



Re- accredited with A ++ Grade (CGPA 3.65) by NAAC  
Category- I University Status awarded by UGC

No. AAMS\_UGS/ICC/2024-25/199

Date: 03<sup>rd</sup> January, 2025

**CIRCULAR:-**

Attention of all the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head University Departments is invited to this office Circular No. AAMS\_UGS/ICC/2024-25/04 dated 11<sup>th</sup> June, 2023 relating to the NEP UG & PG Syllabus.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Bachelor of Management Studies at its meeting held on 30<sup>th</sup> November, 2024 and subsequently passed by the Board of Deans at its meeting held on 30<sup>th</sup> November, 2024 vide item No. 1 (b) have been accepted by the Academic Council at its meeting held on 04<sup>th</sup> December, 2024 vide item No. 7.13 (R) and that in accordance therewith the Bachelor of Management Studies (BMS) Sem. I & II is revised as per appendix (NEP 2020) with effect from the academic year 2024-25.

(The said circular is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI – 400 032  
03<sup>rd</sup> January, 2024

  
(Dr. Prasad Karande)  
REGISTRAR

To,

The Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

**AC 7.13 (R)/04/12/2024**

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Commerce & Management,
- 3) The Chairman, Ad-hoc Board of Studies in Bachelor of Management Studies,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanaagari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

<b>Copy forwarded for information and necessary action to :-</b>	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), <a href="mailto:dr@eligi.mu.ac.in">dr@eligi.mu.ac.in</a>
2	The Deputy Registrar, Result unit, Vidyanagari <a href="mailto:drresults@exam.mu.ac.in">drresults@exam.mu.ac.in</a>
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari <a href="mailto:dr.verification@mu.ac.in">dr.verification@mu.ac.in</a>
4	The Deputy Registrar, Appointment Unit, Vidyanagari <a href="mailto:dr.appointment@exam.mu.ac.in">dr.appointment@exam.mu.ac.in</a>
5	The Deputy Registrar, CAP Unit, Vidyanagari <a href="mailto:cap.exam@mu.ac.in">cap.exam@mu.ac.in</a>
6	The Deputy Registrar, College Affiliations & Development Department (CAD), <a href="mailto:deputyregistrar.uni@gmail.com">deputyregistrar.uni@gmail.com</a>
7	The Deputy Registrar, PRO, Fort, (Publication Section), <a href="mailto:Pro@mu.ac.in">Pro@mu.ac.in</a>
8	The Deputy Registrar, Executive Authorities Section (EA) <a href="mailto:eau120@fort.mu.ac.in">eau120@fort.mu.ac.in</a>  He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), <a href="mailto:rapc@mu.ac.in">rapc@mu.ac.in</a>
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in <a href="mailto:ar.tau@fort.mu.ac.in">ar.tau@fort.mu.ac.in</a>
11	The Deputy Registrar, College Teachers Approval Unit (CTA), <a href="mailto:concolsection@gmail.com">concolsection@gmail.com</a>
12	The Deputy Registrars, Finance & Accounts Section, fort <a href="mailto:draccounts@fort.mu.ac.in">draccounts@fort.mu.ac.in</a>
13	The Deputy Registrar, Election Section, Fort <a href="mailto:drelection@election.mu.ac.in">drelection@election.mu.ac.in</a>
14	The Assistant Registrar, Administrative Sub-Campus Thane, <a href="mailto:thanesubcampus@mu.ac.in">thanesubcampus@mu.ac.in</a>
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, <a href="mailto:ar.seask@mu.ac.in">ar.seask@mu.ac.in</a>
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, <a href="mailto:ratnagirisubcentre@gmail.com">ratnagirisubcentre@gmail.com</a>
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, <a href="mailto:director@idol.mu.ac.in">director@idol.mu.ac.in</a>
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha <a href="mailto:pinkumanno@gmail.com">pinkumanno@gmail.com</a>
19	Director, Department of Lifelong Learning and Extension (DLLE), Dlleuniversityofmumbai@gmail.com

**Copy for information :-**

1	P.A to Hon'ble Vice-Chancellor, <a href="mailto:vice-chancellor@mu.ac.in">vice-chancellor@mu.ac.in</a>
2	P.A to Pro-Vice-Chancellor <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
3	P.A to Registrar, <a href="mailto:registrar@fort.mu.ac.in">registrar@fort.mu.ac.in</a>
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), <a href="mailto:camu@accounts.mu.ac.in">camu@accounts.mu.ac.in</a>

**To,**

1	The Chairman, Board of Deans <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
2	<b>Faculty of Humanities,</b> <b>Dean</b> 1. Prof.Anil Singh <a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a> <b>Associate Dean</b> 2. Dr.Suchitra Naik <a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a> 3.Prof.Manisha Karne <a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a>
	<b>Faculty of Commerce &amp; Management,</b> <b>Dean</b> 1. Dr.Kavita Laghate <a href="mailto:kavitalaghate@jbims.mu.ac.in">kavitalaghate@jbims.mu.ac.in</a> <b>Associate Dean</b> 2. Dr.Ravikant Balkrishna Sangurde <a href="mailto:Ravikant.s.@somaiya.edu">Ravikant.s.@somaiya.edu</a> 3. Prin.Kishori Bhagat <a href="mailto:kishoribhagat@rediffmail.com">kishoribhagat@rediffmail.com</a>

	<b>Faculty of Science &amp; Technology</b> <b>Dean</b> 1. Prof. Shivram Garje <a href="mailto:ssgarje@chem.mu.ac.in">ssgarje@chem.mu.ac.in</a> <b>Associate Dean</b> 2. Dr. Madhav R. Rajwade <a href="mailto:Madhavr64@gmail.com">Madhavr64@gmail.com</a> 3. Prin. Deven Shah <a href="mailto:sir.deven@gmail.com">sir.deven@gmail.com</a>
	<b>Faculty of Inter-Disciplinary Studies,</b> <b>Dean</b> 1. Dr. Anil K. Singh <a href="mailto:aksingh@trcl.org.in">aksingh@trcl.org.in</a> <b>Associate Dean</b> 2. Prin. Chadrashekhhar Ashok Chakradeo <a href="mailto:cachakradeo@gmail.com">cachakradeo@gmail.com</a>
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, <a href="mailto:dboee@exam.mu.ac.in">dboee@exam.mu.ac.in</a>
5	The Director, Board of Students Development, <a href="mailto:dsd@mu.ac.in@gmail.com">dsd@mu.ac.in@gmail.com</a> DSW <a href="mailto:directr@dsw.mu.ac.in">directr@dsw.mu.ac.in</a>
6	The Director, Department of Information & Communication Technology, <a href="mailto:director.dict@mu.ac.in">director.dict@mu.ac.in</a>

