

# As Per NEP 2020

## University of Mumbai



### **Title of the program**

- A-** U.G. Certificate in Accounting & Finance
- B-** U.G. Diploma in Accounting & Finance
- C-** B.Com. Accounting & Finance
- D-** B.Com. (Hons.) in Accounting & Finance
- E-** B.Com. (Hons. with Research) in Accounting & Finance

### **Syllabus for B.COM (Accounting & Finance)**

#### **Semester – I & II**

**Ref: GR dated 20<sup>th</sup> April, 2023 for Credit Structure of UG**

**(With effect from the academic year 2024-25  
Progressively)**

# University of Mumbai



(As per NEP 2020)

Sr. No.	Heading	Particulars	
1	<b>Title of program</b> O: _____A	<b>A</b>	<b>U.G. Certificate in Accounting &amp; Finance</b>
	O: _____B	<b>B</b>	<b>U.G. Diploma in Accounting &amp; Finance</b>
	O: _____C	<b>C</b>	<b>B.Com. Accounting &amp; Finance</b>
	O: _____D	<b>D</b>	<b>B.Com. (Hons.) in Accounting &amp; Finance</b>
	O: _____E	<b>E</b>	<b>B.Com. (Hons. with Research) in Accounting &amp; Finance</b>
2	<b>Eligibility</b> O: _____A	<b>A</b>	As per University rules and regulations issued from time to time. OR Passed Equivalent Academic Level 4.0
	O: _____B	<b>B</b>	Undergraduate Certificate in <b>Accounting &amp; Finance</b> Academic Level 4.5
	O: _____C	<b>C</b>	Undergraduate Diploma in <b>Accounting &amp; Finance</b> Academic Level 5.0
	O: _____D	<b>D</b>	Bachelor of <b>Accounting &amp; Finance</b> with minimum CGPA of 7.5 Academic Level 5.5
	O: _____E	<b>E</b>	Bachelor of <b>Accounting &amp; Finance</b> with minimum CGPA of 7.5 Academic Level 5.5
3	<b>Duration of program</b> R: _____	<b>A</b>	One Year
		<b>B</b>	Two Years
		<b>C</b>	Three Years
		<b>D</b>	Four Years
		<b>E</b>	Four Years
4	<b>Intake Capacity</b> R: _____	<b>60</b>	

5	<b>Scheme of Examination</b> <b>R:</b> _____	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination	
6	R: _____ Standards of Passing	40%	
7	Sem. I & II Credit Structure R: _____A R: _____B	Attached herewith	
	Sem. III & IV Credit Structure R: _____C R: _____D		
	Sem. V & VI Credit Structure R: _____E R: _____F		
8	<b>Semesters</b>	A	Sem I & II
		B	Sem I, II, III& IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII & VIII
9	<b>Program Academic Level</b>	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.0
10	<b>Pattern</b>	Semester	
11	<b>Status</b>	New	
12	To be implemented from Academic Year Progressively	From Academic Year: 2024-25	

**Sign of the BOS**  
**Dr. Arvindkumar**  
**Shankarlal Luhar**  
**Board of Studies:**  
**B.Com (Accounting & Finance)**

**Sign of the**  
**Offg. Associate Dean**  
**Dr. Ravikant Balkrishna**  
**Sangurde**  
**Faculty of Commerce**

**Sign of the**  
**Offg. Associate Dean**  
**Prin. Kishori Bhagat**  
**Faculty of**  
**Management**

**Sign of the**  
**Offg. Dean**  
**Prof. Kavita Laghate**  
**Faculty of**  
**Commerce & Management**

# Preamble

## 1. Introduction

The complexities of the 21st-century business world demand a new kind of professionalism, and a Bachelor of Commerce (B.Com.) in Accounting and Finance program equips learners with the skills to excel on a global stage. This degree goes beyond basic accounting by focusing on the international landscape. Learners will gain a strong foundation in international accounting standards, financial regulations, and currency fluctuations, making learners an asset in a globalized marketplace. Furthermore, the program sharpens learner's data analysis skills, crucial for interpreting financial information, generating reports, and using accounting software – all essential for informed decision-making on a global scale.

## 2. Aims and Objectives

1. To prepare graduates for successful careers in accounting, finance, and related fields on a global scale.
2. Equip learners with a comprehensive understanding of accounting principles, financial management, cost accounting, taxation, and financial analysis.
3. Foster awareness of ethical and sustainable practices in global business operations.
4. Cultivate critical thinking and decision-making abilities for sound financial judgment in a global context.
5. Prepare students for pursuing professional certifications in accounting and finance (e.g., CA, CPA, CFA).

## 3. Learning and Outcomes

PO1: Learners will possess a comprehensive understanding of international accounting standards, financial regulations, and currency fluctuations, allowing them to analyze and navigate complex financial situations on a global scale.

PO2: Learners will be equipped with strong analytical and data interpretation skills, enabling them to generate insightful financial reports, utilize accounting software effectively, and make informed financial decisions in a global context.

PO3: Communicate financial information effectively with diverse stakeholders in a globalized business environment.

PO4: Learners will apply ethical principles and sustainability considerations within accounting and finance, understanding their impact on global business operations.

PO5: Learners will be well-prepared to pursue professional certifications in accounting and finance (e.g., CA, CPA, CFA) and demonstrate the necessary skills and knowledge to succeed in the globalized accounting and finance professions.

## 4. Any other point (if any)

The future of finance is about more than just numbers. As a BAF learner, when coupled with certificate courses the learner is positioned to be at the forefront of emerging trends like blockchain technology for secure transactions, artificial intelligence for smarter financial modeling, and sustainable finance practices that prioritize environmental and social impact alongside profit. With a B. Com in Accounting and Finance, learner be equipped to not only navigate the traditional landscape but also shape the future of this dynamic field.

# 1) Credit Structure of the Program B. Com (Accounting & Finance) Sem I, II, III, IV, V & VI

Under Graduate Certificate in in Accounting & Finance

Credit Structure (Sem. I & II)

	R:_____A										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.	
		Mandatory	Electives								
4.5	I	Financial Accounting-I (04)  Auditing-I (02)			2+2	Vocational Skills in Accounting & Finance Paper –I (02)  Vocational Skills in Accounting & Finance Paper –II (02)	AEC :2, VEC :2, IKS: 2	CC:2	22	UG Certificate 44	
	R:_____B										
	II	Financial Accounting - II (04)  Auditing-II (02)		2	2+2	Vocational Skills in Accounting Paper –III (02)  Vocational Skills in Accounting & Finance Paper –IV (02)	AEC :2, VEC :2	CC:2	22		
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44		
Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Majorand Minor											

# Under Graduate Diploma in in Accounting & Finance

## Credit Structure (Sem. III & IV)

### Undergraduate Programs in University

	R: _____ C										
Level	Sem ester	Major		Minor	OE	VSC, SEC (VSEC)	AEC , VEC ,IKS	OJT, FP, CEP, CC,RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.	
		Mandatory	Electi ves								
5.0	III	Financial Accounting-III (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –V (02)	AEC: 2	FP: 2 CC:2	22	UG Diploma 88	
		Cost Accounting-I (04)									
	R: _____ D										
	IV	Financial Accounting-IV (04)		4	2+2	Vocational Skills in Accounting & Finance Paper –VI (02)	AEC: 2	CEP: 2 CC:2	22		
	Cu m Cr.	28		10	12	6+6	8+4+2	8+4	88		
Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor											

**B.Com. (Accounting & Finance)****Credit Structure (Sem. V & VI)****Undergraduate Programs in University**

	R: _____ E									
Level	Seme ster	Major		Minor	OE	VSC, SEC (VSEC)	AE C, VE C, IKS	OJT, FP, CEP, CC,RP	Cum. Cr. / Sem.	Degree / Cum. Cr.
		Mandatory	Electives							
5.5	V	Financial Accounting V (04)	4	4	2+2	Vocationa l Skills in Accountin g& Finance Paper – VII (02)		FP/CEP :2	22	UG Degree 132
		Direct & Indirect Tax- I (Direct Tax) (04)								
		Management Accounting I (02)								
	R: _____ F									
	VI	Financial Accounting VI (04)	4	4	2+2			OJT :4	22	
		Direct & Indirect Tax- II (Indirect Tax) (04) (04)								
		Management Accounting II ( (02)								
	Cu m Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132	
Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor										

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project ]

# SEMESTER II



<b>Course</b>	<b>Financial Accounting II (Semester II; Level 4.5)</b>	<b>Credits</b>	<b>04</b>
<b>Type</b>	<b>Major: Mandatory</b>	<b>No of Teaching hours</b>	<b>60</b>
<b>Evaluation/ Assessment</b>	<b>100 marks - 60 marks semester end evaluation and 40 marks continuous evaluation</b>		

### **Aims and Objectives**

CO1	To have a comprehensive understanding of accounting from incomplete records, with the ability to apply the conversion method effectively and prepare its final accounts.
CO2	To comprehend the accounting entries from consignor and consignee perspectives and apply the appropriate valuation techniques for the goods under consignment sales.
CO3	To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.
CO4	To classify and analyse the theoretical implications of various types of losses covered under fire insurance. For computing the loss of stock caused by a fire incident and ascertainment of claim amount.

