignation 	15
IV	LANGUAGE AND WRITING SKILLS <ul style="list-style-type: none"> • Commercial Terms used in Business Communication (to be only discussed) Paragraph Writing: 	15



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	<p>Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence etc.</p> <ul style="list-style-type: none"> • Tutorial Activities Speaking Skills, Writing Skills, Remedial Grammar, Soft Skills – EQ, Conflict Management, Time Management (Students may be asked to make a Power Point Presentation on any topic of their choice in order to enhance LSRW – Listening/ Speaking/ Reading / Writing) 	
Total No. of Lectures		60

Beyond the Syllabus

Students' Presentations, Group Discussions, Use of M-learning and E-learning, Mock Interviews, Mock Meetings / Conferences, Book Review



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 AnswerAny Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
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	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:

After the completion of the course, students will able to

CO1	Develop competence in using various registers and styles of English used in the business world.
CO2	Gain competence in-group communication.
CO3	Gain command over formal correspondence.
CO4	Improve their soft skills.
CO5	Enhance their Listening, Speaking, Reading and Writing skills to meet the challenges of the world.

Recommended Resources

Reference Books -	<ul style="list-style-type: none"> Bangh, L. Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group. Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall. Majumdar, P. K. (1992) Commentary on the Consumer Protection Act, Prentice. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press. Aswalthapa, K (1991) Organisational Behavi Sour, Himalaya Publication. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd. Basu, C.R. (1998) Business Organisation and Management, T.M.H. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harpe Collins College Publishers. Black, Sam (1972) Practical Public Relations, E.L.B.S. Bovee Courtland,L and Thill, John V (1989) Business
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V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

	<p>Communication Today. McGraw Hill, New York, Taxman Publication.</p> <ul style="list-style-type: none"> • Pan Books. • Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP. • Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co. • Fisher Dalmar, (1999), Communication in Organisation, Jaico Publishing House. • French, Astrid (1993) Interpersonal Skills. Sterling Publishers. • Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. • Ghanekar, a (1996) Communication Skills for Effective Management. Everest Publishing House. • Graves, Harold F. (1965) Report Writing, Prentice Hall. • Kaul, Asha. (2013) Business Communication, Prentice-Hall. • Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. • Ludlow, Ron.(1995) the Essence of Effective Communication, Prentice. • Martson, John E. (1963) the Nature of Public Relations, McGraw Hill. • Merrihue, William (1960) Managing by Communication, McGraw Hill. • Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. • Monippally, Matthukutty M. (2014) Business Communication Strategies. Tata McGraw-Hill Publishing Company Ltd., 2014. • Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill. • Phillip, Louis V. (1975) Organisational Communication – The Effective Management, Columbus Grid Inc. • Raman, Meenakshi and Sharma, Sangeeta (2004) Technical Communication: Principles and Practice, Oxford University Press. • Ross, Robert D. (1977) The Management of Public Relations. John Wiley and Sons. • Stephenson, James (1988) Principles and Practice of Commercial Correspondence. Pilman and Sons Ltd.
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<u>E-Resources</u> Webliography:	<ul style="list-style-type: none">• https://www.slideshare.net/iniwannalangniyaakobastabasta/modes-of-communication-63235607• https://www.slideshare.net/draizelle_sxon/business-letter-12043197
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The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

Syllabus Prepared by:

1. Dr. Nilakshi Roy: Chairperson, Syllabus Committee
Associate Professor,
Dept. of English,
V G Vaze College, Mulund (East), Mumbai
2. Dr. Dinesh Kumar: Member, Syllabus Committee,
Associate Professor,
Dept. of English,
V G Vaze College, Mulund (East), Mumbai
3. Dr. Shyam Choithani (Member, Syllabus Committee)
HOD - Dept. of Mass Media,
Assistant Professor,
V.G.Vaze College, Mulund (East), Mumbai.



**The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)**

The Final Syllabus which has been approved by the following BOS Members

Dr. Nilakshi Roy	: Head of the Department of English
Dr. Dinesh Kumar	: Member – Faculty
Dr. Susmita Dey	: Member – Faculty (Retd.)
Ms. Sundari Johnson	: Member – Faculty
Ms. Tanvi Joshi	: Member – Faculty
Dr Prantik Banerjee	: Subject Expert from Hislop College, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
Dr. Pramod T. Kharate	: Vice Chancellor Nominee
Dr. Pratima Das	: Subject Expert from Smt. CHM College, Ulhasnagar.
Dr. Suddhaseel Sen	: Subject Expert from IIT Bombay, Powai, Mumbai.
Dr. Mandar Talvekar	: Subject Expert from Tata Power Skill Development Institute, Parel Tank Road, Mumbai.
Dr. Manoshi Bagchi	: Subject Expert from NKTT College, Tembhi Naka, Thane (W)



Dr. Nilakshi Roy
Chairperson
BOS (BC)
Date – 18th Aug. 2020



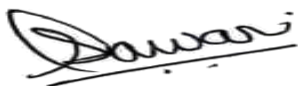
Dr. Pramod T. Kharate
Vice Chancellor Nominee
BOS (BC)
Date - 18th Aug. 2020



**The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
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The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
Ms. Shilpa Kulkarni	: Member – Faculty
Ms. Rupali Kotkar	: Member – Faculty
Dr. Arpita Srivastav	: Subject Expert from NMIMS University
Dr. Shobha Samir Dedhia	: Subject Expert from SNTD University
Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
Mr. Venkat Ramana	: Industry / Corporate Sector
Mr. Venil Uday Nagda	: Meritorious Alumni
Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S

Semester I

Course: FOUNDATION COURSE - I

Course Code	Course Title	Credit
MSFC104	Foundation Course – I	02



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S
ii) Course Code	:	MSFC104
		Semester I
iii) Course Title	:	Foundation Course – I
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	02
vii) No. of lectures per Unit	:	11,12,12,10
viii) No. of lectures per week	:	03
ix) No. of Tutorial per week	:	---
		<ul style="list-style-type: none"> • Semester End Exam : 60 marks (4 Questions of 15 marks) • Internal Assessment 40 marks: <ul style="list-style-type: none"> -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
2 Scheme of Examination	:	
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
Special Ordinances / Resolutions, if any	:	
6. any	:	No



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Programme: FYB.M.S.

Semester: I

Course : Foundation Course – I

Course Code :MSFC104

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	-	-	2	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites 1. Background of Indian society and political system.
2. Basic knowledge of English

Course objectives:

To enable the students to
1 Recall the multicultural nature of Indian society and study its demographic features.
2 Develop basic knowledge about issues related to gender disparities, problems of the elderly, and people with disabilities.
3 Identify challenges and solutions related to disparities among the social and regional groups.
4 Gain an overview of the Indian constitution and political processes in India.
5 Apply the knowledge gained in their immediate and distant environment.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	OVERVIEW OF INDIAN SOCIETY <ul style="list-style-type: none"> • The multiculturalism of Indian Society: Religion, Caste, Linguistic Diversities; Concept of Unity in diversity • Demographic Composition of India • Regional variations: Rural, Urban and Tribal Regions 	11
II	CONCEPT OF DISPARITY- I <ul style="list-style-type: none"> • Gender Disparities: Violence against Women; Portrayal of Women in Media • Inequalities faced by the Elderly and People with Disabilities. • Types, Causes, Treatment, and Cure for Physical and Mental Disabilities 	12
III	CONCEPT OF DISPARITY - II <ul style="list-style-type: none"> • Inter Group Conflicts due to the Caste System. • Communalism: Causes, effects, remedial measures and role of youth in creating harmony in the society • Regionalism and Linguistic Conflicts: Causes, effects, and remedial measures 	12
IV	INDIAN CONSTITUTION <ul style="list-style-type: none"> • Structure, features of Indian Constitution, Fundamental duties and the Indian citizens • Party system in Indian politics and the participation of women in Indian politics. • Local self-governing bodies; 73rd and 74th Amendments. 	10
Total No. of Lectures		45

Beyond the Syllabus

Paper presentations, discussions, videos & assignments



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Internal Assessment		
Sr. No.	Description	
1	Unit 1	Test & Assignment
2	Unit 2	Class Discussion, Role Play, Field
3	Unit 3	Skits, Class Discussion
4	Unit 3	Class Presentation with PPT

External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 04 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 15 Marks each. 		
Q. No.	Description	Marks
Q.1	Essay (Unit 1)	15
Q.2	Essay (Unit 2)	15
Q.3	Essay (Unit 3)	15
Q.4	Essay (Unit 4)	15
	TOTAL MARKS	60



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Course Outcomes:	
After completing the course the student will be able to	
CO1	Classify different cultural groups in India and factors binding them into a composite culture; identify areas where development policies need to be addressed.
CO2	Recognize causes leading to gender disparity, problems of the elderly, people with disabilities and suggest solutions for the same.
CO3	Explain the roots of conflicts between diverse social and regional groups, their impact, and propose solutions.
CO4	Acquire basic knowledge of the features, structure of the Indian constitution, the fundamental duties of the citizens, and political processes in India.
CO5	Disseminate knowledge about the multicultural nature of Indian society and the Indian political system, comprehend and express lessons learnt in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learnt, establish a connect with present situations and be in a position to evaluate the value of information acquired.