AC- 04/12/2024

Item No.–7.13 (R)

## As Per NEP 2020

### University of Mumbai



#### Title of the program

- A-** U.G. Certificate in BMS (Bachelor of Management Studies) (AICTE) 2024-25
- B-** U.G. Diploma in BMS (Bachelor of Management Studies) (AICTE) 2025-26
- C-** B.Com. BMS (Bachelor of Management Studies) (AICTE) 2026-27
- D-** Bachelors of Management Studies (Honors) 2027-28
- E-** Bachelors of Management Studies (Honors with Research) 2028-29

#### Revised Syllabus for

#### Semester – Sem I to II

**Ref: 16<sup>th</sup> May 2023 and April 2024 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> <b>O: CU-523A</b>	<b>A</b>	U.G. Certificate in BMS (Bachelor of Management Studies) (AICTE)
	<b>O: CU-523B</b>	<b>B</b>	U.G. Diploma in BMS (Bachelor of Management Studies) (AICTE)
	<b>O: CU-523C</b>	<b>C</b>	Degree in B.Com. BMS (Bachelor of Management Studies) (AICTE)
	<b>O: CU-523D</b>	<b>D</b>	Bachelors of Management Studies (Honors)
	<b>O: CU-523E</b>	<b>E</b>	Bachelors of Management Studies (Honors With Research)
2	<b>Eligibility</b> <b>O: CU-524A</b>	<b>A</b>	10+2 (A learner must have completed HSC or equivalent with 45% for General Category and 40% for Reserve Category in One Attempt) or Passed Equivalent Academic Level 4.0 with CGPA equivalent to 45%.
	<b>O: CU-524B</b>	<b>B</b>	Under Graduate Certificate in Management Studies or Passed Equivalent Academic Level 4.5
	<b>O: CU-524C</b>	<b>C</b>	Under Graduate Diploma in Management Studies or Passed Equivalent Academic Level 5.0
	<b>O: CU-524D</b>	<b>D</b>	Bachelors of Management Studies with minimum CGPA of 7.5 or Passed Equivalent Academic Level 5.5
	<b>O: CU-524E</b>	<b>E</b>	Bachelors of Management Studies with minimum CGPA of 7.5 or Passed Equivalent Academic Level 5.5
3	<b>Duration of program</b> <b>R: CU-556</b>	<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> <b>R: CU-557</b>	<b>60</b>	

<b>5</b>	<b>Scheme of Examination</b> <b>R: CU-558</b>	NEP 50% Internal 50% External, Semester End Examination Individual Passing in Internal and External Examination	
<b>6</b>	<b>Standards of Passing</b> <b>R: CU-559</b>	40%	
<b>7</b>	<b>Credit Structure</b> <b>Sem. I - R: CU-560A</b> <b>Sem. II - R: CU-560B</b>	Attached herewith	
	<b>Credit Structure</b> <b>Sem. III - R: CU-560C</b> <b>Sem. IV - R: CU-560D</b>		
	<b>Credit Structure</b> <b>Sem. V - R: CU-560E</b> <b>Sem. VI - R: CU-560F</b>		
<b>8</b>	<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
<b>9</b>	<b>Program Academic Level</b>	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.5
<b>10</b>	<b>Pattern</b>	Semester	
<b>11</b>	<b>Status</b>	New	
<b>12</b>	<b>To be implemented from Academic Year Progressively</b>	From Academic Year: 2024-25	

  
**Sign of the BOSChairman**  
**Prof. Dr. Kanchan**  
**Fulmali**

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

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

# Preamble

## 1) Introduction

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

### 1) Introduction

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

## 2) Aims and Objectives

- The broad aims and objectives of the BMS program are to build following skills and competencies in the students:
- Domain knowledge: The program intends to help the students to apply sound domain knowledge and competence in Management studies with respective techniques and theories constructively.
- Communication skills: The programme develops and puts into practice effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language.
- Critical thinking, analytical and Cognitive ability: The program enables the students to analyse, interpret, evaluate and present texts.
- Research skills: The program helps to identify, select, organize and use research techniques to carry out research and value intellectual property rights.
- Use of modern tools: The program helps to choose and use basic computer applications and social media.
- Environment and society: The program focuses to serve and assist in socially/ environmentally useful and productive work.



- Respect for others: The program enables students to show sensitivity for the underprivileged, the differently abled and the discriminated and understand gender diversity, differences and display conflict management skills.
- Ethics: The program discusses and assesses basic human values and business ethics.
- Individuality, team work and project management: The program enables student to develop professionalism, organizational skills and employability skills, make decisions, put into practice self-, time- and change management and solve problems.

### 3) **Learning Outcomes**

The Programme Specific Learning Outcomes of BMS are:

- The students will be able to interpret and evaluate concepts and theories in General Management subjects.
- The students will be able to specialize in their fields of interest, viz., Finance, Marketing and Human Resources, to develop specialist managerial capabilities.
- The program will enable students to use basic computer applications and social media.
- The students will develop effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language in business settings.
- The students will get equipped with the skills in identifying ethical principles and practices to be adopted in Managerial level jobs.
- The students will be able to design research proposals and submit project report based on the interests in their studies.
- The students will learn to translate classroom learning into real world experiences and problem solutions.
- The students will be able to apply reasoning for assessing societal issues that can be addressed in education and takes responsibility for initiating change.
- in Managerial level jobs.
- The students will be able to design research proposals and submit project report based on the interests in their studies.
- The students will learn to translate classroom learning into real world experiences and problem solutions.
- The students will be able to apply reasoning for assessing societal issues that can be addressed in education and takes responsibility for initiating change.