### **Learning Outcomes**

LO1	The learner will be able to recall, and summarize the key concepts related to accounting from incomplete records and solve practical problems related to the preparation of final accounts of Proprietary Trading Concerns.
LO2	The learner will be able to apply the accounting principles and valuation techniques appropriately while recording journal entries and preparing ledger accounts in the books of consignor and consignee.
LO3	The learner will be able to define and articulate the characteristics that distinguish a dependent branch within a business structure and solve practical problems related to the preparation of accounts of the dependent branch in the books of the head office, demonstrating proficiency in implementing the Debtor's method and Stock & Debtor's method.
LO4	The learner will be able to summarize the theoretical aspects of different types of losses covered under fire insurance and break down the components of a fire insurance claim. The learner will be able to calculate the loss of stock caused by a fire incident and prepare the statement of claim to be made to the insurance company.

## MODULES AT GLANCE

Module No	Content	No of Hours
1	Accounting from Incomplete Records.	15
2	Consignment Accounts.	15
3	Branch Accounts.	15
4	Fire Insurance Claim.	15
		<b>60</b>

Module No	Content	No of Hours
1	<u><b>Accounting from Incomplete Records</b></u> <ul style="list-style-type: none"> <li>• Introduction and meaning.</li> <li>• Problems on preparation of final accounts of Proprietary Trading Concern (conversion method).</li> </ul>	15
2.	<u><b>Consignment Accounts</b></u> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Accounting for consignment transactions.</li> <li>• Valuation of stock, Invoicing of goods at higher price. (excluding overriding commission, normal loss and abnormal loss).</li> </ul>	15
3.	<u><b>Branch Accounts</b></u> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Classification of branch.</li> <li>• Accounting for Dependent Branch not maintaining full books: Debtors method and Stock &amp; Debtors method.</li> </ul>	15
4	<u><b>Fire Insurance Claim</b></u> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Types of Losses- Loss of Life, Assets, Stock &amp; Profit. (Theoretical Aspects)</li> <li>• Computation of Loss of Stock by Fire.</li> <li>• Ascertainment of Claim as per the Insurance Policy. (exclude loss of profit and consequential loss)</li> </ul>	15

## Reference Books

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
4. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
5. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
6. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back
7. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
8. Introduction to Financial Accounting by Horngren, Pearson Publications.
9. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

**Semester End External - 60 marks**

**Time: 2:00 hrs**

**Format of Question Paper:** for the final examination

**Attempt any 4 out of 6 questions.**

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
Q4	Practical/ Theory	15
Q5	Practical/ Theory	15
Q6	Practical/ Theory	15
	<b>TOTAL</b>	<b>60</b>

## Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

## Continuous Evaluation: Internal (40 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10

<b>Course</b>	<b>Auditing -II (Semester II; Level 4.5)</b>	<b>Credits</b>	<b>02</b>
<b>Type</b>	<b>Major: Mandatory</b>	<b>No of Teaching hours</b>	<b>30</b>
<b>Evaluation/ Assessment</b>	<b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>		

### Aims and Objectives

<b>CO1</b>	To examine the internal controls, internal checks basics of a continual improvement process and determine the audit technique, assess the ledger and interpret the transaction.
<b>CO2</b>	To learn how to vouch the transactions (income and expenses) and to use the technique of verification for ascertainment of the value of assets and liabilities.

### Learning Outcomes

<b>LO1</b>	Learners will be able to assess internal Control, Internal Check and determine the audit technique. Apply the logic of Journal & Ledger postings for Reading of Ledger accounts.
<b>LO2</b>	Learners will be able to find out true and fair financial position of the company by vouching the income and expenses and by verification of the assets and liabilities.

### MODULES AT GLANCE

<b>Module No</b>	<b>Unit</b>	<b>Content</b>	<b>No of Hours</b>
1	I	Auditing Techniques	15
	II	Reading of Ledger Account	05
2	III	Vouching	05
	IV	Verification	05
			<b>30</b>

Module No	Content	No of Hours
1	<b><u>Unit I: Auditing Techniques</u></b> <ul style="list-style-type: none"> <li>• <b>Test Check-</b> Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be considered, When Test Checks can be used, Advantages, Disadvantages and Precautions.</li> <li>• <b>Audit Sampling-</b> Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results, Auditors Liability in conducting Audit based on Sample.</li> <li>• <b>Internal Control-</b> Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries, Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.</li> </ul>	15
	<b><u>Unit II: Reading of Ledger Account</u></b> <ul style="list-style-type: none"> <li>• Reading of Ledger like Purchase, Sales, Assets, Liabilities.</li> <li>• B/R, B/P, Cash Book [Practical Questions should be Asked on Reading of Ledger Accounts]</li> </ul>	05
2.	<b><u>Unit III: Vouching</u></b> <ul style="list-style-type: none"> <li>• <b>Audit of Income-</b> Revenue from Sales and Services, Rental Income, Interest &amp; Dividends Income, Royalties Income, Recovery of Bad debts written off, Commission Received.</li> <li>• <b>Audit of Expenditure-</b> Purchases, Salaries &amp; Wages, Rent, Insurance Premium, Telephone expense, Petty cash payment, Advertisement, Travelling Salesmen's Commission, Freight, Carriage and Custom Duties.</li> </ul>	05
	<b><u>Unit IV: Verification</u></b> <ul style="list-style-type: none"> <li>• <b>Audit of assets:</b> Plant &amp; Machinery, Furniture, and fixtures, Accounts Receivable, Investments, Inventory, Goodwill, Patent Rights.</li> <li>• <b>Audit of Liabilities:</b> Outstanding Expenses, Accounts Payable, Secured loans, Unsecured Loans, Contingent Liabilities, Public Deposits.</li> </ul>	05

**Reference Books**

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	<b>TOTAL</b>	<b>30</b>

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

	Assessment/ Evaluation	Marks
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	<b>TOTAL</b>	<b>20</b>

<b>Course</b>	<b>Vocational Skills in Accounting &amp; Finance Paper – III (Introduction to Financial Forecasting) (Semester II; Level 4.5)</b>	<b>Credits</b>	<b>02</b>
<b>Type</b>	<b>VSC, SEC: (VSEC)</b>	<b>No of Teaching hours</b>	<b>30</b>
<b>Evaluation/ Assessment</b>	<b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>		

### **Preface**

Proficiency in financial forecasting using Excel is a valuable skill sought after by employers in the finance industry. The ability to analyze data, identify trends, and make informed predictions is essential for roles such as financial analyst, budget analyst, and business planner. This course aims to enhance learners' employability by providing them with practical skills that are directly applicable in real-world financial scenarios.

This course introduces them to the significance of financial forecasting in decision-making within organizations. It emphasizes the role of forecasting in strategic planning and highlights the ethical considerations involved. They will explore various forecasting techniques, including straight-line, moving average, and time series analysis, along with their applications in sales forecasting and cash budgeting.

### **Aims and Objectives**

<b>CO1</b>	To understand the significance of forecasting in financial decision-making and its role in strategic planning.
<b>CO2</b>	To develop proficiency in using various forecasting techniques in finance, including straight-line, moving average, and time series analysis.
<b>CO3</b>	To learn how to create accurate financial forecasts using excel, including trend analysis and the forecast function.