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Recommended Resources	
Reference Books In English	<ul style="list-style-type: none"> • M. Laxmikanth, Indian Polity, Tata McGraw Hill, New Delhi, 2013. • Durga Das Basu, An Introduction to the Constitution of India, Prentice Hall, 1982 • P.M.Bakshi, Constitution of India, Universal Law Publishing , 2010 • Jhabwalla, Noshirvan H, The Constitution of India, c. Jamnadas & Co., 2004 • M. Priyam, Tribal Communities and Social Change, Sage Publications, new Delhi, 2005. • Madan T.N. (ed.), Religion in India, Oxford University Press, New Delhi, 1991. • Singha Roy (ed.), Social Development and the Empowerment of the Marginalized Groups: Perspectives and Strategies, Sage Publications, New Delhi, 2004. • Ziyauddin K.M. (ed.), Dimensions of Social Exclusion: Ethnographic Explorations, Cambridge Scholars Publishing, 2009. • Dharmapal, Atharvya Shatakatil Bhartiya Vidnyan ani Tantradnyan, Bhartiya Shikshan Mandal, Nagpur, 2013. • Kulkarni, Dileep, Badluya Jeevanshaili, Bhag 1 ani 2, Rajhans Prakashan, Pune.
<u>E-Resources</u> Webliography:	<ul style="list-style-type: none"> • Census Reports: <ul style="list-style-type: none"> ○ http://censusindia.gov.in/Data_Products/Library/Provisional_Population_Total_link/ ○ PDF_Links/chapter6.pdf ○ http://censusindia.gov.in/2011-Common/CensusData2011.html • Other links: Languages of India- https://mhrd.gov.in/language-education • <u>Swayam</u>: <ul style="list-style-type: none"> ○ Mahapatra, S.K., <i>Sr. Secondary: Sociology</i>, ○ https://swayam.gov.in/nd2_nos19_as07/preview



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
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Syllabus Prepared by:

1. Dr. Satwant Balse, Chairperson : Syllabus Committee,
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2. Dr. Preeta Nilesh, Member : Syllabus Committee,
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7. Ms. Madhura Todewale, Member : Syllabus Committee,
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8. Ms. Deepa Shirsat, Member : Syllabus Committee,
Assistant Professor,
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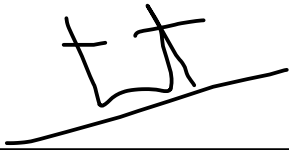
9. Ms. Lavleen Kaur, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
10. Ms. Arati Shah, Member : Syllabus Committee, Assistant Professor Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
11. Ms. Annu Singh, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
12. Dr. Lakshmi Periaswami, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
13. Ms. Dhanalakshmi Medida, Member : Syllabus Committee, Assistant Professor, Dept. of English V. G. Vaze College, Mulund (East), Mumbai
14. Ms. Harshana Nikam, Member : Syllabus Committee, Assistant Professor, Dept. of History, V. G. Vaze College, Mulund (East), Mumbai
15. Mr. Shivraj Bhosale, Member : Syllabus Committee, Visiting faculty




The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Dr. Satwant Balse	: Coordinator for Foundation Course
Prof. (Dr.) Preeta Nilesh	: Member – Faculty
Ms. Sirisha Gupte	: Member – Faculty
Ms. Shilpa Suryawanshi	: Member – Faculty
Ms. Madhura Todewale	: Member – Faculty
Ms. Deepa Shirsat	: Member – Faculty
Ms. Annu Singh	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Ms. Lavleen Kaur	: Member – Faculty
Dr. Lakshmi Periaswami	: Member – Faculty
Ms. Harshana Nikam	Member – Faculty
Ms. Vishakha Patil	Member – Faculty
Ms. Reena Pillai	Member – Faculty
Ms. Tanvi Joshi	Member – Faculty
Dr. Sujata Gokhale	: Subject Expert from SNTD University
Ms. Sumali Bose	: Vice Chancellor Nominee
Mr. Hemant Manchekar	: Industry / Corporate Sector
Ms. Sneha Ramchandran	: Meritorious Alumni
Dr. Shanti Upadhye	: Expert from K.J. Somaiya College of Commerce & Science, Vidyavihar, Mumbai.



Dr. Satwant Balse
Chairperson
BOS (FC)
Date – 20th Aug. 2020



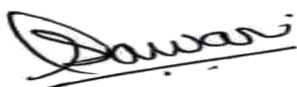
Ms. Sumali Bose
Vice Chancellor Nominee
BOS (FC)
Date - 20th Aug. 2020



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
Ms. Shilpa Kulkarni	: Member – Faculty
Ms. Rupali Kotkar	: Member – Faculty
Dr. Arpita Srivastav	: Subject Expert from NMIMS University
Dr. Shobha Samir Dedhia	: Subject Expert from SNDT University
Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
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Mr. Venil Uday Nagda	: Meritorious Alumni
Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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(Autonomous)**

Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester I

Course: INTRODUCTION TO FINANCIAL ACCOUNTING

Course Code	Course Title	Credit
MSIFA105	Introduction to Financial Accounting	03



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1. Syllabus as per Choice Based Credit System

- i) Name of the Programme : B.M.S.
- ii) Course Code : MSIFA105
- Semester I
- iii) Course Title : Introduction to Financial Accounting
- iv) Semester wise Course Contents : Copy of the syllabus Enclosed
- v) References and additional references : Enclosed in the Syllabus

vi) Credit structure

No. of Credits per Semester : 03

vii) No. of lectures per Unit : 15

viii) No. of lectures per week : 04

ix) No. of Tutorial per week : ---

- 2 Scheme of Examination :
- Semester End Exam:60 marks
(5 Questions of 12 marks each)
 - Internal Assessment 40 marks:
-Test 15 marks,
-Project/ Assignment 15 marks
-Class Participation: 10 marks

3 Special notes, if any : No

4 Eligibility, if any : As laid down in the College Admission brochure/website

5 Fee Structure : As per College Fee Structure specifications

6. Special Ordinances / Resolutions, if any : No



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Programme: FY B.M.S.

Semester: I

Course : Introduction to Financial Accounting

Course Code : MSIFA105

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge about Book Keeping.
: Basic interest in Accountancy.

Course Objectives:

- 1 This course will enable the students to combine practical & theoretical knowledge of financial accounting.
- 2 The course will provide decision making skills to the students in the financial analysis context.
- 3 The students of this course will be active learners & develop awareness of emerging trends in financial accounting.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	INTRODUCTION <ul style="list-style-type: none"> • Meaning and Scope of Accounting: Need and development, definition: Book- Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting • Accounting principles: Introductions to Concepts and conventions. • Introduction to Accounting Standards: Meaning and Scope) <ul style="list-style-type: none"> ▪ AS 1 : Disclosure to Accounting Policies ▪ AS 6: Depreciation Accounting. ▪ AS 9: Revenue Recognition. ▪ AS 10: Accounting For Fixed Assets. • International Financial Reporting Standards (IFRS): Introduction to IFRS <ul style="list-style-type: none"> ▪ IAS-1: Presentation of Financial Statements (Introductory Knowledge) ▪ IAS-2: Inventories (Introductory Knowledge) • Accounting in Computerized Environment: Introduction, Features and application in various areas of Accounting 	15
II	ACCOUNTING TRANSACTIONS <ul style="list-style-type: none"> • Accounting transactions: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal & ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns & cash book –Triple Column), Bank Reconciliation Statement. • Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure Unusual expenses: Effects of error: Criteria test. • Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts. • Profit or Loss: Revenue profit or loss, capital profit or loss 	15
III	DEPRECIATION ACCOUNTING & TRIAL BALANCE <ul style="list-style-type: none"> • Depreciation accounting: Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained). 	15



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	<ul style="list-style-type: none"> • Preparation of Trial Balance: Introduction and Preparation of Trial Balance 	
IV	FINAL ACCOUNTS <ul style="list-style-type: none"> • Introduction to Final Accounts of a Sole proprietor. • Rectification of errors. • Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. • Preparation and presentation of Final Accounts in horizontal format Introduction to Schedule VI of Companies Act ,1956 	15
Total No. of Lectures		60

Beyond the Syllabus

Group Discussions & Book Review.