### 2) **Any other point (if any)**

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### 3) **Credit Structure of the Program (Sem I, II, III & IV) (Table as per Parishisht2 with sign of HOD and Dean)**

## Sem. I & II Credit Structure

R: \_\_\_\_\_ A

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AE C, V EC, I KS	OJT, FP, C EP, CC, R P	Cum. Cr. / Sem.	Degree/Cu m. Cr.
		Mandatory	Electives							
4.5	I	6(4+2) Principles of Management I (4)  Foundation of Human Skills (2)		-	2+2  Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	VSC:2 ; SEC:2  Introduction to IT for Management Education (2) (VSC)  Digital Literacy (2) (SEC) (2)	AEC:2, VEC:2, IKS:2 IKS as per Vertical 5 'IKS' Provided by University (2) (CC/NSS/NCC/Sports/Extension work)  AEC as per Vertical 5 'AEC' Provided by University. (2) (AEC); VEC as per Vertical 5 'VEC' Provided by University. (2) (VEC)	(2)	22	UG  Certificate 4

II	6(1*4+1*2)  Accounting for Managerial Decision (4)  Introduction to Business Mathematics (2)		2 Minor as per Vertical 2 'Minor' Provided by University. (2) (Minor)	2+2 Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	Advance Excel for Managers (Theory) (VSC:2)  Advance Excel for Managers (Practical) (SEC:2)	AEC: 2, VEC: 2 IKS as per Vertical 5 'IKS' Provided by University (2) (IKS);  AEC as per Vertical 5 'AEC' Provided by University. (2) (AEC); VEC as per Vertical 5 'VEC' Provided by University. (2) (VEC)	CC:2 CC as per vertical 6 Provided by University (2) (CC/NSS/NCC/Sports/Extension work)	22
<b>CumCr.</b>	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 score NSQF course/Internship OR Continue with Major and Minor**

## Sem. III & IV Credit Structure

R: \_\_\_\_\_ B

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/Cum. Cr.
		Mandatory	Electives							
5.0	III	8(1*4 + 2*2) Business Economics (4) <b>And</b> (HR) Introduction to HR (2) Recruitment and Selection (2) <b>OR</b> (Marketing) Introduction to Marketing (2) Sales and Distribution Management (2) <b>OR</b> (Finance) Introduction to Finance (2)  Basics of Financial Services (2)		4 Minor as per Vertical 2 'Minor' Provided by University. (4) (Minor)	2 Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	VSC:2, VSC; SEC:2  (HR) OB and HRM (2)  OR (Marketing) Consumer Behavior (2) OR (Finance) Equity and Debt Markets (2)	AEC:2  AEC as per Vertical 5 Provided under University Basket	FP:2C  C:2 CC as per vertical 6 provided under University Basket (CC 2) (CC/ NSS/ NCC/ Sports /Extension work) and FP (FP 2)	22	UG Diploma 8
	IV	8(2*4) Production and Total Quality Management (4)  Introduction to RM (2)  and  (HR)		4 Minor as per Vertical 1 2 'Minor' Provided by University. (4) (Minor)	2 Open Elective as per Vertical 3 'Open	SEC:2  (HR) Performance Management and Career Planning (2)  OR (Marketing)	AEC:2  AEC as per Vertical 5 Provided under University Basket	Comm unity Engagement Project/ (2) (CEP:2	22	

	Human Resource Planning (2)  OR  (Marketing) Rural Marketing (2)  OR  (Finance) Strategic Financial Management (2)			Elective Basket' Provided by University  or  SWAYAM Course (2)	Tourism Marketing (2)  OR (Finance) Risk Management (2)		)  CC - CC as per vertical 6 as provided under University Basket (CC 2) (CC/NCSS/NC C/Sports/Extension work)	
CumCr.	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 Continue with Major and Minor**

## Sem. V & VI Credit Structure

R: \_\_\_\_\_ C

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	O E	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
		Mandatory	Electives							
5.5	V	10(2*4+1*2) Logistics and Supply Chain Management (4)  Environmental Management and SDG (4) and (HR) Strategic HRM (2) OR (Marketing) CRM (2) OR (Finance) Innovative Financial Services (2)	4  (HR) Talent and Competency Management (4) Or (Marketing) Product and Brand management (4)  OR (Finance) Investment Analysis and Portfolio Management (4)	4  Minor as per Vertical 2 'Minor' available on University of Mumbai's website. (4) (Minor)		VSC, SEC :2 (HR) OD and Change management (2) or (Marketing) Integrated Marketing Communication & Advertising (2)  OR (Finance) Commodity and Derivatives (2)		FP/CE P:2 Field project in Major / Minor with primary data collection by students (2) (FP)	20-22	UG Degree  12 0-132
	VI	10(2*4+1*2) Entrepreneurship Management (4) Operations Research (4) and (HR) Workforce Diversity and Inclusion (2) or (Marketing) Service Marketing (2) OR (Finance) Structured Finance (2)	4 (HR) Employee Compensation and Benefits (4) or (Marketing) Retail management (4)  OR (Finance) Financial Markets and Institutions (4)	Minor as per Vertical 2 'Minor' available on University of Mumbai's website.				OJT: 4	20-22	

			(4) (Min or)					
<b>Cum mC r.</b>	48	8	18	12	8+6	8+4+ 2	8+6+ 4	132

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

<b>VII</b>	14( 3*4+1*2) Strategic Management (4) E-Commerce (4) Business ethics (4) Business ethics in practice (2)	4 (HR) Global HRM (4) Or (Finance) International Finance (4) Or (Marketing) International marketing (4) OR (Marketing) International marketing (4)						20- 22
<b>VIII</b>	14( 3*4+1*2) Business Analytics (4) Conflict and Negotiation Management (4) Design Thinking and Lateral Innovation (4) CSR (2)	4 Organization Structure Theory and Design (4)  OR Mergers, Acquisitions and Corporate Valuations (4)  OR Marketing Research (4)					OJT :4	20- 22
<b>Cum .Cr</b>	60-76	16	16	18- 20 +4	12	8- 10+6	8+4+2	8+6 +8

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

6. 0	VII	8-10 (2*4+2 or 2*4)	4	RM:4				RP:4	20-22	UG Honors with Research Degree 160-176	
	VIII	8-10 (2*4+2 or 2*4)	4					RP:8	20-22		
	CumCr	52-68	16	18 -20 +4	12	8-10 +6	8+4+2	8+6+4+12	160-176		



**Sign of the BOS Chairman  
Prof. Dr. Kanchan Fulmali  
BOS in BMS**

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



**Sem. - I**

## **Mandatory 1**

**Programme Name: BMS (Bachelor of Management Studies) (AICTE)**

**Course Name: Principles of Management -I**

**Total Credits: 04**

**Total Marks :100**

**Internal assessment :40 Semester End Examination:60**

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### **Learning Objectives:**

- To introduce students to basic concepts of Management
- To train students in thinking on application of concepts of Management

### **Course Outcomes:**

CO1) Student will be able to understand and discuss emerging concepts of green management

CO2) Student will be able to outline basic concepts of Management

CO3) Student will be able to summarize and give examples of planning process and steps in planning process; Decision Making steps and process; Organizing steps and process; Controlling process in Management

CO4) Student will be able to classify Leadership styles and related give examples

### **Unit 1: Nature of Management**

- Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of POSDCORB, Managerial Grid.
- Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach.