### **Learning Outcomes**

On successful completion of the course, the learners will be able to

<b>LO1</b>	Learners will be able to explain the importance of forecasting in financial management and identify its limitations and risks.
<b>LO2</b>	Learners will be able to apply different forecasting techniques to real-world financial scenarios, such as sales forecasting and cash budgeting.
<b>LO3</b>	Learners will be able to create and evaluate financial forecasts using excel, enhancing their analytical skills and decision-making abilities.

Module No	Content	No of Hours
<b>1. Understand the Significance of Forecasting in Finance</b>	<ul style="list-style-type: none"> <li>• Role of forecasting in financial decision-making.</li> <li>• Limitations and risks associated with forecasting.</li> <li>• Ethical considerations involved in financial forecasting.</li> <li>• Types of Forecasting Techniques in Finance: Straight Line, Moving Average, Time series analysis, Sales Forecasting and Cash Budget. (Manual Calculations are expected).</li> </ul>	15
<b>2. Creating Forecasts using Excel.</b>	<ul style="list-style-type: none"> <li>• Trend analysis using excel.</li> <li>• Calculation of moving averages and forecast function in excel.</li> <li>• Forecasting Sales and Cash Budget using excel function.</li> <li>• Evaluation of model using Mean Absolute Percentage Error.</li> </ul>	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

#### Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouser
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
7. The Handbook of Advance Business Valuation: Rovert F Reilly and Robert Swheish: Mc Graw hill
8. Business Valuation: Pitabas Mohanty- Taxmann
9. Valuation- Measuring and Managing the value of Companies : Tim Koller- Mc Kinsey & Co



**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

<b>Question No</b>	<b>Questions</b>	<b>Marks</b>
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	<b>TOTAL</b>	<b>30</b>

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	<b>TOTAL</b>	<b>20</b>

<b>Course</b>	<b>Vocational Skills in Accounting &amp; Finance Paper – IV (Data Visualization) (Semester II; Level 4.5)</b>	<b>Credits</b>	<b>02</b>
<b>Type</b>	<b>VSC, SEC: (VSEC)</b>	<b>No of Teaching hours</b>	<b>30</b>
<b>Evaluation/ Assessment</b>	<b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>		

### **Preface**

In the era of big data and information overload, the ability to effectively visualize and communicate financial data is a critical skill for professionals in any industry. This course on data visualization for finance introduces learners to the fundamental principles and techniques of visualizing financial data using tools like Excel.

By mastering data visualization techniques such as line charts, bar charts, and scatter plots, learners will enhance their analytical skills and gain a deeper understanding of financial trends and patterns. These skills are not only valuable in the field of finance but also in a wide range of industries where data-driven decision-making is essential.

Moreover, in today's digital age, employers are increasingly seeking candidates who can not only analyse data but also present it in a clear and compelling manner. This course is designed to equip learners with the skills they need to succeed in the modern workforce, where the ability to visualize data is a key asset.

### **Aims and Objectives**

CO1	To understand the meaning, need, and principles of data visualization, specifically in the context of financial data.
CO2	To familiarize learners with various types of financial data visualization techniques and their appropriate use in different scenarios.
CO3	To develop proficiency in creating and reporting financial data using Excel and other visualization tools.

### **Learning Outcomes**

On successful completion of the course, the learners will be able to

LO1	Learners will be able to explain the importance of data visualization in financial analysis and decision-making.
LO2	Learners will be able to identify and apply the appropriate data visualization techniques for different types of financial data.
LO3	Learners will gain practical skills in creating and reporting financial data using a variety of charts and graphs, enhancing their ability to communicate complex financial information effectively.

Module No	Content	No of Hours
<b>1. Introduction to Data Visualization</b>	<ul style="list-style-type: none"> <li>Meaning, Need, Importance and Principles of data visualization.</li> <li>Types of Financial Data Visualization: Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts. (Need and when to use them)</li> </ul>	15
<b>2. Creating charts using excel.</b>	<ul style="list-style-type: none"> <li>Creating and reporting data using Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts with excel/ other tools.</li> </ul>	15

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops.

#### Reference books.

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill
4. Mastering Office 2013 - GimiCouser
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra.

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

Question No	Questions	Marks
Q1	Practical/ Theory	15
Q2	Practical/ Theory	15
Q3	Practical/ Theory	15
	<b>TOTAL</b>	<b>30</b>

#### Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

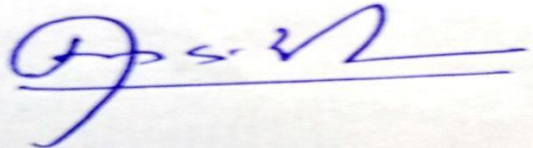
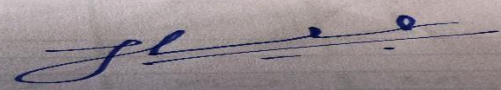



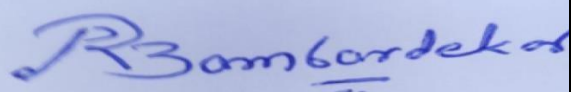

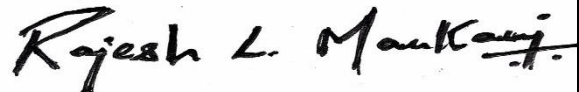


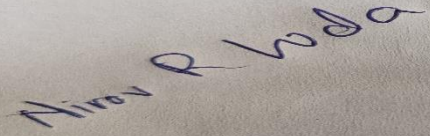
**Continuous Evaluation through:**

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10
	<b>TOTAL</b>	<b>20</b>

**Letter Grades and Grade Points:**

<b>Semester GPA/ Programme CGPA Semester/ Programme</b>	<b>% of Marks</b>	<b>Alpha-Sign/ Letter Grade Result</b>	<b>Grading Point</b>
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

### Signatures of Team Members

Name	College Name	Sign
Dr. Arvind Luhar	Ismail Yusuf College	
Dr. Nishikant Jha	Thakur College of Science & Commerce	
Dr. CA Mahesh Bhiwandikar	K.M. Agarwal College	
Dr. Neetu Kapoor	Bharat College	
Dr. Suresh Tukaram Nimbalkar	N.K. Varadkar College	
Dr. Ravindra Bambardekar	Keraleeya Samaj Model College	
Dr. Navsin Mistry	M V Mandali's College of Commerce and Science	
Dr. Rajesh Mankani	Lala Lajpatrai College of Commerce and Economics	
CS Dr Lalita Mutreja	Sahyadri Shikshan Seva Mandal's Arts and Commerce Collège Palghar	 <small>CS Scanned with CamScanner</small>
Mr. Suraj Agarwala	B.K. Birla College (Empowered Autonomous)	
Mr. Nirav Goda	Thakur College of Science & Commerce (Autonomous)	

**Justification for B.Com. (Accounting & Finance)**

1.	Necessity for starting the course:	Mumbai is the financial capital of India, housing numerous financial institutions, banks, and multinational corporations. There is a constant demand for skilled professionals in accounting and finance to support these industries. The financial sector often faces skill gaps, and a dedicated program can help bridge these gaps by churning graduates with a strong foundation in accounting principles, financial analysis, and regulatory compliance. A Bachelor's program in Accounting and Finance can provide learners with the necessary knowledge and skills for a variety of roles such as accountants, financial analysts, auditors, and financial consultants. This can enhance employment opportunities for learners. The program can contribute to enhancing financial literacy among the general population by producing graduates who can educate others on financial matters, promoting responsible financial practices.
2.	Whether the UGC has recommended the course:	<b>Yes</b>
3.	Whether all the courses have commenced from the academic year 2024-25 onwards	<b>Yes</b>
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	<b>Yes</b>
5.	To give details regarding the duration of the Course and is it possible to compress the course?	<b>Course Duration: 4 years (as per NEP structure)</b>
6.	The intake capacity of each course and no. of admissions given in the current academic year:	<b>60 per division</b>
7.	Opportunities of Employability / Employment available after undertaking these courses:	<p>A Bachelor's degree in Accounting and Finance opens the door to a wide array of promising employment opportunities across diverse sectors.</p> <ul style="list-style-type: none"> <li>• Graduates can pursue careers as accountants, where they play a crucial role in preparing</li> </ul>