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Solve Any One of the Two. (10 Marks each) (Unit based practical questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question OR Full Length Practical Question	12
Q.3	Full Length Practical Question OR Full Length Practical Question	12
Q.4	Full Length Practical Question OR Full Length Practical Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:

After the completion of the course, students will able to

- | | |
|-----|------------------------------------------------------------------------------|
| CO1 | Know about the Accounting Standards & IFRS |
| CO2 | Record accounting transactions |
| CO3 | Prepare Trail Balance & Accounting Treatment for Depreciation as per AS 6. |
| CO4 | Know how to rectify errors, how to prepare final Accounts of a manufacturer. |

Recommended Resources

Reference Books -

- Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books
- Fundamental of Accounting and Financial Analysis : By Anil Choudhary (Pearson education)
- Indian Accounting Standards and IFRS for non-financial executives : By T.P. Ghosh– Taxman
- Financial Accounting for Business Managers: By Ashish K. Bhattacharya.
- Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
- Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
- Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Indian Accounting Standards, Ashish Bhattacharya, Tata



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	<p>Mc. Grow Hill and Co. Ltd., Mumbai</p> <ul style="list-style-type: none">• Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai• Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi• Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi• Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi• Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi• Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi
<p><u>E-Resources</u></p> <p>Webliography:</p>	



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Syllabus Prepared by:

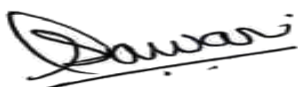
1. Ms. Laveleen Kaur Narang: Chairperson, Syllabus Committee,
Assistant Professor,
Dept. of SFC,
V G Vaze College, Mulund (East), Mumbai
2. Ms. Niti Shirke: Member, Syllabus Committee,
Assistant Professor,
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V G Vaze College, Mulund (East), Mumbai



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The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
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Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
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Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S

Semester: I

Course: BUSINESS LAW

Course Code	Course Title	Credit
MSLAW106	Business Law	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S
ii) Course Code	:	MSLAW106
		Semester I
iii) Course Title	:	Business Law
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"> • Semester End Exam:60 marks (5 Questions of 12 marks) • Internal Assessment 40 marks: <ul style="list-style-type: none"> -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. any Special Ordinances / Resolutions, if any	:	No



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Programme: FYB.M.S.

Semester : I

Course : Business Law

Course Code :MSLAW106

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites	1. Basic knowledge of business and law 2. General information of concepts of company and consumer
----------------------	------------------------------------------------------------------------------------------------------

Course Objectives:	
	To enable the students to
1.	Understand the legal aspects of general and special contracts.
2.	Understand different types of Negotiable Instruments and their provisions. Understand the legal meaning of consumer and their legal rights.
3.	Know the meaning, types, form and basic legal framework of companies.
4.	Gain insight about meaning of goods and contracts pertaining to movable goods.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	CONTRACT ACT, 1872 : <ul style="list-style-type: none"> • Contract Act,1872: Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract. • Special Contract Act 	15
II	NEGOTIABLE INSTRUMENT ACT, 1981 & CONSUMER PROTECTION ACT, 1986 : <ul style="list-style-type: none"> • Negotiable Instrument Act,1981: Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque. • Consumer Protection Act, 1986 : Objects of Consumer Protection- Introduction of Consumers, who is consumer? Meaning of the words “Goods and services” – Meaning of the words “Defects and Deficiencies of goods and services “Consumer disputes and Complaints. 	15
III	COMPANY LAW : <ul style="list-style-type: none"> • Company Law: What is company? – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares. 	15
IV	SALE OF GOODS ACT, 1930 : <ul style="list-style-type: none"> • Sale of Goods Act,1930: Scope of Act, Sale and Agreement to sell, essential of a valid Sale Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller. 	15
Total No. of Lectures		60

Beyond the Syllabus

Assignment, Discussion



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (5 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A. Sub Questions to be asked 8 and to be answered any 06 B. Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A. Theory questions (6 Marks) B. Theory questions (6 Marks) OR C. Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:

	After completing the course, the students will be able to
CO1	Understand concepts and legal aspects of general and special contracts.
CO2	Identify and understand types of negotiable instruments and rights of consumers.
CO3	Understand basic features, types and framework of companies.
CO4	Understand the concept of goods and legal aspects of contracts for movable goods.

Recommended Resources

Reference Books In English	<ul style="list-style-type: none">• Elements of mercantile Law – N.D.Kapoor• Business Law – P.C. Tulsian• Business Law – SS Gulshan• Company Law – Dr. Avtar Singh• Indian contract Act – Dr. Avtar Singh• Law of Intellectual Property-V.K-Taraporevala
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Syllabus prepared by:

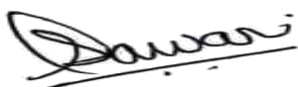
1. Adv. Molina Thakur : Chairperson, Syllabus Committee,
High Court Advocate, Mumbai
Visiting Faculty
2. Adv. Ashwini Mondkar : Member, Syllabus Committee ,
Visiting Faculty
3. Ms. Arati Shah: Member, Syllabus Committee
Assistant Professor,
Dept. of SFC
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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester I

Course: BUSINESS STATISTIC

Course Code	Course Title	Credit
MSBS107	Business Statistic	03



The Kelkar Education Trust's
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1. Syllabus as per **Choice Based Credit System**

- | | | |
|---------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) Name of the Programme | : | B.M.S. |
| ii) Course Code | : | MSBS107 |
| | | Semester I |
| iii) Course Title | : | Business Statistic |
| iv) Semester wise Course Contents | : | Copy of the syllabus Enclosed |
| v) References and additional references | : | Enclosed in the Syllabus |
| vi) Credit structure | | |
| No. of Credits per Semester | : | 03 |
| vii) No. of lectures per Unit | : | 15 |
| viii) No. of lectures per week | : | 04 |
| ix) No. of Tutorial per week | : | --- |
| 2 Scheme of Examination | : | <ul style="list-style-type: none">• Semester End Exam:60 marks (5 Questions of 12 marks each)• Internal Assessment 40 marks:<ul style="list-style-type: none">-Test 15 marks,-Project/ Assignment 15 marks-Class Participation: 10 marks |
| 3 Special notes, if any | : | No |
| 4 Eligibility, if any | : | As laid down in the College Admission brochure/website |
| 5 Fee Structure | : | As per College Fee Structure specifications |
| 6. Special Ordinances / Resolutions, if any | : | No |



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Programme: B.M.S.

Semester: I

Course : Business Statistic

Course Code : MSBS107

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge about Statistic.
: Application of Statistic.

Course Objectives:

- 1 This course will enable the students to combine practical & theoretical knowledge of Statistic.
- 2 This course enable student to learn how to identify, classify & present the available data using various methods.
- 3 Student able to know the use of index number.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	INTRODUCTION TO STATISTICS <ul style="list-style-type: none"> • Introduction: Functions/Scope, Importance, Limitations • Data: Relevance of Data(Current Scenario), Type of data(Primary & Secondary), Primary(Census Vs. Samples, Method of Collection (In Brief), Secondary(Merits, Limitations, Sources) (In Brief) • Presentation Of Data : Classification – Frequency Distribution – Discrete & Continuous, Tabulation, Graph (Frequency, Bar Diagram, Pie Chart, Histogram, Ogives) • Measures Of Central Tendency : Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency 	15
II	MEASURES OF DISPERSION, CO-RELATION AND LINEAR REGRESSION <ul style="list-style-type: none"> • Measures Of Dispersion: Range with C.R(Co-Efficient Of Range), Quartiles & Quartile deviation with CQ (Co-Efficient Of Quartile), Mean Deviation from mean with CMD (Co-Efficient Of Mean Deviation), Standard deviation with CV(Co-Efficient Of Variance), Skewness & Kurtosis (Only concept) • Co-Relation: Karl Pearson, Rank Co-Relation • Linear Regression: Least Square Method 	15
III	TIME SERIES AND INDEX NUMBER <ul style="list-style-type: none"> • Time Series: Least Square Method, Moving Average Method, Determination of Season • Index Number: Simple (unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of Price Relatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number 	15
IV	PROBABILITY AND DECISION THEORY <ul style="list-style-type: none"> • Probability: Concept of Sample space, Concept of Event, Definition of Probability, Addition & Multiplication laws of Probability, Conditional Probability, Bayes' Theorem(Concept only), Expectation & Variance, Concept of Probability Distribution(Only Concept) • Decision Theory: Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision 	15



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	Making under Uncertainty, <ul style="list-style-type: none">• Non-Probability: Maximax, Maximin, Minimax, Regret, Laplace & Hurwicz)• Probabilitistics (Decision Making under risk):EMV, EOL, EVPI, Decision Tree	
Total No. of Lectures		60

Beyond the Syllabus
Group Discussions & assignments

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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Solve Any One of the Two. (10 Marks each) (Unit based practical questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question OR Full Length Practical Question	12
Q.3	Full Length Practical Question OR Full Length Practical Question	12
Q.4	Full Length Practical Question OR Full Length Practical Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
CO1	To be familiar with a variety of examples where mathematics or statistics help accurately explain abstract of physical phenomena.
CO2	Explain the purpose of measures of dispersion and the information they convey.
CO3	To know the components & structures under time series & Index number
CO4	Express the concept of probability and its features, concepts & principals.