### **Unit II: Planning and Decision Making**

- **Planning:** Meaning, Importance, Elements, Process, Limitations and MBO.
- **Decision Making:** Meaning, Importance, Process, Techniques of Decision Making

### **Unit III: Organising**

- **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

#### **Unit IV: Directing, Leadership, Coordination and Controlling**

- **Directing:** Meaning and Process
- **Leadership:** Meaning, Styles and Qualities of Good Leader
- **Coordination** as an Essence of Management
- **Controlling:** Meaning, Process and Techniques
- **Recent Trends:** Green Management & CSR

#### **Reference Books**

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

## **Mandatory 1**

**Programme Name: BMS (Bachelor of Management Studies) (AICTE)**

**Course Name: Foundation of Human Skills**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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### **Learning Objectives:**

- To train students on perspectives of Human Skills and application of same in Management

### **Course Outcomes:**

CO1) Student will be able to outline perspectives of Human nature: Individual behaviour; personality; attitude.

CO2) Student will be able to explain, summarize, and give examples of 'Thinking & Learning'.

CO3) Student will be able to explain meaning and importance of IQ/EQ and SQ at work place

CO4) Student will be able to break-down group behaviour contexts

CO5) Student will be able to compare and contrast/ argue / justify

CO6) Student will be able to explain and give examples of organizational processes and role of group.

### **Unit I: Understanding of Human Nature**

- **Individual Behaviour:** Concept of a man, individual differences, factors affecting individual differences, Influence of environment.
- **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for 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

## **Unit II: Introduction to Group Behaviour**

- **Introduction to Group Behaviour**

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

### ***Reference Books:***

- *Organisational behaviour, S.Robbins, Prentice Hall*
- *Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill*
- *Organisational behaviour, Fred Luthans, McGrawhill,New York*
- *Organisational behaviour, K.Aswathappa, Himalaya Publishing House*
- *Essentials of management, Koontz,Harold, Tata McGrawhill*

## **VSC/SEC**

**Programme Name: BMS (Bachelor of Management Studies)(AICTE)**

**Course Name: Information Technology in Management Education**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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### **Learning Objectives:**

- The objective of this course is to introduce students to basic concepts and tools of Digital Literacy

### **Course Outcomes**

CO1) Student will be able to outline IT concepts applicable to Management

CO2) Student will be able to explain give examples of success and failure of IT application in companies.

CO3) Student will be able to use MS Word

CO4) Student will be able to use spreadsheets and presentation software

CO5) Student will be able to create digitally signed documents

CO6) Student should be able to relate and explain the concepts of E-Commerce and M-Commerce

CO7) Student should be able to relate and explain Models of Electronic Funds Transfer, Electronic Data Interchange.

CO8) Student will be able to understand Threats to Computer systems and control measures

### **Unit -I: Introduction to IT Support in Management and Office Automation using MS-Office**

- Information Technology Concepts Concept of Data, Information and Knowledge; ; Concept of Database.
- Introduction to Information Systems and its major components. Types and Levels of Information systems.
- Main types of IT Support systems
- Computer based Information Systems (CBIS), Types of CBIS - brief descriptions and their interrelationships/hierarchies
- Office Automation System(OAS)
- Transaction Processing System(TPS)
- Management Information System(MIS)

- Decision Support Systems (DSS)
- Executive Information System(EIS)
- Knowledge based system, Expert system
- Success and Failure of Information Technology - Failures of Nike and AT&T
- IT Development Trends.
- Major areas of IT Applications in Management
- Open Source Software - Concept and Applications.
- Study of Different Operating Systems. (Windows / Linux/ DOS)
- Basics of Word Document: Creating/Saving of Document Editing and Formatting Features; Designing a title page, Preparing Index, Use of Smart-Art; Cross Reference, Bookmark and Hyperlink. Mail Merge Feature.
- Spreadsheet application (e.g. MS-Excel/openoffice.org): Creating/Saving and editing spreadsheets Drawing charts; Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical; Using Advanced Functions: Use of VLookup/HLookup; Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter), data validation, what-if analysis (using data tables/scenarios), creating sub-totals and grand totals, pivot table/chart, goal seek/solver
- Presentation Software: Creating a presentation with minimum 20 slides with a script. Presenting in different views; Inserting Pictures, Videos, creating animation effects on them Slide Transitions, Timed Presentations; Rehearsal of presentation

## **Unit II: Email, Internet and its Applications and E-Security**

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

based on revenue models, Electronic Funds Transfer, Electronic Data-Interchange.

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

***Reference Books:***

- ***Information Technology for Management, 6TH ED (With CD )By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)***
- ***Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch Tata McGraw Hill***
- ***Joseph, P.T. : E-commerce An Indian Perspective (Ch- 13, Ch-14)***
- ***Electronic Commerce - Technologies & Applications, Bharat, Bhaskar***



**VSC/ SEC**

**Programme Name: BMS (Bachelor of Management Studies)(AICTE)**

**Course Name: Digital Literacy**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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**Learning Objectives**

- Students should be able to use digital tools and are empowered in reference to Digital

**Course Outcome**

CO1) Student should be able to define Digital media, SEO and SEM

CO2) Student should be able to explain, summarize, and give examples of Digital Literacy

CO3) Student should be able to illustrate working and use of Digital mediums

CO4) Student should be able to classify methods of social media marketing

CO5) Student should be able to create Social Media Marketing content

**Unit I: Introduction to Digital Media & Marketing and SEO & SEM Search Engine Optimization and Search Engine Marketing**

- Understanding Digital Media and Marketing
- Advantages of Digital Media Marketing
- Principles of Digital Media Marketing
- Key Concepts in Digital media
- How search Engine works
- Introduction to SEO Optimization
- On Page Optimization (SEO)&Off Page optimization
- What is SEM& Why is SEM
- What is Google Adwords?
- Why Google (SEM) Adwords
- Google networks
- Adwords terminologies
- Campaign types g. Creation of Google Display
- NETWORK (GDN), Display Ads format
- Conversion tracking j. GDN Campaign creation (DEMO) Remarketing
- What are Google shopping Ads

**Unit II: Social Media Marketing (SMM) and Web Analytics**

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

***Reference Books:***

- *Digital Literacies: Concepts, Policies and Practices (New Literacies and Digital Epistemologies)* , by Colin Lankshear (Editor), Michele Knobel (Editor)
- *Understanding Digital Literacies: A Practical Introduction* , by Rodney H. Jones (Author), Christoph A. Hafner (Author)
- *Digital Literacy* by Paul Gilste

**Sem. – II**

**Mandatory 1**

**Programme Name: B. Com (Bachelor of Management Studies)(AICTE)**

**Course Name: Accounting for Managerial Decisions**

**Total Credits: 04**

**Total Marks :100**

**Internal assessment :40 Semester End Examination:60**

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**Learning Objectives:**

- To gain understanding of various aspects of Financial statements.
- To gain understanding of basic aspects of accounting applicable to Managerial Decision Making.