		<p>financial records and statements, ensuring compliance with accounting standards, and analyzing financial data to support strategic decision-making.</p> <ul style="list-style-type: none"> <li>• Financial analysts are sought after to evaluate financial performance, conduct industry research, and provide recommendations for investment decisions.</li> <li>• Opportunities also abound in auditing, where professionals examine financial statements for accuracy and compliance.</li> <li>• Tax consultants assist individuals and organizations with tax planning and compliance, offering strategic advice on tax-saving measures.</li> <li>• Other potential career paths include financial planning, risk analysis, treasury management, budget analysis, credit analysis, and roles in corporate finance.</li> </ul> <p>The versatility of this degree equips graduates to explore various sectors, from corporate finance to consultancy, allowing them to contribute meaningfully to the financial success of organizations and individuals alike. Continuing education and pursuing professional certifications further enhance their marketability and potential for career growth.</p>
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**Sign of the BOS**  
**Dr. Arvindkumar**  
**Shankarlal Luhar**  
**Board of Studies:**  
**B.Com (Accounting & Finance)**

**Sign of the**  
**Offg. Associate Dean**  
**Dr. Ravikant Balkrishna**  
**Sangurde**  
**Faculty of Commerce**

**Sign of the**  
**Offg. Associate Dean**  
**Prin. Kishori Bhagat**  
**Faculty of**  
**Management**

**Sign of the**  
**Offg. Dean**  
**Prof. Kavita Laghate**  
**Faculty of**  
**Commerce & Management**

## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Mathematics	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2/ 4
I) Financial Mathematics II	2
From the Academic Year	2024-25



### Name of the Course: Financial Mathematics - II

Sr. No.	Heading	Particulars
1	<b>Description the course:</b> <b>Including but not limited to:</b>	This course offers a comprehensive exploration of finance and statistical analysis. It covers essential topics such as shares, mutual funds, time series analysis, and index numbers. Students learn about shares and mutual funds, including concepts like face value, market value, and dividends, and how to calculate net income considering various factors. Additionally, they delve into time series analysis, where they explore trend estimation methods like Moving Average and Least Squares, and forecasting techniques using the Least Squares Method. The significance of index numbers in economic analysis is also emphasized, providing students with practical skills and knowledge applicable to real-world scenarios in finance and statistics.
2	<b>Vertical:</b>	OE
3	<b>Type:</b>	Theory
4	<b>Credits:</b>	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives (CO):</b> (List the course objectives) This course takes a comprehensive look at important ideas in finance and statistical analysis. Students learn about the complexities of financial instruments like stocks and mutual funds, as well as the principles of time series analysis and index numbers, throughout this course. CO1: To offer a thorough understanding of shares and mutual funds, including their types, components and calculations. CO2: To learn the concepts of time series and index numbers, including trend estimation methods and forecasting techniques. CO3: To develop proficiency in calculating various index numbers and understanding their significance in economic analysis. CO4: To acquire skills in averaging prices through Systematic Investment Plan (SIP) and interpreting its implications in mutual fund investments.	
8	<b>Course Outcomes (OC):</b>	

	<p>After completion of the course, students will be able to.</p> <p>OC1: demonstrate a comprehensive understanding of financial instruments such as shares and mutual funds, enabling them to make informed investment decisions.</p> <p>OC2: calculate various index numbers, enabling them to measure price changes and cost of living accurately.</p> <p>OC3: apply statistical tools such as averaging prices through SIP in mutual fund investments, enhancing their practical understanding of financial markets.</p> <p>OC4: analyze time series data and estimating trends using appropriate statistical methods.</p> <p>OC5: develop the ability to forecast future trends using the Least Squares Method, enhancing their predictive capabilities.</p>
<b>9</b>	<p><b>Modules:-</b></p> <p><b>Module 1: Shares and Mutual Funds:</b></p> <ul style="list-style-type: none"> <li>• Concepts of shares, face value, market value, dividend, equity shares preferential shares, bonus shares, Simple examples.</li> <li>• Mutual Funds, Simple problems on calculation of Net Income after considering entry load, dividend, change in Net Asset Value (N.A.V) and exit load.</li> <li>• Averaging of price under the ‘Systematic Investment Plan (S.I.P)’.</li> </ul> <p><b>Module 2: Time Series and Index Numbers</b></p> <ul style="list-style-type: none"> <li>• Concept and Components of time series. Estimation of Trend using Moving Average Method &amp; Least Squares Method (only Linear Trend).</li> <li>• Concept of Forecasting using Least Squares Method.</li> <li>• Concept and uses of Index Numbers. Simple and Composite Index Nos. (unweighted, weighted).</li> <li>• Laspeyre’s Price Index No., Paasche’s Price Index No. Fisher’s Price Index No., Dorbish-Bowley’s Index Number, Marshall and Edgeworth Index Number.</li> <li>• Cost of Living Index No., Real Income</li> </ul>
<b>10</b>	<p><b>Text Books</b></p> <ol style="list-style-type: none"> <li>1. Fundamentals of Mathematical Statistics, 12th Edition, S. C. Gupta and V. K. Kapoor, Sultan Chand &amp; Sons, 2020.</li> <li>2. Statistics for Business and Economics, 11th Edition, David R. Anderson, Dennis J. Sweeney and Thomas A. Williams, Cengage Learning, 2011.</li> <li>3. Introductory Statistics, 8th Edition, Prem S. Mann, John Wiley &amp; Sons Inc., 2013.</li> </ol>
<b>11</b>	<p><b>Reference Books</b></p> <ol style="list-style-type: none"> <li>1. A First Course in Statistics, 12th Edition, James McClave and Terry Sincich, Pearson Education Limited, 2018.</li> <li>2. Introductory Statistics, Barbara Illowsky, Susan Dean and Laurel Chiappetta, OpenStax, 2013.</li> </ol>
	<p><b><u>Scheme of the Examination</u></b></p>
	<p>The performance of the learners shall be evaluated into two parts.</p> <ul style="list-style-type: none"> <li>• Internal Continuous Assessment of 20 marks for each paper.</li> <li>• Semester End Examination of 30 marks for each paper.</li> <li>• Separate head of passing is required for internal and semester end examination.</li> </ul>

12	Internal Continuous Assessment: 40% Semester End Examination: 60%			
13	Continuous Evaluation through: Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc. (at least 3)			
	Sr. No.	Particulars		Marks
	1	A class test of 10 marks is to be conducted during each semester in an Offline mode.		10
	2	Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.		05
	3	Seminar/ group presentation on any one topic related to the syllabus.		05
Paper pattern of the Test (Offline Mode with One hour duration): Q1: Definitions/Fill in the blanks/ True or False with Justification. (04 Marks: 4 x 1). Q2: Attempt any 2 from 3 descriptive questions. (06 marks: 2 x 3)				
14	Format of Question Paper: The semester-end examination will be of 30 marks of one hour duration covering the entire syllabus of the semester.			
Note: Attempt any TWO questions out of THREE.				
Q.No.1	Module 1 and 2	Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks	
Q.No.2	Module 1 and 2	Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks	

	Q.No.3	Module 1 and 2	Attempt any <b>THREE</b> out of <b>FOUR</b> . (Each question of 5 marks) (a) Question based on OC1/OC2 (b) Question based on OC3 (c) Question based on OC4 (d) Question based on OC5	15 Marks
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**Sign of the BOS  
Chairman  
Dr. Bhausaheb S Desale  
The Chairman, Board of  
Studies in Mathematics**

**Sign of the  
Offg. Associate Dean  
Dr. Madhav R. Rajwade  
Faculty of Science &  
Technology**

**Sign of the  
Offg. Dean  
Prof. Shivram S. Garje  
Faculty of Science &  
Technology**

AC –  
Item No. –

**As Per NEP 2020**

## **University of Mumbai**



<b>Syllabus for Basket of VES</b>	
<b>Board of Studies in Value Education</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>II</b>
<b>Title of Paper</b>	<b>Credits 2</b>
<b>I) Environmental Management &amp; Sustainable Development -II</b>	
<b>From the Academic Year</b>	<b>2024-25</b>