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> Statistics of Management , Richard Levin & David S. Rubin, Printice Hall of India , New Delhi. Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thopmson Publication. Fundamental of Statistics, S C Gupta, Himalya Publication House. Business Statistics , Bharadwaj , Excel Books, Delhi Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher.
<u>E-Resources</u> Webliography:	



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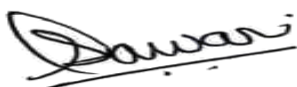
Syllabus Prepared by:	
1.	Ms. Geeta Gokhale, Chairperson, Syllabus Committee Visiting Faculty
2.	Mr. Rajkumar Chaudhari, Member, Syllabus Committee Visiting Faculty.



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B.M.S. SEMESTER II		
Course Code	Full Name of Course (with Paper Name)	Credit Point
	Core Courses (CC)	
MSBE201	Business Environment	3
MSPOM202	Principles of Management	3
	Ability Enhancement Course (AEC)	
MSBC203	Business Communication - II	3
	Skill Enhancement Course (SEC)	
MSFC204	Foundation Course – II	2
	Elected Courses (EC)	
MSPMK205	Principles of Marketing	3
MSLAW206	Industrial Law	3
MSBM207	Business Mathematics	3



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester II

Course: BUSINESS ENVIRONMENT

Course Code	Course Title	Credit
MSBE201	Business Environment	03



The Kelkar Education Trust's
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1. Syllabus as per **Choice Based Credit System**

- | | |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) Name of the Programme | : B.M.S. |
| ii) Course Code | : MSBE201 |
| | Semester II |
| iii) Course Title | : Business Environment |
| iv) Semester wise Course Contents | : Copy of the syllabus enclosed |
| v) References and additional references | : |
| vi) Credit structure | : |
| No. of Credits per Semester | : 03 |
| vii) No. of lectures per Unit | : 15 |
| viii) No. of lectures per week | : 04 |
| ix) No. of Tutorial per week | : --- |
| Scheme of Examination | <ul style="list-style-type: none"> • Semester End Exam:60 marks
(5 Questions of 12 marks) • Internal Assessment 40 marks:
-Test 15 marks,
-Project/ Assignment 15 marks
-Class Participation: 10 marks |
| 2 | : |
| 3 Special notes, if any | : No |
| 4 Eligibility, if any | : As laid down in the College Admission brochure/website |
| 5 Fee Structure | : As per College Fee Structure specifications |
| Special Ordinances / Resolutions, if | |
| 6. any | : No |



The Kelkar Education Trust's
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Programme: FY B.M.S

Semester: II

Course : Business Environment

Course Code : MSBE201

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge of business, classifications of business, role of government, stakeholders, business organizations and signification of business for the economy.
: Basic knowledge and Importance of Business Environment, through SWOT Analysis.

Course Objectives:

- 1 Students will get understanding of various business and its objectives
- 2 It enhances to get knowledge of business environment, through SWOT analysis.
- 3 It enhances the students for the awareness of international trade and practices.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	INTRODUCTION TO BUSINESS ENVIRONMENT <ul style="list-style-type: none"> • Business : Meaning, Definition, Nature & Scope, Types of Business Organizations • Business Environment: Meaning, Characteristics, Scope and Significance, Components of Business Environment • Micro and Macro Environment: Definition, Differentiation, Analysis of Business Environment, SWOT Analysis. • Introduction to Micro-Environment: • Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity • External Environment: Firm, customers, suppliers, distributors, Competitors, Society • Introduction to Macro Components: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal) 	15
II	POLITICAL AND LEGAL ENVIRONMENT <ul style="list-style-type: none"> • Political Institutions: Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. • Economic environment: economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy Impact of business on Private sector, Public sector and Joint sector Sun-rise sectors of India Economy. Challenges of Indian economy. 	15
III	SOCIAL AND CULTURAL ENVIRONMENT, TECHNOLOGICAL ENVIRONMENT AND COMPETITIVE ENVIRONMENT TIME SERIES: <ul style="list-style-type: none"> • Social and Cultural Environment: Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business • Technological environment: Features, impact of technology on Business • Competitive Environment: Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies 	15
IV	INTERNATIONAL ENVIRONMENT <ul style="list-style-type: none"> • International Environment – • GATT/ WTO: Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO. • Globalization: Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. • MNCs: Definition, meaning, merits, demerits, MNCs in India 	15



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	<ul style="list-style-type: none">• FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India• Challenges faced by International Business and Investment Opportunities for Indian Industry.	
Total No. of Lectures		60

Beyond the Syllabus

Group activities business related case studies, assignments, group's discussion on business issues, business ethics, business in theory and actual practices.



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> ● Maximum Marks: 60 ● Questions to be set: 05 ● Duration: 2 Hrs. ● All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

Course Outcomes:	
CO1	Students will learn various business strategies to implement in today's modern business world
CO2	Students will get knowledge of internal and external business environment.
CO3	It helps to understand business performance through business scanning.
CO4	Students will get awareness of international trade and practices by understanding globalization, Liberalization, GATT, WTO and FDI

Recommended Resources	
Reference Books	<ul style="list-style-type: none"> • Morrison J, The International Business Environment, Palgrave • Francis Cherunilam, Business Environment-Himalaya Publishing House, New Delhi • K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi • MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi • Business Environment Raj Aggarwal Excel Books, Delhi • Strategic Planning for Corporate Ramaswamy V McMillan, New Delhi • Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers. • Economic Environment of Business - M. Adhikary, Sultan Chand & Sons.



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(Autonomous)

Syllabus Prepared by:

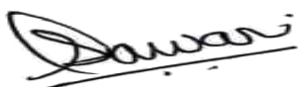
1. Ms.Seema Pawar: Chairperson, Syllabus Committee
HOD - Dept. of SFC
Assistant Professor,
V G Vaze College, Mulund (East), Mumbai
2. Ms. Khursheed Shaikh: Member, Syllabus Committee
Assistant Professor,
Dept. of SFC
V G Vaze College, Mulund (East), Mumbai
3. Arati Shah: Member Syllabus Committee,
Assistant Professor,
Dept. of SFC
V.G.Vaze College, Mulund (East), Mumbai



**The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)**

The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
Ms. Shilpa Kulkarni	: Member – Faculty
Ms. Rupali Kotkar	: Member – Faculty
Dr. Arpita Srivastav	: Subject Expert from NMIMS University
Dr. Shobha Samir Dedhia	: Subject Expert from SNDT University
Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
Mr. Venkat Ramana	: Industry / Corporate Sector
Mr. Venil Uday Nagda	: Meritorious Alumni
Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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**The Kelkar Education Trust's
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(Autonomous)**

Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester II

Course: PRINCIPLES OF MANAGEMENT

Course Code	Course Title	Credit
MSPOM202	Principles of Management	03



The Kelkar Education Trust's
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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S.
ii) Course Code	:	MSPOM202
		Semester II
iii) Course Title	:	Principles of Management
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"> • Semester End Exam:60 marks (5 Questions of 12 marks each) • Internal Assessment 40 marks: <ul style="list-style-type: none"> -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6 Special Ordinances / Resolutions, if any	:	No



The Kelkar Education Trust's
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Programme: FY B.M.S.
Course : Principles of Management

Semester: II
Course Code :MSPOM202

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge about Commerce.
: Basic interest in management.

Course Objectives:	
1	This course will enable the students to learn basic concepts of management.
2	The course will provide decision making skills to the students in management.
3	The students of this course will be active learners & develop awareness of emerging trends in management.



The Kelkar Education Trust's
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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	NATURE OF MANAGEMENT <ul style="list-style-type: none"> • 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. 	15
II	PLANNING AND DECISION MAKING <ul style="list-style-type: none"> • Planning: Meaning, Importance, Elements, Process, Limitations and MBO. • Decision Making: Meaning, Importance, Process, Techniques of Decision Making. 	15
III	ORGANIZING <ul style="list-style-type: none"> • 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 Control Centralization vs. Decentralization • Delegation: Authority & Responsibility relationship 	15
IV	DIRECTING, LEADERSHIP, CO-ORDINATION AND CONTROLLING <ul style="list-style-type: none"> • 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 	15
Total No. of Lectures		60

Beyond the Syllabus

Presentation, Group Discussions & Book Review.