**Course Outcomes:**

CO1) Understanding the nature and role of the principal financial statements (i.e., the Income Statement, the Statement of Financial Position, the Statement of Cash Flows

CO2) Understanding of the accounting process and fundamental accounting principles that underpin the development of financial statements.

CO3) Analyse and interpret financial statements

CO4) Assessment of the financial performance and position of a company by combining financial analysis with other related business information

CO5) Application of course concepts for analysing and reaching common business management decisions from a financial perspective

**Unit 1: Analysis and Interpretation of Financial statements (15 Hours)**

- Study of balance sheet of limited companies. Study of Manufacturing, Trading, Profit and Loss A/c of Limited Companies
- Vertical Form of Balance Sheet and Profit & Loss A/c-Trend Analysis, Comparative Statement & Common Size

**Unit 2: Ratio analysis and Interpretation (15 Hours)**

- Ratio analysis and Interpretation(based on vertical form of financial statements)including conventional and functional classification restricted to:
- Balance sheet ratios: Current ratio, Liquid Ratio, Stock Working capital ratio, Proprietary ratio, Debt Equity Ratio, Capital Gearing Ratio.

- Revenue statement ratios: Gross profit ratio, Expenses ratio, Operating ratio, Net profit ratio, Net Operating Profit Ratio, Stock turnover Ratio, Debtors Turnover , Creditors Turnover Ratio
- Combined ratios: Return on capital Employed (including Long term borrowings), Return on Proprietors fund (Shareholder fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio,
- Different modes of expressing ratios:-Rate, Ratio, Percentage, Number. Limitations of the use of Ratios.

### **Unit 3: Cash flow statement (15 Hours)**

- Preparation of cash flow statement (AccountingStandard-3(revised))

### **Unit 4: Working capital (15 Hours)**

- Working capital-Concept, Estimation of requirements in case of Trading & Manufacturing Organizations.
- Receivables management-Meaning &Importance, Credit Policy Variables, methods of Credit Evaluation(Traditional and Numerical- Credit Scoring); Monitoring the Debtors Techniques [DSO, Ageing Schedule]

### ***Reference Books***

- *Srivastava R M, Essentials of Business Finance, Himalaya Publications*
- *Anthony R N and Reece JS. Accounting Principles ,HoomwoodIllinos , Richard D. Irvin*
- *Bhattacharya SK and Dearden J. - Accounting for Management. Text and Cases , New Delhi.*
- *Hingorani NL and ramanthan AR - Management Accounting , New Delhi*
- *Ravi M. Kishore , Advanced management Accounting , Taxmann , NewDelhi*
- *Maheshwari SN - Management and Cost Accounting , Sultan Chand , New Delhi*
- *Gupta , SP - Management Accounting , Sahitya Bhawan , Agra .*

**Mandatory 1**

**Programme Name: BMS (Bachelor of Management Studies)(AICTE)**

**Course Name: Introduction to Business Mathematics**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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**Learning Objective**

- Describe mathematical relations and functions
- Explain the relevance and use of different quantitative models and functions in solving business problems

**Course Outcome**

CO1) Apply different quantitative models in solving business problems

CO) Describe mathematical relations and functions used in business settings

CO3) Use mathematical tools to make business decisions

**Unit 1: Elementary Financial Mathematics (15 Hours)**

- 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)

**Unit 2: Matrices and Determinants (15 Hours)**

- 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

***Reference Books:***

- *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 McGrawHill 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.AmarnathDikshit&Dr.Jinendra Kumar Jain.*
- *Business Mathematics by Bari - New Literature publishing company, Mumbai*

**VSC/ SEC**  
**Programme Name: BMS (Bachelor of Management Studies)(AICTE)**

**Course Name: Advance Excel for Manager (Theory)**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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**Learning Objectives:**

- a) To develop background understanding of Excel based computation skills.
- b) To obtain background knowledge of Excel tools for improved critical thinking, decision-making, and problem-solving skills

**Course outcome:**

CO1) Understanding use of advanced Excel functions and productivity tools to assist in developing worksheets

CO2) Understanding use of data lists using Outline, Autofilter and PivotTables

CO3) Understanding use of consolidation to summarise and report results from multiple worksheets

CO4) Understanding use of Hyperlinks to move around worksheets.

**Unit I: Introduction to MS Excel, Advanced Navigation, Cell Management & Formatting**

- The Excel user interface, Working with MS Excel workbook
- Worksheet Management
- Basic Excel terminologies
- Essential navigational controls
- Basic data entry with spreadsheets, cell formatting, borders, etc.
- Protecting Cell & Sheet - importance of Protecting Cell & Sheet

**Unit II: Hot keys, Advance Functions, Conditional Formatting, Introduction to Macros**

- Shortcut Keys
- Basic Functions, Lookup Functions, Logical If Functions, Financial Functions, Statistical Functions Text Functions, etc
- Modifying worksheets with color
- Conditional Formatting and IF Conditions



- Recording macros that involve formatting & calculations

***Reference Books:***

- *Information Technology for Management, 6TH ED (With CD ) By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)*
- *Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch*
- *Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)*
- *Electronic Commerce - Technologies & Applications. Bharat,Bhaskar*

**VSC/ SEC**

**Programme Name: BMS (Bachelor of Management Studies)(AICTE)**

**Course Name: Advance Excel for Manager (Data Analysis)**

**Total Credits: 02**

**Total Marks :50**

**Internal assessment :20 Semester End Examination:30**

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**Learning Objectives:**

1. To develop Excel based computation skills.
2. To obtain improved critical thinking, decision-making, and problem-solving skills based on Excel tools

**Course Outcomes**

CO1) Use advanced Excel functions and productivity tools to assist in developing worksheets

CO2) Manipulate data lists using Outline, Autofilter and PivotTables

CO3) Use Consolidation to summarise and report results from multiple worksheets

CO4) Record repetitive tasks by creating Macros

CO5) Use Hyperlinks to move around worksheets.