**Name of the Course: Environmental Management  
& Sustainable Development -II**

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p>This introductory course explores the interconnectedness of our environment and the challenges it faces. Designed for students from all faculties, it equips you with a foundational understanding of:</p> <ul style="list-style-type: none"> <li>Ecosystems and biodiversity: Explore the intricate web of life on Earth and the importance of species diversity.</li> <li>Human impact: Analyse how human activities affect natural resources, climate, and pollution.</li> <li>Sustainability: Discover principles for living in harmony with the environment and meeting our needs without compromising future generations.</li> </ul> <p>Regardless of major, environmental awareness is crucial. This course empowers learner to:</p> <ul style="list-style-type: none"> <li>Become an informed citizen: Make responsible choices and advocate for environmental protection.</li> <li>Understand complex environmental issues: Gain a holistic view of challenges like climate change and pollution.</li> </ul> <p>Explore solutions and career paths: Discover potential careers in environmental management, conservation, or sustainable development.</p>
2	Vertical :	<b>Open Elective</b>
3	Type :	Theory / <del>Practical</del>
4	Credit:	2 credits / ( 1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	<p><b>Course Objectives:</b></p> <p>1. To create and disseminate knowledge to the students about environmental problems at local, regional and global scale.</p> <p>2. To introduce about ecosystems, biodiversity and to make aware for the need of</p>	

	<p>conservation.</p> <p>3. To sensitize students towards environmental concerns, issues, and impacts of human population.</p> <p>4. To prepare students for successful career in environmental departments, research institutes, industries, consultancy, and NGOs, etc.</p>
8	<p><b>Course Outcomes:</b></p> <p>1. Use principles of Environmental Science for explaining sustainable development and its related ethical concerns</p> <p>2. Display scientific perspective for issues confronting our present day environment.</p> <p>3. Analyze the national and global environmental issues relating air, water, soil, and land use, biodiversity, and pollution.</p> <p>4. Explain the Role of an individual in relation to human population and environmental pollution.</p> <p>5. Recognize the importance of collective efforts for environmental sustainability as reflected in various treaties, conventions and laws</p>
9	<p><b>Modules:-</b></p> <p><b>Unit I: Environmental Pollution and Health (8 lectures)</b></p> <p>Understanding pollution: Production processes and generation of wastes; Assimilative capacity of the environment; Definition of pollution; Point sources and non-point sources of pollution.</p> <p>Air pollution: Sources of air pollution; Primary and secondary pollutants; Criteria pollutants- carbon monoxide, lead, nitrogen oxides, ground-level ozone, particulate matter and Sulphur dioxide; Other important air pollutants- Volatile Organic compounds (VOCs), Peroxyacetyl Nitrate (PAN), Polycyclic aromatic hydrocarbons (PAHs) and Persistent organic pollutants (POPs); Indoor air pollution; Adverse health impacts of air pollutants; National Ambient Air Quality Standards.</p> <p>Water pollution: Sources of water pollution; River, lake and marine pollution, groundwater pollution; water quality parameters and standards; adverse health impacts of water pollution on human and aquatic life.</p> <p>Soil pollution and solid waste: Soil pollutants and their sources; Solid and hazardous waste; Impact on human health.</p> <p>Noise pollution: Definition of noise; Unit of measurement of noise pollution; Sources of noise pollution; Noise standards; adverse impacts of noise on human health.</p> <p>Thermal and Radioactive pollution: Sources and impact on human health and ecosystems.</p> <p><b>Unit II: Environmental Management (7 lectures)</b></p> <p>Introduction to environmental laws and regulation: Constitutional provisions- Article 48A, Article 51A (g) and other derived environmental rights; Introduction to environmental legislations on the forest, wildlife and pollution control.</p> <p>Environmental management system: ISO 14001</p> <p>Life cycle analysis; Cost-benefit analysis</p> <p>Pollution control and management; Waste Management- Concept of 3R (Reduce, Recycle and Reuse) and sustainability; Ecolabeling /Ecomark scheme. Introduction to Millennium Development Goals, Sustainable Development Goals, &amp; Mission Life.</p>

	<b>Unit III: Environmental Treaties and Conventions (8 lectures)</b>
	<p>1) Major International Environmental Agreements: Stockholm Conference on Human Environment, 1972, Ramsar Convention on Wetlands, 1971, Montreal Protocol, 1987, Basel Convention (1989), Earth Summit at Rio de Janeiro, 1992, Kyoto Protocol, 1997, Earth Summit at Johannesburg, 2002.</p> <p>2) Major Indian Environmental Legislations: The Wild Life (Protection) Act, 1972; The Water (Prevention and Control of Pollution) Act, 1974; The Forest (Conservation) Act, 1980; The Air (Prevention and Control of Pollution) Act, 1981; The Environment (Protection) Act, 1986; The Biological Diversity Act, 2002</p>
	<b>Unit IV: Case Studies and Field Survey (7 lectures)</b>
	<p>The students are expected to be engaged in some of the following or similar identified activities:</p> <ul style="list-style-type: none"> <li>• Discussion on one national and one international case study related to the environment and sustainable development.</li> <li>• Field visits to identify local/regional environmental issues, make observations including data collection and prepare a brief report.</li> <li>• One student one tree initiative.</li> <li>• Documentation of campus biodiversity.</li> <li>• Campus environmental management activities such as solid waste disposal, water management, and sewage treatment.</li> </ul>
10	<p><b>Text Books</b></p> <ol style="list-style-type: none"> <li>1. Ahluwalia, V. K. (2015). Environmental Pollution, and Health. The Energy and Resources Institute (TERI).</li> <li>2. Central Pollution Control Board Web page for various pollution standards. <a href="https://cpcb.nic.in/standards/">https://cpcb.nic.in/standards/</a></li> <li>3. Masters, G. M., &amp; Ela, W. P. (2008). Introduction to environmental engineering and science (No. 60457). Englewood Cliffs, NJ: Prentice Hall.</li> <li>4. Jørgensen, Sven Marques, Erik João Carlos and Nielsen, Søren Nors (2016) Integrated Environmental Management, A transdisciplinary Approach. CRC Press.</li> <li>5. Barrow, C. J. (1999). Environmental management: Principles and practice. Routledge.</li> <li>6. Theodore, M. K. and Theodore, Louis (2021) Introduction to Environmental Management, 2nd Edition. CRC Press.</li> <li>7. Richard A. Marcantonio, Marc Lame (2022). Environmental Management: Concepts and Practical Skills. Cambridge University Press.</li> <li>8. UNEP (2007) Multilateral Environmental Agreement Negotiator's Handbook, University of Joensuu, ISBN 978-952-458-992-5</li> <li>9. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions &amp; Programmes. <a href="https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf">https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf</a></li> <li>10. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions &amp; Programmes. <a href="https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf">https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf</a></li> <li>11. India Code – Digital repository of all Central and State Acts: <a href="https://www.indiacode.nic.in/">https://www.indiacode.nic.in/</a></li> <li>12. University Grants Commission, D.O.No.F. 14-5/2015(CPP-II) dated 2<sup>nd</sup> August 2019.</li> </ol>



12	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination : 60%</b>
13	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, Field Visits, Case Studies, assignments, One Student one tree initiative etc. (at least 4)	
14	<b>Format of Question Paper:</b> for the final examination For OE: External - 30 Marks (2 Credits) Internal - 20 Marks Question Paper Format for 30 Marks Format of Question Paper: 30 Marks per paper Semester End Theory Examination:  1. Duration - These examinations shall be of one hour and 30 minutes duration. 2. Theory question paper pattern: There shall be 04 questions each of 10 marks out of which students will attempt ANY THREE	

**Signature:**  
**Prof. Kavita Laghate**  
**Chairman of Board of Studies in Value Education**



## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of OE/ Minor/AEC	
Board of Studies in Data Science	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2/ 4
I. DS_Data Privacy and Security (Open Elective)[OE]	2
From the Academic Year	2024-2025