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> ● Maximum Marks: 60 ● Questions to be set: 05 ● Duration: 2 Hrs. ● All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
Note: Theory question of 12 marks may be divided into two sub questions of 6/6.		



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Course Outcomes:	
	After the completion of the course, students will able to
CO1	Know basic functions of management
CO2	New trends in management
CO3	Improve their management decision making skill
CO4	Understanding of Organisation structure

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> • Principles of Management , Ramasamy , Himalya Publication , Mumbai • Principles of Management , Tripathi Reddy , Tata Mc Grew Hill • Management Text & Cases , VSP Rao , Excel Books, Delhi • Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya • Essentials of Management , Koontz II & W , Mc. Grew Hill , New York • Principles of Management-Text and Cases – Dr..M.Sakthivel Murugan, New Age Publications
<u>E-Resources</u> Webliography:	



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Syllabus Prepared by:

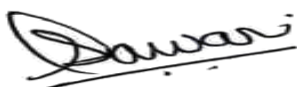
1. Ms. Seema Pawar: Chairperson, Syllabus Committee
HOD – Dept. of SFC,
Assistant Professor,
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The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

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Ms. Amruta Khanolkar	: Member – Faculty
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Ms. Seema Pawar
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**The Kelkar Education Trust's
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(Autonomous)**

Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester II

Course: BUSINESS COMMUNICATION - II

Course Code	Course Title	Credit
MSBC203	Business Communication II	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S.
ii) Course Code	:	MSBC203
		Semester II
iii) Course Title	:	Business Communication II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"> • Semester End Exam:60 marks (5 Questions of 12 marks each) • Internal Assessment 40 marks: <ul style="list-style-type: none"> -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FY B.M.S.

Semester: II

Course : Business Communication II

Course Code : MSBC203

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites

1. Basic competence in English
2. Basic interest in written and spoken communication

Course Objectives:

- 1 To develop awareness of the communication process among the learners.
- 2 To make the learners master various aspects business communication such as effective listening, official correspondence etc.
- 3 To develop effective spoken skills to enable students to express confidently interpersonally as well as in large groups.
- 4 To develop effective writing skills so as enable students to write in clear, concise, persuasive and audience-cantered ways.
- 5 To enable the students to develop the awareness of communication technology.



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Units	Module	Lectures
I	GROUP COMMUNICATION – 1 <ul style="list-style-type: none"> • Presentations: (to be tested in Tutorials/Internals only) Principles and techniques of Effective Presentation Effective use of OHP How to make a Power-Point Presentation • Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit • Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions 	15
II	GROUP COMMUNICATION – 2 <ul style="list-style-type: none"> • Conference: Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele-Conferencing • Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR 	15
III	BUSINESS CORRESPONDENCE <ul style="list-style-type: none"> • Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) • Only following to be taught in detail: Letters of Inquiry, Letters of Complaints, Claims, Adjustments, Sales Letters, Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However, students should not be tested on the theory.] 	15
IV	LANGUAGE AND WRITING SKILLS <ul style="list-style-type: none"> • Reports: Parts, Types, Feasibility Reports, Investigative Reports • Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner 	15
Total No. of Lectures		60



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Beyond the Syllabus

Students' Presentations, Group Discussions, Use of M-learning and E-learning, Mock Interviews, Mock Meetings/Conferences, Book Reviews/Summarization, and Reading Comprehension

Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



The Kelkar Education Trust's
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(Autonomous)

External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



The Kelkar Education Trust's
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Course Outcomes:	
	After the completion of the course, students will able to
CO1	Develop competence in using various registers and styles of English used in the business world.
CO2	Gain competence in-group communication.
CO3	Gain command over formal correspondence.
CO4	Improve their soft skills.
CO5	Enhance their Listening, Speaking, Reading and Writing skills to meet the challenges of the world.

Recommended Resources

Reference Books -	<ul style="list-style-type: none"> Bangh, L. Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group. Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall. Majumdar, P.K. (1992) Commentary on the Consumer Protection Act, Prentice. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press. Aswalthapa, K (1991) Organisational Behaviour, Himalaya Publication. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd. Basu, C.R. (1998) Business Organisation and Management, T.M.H. Benjamin, James (1993) Business and Professional Communication Concepts and Practices, HarperCollins College Publishers. Black, Sam (1972) Practical Public Relations, E.L.B.S. Bovee Courtland, L and Thill, John V (1989) Business Communication Today. McGraw Hill, New York, Taxman Publication. Burton, G and Thakur, (1995) Management Today – Principles and Practices. T.M.H. Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago. Drucher, P.F. (1970) Technology, Management and Society, Pan Books.
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	<ul style="list-style-type: none"> • Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP. • Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co. • Fisher Dalmar, (1999), Communication in Organisation, Jaico Publishing House. • French, Astrid (1993) Interpersonal Skills. Sterling Publishers. • Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. • Ghanekar,A (1996) Communication Skills for Effective Management. Everest Publishing House. • Graves, Harold F. (1965) Report Writing, Prentice Hall. • Kaul, Asha. (2013) Business Communication, Prentice-Hall. • Lesikar, Raymond V and Petit, John D. (1994) Business Communication: Theory and Application, Richard D. Irwin Inc. • Ludlow, Ron.(1995) The Essence of Effective Communication, Prentice. • Martson, John E. (1963) The Nature of Public Relations, McGraw Hill. • Merrihue, William (1960) Managing by Communication, McGraw Hill. • Monippalli, M.M. (1997), The Craft of Business Letter Writing, T.M.H. • Monippally, Matthukutty M. (2014) Business Communication Strategies. Tata McGraw-Hill Publishing Company Ltd., 2014. • Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill. • Phillip, Louis V. (1975) Organisational Communication – The Effective Management, Columbus Grid Inc. • Raman, Meenakshi and Sharma, Sangeeta (2004) Technical Communication: Principles and Practice, Oxford University Press. • Ross, Robert D. (1977) The Management of Public Relations. John Wiley and Sons. • Stephenson, James (1988) Principles and Practice of Commercial Correspondence. Pilman and Sons Ltd.
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(Autonomous)

<u>E-Resources</u> Webliography:	<ul style="list-style-type: none">• http://www.garrreynolds.com/preso-tips/design/ (how to make ppts)• https://www.slideshare.net/sekharkls/group-discussion-ppt (GD)• https://www.inc.com/jeff-haden/27-most-common-job-interview-questions-and-answers.html
-----------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Syllabus Prepared by:	
1.	Dr. Nilakshi Roy: Chairperson, Syllabus Committee, Associate Professor, Dept. of English, V G Vaze College, Mulund (East), Mumbai
2.	Dr. Dinesh Kumar: Member, Syllabus Committee Associate Professor, Dept. of English, V G Vaze College, Mulund (East), Mumbai
3.	Dr. Shyam Choithani: Member, Syllabus Committee HOD - Dept. of Mass Media Assistant Professor, V.G.Vaze College, Mulund (East), Mumbai



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Dr. Nilakshi Roy	: Head of the Department of English
Dr. Dinesh Kumar	: Member – Faculty
Dr. Susmita Dey	: Member – Faculty (Retd.)
Ms. Sundari Johnson	: Member – Faculty
Ms. Tanvi Joshi	: Member – Faculty
Dr Prantik Banerjee	: Subject Expert from Hislop College, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
Dr. Pramod T. Kharate	: Vice Chancellor Nominee
Dr. Pratima Das	: Subject Expert from Smt. CHM College, Ulhasnagar.
Dr. Suddhaseel Sen	: Subject Expert from IIT Bombay, Powai, Mumbai.
Dr. Mandar Talvekar	: Subject Expert from Tata Power Skill Development Institute, Parel Tank Road, Mumbai.
Dr. Manoshi Bagchi	: Subject Expert from NKTT College, Tembhi Naka, Thane (W)



Dr. Nilakshi Roy
Chairperson
BOS (BC)
Date – 18th Aug. 2020



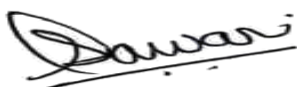
Dr. Pramod T. Kharate
Vice Chancellor Nominee
BOS (BC)
Date - 18th Aug. 2020



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
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Ms. Arati Shah	: Member – Faculty
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Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



**The Kelkar Education Trust's
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**The Kelkar Education Trust's
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(Autonomous)**

Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S

Semester II

Course: FOUNDATION COURSE - II

Course Code	Course Title	Credit
MSFC204	Foundation Course – II	02



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B.M.S
ii) Course Code	:	MSFC204
iii) Course Title	:	Foundation Course – II
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	02
vii) No. of lectures per Unit	:	12,12,11,10
viii) No. of lectures per week	:	03
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none">• Semester End Exam: 60 marks (4 Questions of 15 marks)• Internal Assessment 40 marks:<ul style="list-style-type: none">-Test 15 marks,-Project/ Assignment 15 marks-Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure / website
5 Fee Structure	:	As per College Fee Structure specifications
6 Special Ordinances / Resolutions, if any	:	No



The Kelkar Education Trust's
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Programme: FY B.M.S

Semester: II

Course : Foundation Course – II

Course Code : MSFC204

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
3	-	-	2	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites

1. An elementary understanding of globalization, human rights, stress and sustainable development will be desirable.
2. Basic knowledge of English.