**Unit I: Data Analysis through Charts & Graphs**

- Shapes, SmartArt, Creating charts and graphs.
- Creating PivotTables, manipulating Pivot Table, changing calculated value fields, PivotTable Styles
- Grouping, sorting and filtering Pivot Tables, Working with Pivot Charts, use of sliders

**Unit II: Data Analysis through Excel, Security & Printing**

- What If Analysis
- Using Solver, Linear Programming problem, Transportation Problem, scheduling, Investment Decisions, XLMiner, statistical analysis through XL-Miner
- Securing & Protecting Spreadsheets
- Proofing and Printing

**Reference Books:**

- *Information Technology for Management, 6TH ED (With CD ) By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)*
- *Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch*
- *Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)*

- *Electronic Commerce - Technologies & Applications. Bharat,Bhaskar*

#### **Scheme of Assessments for courses of 4 credits (100 Marks)**

- The Semester End Examination will be conducted for 60 Marks.
- Internal Assessments will be conducted for 40 Marks.
- The allocation of 40 marks shall be on any three of the following basis : -

Class test, quizzes, mid semester test, project, term paper, presentation etc may be conducted for 40 marks internal continuous assessment.

Note: A Student has to separately secure minimum 40% marks (i.e 24 out of 60) in the internal assessments and secure minimum 40% marks (i.e 16 out of 40) in the Semester End Examination in every course to be declared as Pass.

#### **Scheme of Assessments for courses of 2 credits (50 Marks)**

- The Semester End Examination will be conducted for 30 Marks.
- Internal Assessments will be conducted for 20 Marks.
- The allocation of 20 marks shall be on any three of the following basis : -

Class test, quizzes, mid semester test, project, term paper, presentation etc

Note: A Student has to separately secure minimum 40% marks (i.e 12 out of 30) in the internal assessments and secure minimum 40% marks (i.e 8 out of 20) in the Semester End Examination in every course to be declared as Pass.

#### **Scheme of Assessments for courses of 2 credits (50 Marks) Co-Curricular Course**

##### **Academia-Industry Relevant Activities 2 credits (50 Marks)**

- The Student needs to submit written report on the activities he/she has participated during the semester at the Semester end which will be evaluated by the faculty for 30 Marks
- Internal Assessment will be conducted for 20 Marks:
- The Allocation of 20 marks shall be on successful participation in any 3 of the following basis
  1. Industry Lecture, Seminars, Symposium, and Workshop
  2. Entrepreneurship activities
  3. One day/ half Day industrial visits
  4. Any other similar industry-academia activity

##### **Field Project 2 credits (50 Marks)**

- Report submission of minimum 40-50 pages
- Students need to complete primary data based field projects in any area of Major or Minor

of the BMS program.

- The institute will have to assign a faculty mentor
- The evaluation of the course will be based on the project report submitted by the student followed by viva-voce examination
- 30 marks external examiner for viva/presentation- 20 marks for report

### Question Paper Pattern

(Theoretical Courses) (60 Marks)

Maximum Marks: 60 Questions to be set:

05 Duration: 2 Hrs.

All Questions Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 7 and to be answered any 05 B) Sub Questions to be asked 7 and to be answered any 05 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	10 Marks
Q-2	Full Length Practical Question OR	10 Marks
Q-2	Full Length Practical Question	10 Marks
Q-3	Full Length Practical Question OR	10 Marks
Q-3	Full Length Practical Question	10 Marks
Q-4	Full Length Practical Question OR	10 Marks
Q-4	Full Length Practical Question	10 Marks
Q-5	Full Length Practical Question OR	10 Marks
Q-5	Full Length Practical Question	10 Marks
Q-6	Short Notes To be asked 05 To be answered 02	10 Marks

### Question Paper Pattern

(Theoretical Courses) (30 Marks)

Maximum Marks: 30 Questions to be set:

05 Duration: 1 Hrs.

All Questions Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	A) Objective Questions Sub Questions to be asked 7 and to be answered any 05 (*Multiple choice / True or False / Match the columns/Fill in the blanks) B) Short Notes To be asked 03 To be answered 01	5 Marks      05 Marks
Q-2	Full Length Practical Question OR	10 Marks
Q-2	Full Length Practical Question	10 Marks
Q-3	Full Length Practical Question OR	10 Marks
Q-3	Full Length Practical Question	10 Marks

### Conversion of Marks to Grades

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

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

#### (1) SGPA/ CGPA Calculation

Semester Grade Point Average (SGPA)

$$\text{SGPA (Si)} = \frac{[\sum C_i \times G_i]}{(\sum C_i)}$$

Where,  $c_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade points scored by the student in the  $i^{\text{th}}$  course.

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{[\sum C_i \times S_i]}{(\sum C_i)}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $c_i$  is the total number of credits in that semester.

### Justification for BMS (AICTE)

1.	Necessity for starting the course:	<ul style="list-style-type: none"><li>• To expose the learners to fundamentals of concept testing in the field of management studies.</li><li>• To equip the students through a bottom-up approach in understanding the global perspectives of managerial aspects in the economy.</li><li>• To provide a fillip to employability of learners through exploring the various dimensions of management studies.</li></ul>
2.	Whether the UGC has recommended the course:	<b>Yes Under AICTE</b>
3.	Whether all the courses have commenced from the academic year 2023-24	<b>2024-25</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>Yes</b>
6.	The intake capacity of each course and no. of admissions given in the current academic year:	<b>60</b>
7.	Opportunities of Employability / Employment available after undertaking these courses:	<b>Yes</b>



**Sign of the BOS Chairman  
Prof. Dr. Kanchan Fulmali**

**Sign of the  
Offg. Associate Dean  
Prin. KishoriBhagat  
Faculty of Commerce  
&Management**

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



## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Indian Knowledge System</b>	
<b>Board of Studies in Indian Knowledge System</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>I OR II</b>
<b>Title of Paper</b>	<b>Credits 2 for either I or II Semester</b>
<b>I) Indian Knowledge System</b>	
<b>From the Academic Year</b>	<b>2024-2025</b>

Sr. No.	Heading	Particulars
1	<b>Description the course : Including but Not limited to :</b>	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.
2	<b>Vertical :</b>	Major/Minor/Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System ( Choose By $\sqrt{\quad}$ )
3	<b>Type :</b>	Theory / Practical
4	<b>Credit:</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:</b> ( List some of the course objectives ) <ol style="list-style-type: none"> <li>1. To sensitize the students about context in which they are embedded i.e. Indian culture and civilisation including its Knowledge System and Tradition.</li> <li>2. To help student to understand the knowledge, art and creative practices, skills and values in ancient Indian system.</li> <li>3. To help to study the enriched scientific Indian heritage.</li> <li>4. To introduce the contribution from Ancient Indian system &amp; tradition to modern science &amp; Technology.</li> </ol>	
8	<b>Course Outcomes:</b> ( List some of the course outcomes ) <ol style="list-style-type: none"> <li>1. Learner will understand and appreciate the rich Indian Knowledge Tradition</li> <li>2. Lerner will understand the contribution of Indians in various fields</li> <li>3. Lerner will experience increase subject-awareness and self-esteem</li> <li>4. Lerner will develop a comprehensive understanding of how all knowledge is ultimately intertwined</li> </ol>	
9	<b>Modules:-</b>	
	<b>Module 1: ( 10 Hours )</b>	
	<ol style="list-style-type: none"> <li>1. Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System)</li> <li>2. Why IKS? (Macaulay's Education Policy and its impact, Need of revisiting Ancient Indian Traditions)</li> <li>3. Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE)</li> <li>4. Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres)</li> <li>5. Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.)</li> </ol>	