## Name of the Course: DS\_Data Privacy and Security

Sr.No.	Heading	Particulars
1	<b>Description the course : Including but Not limited to:</b>	This syllabus aimed to provide a comprehensive overview of data, its privacy and security. It covers various aspects of data privacy and security to minimize the risk associated with an information system.
2	<b>Vertical :</b>	<b>Open Elective</b>
3	<b>Type :</b>	Theory
4	<b>Credits :</b>	2 credits (1 credit = 15 Hours for Theory)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives(CO):</b> CO 1.To learn concepts associated with data and data explosion. CO 2. To understand the data privacy and its components. CO 3. To learn types of data privacy attacks and laws associated. CO 4. To explore different Vulnerabilities with Software and data. CO 5. To learn strategies for Analysing Information Risk CO 6. To understand the use and applications of cyber security tools.	
8	<b>Course Outcomes (OC):</b> OC 1. Ability to identify sources and nature of data. OC 2. Knowledge of making a data privacy policy. OC 3. Ability to make and practise data protection strategies. OC 4. Acquire knowledge of vulnerabilities. OC 5. To manage the risks associated with data. OC 6. To deploy data security and protection strategy with cyber security tools.	
9	<b>Module 1:</b> Concept of Data explosion, Nature of data, Causes of data explosion, Big Data explosion. Demographics and Uniqueness of data and Data explosion. Components of Data Privacy: confidentiality, integrity and availability. Need of data privacy and its importance for business. Concept of Data linking and Data profiling. Data Privacy Attacks: Stolen Information Ransomware, Password Guessing, Recording Keystrokes, Phishing, Malware or Virus and Distributed Denial of Service (DDoS). Data Protection policies for the use, monitoring, and management of data. HIPPA (Health Insurance Portability and Accountability Act) components. DISHA (Digital Information Security in Healthcare Act) act.	
	<b>Module 2:</b> Data security: Definition and importance. Levels of Data security: hardware security, software security, and legal security. Understanding security policy: Organizational, system specific and issue specific.	

	Software Vulnerabilities and its impact on data. Understanding the role of Data Privacy and Security for any organization Cyber security Risk management: Risk identification, threat modelling and preventive strategies Process of FAIR analysis (Factor Analysis of Information Risk) Different cyber security tools.	
10	<b>Text Books</b> <ol style="list-style-type: none"> <li>1. "Cyber Security and Data Privacy" by Krishan Kumar Goyal, Amit Garg and Saurabh Singhal.</li> <li>2. "Cyber Security and Digital Privacy: A Universal Approach" by Gaurav K. Roy.</li> <li>3. "DATA PRIVACY" by Ashwin Venkataramanan, Ashwin Shriram.</li> </ol>	
11	<b>Reference Books</b> <ol style="list-style-type: none"> <li>1. " Mastering Your Introduction to Cyber Security" by Dr. Michael C Redmond.</li> <li>2. "Cybersecurity for Information Professionals: Concepts and Applications" by Hsia-Ching Chang , Suliman Hawamdeh</li> <li>3. "Security and Data Storage Aspect in Cloud Computing" by Prachi S. Deshpande , Subhash C. Sharma , Sateesh K. Peddoju</li> </ol> <b>Weblinks</b> <ol style="list-style-type: none"> <li>1. <a href="https://compliance-group.com/disha-and-hipaa-how-do-they-compare/">https://compliance-group.com/disha-and-hipaa-how-do-they-compare/</a></li> <li>2. <a href="https://dataprivacymanager.net/8-best-online-resources-to-learn-more-about-data-privacy-security/">https://dataprivacymanager.net/8-best-online-resources-to-learn-more-about-data-privacy-security/</a></li> <li>3. <a href="https://safety.google/privacy/privacy-controls/">https://safety.google/privacy/privacy-controls/</a></li> </ol>	
12	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>
13	<b>Continuous Evaluation through:</b> Class test of 1 of 15 marks Class test of 2 of 15 marks Average of the two: 15 marks Quizzes/ Presentations/ Assignments: 5 marks Total: 20 marks	Semester End Examination of 30 marks
14	<b>Format of Question Paper: (Semester End Examination : 30 Marks. Duration:1 hour)</b> Q1: Attempt any two (out of four) from Module 1 (15 marks) Q2: Attempt any two (out of four) from Module 2 (15 marks)	

**Sign of Chairperson**  
**Dr. Mrs. R. Srivaramangai**  
**Ad-hoc BoS (Data Science)**

**Sign of the**  
**Offg. Associate Dean**  
**Dr. Madhav R. Rajwade**  
**Faculty of Science & Technology**

**Sign of Offg. Dean,**  
**Prof. Shivram S. Garje**  
**Faculty of Science & Technology**

AC – 20/04/2024  
Item No. – 7.8 Sem. II (5a)

## As Per NEP 2020

### University of Mumbai



Syllabus for Basket of Minor	
Ad- hoc Board of Studies in B. Com. (Management Studies)	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2/ 4
Industry and Service Management I (Basics of I & S)	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>  <b>Including but not limited to:</b>	Management is not only an essence in all fields but it is a prevalent tool in the hands of corporates to governments. From planning to controlling and from budgeting to reporting, all managerial elements are the most essential parts of daily life. So the learners need to know about all aspects from rural development to creating artificial intelligence. They will understand how to develop India, one of the fifth most powerful economies in the world. It is expected that the learners should learn how to develop our economy and management for the future generation from these managerial facets.
2	<b>Vertical :</b>	Major/ <b>Minor</b> /Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By √)
3	<b>Type :</b>	Theory / Practical
4	<b>Credit:</b>	2 credits
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Differentiate between different types of industries and their defining characteristics</li> <li>2. Apply industry analysis frameworks to assess competitive landscapes</li> <li>3. Evaluate the impact of various factors on industry performance and service delivery</li> <li>4. Design and analyze service models for optimal customer experience.</li> </ol>	

8	<b>Course Outcomes:</b> <ol style="list-style-type: none"> <li>1. Learners should Differentiate between various industry types and their characteristics</li> <li>2. Identify the key factors influencing industry performance and competition</li> <li>3. Understand the core principles of service management and customer experience</li> <li>4. Analyse the challenges and opportunities unique to service businesses</li> </ol>
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9	<b>Modules: -</b>
	<b>Module 1:</b> Basics of Industry Management
	<ol style="list-style-type: none"> <li>a) Concept of Industry Management, Characteristics of IM, Types, Pros and Cons of Industry Management</li> <li>b) Industry Analysis: Framework of Porter's Five Forces, Industry Life Cycle, Technological advancement, Government regulations</li> </ol>
	<b>Module 2:</b> Basics of Service Management
	<ol style="list-style-type: none"> <li>a) Concept of service and service Management, characteristics of services, importance of service industry</li> <li>b) Scope and Classification of services - Specialized services, Customer services and Industrial services, Reasons for growth of service industry in India.</li> </ol>
10	<b>Text Books:</b> <ul style="list-style-type: none"> <li>• <i>Service Sector in India - recent policy initiative a New century publication 2008</i></li> <li>• <i>A. Vijaykumar Service Sector management - An Indian perspective - Bhattacharjee, Jaico publishing House 2011.</i></li> </ul>

	<b>Reference Books:</b> <ul style="list-style-type: none"> <li>• Industry Analysis by Michael E. Porter</li> <li>• Operations Management by Roberta F. Shang and Kenneth S. Meizer</li> <li>• Competitive Strategy by Michael E. Porter</li> <li>• Good Strategy Bad Strategy by Richard Rumelt</li> <li>• <i>Service marketing - Temani V. K. Prism Publication</i></li> <li>• <i>Management of Service Sector - Bhatia B. S. VP Publication</i></li> </ul>
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<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination Individual Passing in Internal and External Examination : 60%</b>
<b>13</b>	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )	
<b>14</b>	<b>Format of Question Paper: for the final examination</b> <b>External Paper Pattern (30 Marks)</b> Q1. Case Study Analysis 10 Marks Q2. Answer the following (Any One) 10 marks A Or B Q3. Answer the following (Any One) 10 Marks A Or B	

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Fulmali  
BOS in BMS**

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Sangurde  
Faculty of Commerce**

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Offg. Associate Dean  
Prin. Kishori Bhagat  
Faculty of  
Management**

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Offg. Dean  
Prof. Kavita Laghate  
Faculty of Commerce  
& Management**

## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of Minor	
Board of Studies in HINDI	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2
I) हिंदी कहानी : विकास और समीक्षा	02
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>  <b>Including but not limited to:</b>	<b>हिंदी कहानी : विकास और समीक्षा</b>  कहानी एक अत्यंत लोकप्रिय विधा है। प्रायः सभी पत्र-पत्रिकाओं में, पाठकीय माँग के फलस्वरूप, कहानियों का प्रकाशन किया जाता रहा है। देश की प्रत्येक भाषा में केवल कहानियों की पत्रिकाएँ संख्या में कम नहीं हैं। रहस्य, रोमांस, ज्ञान, संवेदना और साहस की कहानियों के अतिरिक्त उनमें जीवन को गंभीर रूप में प्रदर्शित करनेवाली कहानियाँ भी प्रकाशित होती हैं। साहित्यिक दृष्टि से इनका महत्व तो है ही, परंतु कहानी विधा जीवन के भाव-संवेदन, जीवन-दृष्टि, आत्मविस्तार, जीवनानुभव हेतु भी अत्यंत महत्व रखती है। कहानी के उद्भव से लेकर समकालीन कहानियों की एक व्यापक श्रृंखला है जिसके कई पड़ाव हैं, स्तर हैं, श्रेणियाँ हैं जिससे कहानी की विशेषताओं के साथ कहानी कला उजागर होती है। व्यापक संदर्भों में कहानी विधा विद्यार्थियों के लिए जीवनानुभवों का समुच्चय प्रस्तुत करने के साथ, कहानी कला के कौशल को समृद्ध करेगी, इस दृष्टिकोण से शैक्षिक पाठ्यक्रम विद्यार्थियों के लिए अत्यंत लाभदायक सिद्ध होगा।
2	<b>Vertical:</b>	Minor
3	<b>Type:</b>	Theory
4	<b>Credit:</b>	2 credits ( 1 credit = 15 Hours for Theory)
5	<b>Hours Allotted:</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives:</b>	

	1. विद्यार्थियों को हिंदी कहानी के उद्भव से लेकर विकासक्रम का सम्पूर्ण अवलोकन का ज्ञान प्रदान करना। 2. विद्यार्थियों को हिंदी कहानी की विशेषताओं के साथ कहानी कला की अवधारणा स्पष्ट करना। 3. विद्यार्थियों को हिंदी कहानी के माध्यम से मानवीय संवेदना, सामाजिक सरोकार, मानवीय मूल्य, सांस्कृतिक समझ, राष्ट्रीयता का बोध एवं पर्यावरण संचेतना की जागृति करना।		
8	<b>Course Outcomes:</b> 1. विद्यार्थियों को हिंदी कहानी के उद्भव से लेकर विकासक्रम का ज्ञान स्पष्ट होगा। 2. विद्यार्थियों को हिंदी कहानी की विशेषताओं के परिचय के साथ कहानी लेखन कला का कौशल प्राप्त होगा। 3. विद्यार्थियों को हिंदी कहानी के माध्यम से मानवीय संवेदना, मानवीय भाव, सामाजिक सरोकार, मानवीय मूल्य, सांस्कृतिक समझ, राष्ट्रीयता का बोध, आपसी सहयोग, मैत्री, उदारता के भाव एवं प्राकृतिक, पर्यावरण संचेतना का ज्ञान प्राप्त होगा।		
9.	Modules (Per credit one module can be created) इकाई 1- 15 व्याख्यान 01 क्रेडिट ◦हिंदी कहानी की विकास यात्रा ◦स्वतंत्रतापूर्व हिंदी कहानी ◦स्वातंत्र्योत्तर हिंदी कहानी		
10	इकाई 2- 15 व्याख्यान 01 क्रेडिट पुस्तक का नाम - कथायात्रा . प्रकाशक : वाणी प्रकाशन, दिल्ली संपादन : हिंदी अध्ययन मंडल, मुंबई विश्वविद्यालय, मुंबई <b>निर्धारित कहानियाँ:-</b> सुभागी -प्रेमचंद सिक्का बदल गया -कृष्णा सोबती घुसपैठिए -ओमप्रकाश वाल्मीकि आखिरी शर्त -मालती जोशी पाँचवां बेटा -नासिरा शर्मा वनकन्या -एलिस एक्का		
11	संदर्भ ग्रंथ-		

	1.हिंदी साहित्य का इतिहास, रामचंद्र शुक्ल 2.हिंदी साहित्य का इतिहास: युग और प्रवृत्तियां, शिवकुमार शर्मा 3.हिंदी कहानी का इतिहास (भाग 2) गोपाल राय, राजकमल प्रकाशन, नई दिल्ली 4.हिंदी कहानी का विकास, मधुरेश, लोक भारती प्रकाशन, इलाहाबाद 5.हिंदी कहानी: पहचान और परख, इंद्रनाथ मदान, विश्वविद्यालय प्रकाशन, वाराणसी	
12	<b>Internal Continuous Assessment: 40%</b>	<b>External: Semester End Examination 60% Individual Passing in Internal and External Examination</b>
13	<b>Continuous Evaluation through:</b> आंतरिक परीक्षा : अंक 20 <ul style="list-style-type: none"> <li>रचनात्मक कार्य/प्रकल्प इत्यादि 10 अंक</li> <li>प्रस्तुति/परिसंवाद सहभागिता इत्यादि 05 अंक</li> <li>अकादमिक, व्यावसायिक एवं कौशल संवर्धन गतिविधियाँ- 05 अंक</li> </ul>	लिखित परीक्षा अंक : 30 समयावधि : 1 घंटा
14	<b>Format of Question Paper: for the final examination</b> <b>लिखित परीक्षा</b> अंक : 30 <span style="float: right;">समयावधि: 1 घंटा</span> <hr/> प्रश्न 1) पहला प्रश्न अनिवार्य है। (संदर्भ, प्रसंग सहित व्याख्या ) <span style="float: right;">15 अंक</span> प्रश्न 2) शेष दो प्रश्नों में से किसी एक प्रश्न का उत्तर लिखिए। <span style="float: right;">15 अंक</span>	



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**Dean**  
**Name of the Faculty**

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**Offg. Dean**  
**Name of the Offg.**  
**Dean**  
**Name of the Faculty**

## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in Marathi	
UG First Year Programme	
Semester	II
Title of Paper	Credits
लेखन कौशल्ये १- (कार्यालयीन लेखनव्यवहार आणि पत्रव्यवहार)	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	<b>लेखन कौशल्ये१-</b> <b>(कार्यालयीन लेखनव्यवहार आणि पत्रव्यवहार)</b> लेखन ओळख ते लेखन कौशल्य हा बराच मोठा प्रवास आहे. वाचन आणि लेखनाच्या सरावाने, लेखन कौशल्य विकसित करता येते. बहुतेक वेळा आपण मिळवलेले ज्ञान हे लिखित स्वरूपात मांडावे लागते. त्यासाठी आपण लेखन कौशल्याचे योग्य उपयोजन करतो. लेखन म्हणजे मजकूर तंतोतंत उतरवणे नव्हे. एखादे निवेदन, वृत्त, निबंध, पुस्तकाची टिपणे, अर्ज यांसाठी लेखन आवश्यक असते. कार्यालयीन पत्रव्यवहार, कार्यवृत्ते, नोंदी, जाहिरात, टिप्पणी ही सर्व उपयोजित लेखन कौशल्ये आहेत. कार्यालयीन पत्रव्यवहार करणे हे एक वेगळ्या प्रकारचे कौशल्य आहे. त्यातील काही उपयोजन कौशल्यांचा विचार या अभ्यासपत्रिकेत अपेक्षित आहे. कार्यालयीन लेखन व्यवहार आणि पत्रव्यवहार या अभ्यासपत्रिकेत शिकविला जाईल.
2	<b>Vertical :</b>	Ability Enhancement Course
3	<b>Type :</b>	Theory + Practical
4	<b>Credit:</b>	02 (1 credit = 15 Hours for Theory in a semester)
5	<b>Hours Allotted :</b>	30
6	<b>Marks Allotted:</b>	50
7	<b>Course Objectives: ( List some of the course objectives )</b>  १. कार्यालयीन लेखन व्यवहार स्वरूप समजावून सांगणे. २. कार्यालयीन पत्रव्यवहाराचे स्वरूप समजावून सांगणे. ३. प्रभावी कार्यालयीन लेखनासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे.	
8	<b>Course Outcomes: ( List some of the course outcomes )</b> १. विद्यार्थ्यांना कार्यालयीन लेखन व्यवहाराचे स्वरूप समजेल. २. विद्यार्थ्यांना कार्यालयीन पत्रव्यवहाराचे स्वरूप समजेल. ३. प्रभावी कार्यालयीन लेखनासाठी आवश्यक असणाऱ्या तंत्रांचा विद्यार्थ्यांना परिचय होईल.	
9	<b>Modules:- Per credit One module can be created</b>  <b>घटक एक घटक एक : कार्यालयीन लेखनव्यवहार -</b>  १. जाहीर निवेदन आणि माहितीपत्रक २. इतिवृत्त लेखन ३. टिप्पणी लेखन (६० मिनिटांच्या १५ तासिका) श्रेयांकन १.	