Course objectives:

	To enable the students to
1	Describe the concept, merits, and demerits of liberalization, privatization, and globalization; and explain the impact of globalization on culture, infrastructure, and economic sectors.
2	Explain the concept of human rights, trace its evolution and study the work of human rights activists.
3	Grasp the relationship between human beings and environment, define sustainable development and identify its applicability within the framework of united nations goals of sustainable development.
4	Comprehend the terms stress and conflict within an individual and society; identify their causes, impact, and learn strategies to handle them successfully.
5	Apply the knowledge they have gained in their immediate and distant environment.



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<u>Units</u>	<u>Modules</u>	<u>Lectures</u>
I	GLOBALIZATION AND INDIAN SOCIETY <ul style="list-style-type: none"> • Liberalization, Privatization, Globalization: Concepts, Merits, Demerits. • Impact of Globalization: Industries, Agriculture, Employment. • Impact of Globalization: Culture, Migration, Housing. 	12
II	HUMAN RIGHTS <ul style="list-style-type: none"> • Concept and Characteristics of Human Rights; Role of Thinkers in Evolution of Human Rights; Landmark Events in Evolution of the Human Rights. • Universal Declaration of Human Rights; Fundamental Rights in the Indian constitution. • Human Rights Champions: (M.K. Gandhi, Martin Luther King, Nelson Mandela, Periyar Ramasamy, Dr. B.R. Ambedkar) 	12
III	ECOLOGY: SUSTAINABLE DEVELOPMENT GOALS <ul style="list-style-type: none"> • Ecology, Ecosystem; Man-Environment relationship • Concept of sustainable development, Goals of sustainable development • Smart and sustainable cities; sustainable tourism, sustainable agriculture 	11
IV	UNDERSTANDING AND MANAGEMENT OF STRESS AND CONFLICT <ul style="list-style-type: none"> • Concept and Causes of Stress • Coping with Stress and Strategies for Stress Management • Conflicts within an Individual and Society; Conflict Resolution. 	10
Total No. of Lectures		45

Beyond the Syllabus

Paper presentations, discussions, videos & assignments



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Internal Assessment		
Sr. No.	Description	
1	Unit 1	Test & Assignment
2	Unit 2	Class Discussion, Role Play, Field
3	Unit 3	Skits, Class Discussion
4	Unit 3	Class Presentation with PPT

External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 04 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 15 Marks each. 		
Q. No.	Description	Marks
Q.1	Essay (Unit 1)	15
Q.2	Essay (Unit 2)	15
Q.3	Essay (Unit 3)	15
Q.4	Essay (Unit 4)	15
	TOTAL MARKS	60



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Course Outcomes:

	After completing the course the student will be able to
CO1	Explain different aspects of liberalization, privatization and globalization and also comment on social, cultural and economic impact of globalization in India.
CO2	Describe the concept of human rights, assess the role of philosophers and explain the landmark events in the evolution of human rights.
CO3	Comprehend the human-environment interrelationship; and utilize the UN sustainable development goals to form a plan for integrated sustainable development in their near and distant environment.
CO4	Identify situations that create stress, and conflict and chart out strategies to reduce the same so as to create harmony within the self and society.
CO5	Disseminate knowledge about the impact of globalization, evolution of human rights, sustainable development goals, and management of stress and conflicts, comprehend and express lessons learned in the form of answers, apply the information acquired in assignments and presentations, examine critically what they have learned, establish a connect with present situations and be in a position to evaluate the value of information acquired.



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Recommended Resources	
Reference Books In English	<ul style="list-style-type: none"> • Chatterji, Subhasish, Globalisation and its Impact on Indian Culture, Lambert Academi Publishing, 4 oct 2011, ISBN-10 3846507083. • Ciccarelli, S.K., & White, J.N., Psychology, 5th edition, Pearson Education, New Jersey, 2018. • Donnelly, Jack, Universal Human Rights in Theory and Practice, Cornell University Press, Ithaca, April 13, 2013, 3rd edition, ISBN-10 0801450950. • Jhunjhunwala, Bharat, Globalisation and Indian Economy, Kalpaz Publications, 30 Aug 2007, ISBN – 10, 817835599X. • Guha Ramchandra and Gadgil M, Ecology and Equity: The Use and Abuse of Nature in Contemporary India, Penguin, New Delhi, 1995. • Lewin, K., A Dynamic Theory of Personality. New York: McGraw-Hill, 1935. • Maikhuri. R. 1992. Ecology, Environmental and Sustainable Development in Economic Development and Environment: A Case Study of India (Ed.) K.C. Ray, C.A. Tisdell and R.K. Sen. Delhi: Oxford University Press. • Rao, B.V., History of the Modern World- from AD 1500 to AD 2013, Sterling Publishers Pvt. Ltd., 2014, ISBN 9788120777767, 9788120777767 • Schafer, W., Stress Management, 4th ed., Wadsworth Cengage Learning India Pvt. Ltd., New Delhi, first re-print 2008. • Kulkarni, Dileep, Nisargayan, Rajhans Prakashan, Pune, 2005
E-Resources Webliography	<ul style="list-style-type: none"> • http://www.psychologydiscussion.net/conflicts/conflicts-notes-on-3-types-of-conflictspsychology/688 • https://www.managers.org.uk/knowledge-bank/conflict-management • https://www.amanet.org/articles/the-five-steps-to-conflict-resolution/ • https://opentextbc.ca/socialpsychology/chapter/defining-aggression/ • Environment, Natural Resources and Sustainable Development- https://swayam.gov.in/nd2_aic19_ge05/preview



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Syllabus Prepared by:	
1.	Dr. Satwant Balse, Chairperson : Syllabus Committee, Coordinator for Foundation Course, Assistant Professor, Dept. of History, V. G. Vaze College , Mulund (East), Mumbai
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5.	Ms. Sirisha Gupte, Member : Syllabus Committee, HOD - Dept. of Environmental Studies., Assistant Professor, V. G. Vaze College, Mulund (East), Mumbai
6.	Ms. Shilpa Suryawanshi, Member : Syllabus Committee, Assistant Professor, Dept. of Political Science, V. G. Vaze College, Mulund (East), Mumbai
7.	Ms. Madhura Todewale, Member : Syllabus Committee, Assistant Professor, Dept. of Economics, V. G. Vaze College, Mulund (East), Mumbai
8.	Ms. Deepa Shirsat, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
9.	Ms. Lavleen Kaur, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
10.	Ms. Arati Shah, Member : Syllabus Committee, Assistant Professor Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai
11.	Ms. Annu Singh, Member : Syllabus Committee, Assistant Professor, Dept. of SFC V. G. Vaze College, Mulund (East), Mumbai



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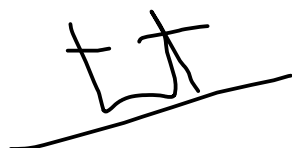
12. Dr. Lakshmi Periaswami, Member : Syllabus Committee, Assistant Professor, Dept. of Sociology, V. G. Vaze College, Mulund (East), Mumbai
13. Ms. Dhanalakshmi Medida, Member : Syllabus Committee, Assistant Professor, Dept. of English V. G. Vaze College, Mulund (East), Mumbai
14. Ms. Harshana Nikam, Member : Syllabus Committee, Assistant Professor, Dept. of History, V. G. Vaze College, Mulund (East), Mumbai
15. Mr. Shivraj Bhosale, Member : Syllabus Committee, Visiting faculty



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Dr. Satwant Balse	: Coordinator for Foundation Course
Prof. (Dr.) Preeta Nilesh	: Member – Faculty
Ms. Sirisha Gupte	: Member – Faculty
Ms. Shilpa Suryawanshi	: Member – Faculty
Ms. Madhura Todewale	: Member – Faculty
Ms. Deepa Shirsat	: Member – Faculty
Ms. Annu Singh	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Ms. Lavleen Kaur	: Member – Faculty
Dr. Lakshmi Periaswami	: Member – Faculty
Ms. Harshana Nikam	Member – Faculty
Ms. Vishakha Patil	Member – Faculty
Ms. Reena Pillai	Member – Faculty
Ms. Tanvi Joshi	Member – Faculty
Dr. Sujata Gokhale	: Subject Expert from SNDT University
Ms. Sumali Bose	: Vice Chancellor Nominee
Mr. Hemant Manchekar	: Industry / Corporate Sector
Ms. Sneha Ramchandran	: Meritorious Alumni
Dr. Shanti Upadhye	: Expert from K.J. Somaiya College of Commerce & Science, Vidyavihar, Mumbai.