	<b>Module 2: ( 10 Hours )</b>	
	1. Medicine (Ayurveda) 2. Alchemy 3. Mathematics 4. Logic 5. Art of Governance (Arthashastra)	
	<b>Module 3: (10 Hours) (Select Any FIVE out of the following)</b>	
	1. Aesthetics 2. Town Planning 3. Strategic Studies 4. Krishi Shastra 5. Vyakaran & Lexicography 6. Natyashastra 7. Ancient Sports 8. Astronomy	9. Yoga and Wellbeing 10. Linguistics 11. Chitrasutra 12. Architecture 13. Taxation 14. Banking 15. Trade and Commerce
<b>10</b>	<b>Reference Books</b> 1. Concise history of science in India- D.M. Bose, S.N Sen, B.V. Subbarayappa. 2. Positive sciences of the Ancient Hindus- Brajendranatha seal, Motilal Banrasidas, Delhi 1958. 3. History of Chemistry in Ancient India & Medieval India, P.Ray- Indian Chemicals Society, Calcutta 1956 4. Charaka Samhita- a scientific synopsis, P. Ray & H.N Gupta National Institute of Sciences of India, New Delhi 1965. 5. MacDonnell A.A- History of Sanskrit literature 6. Winternitz M- History of Indian Literature Vol. I, II & III 7. Dasgupta S.N & De S.K- History of Sanskrit literature Vol. I. 8. Ramkrishna Mission- cultural heritage of India Vol. I, II & III. 9. Majumdar R. C & Pushalkar A.D- History & culture of the Indian people, Vol. I, II & III. 10. Keith A.B- History of Sanskrit literature. 11. Varadachari V- History of Sanskrit literature Chaitanya Krishna- A new History of Sanskrit	
<b>11</b>	<b>Continuous Internal Assessment: 20 Marks</b>	<b>Semester End Examination : 30 Marks</b>
<b>12</b>	<b>Continuous Evaluation through:</b> Assignment/ Presentations/ Projects (Group/Individual) / Field Visit Report <b>10 Marks,</b> class Test / MCQ Test <b>5 Marks,</b> Overall Conduct and Class Participation <b>5 Marks</b>	
<b>13</b>	<b>Format of Question Paper:</b> for the final examination Q1. Attempt any TWO Questions out of FIVE. <b>6 Marks</b> Q2. Attempt any THREE Questions out of SIX <b>12 Marks</b> Q3. Attempt any THREE Questions out of SIX. <b>12 Marks</b>	

**Sign of the BOS**  
**Chairman**  
**Name of the**  
**Chairman**  
**Name of the BOS**

**Sign of the**  
**Offg. Associate Dean**  
**Name of the Associate**  
**Dean**  
**Faculty of Interdisciplinary Studies**  
**Name of the Faculty**

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

## As Per NEP 2020

# University of Mumbai



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

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

Sr. No	Heading	Particulars
1	<b>Description the course:</b> <b>Including but not limited to:</b>	This course offers a comprehensive exploration of key concepts in finance, statistics, and mathematical modeling. Through this course students delve into topics such as interest, annuities, measures of central tendency, and dispersion. It focuses on financial mathematics, covering simple and compound interest, Equated Monthly Installments (EMI), and annuity calculations. It also offers statistical analysis, learning about various measures of central tendency and dispersion. The course aims to equip students with practical analytical skills and mathematical tools 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> This course provides a thorough examination of finance and statistics fundamentals. Covering interest, annuities, and statistical measures like central tendency and dispersion, it equips students with practical skills for real-world applications in finance and data analysis. By the end, students gain a strong understanding of these concepts for effective decision-making. CO1: To understand the concepts of simple interest, compound interest and Equated Monthly Instalments (EMI) enabling complex financial analysis. CO2: To introduce students to various measures of central tendency such as arithmetic mean, weighted mean, mode, combined mean, and its relevance in statistical analysis. CO3: To calculate measures of dispersion including median, quartiles, deciles, and percentiles, providing insight into data spread. CO4: To use standard deviation and its relative measures, facilitating a deeper understanding of data variability.	
8	<b>Course Outcomes (OC):</b>	

	<p>After completion of the course, students will be able to.</p> <p>OC1: apply simple interest, compound interest, EMIs formulas for various scenarios, including multiple compounding periods for effective loan management.</p> <p>OC2: compute present and future values of annuities, aiding in long-term financial planning.</p> <p>OC3: calculate and interpret different measures of central tendency, providing insight into data distribution.</p> <p>OC4: understand the importance of mode as a measure of central tendency and its application in real-world scenarios.</p> <p>OC5: develop a solid understanding of standard deviation and its relative measures, facilitating advanced statistical analysis and interpretation.</p>
9	<p><b>Modules: -</b></p> <p><b>Module 1: Interest and Annuity</b></p> <ul style="list-style-type: none"> <li>• Simple Interest and Compound Interest, Compounded more than once a year.</li> <li>• Calculations involving up to 4 time periods.</li> <li>• Annuity, Immediate and due, Present value, Future value of an Annuity</li> <li>• Equated Monthly Instalments (EMI) using reducing &amp; flat interest system.</li> </ul> <p><b>Module 2: Measures of Central Tendency and Dispersion</b></p> <ul style="list-style-type: none"> <li>• Arithmetic mean, Weighted mean, Combined mean</li> <li>• Median, Quartiles, Deciles, Percentiles</li> <li>• Mode</li> <li>• Range, Quartile deviation, Mean deviation from mean, median, mode</li> <li>• Standard deviation and their relative measures.</li> </ul>
10	<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>
11	<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> </ul>