<b>घटक दोन : घटक दोन : पत्रव्यवहार -२</b>		
१.कार्यालयीन/प्रशासनिक पत्र २. नोकरीसाठी अर्जलेखन ३. पत्रात्मक लेखन : नवी रूपे (शुभेच्छा, निमंत्रण) (६० मिनिटांच्या १५ तासिका) श्रेयांकन १.		
<b>10</b>	<b>Text Books:</b> N.A.	
<b>11</b>	<b>Reference Books: संदर्भसूची :</b> १. प्रशासनिक लेखन, भाषा संचालनालय, महाराष्ट्र शासन, मुंबई, १९६६ २. भाषिक सर्जन आणि उपयोजन, राजन गवस, अरुण शिंदे, गोमटेश्वर पाटील, दर्या प्रकाशन, पुणे, २०१२ ३. परब प्रकाश, व्यावहारिक मराठी, मिथुन प्रकाशन, डोंबिवली पूर्व, मुंबई, १९८९ ४. नाईक सदानंद, राजभाषा मराठी, व्यावहारिक मराठी, प्रका-नागरी सेवा प्रबोधिनी, मुंबई, २००२ ५. तावरे स्नेहल (संपा.), व्यावहारिक मराठी, स्नेहवर्धन प्रकाशन, पुणे, चौथी आवृत्ती, २०११ ६. केतकी मोडक, संतोष शेणई, सुजाता शेणई (संपा.), उपयोजित मराठी, पद्मगंधा प्रकाशन, २०१२ ७. नसीराबादकर ल. रा., व्यवहारिक मराठी, भाषा विकास संशोधन संस्था, कोल्हापूर २०२३	
<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60% Individual Passing in Internal and External Examination</b>
<b>13</b>	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )	अंतर्गत चाचणी परीक्षा : २० गुण चाचणी परीक्षा /लेखी/ ऑनलाईन/ प्रकल्प/ गृहपाठ - २० गुण
<b>14</b>	<b>Format of Question Paper:</b> for the final examination बहिर्गत परीक्षा ३० गुण (वेळ एक तास) <ul style="list-style-type: none"> <li>एकूण तीन प्रश्न विचारावेत.</li> <li>प्रत्येक घटकावर अंतर्गत पर्याय असलेले प्रत्येकी १० गुणांचे दोन प्रश्न विचारावेत.</li> <li>तिसरा प्रश्न हा घटक १ आणि २ वर आधारित अंतर्गत पर्यायासह दोन टीपा/लघुप्रश्न स्वरूपाचा असावा.</li> </ul>	

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**Dean**  
**Name of the Faculty**

**Sign of the**  
**Offg. Dean**  
**Name of the Offg. Dean**  
**Name of the Faculty**



**As Per NEP 2020**

**University of Mumbai**



**Title of the Program**

**Co-Curricular Course  
NATIONAL SERVICE SCHEME**

**SEM I & SEM II**

**Syllabus for Two Credit**

**(With effect from the academic year 2024-25)**

## **UNIVERSITY OF MUMBAI**

### **National Service Scheme**

#### **1.1 Preamble:**

Students in the National Service Scheme are better able to comprehend all the most recent ideas. These courses include an Introduction to National Service Scheme that covers the concept of social services, which are a variety of public services meant to offer support and help to targeted specific groups, most often the underprivileged. They could be offered by individuals, autonomous, private entities, or under the management of a government body.

#### **1.2 Objectives of the Course:**

1. To Introduce National Service Scheme to learners and explain how it is used in current social studies.
2. To make the students aware of the need of having a foundation in social science and NSS.
3. To introduce students to social concepts and issues in society, as well as to get involved in resolving social issues.

#### **1.3 Learning Outcomes of the Course:** The students will be able to

1. The course will help students comprehend the foundations of the National Service Program.
2. To understand the unique camping program.
3. Students will learn about the regular activities of NSS.

#### **1.4. Programme Specific Outcomes:**

1. Students will be familiar with NSS fundamentals and history, particularly as they pertain to social work.
2. Students will recognize NSS and its ongoing operations.

#### **1.5 Programme Outcomes:**

1. Students will comprehend fundamental ideas and facts about the National Service Program.
2. Students will learn the essentials of NSS-related procedures.
3. Students will learn social work skills (such as Voter Awareness, Campus Cleanup, Tree Plantation, and Rallies).

**1.6 Modes of Internal Evaluation:** Assignment, Tutorial, Presentation, MCQs via Google, Field Visits, any other suitable mode along with marks for Attendance of the students.

**UNIVERSITY OF MUMBAI**

**Semester II**

**NSS CC**

**Sub: - Leadership and Community Engagement**

**Credits: 02**

**Marks: 50**

<b>Unit Number</b>	<b>SEMESTER 2 Title of the Unit</b>	<b>No. of Lecture</b>	<b>No. of Credits</b>
1	<b>Leadership &amp; Personality development:</b> Meaning, definition, qualities, and characteristics of a Leader. Meaning of personality, Dimensions of personality. Personality and Leadership nexus.	15	
	Universal Human Values and Ethics for youths Sustainable Development Goals		
2	<b>Activity Based Programmes</b> (Suggestive list given below. Colleges can plan various social activities for learners and make a detailed report) Activities can be conducted throughout the academic year .Evaluation will be based on record keeping of the attendance of the learner.	30	
	<b>Shramadhan</b> – Plantation, Cleaning, Watering, Weeding, Any other activities.		
	<b>Awareness Programmes</b> – Seminar, Workshops, Celebration of National and International days, Personality Development Programmes, Group Activities, etc.,		
	Rally, Visit to Adopted villages, Swatchatha Programme, Visit and Conserving Ancient monuments and heritage site, Socio Economic Survey of village/slum, Nature Camp, Environmental Education, Women Empowerment Programme, Health Camps, Blood grouping awareness and Blood donation, Legal awareness Programme, Literacy Programme, Water Conservation Programme, One Day Special Camp in a village (preferably in adopted village/Adopted areas/Slums/MR Schools etc).		

**Note:**

- Above Paper will be exempted if the learner is involved in NSS as Volunteer and Successfully completes 60 hours in each Semester.
- If learner as a NSS Volunteer attends any Camps at National/State/University/District/ College Special Camp will be exempted from either Sem II OR Sem IV Paper provided they produce Certificate of Participation or Attendance in Camp certified by the Programme Officer.

## Evaluation Pattern

### Internal Assessment

Assessment Criteria	Marks
Assignment / Project / Quiz/Presentations	10
Attendance, Class and Activity Participation	10
<b>Total</b>	<b>20</b>

### External Assessment Question Paper Pattern

**Time: 1:00 Hours**

**Total Marks: 30**

**Introduction:-** 1. All questions are compulsory.  
2. Figure to the Right indicates full marks.  
3. Draw neat labeled drawings wherever necessary.

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Q.1) Rewrite the following by choosing the correct options given below  
(with four alternatives) 6 Objectives question of 1 mark each **06 marks.**

- |       |    |    |    |
|-------|----|----|----|
| 1. a) | b) | c) | d) |
| 2. a) | b) | c) | d) |

Q.2) Short Notes . (Any Two out of Four) **06marks**

- 1.
- 2.
- 3.
- 4.

Q.3) Answer the following questions (Any Three out of Five) **18 marks**

- 1.
- 2.
- 3.
- 4.
- 5.

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