Dr. Satwant Balse
Chairperson
BOS (FC)
Date – 20th Aug. 2020



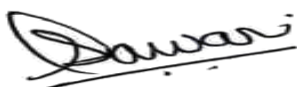
Ms. Sumali Bose
Vice Chancellor Nominee
BOS (FC)
Date - 20th Aug. 2020




The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
Mr. Deepak Ukidave	: Member – Faculty
Ms. Shilpa Kulkarni	: Member – Faculty
Ms. Rupali Kotkar	: Member – Faculty
Dr. Arpita Srivastav	: Subject Expert from NMIMS University
Dr. Shobha Samir Dedhia	: Subject Expert from SNDT University
Ms. Nadar Kalaiselvi Suresh	: Vice Chancellor Nominee
Mr. Venkat Ramana	: Industry / Corporate Sector
Mr. Venil Uday Nagda	: Meritorious Alumni
Ms. Vijayalakshmi Kannan	: Expert from PTVA's Mulund College of Commerce, Mulund
Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester I

Course: PRINCIPLES OF MARKETING

Course Code	Course Title	Credit
MSPMK205	Principles of Marketing	03



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1. Syllabus as per **Choice Based Credit System**

i) Name of the Programme	:	B. M .S
ii) Course Code	:	MSPMK205 Semester II
iii) Course Title	:	Principles of Marketing
iv) Semester wise Course Contents	:	Copy of syllabus enclosed
v) References and additional references	:	Enclosed in the syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	Nil
		<ul style="list-style-type: none">• Semester End Exam:60 marks (5 Questions of 12 marks)• Internal Assessment 40 marks: -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
2 Scheme of Examination	:	
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
Special Ordinances / Resolutions, if 6. any	:	No



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Programme: FY B.M.S.

Semester: II

Course : Principles of Marketing

Course Code : MSPMK205

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites Basic communication skills
 Basic knowledge of buying and selling.

Course Objectives

After completing the course the student will be able to:

- 1 Study the basic concepts in marketing applicable to business
- 2 To critically analyze the marketing theories and concepts and understand their relevance in perspective to current business scenario in India.
- 3 To develop basic marketing skills among students in order to cater to the needs of the marketing industries



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	INTRODUCTION TO MARKETING <ul style="list-style-type: none"> • Introduction to Marketing: Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing. Marketing v/s Selling. Marketing as an activity and function • Concepts of Marketing: Needs, wants and demands, transactions, transfer and exchanges. • Types of Goods and Services • Orientations of a firm: Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing 	15
II	MARKETING ENVIRONMENT, RESEARCH AND CONSUMER BEHAVIOUR <ul style="list-style-type: none"> • The micro environment of business: Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders. • Macro environment: Political Factors; Economic Factors; Socio Cultural Factors Technological Factors (PEST Analysis) • Marketing research: Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research • MIS : Meaning, features and Importance • Consumer Behaviour: Meaning, feature, importance, factors affecting Consumer Behaviour 	15
III	MARKETING MIX <ul style="list-style-type: none"> • Meaning –elements of Marketing Mix. • Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product. • Branding –Packing and packaging – role and importance • Pricing – objectives- factors influencing pricing policy and Pricing strategy. • Physical distribution – meaning – factor affecting channel selection-types of marketing channels • Promotion – meaning and significance of promotion. Promotion tools (brief) 	15
IV	SEGMENTATION, TARGETING, POSITIONING, DIFFERENTIATION AND TRENDS IN MARKETING <ul style="list-style-type: none"> • Segmentation – meaning , importance , basis 	15



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	<ul style="list-style-type: none">• Targeting – meaning , types• Positioning – meaning – strategies• Differentiation - meaning- strategies• New trends in marketing – E-marketing , Internet marketing and marketing using Social network• Social marketing/ Relationship marketing	
Total No. of Lectures		60

Beyond the Syllabus

Group Discussions, Skits, Videos, Case studies



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Theory Question OR Full Length Theory Question	12
Q.3	Full Length Theory Question OR Full Length Theory Question	12
Q.4	Full Length Theory Question OR Full Length Theory Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:

	After completing the course the students will be able to
CO1	Understand what is marketing and the difference between marketing and selling.
CO2	Understand the various internal and external factors that control the marketing firm. They will also understand the meaning and importance of marketing research and different types of research.
CO3	Understand various concepts in marketing like branding, pricing, physical distribution of goods and various promotional tools.
CO4	Understand the broad framework that summarizes and simplifies the the process of market segmentation, targeting, positioning and differentiation.

Recommended Resources

Reference Books -	<ul style="list-style-type: none"> • Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi. • Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi. • Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi. • McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York. • Pillai R S, Bagavathi, Modern Marketing
<u>E-Resources</u> Webliography:	



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Syllabus Prepared by:

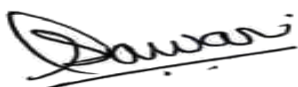
1. Ms. Amruta Khanolkar: Chairperson, Syllabus Committee
Assistant Professor,
Dept. of SFC,
V G Vaze College, Mulund (East), Mumbai
2. Mr. Aditya Davane: Member, Syllabus Committee
Assistant Professor,
Dept. of SFC,
V G Vaze College, Mulund (East), Mumbai
3. Ms. Shilpa Kulkarni: Member, Syllabus Committee ,
Visiting Faculty



The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
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Ms. Seema Pawar
Chairperson
BOS (BMS)
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Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
BOS (BMS)
Date - 19th Aug. 2020



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester: II

Course: INDUSTRIAL LAW

Course Code	Course Title	Credit
MSLAW206	Industrial Law	03



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1. Syllabus as per Choice Based Credit System

i) Name of the Programme	:	B.M.S
ii) Course Code	:	MSLAW206
iii) Course Title	:	Industrial Law
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure	:	
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"> • Semester End Exam:60 marks (5 Questions of 12 marks) • Internal Assessment 40 marks: -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. any Special Ordinances / Resolutions, if any	:	No



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Programme: FYB.M.S.

Semester: II

Course : Industrial Law

Course Code :MSLAW206

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10		-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites	3. General information about industries and labour 4. Basic knowledge of Industrial Revolution.
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Course Objectives:	
	To enable the students to
1.	Know the concepts of Industrial disputes, Strikes, Lockouts, Closure, Lay off and Retrenchment.
2.	Understand provisions of Health, Safety and Welfare of workers in factories and compensation payable to workmen in case of death and disablement.
3.	Understand welfare legislation of provident funds, pension and insurance provided to workers by the State.
4.	Know the rules regarding payment and calculation of wages, bonus and gratuity.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	LAWS RELATED TO INDUSTRIAL RELATIONS AND INDUSTRIAL DISPUTES: Industrial Disputes Act, 1947: Definition, Authorities, Awards, Settlements, Strikes Lockouts, Lay Offs, Retrenchment and Closure	15
II	LAWS RELATED TO HEALTH, SAFETY AND WELFARE : <ul style="list-style-type: none"> • The Factory Act 1948: (Provisions related to Health, Safety and Welfare) • The Workmen's Compensation Act, 1923 Provisions: <ul style="list-style-type: none"> ▪ Introduction: The doctrine of assumed risk, The doctrine of Common Employment, The doctrine of Contributory Negligence ▪ Definitions ▪ Employers liability for compensation (S-3 to 13) ▪ Rules as to Compensation (Sec 4 to Sec 9) (14 A & 17) 	15
III	SOCIAL LEGISLATION : <ul style="list-style-type: none"> • Employee State Insurance Act 1948: Definition and Employees Provident Fund • Miscellaneous Provision Act 1948: Schemes, Administration and determination of dues 	15
IV	LAWS RELATED TO COMPENSATION MANAGEMENT : <ul style="list-style-type: none"> • The payment of Wages Act 1948: Objectives, Definition, Authorized Deductions • Payment of Bonus Act, 1965 • The Payment Of Gratuity Act, 1972 	15
Total No. of Lectures		60

Beyond the Syllabus

Assignment, Discussion



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the three. (05 Marks each) (Unit based theory question)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
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Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Theory question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:

	After completing the course, the students will be able to
CO1	Understand industrial disputes and concepts of arbitration and conciliation.
CO2	Understand regulation of working conditions of factories and compensation to workers.
CO3	Know the social security legislations provided for benefit of workers in the form of provident fund, pension and insurance.
CO4	Gain insight about legal provisions for calculation of wages, bonus and gratuity for workers.

Recommended Resources

Reference Books In English	<ul style="list-style-type: none"> • Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd • Labour and Industrial Laws, S.N Misra, Central Law Publication • Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition • Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd • Industrial Law, Mr. N.D. Kapoor, Sultan Chand • Employee's Provident Fund, Chopra D.S, Labour Law Agency • Industrial Law, Mr. P.L. Mallick, Sultan Chand • Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall
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The Kelkar Education Trust's
V. G. Vaze College of Arts, Science and Commerce
(Autonomous)

Syllabus prepared by:

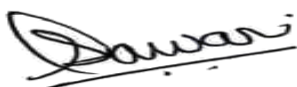
1. Adv. Molina Thakur : Chairperson, Syllabus Committee,
High Court Advocate,
Visiting Faculty
2. Adv. Ashwini Mondkar : Member, Syllabus Committee
Visiting Faculty
3. Ms. Arati Shah: Member, Syllabus Committee
Assistant Professor,
Dept. of SFC
V G Vaze College, Mulund (East), Mumbai



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V. G. Vaze College of Arts, Science and Commerce
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The Final Syllabus which has been approved by the following BOS Members

Ms. Seema Pawar	: HOD (Bachelor of Management Studies)
Ms. Khursheed Shaikh	: Member – Faculty
Ms. Amruta Khanolkar	: Member – Faculty
Ms. Arati Shah	: Member – Faculty
Mr. Rajesh Mane	: Member – Faculty
Mr. Aditya Davane	: Member – Faculty
Mr. S. Krishnan	: Member – Faculty
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Ms. Sunanda Pandita	: Other Member form Staff



Ms. Seema Pawar
Chairperson
BOS (BMS)
Date – 19th Aug. 2020



Ms. Nadar Kalaiselvi Suresh
Vice Chancellor Nominee
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Date - 19th Aug. 2020



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Syllabus for **FY B.M.S.**

(June 2020 Onwards)

Program: B.M.S.

Semester II

Course: BUSINESS MATHEMATICS

Course Code	Course Title	Credit
MSBM207	Business Mathematics	03



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1. Syllabus as per Choice Based Credit System

i) Name of the Programme	:	B.M.S.
ii) Course Code	:	MSBM207
		Semester II
iii) Course Title	:	Business Mathematics
iv) Semester wise Course Contents	:	Copy of the syllabus Enclosed
v) References and additional references	:	Enclosed in the Syllabus
vi) Credit structure		
No. of Credits per Semester	:	03
vii) No. of lectures per Unit	:	15
viii) No. of lectures per week	:	04
ix) No. of Tutorial per week	:	---
2 Scheme of Examination	:	<ul style="list-style-type: none"> • Semester End Exam:60 marks (5 Questions of 12 marks each) • Internal Assessment 40 marks: <ul style="list-style-type: none"> -Test 15 marks, -Project/ Assignment 15 marks -Class Participation: 10 marks
3 Special notes, if any	:	No
4 Eligibility, if any	:	As laid down in the College Admission brochure/website
5 Fee Structure	:	As per College Fee Structure specifications
6. Special Ordinances / Resolutions, if any	:	No



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Programme: FY B.M.S.

Semester: II

Course : Business Mathematics

Course Code : MSBM207

Teaching Scheme (Hrs./Week)				Continuous Internal Assessment (CIA) 40 marks					End Semester Examination	Total
L	T	P	C	CIA-1	CIA-2	CIA-3	CIA-4	Lab	Written	
4	-	-	3	15	15	10	-	-	60	100
Max. Time, End Semester Exam (Theory) -2Hrs.										

Prerequisites : Basic knowledge about Mathematics.
: Application of Mathematics.

Course Objectives:

- 1 This course will enable the students to combine practical & theoretical knowledge of Mathematics
- 2 This course enables student to recognize the importance and value of mathematical and statistical thinking, training and approach to problem solving, on a diverse variety of discipline.



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<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	ELEMENTARY FINANCIAL MATHEMATICS <ul style="list-style-type: none"> • Simple and Compound Interest: Interest compounded once a year, more than once a year, continuous, nominal and effective rate of interest • Annuity-Present and future value-sinking funds • Depreciation of Assets: Equated Monthly Installments (EMI) - using flat interest rate and reducing balance method. • Functions: Algebraic functions and the functions used in business and economics, Break Even and Equilibrium point. • Permutation and Combination: (Simple problems to be solved with the calculator only) 	15
II	MATRICES AND DETERMINANTS <ul style="list-style-type: none"> • Matrices: Some important definitions and some important results. Matrix operation (Addition, scalar multiplication, matrix multiplication, transpose of a matrix) • Determinants of a matrix of order two or three: properties and results of Determinants • Solving a system of linear equations using Cramer's rule • Inverse of a Matrix (up to order three) using ad-joint of a matrix and matrix inversion method • Case study: Input Output Analysis 	15
III	DERIVATIVES AND APPLICATIONS OF DERIVATIVES <ul style="list-style-type: none"> • Introduction and Concept: Derivatives of constant function, logarithmic functions, polynomial and exponential function • Rules of derivatives: addition, multiplication, quotient • Second order derivatives • Application of Derivatives: Maxima, Minima, Average Cost and Marginal Cost. Total revenue, Marginal revenue, Average revenue. Average and Marginal profit. Price elasticity of demand 	15
IV	NUMERICAL ANALYSIS [INTERPOLATION] <ul style="list-style-type: none"> • Introduction and concept: Finite differences – forward difference operator – Newton's forward difference formula with simple examples • Backward Difference Operator. Newton's backward interpolation formula with simple examples 	15
Total No. of Lectures		60

Beyond the Syllabus

Group Discussions, assignments



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Internal Assessment		
Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Solve Any One of the Two. (10 Marks each) (Unit based practical questions)	
II	Project / Assignment	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40



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External Assessment		
<ul style="list-style-type: none"> • Maximum Marks: 60 • Questions to be set: 05 • Duration: 2 Hrs. • All Questions are Compulsory Carrying 12 Marks each. 		
Q. No.	Description	Marks
Q.1	Objective Questions A) Sub Questions to be asked 8 and to be answered any 06 B) Sub Questions to be asked 8 and to be answered any 06 (Multiple choice / True or False / Match the columns/Fill in the blanks)	12
Q.2	Full Length Practical Question OR Full Length Practical Question	12
Q.3	Full Length Practical Question OR Full Length Practical Question	12
Q.4	Full Length Practical Question OR Full Length Practical Question	12
Q.5	A) Theory questions (6 Marks) B) Theory questions (6 Marks) OR C) Short Notes (4 Marks Each) To be asked 05 To be answered 03	12
	TOTAL MARKS	60
<p>Note:</p> <p>Practical question of 12 marks may be divided into two sub questions of 6/6.</p>		



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Course Outcomes:	
C01	Demonstrate understanding of basic concept in Interest, Depreciation relating to financial data.
C02	Describe how performing the various operation under Matrices & Determinations.
C03	Understand the idea of differentiation from 1 st and 2 nd order principle with differential power unction.
C04	The purpose of this module is to provide the student with the skills, knowledge and attitude required to determine approximate numerical solutions to mathematical problems which cannot always solved by conventional analytical techniques.

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> • Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge low-price editions, 2000. • Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006. • Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House. • Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGraw-Hill Publishing Company Ltd. • Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGrawHill Publishing Company Ltd • Business Mathematics by Dr. Amarnath Dikshit & Dr. Jinendra Kumar Jain. • Business Mathematics by Bari - New Literature publishing company, Mumbai • Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books • Business Mathematics, Zameerudin, Qazi, V.K. Khanna& S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi
<u>E-Resources</u>	
Webliography:	



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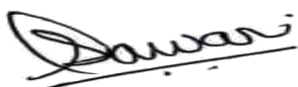
Syllabus Prepared by:	
1)	Ms. Geeta Gokhale, Chairperson, Syllabus Committee Visiting Faculty
2)	Mr. Rajkumar Chaudhari, Member, Syllabus Committee Visiting Faculty



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The Final Syllabus which has been approved by the following BOS Members

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--THE END--