	<ul style="list-style-type: none"><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	<b>Internal Continuous Assessment: 40%</b> <b>Semester End Examination: 60%</b>													
13	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentations, projects, role play, creative writing, assignments etc. (at least 3) <table><tr><td>Sr. No.</td><td>Particulars</td><td>Marks</td></tr><tr><td>1</td><td>A class test of 10 marks is to be conducted during each semester in an Offline mode.</td><td>10</td></tr><tr><td>2</td><td>Project on any one topic related to the syllabus or a quiz (offline/online) on one of the modules.</td><td>05</td></tr><tr><td>3</td><td>Seminar/ group presentation on any one topic related to the syllabus.</td><td>05</td></tr></table> <p><b>Paper pattern of the Test (Offline Mode with One hour duration):</b> 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)</p>	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	
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												
14	<b>Format of Question Paper:</b> The semester-end examination will be of 30 marks of one hour duration covering the entire syllabus of the semester. <table><tr><td colspan="4"><b>Note: Attempt any TWO questions out of THREE.</b></td></tr><tr><td>Q.No.1</td><td>Module 1 and 2</td><td>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</td><td>15 Marks</td></tr><tr><td>Q.No.2</td><td>Module 1 and 2</td><td>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</td><td>15 Marks</td></tr></table>	<b>Note: Attempt any TWO questions out of THREE.</b>				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	15 Marks	
<b>Note: Attempt any TWO questions out of THREE.</b>														
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	15 Marks											

			(c) Question based on OC4 (d) Question based on OC5	
	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

**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**



## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Information Technology	
UG First Year Programme	
Semester	I
Title of Paper	Credits 2/ 4
I. IT_Google Workspace (Open Elective) [OE]	2
From the Academic Year	2024-2025

**Name of the Course: IT\_Google Workspace**

Sr.No.	Heading	Particulars
1	<b>Description the course : Including but Not limited to:</b>	Google Workspace is a collection of cloud-based productivity tools that are designed to help individuals and organizations to work and collaborate efficiently. This course will provide an introduction to applications such as Gmail, Google Drive, Google meet and Google Calendar Google Docs, Google Sheets, Google Slides, Google Forms, Google Classroom.
2	<b>Vertical :</b>	<b>Open Elective</b>
3	<b>Type :</b>	Practical
4	<b>Credits :</b>	2 credits
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives(CO):</b> CO 1. Understand Google Workspace and its applications. CO 2. Gain proficiency in key features of Google workspace application. CO 3. Acquire proficiency in Google workspace to collaborate, manage tasks and communicate effectively. CO 4. Leverage possibilities of Google workspace tolls to enhance productivity and streamline workflow.	
8	<b>Course Outcomes (OC):</b> OC 1. Manage email communications with Gmail. OC 2. Schedule and organize meetings and events using Google Calendar. Arrange and attend video meetings with Google Meet, Communicate with others using Google Chat. OC 3. Save , manage, and share files with Google Drive. OC 4. Generate and collaborate documents, spreadsheets and presentations. OC 5. Design Google Forms and collect data for surveys . Generate reports based on the collected data and integrate it with other Google Workspace applications. OC 6. Use Google Classroom to digitally organize, distribute, and gather assignments, course materials, and feedback. OC 7. Navigate confidently and make use of the numerous functionalities of Google Maps. OC 8. Able to design, develop, and maintain informative and visually appealing websites using Google Sites.	
9	<b>Modules:-</b> <b>Module 1:</b>	

1. **Google Workspace & Mastering email communication with Gmail:** Overview of Google Workspace, Setting up a Google account and accessing Google Workspace, Set Profile information and Photo, Send and Receive emails, Organize emails using labels, filters, and stars for easy retrieval and management, Utilize Gmail's advanced features like scheduling emails, snoozing emails, and setting reminders.
  - a. Create a Gmail account. Write a brief email to your friends inviting them to a meeting to discuss a possible industrial visit. Attach a document file with the many options for places to visit.
2. **Google Calendar , Meet and Chat :** Create a new calendar, Create an event in Google Calendar, Set reminders and alarms , Share a Calendar with Other People ,Integrate with Gmail and other apps. Scheduling and managing Google Meet events, Features in Google Meet like screen sharing, chat, annotations and recording, Creating public and private Google Chat rooms ,Inviting and managing participants in Google Chat rooms, Utilizing Chat room features like sharing files, links, and multimedia, pinning messages, and polls.
  - a. Create a new event in Google Calendar for an event happening on a specific date and time. Set a reminder to alert you one day prior to the event. Share your Google Calendar with a specific email address and grant them view-only access.
  - b. Set up a meeting with your project partners, choose the suggested security configurations, and send a meeting invite to the participants via email. Begin the meeting by letting everyone into the meeting room. To demonstrate to them the project's progress, share your screen. Use chats to send brief messages and share relevant documents.
3. **Google Drive :**Managing files and folders in Google Drive, Sharing files and folders with collaborators and setting access permissions.
  - a. Create a project folder in Google drive. Add a PowerPoint presentation detailing project milestones and a Word document with project guidelines to the folder. Share the folder and allow the project team members to edit it.
4. **Google Docs:** Document creation with Google Docs, Apply Basic Formatting to Text , Inserting Images, Creating tables, Format a document with styles, Using Find and Replace, Using Regular Expressions for Advanced Searching, Sharing and Collaborating on files.
  - a. Create a one page document which best describes you. Add the document's heading and page numbers. Make a list of your hobbies using bullet points. Employ formats and typefaces to give the document an elegant look. To highlight your skills, use hyperlinks to other documents in the folder. Include a picture of yourself on the page as well. Add a table with your educational background in it. Write about your positive college experiences by voice typing. After that, translate the document's content into a different language of your choice.
5. **Google Sheets :**Insert, delete and manage sheets , Insert a Function, Format Spreadsheets, Cells, and Ranges, Apply Number Formatting

and Conditional Formatting, Insert and View Notes, Choose Spreadsheet Settings, Merge Cells, Wrap and Rotate Cell Contents, Inserting Objects in Google Sheets, Sort and Filter Data, Apply Data Validation to Your Sheets, Protect Ranges in a Sheet, Protect a Sheet, Create and Manage Macros.

- a. Create a Personal budget sheet, list all your expenses and incomes of the month in the sheet. Use sum function to total the income and expenses. Use IF function to find if the budget is in deficit or not.

Module 2:

1. **Google Slides:** Add a Slide to a Presentation, Import Slides from an Existing Presentation, Understanding and Using Views, Work with Text Boxes, Add Audio and Video to a Slide, Insert Shapes and Word Art, Add a Transition and Animations, Edit a Slide Master, Organize the Slides in a Presentation

- a. Open a new Google Slides presentation titled "Project Presentation". Add slides to provide a summary of your project. Use themes and transitions to make the slide experience better.

2. **Google Forms:** Create a Form, Choose Settings for a Form, Add Questions to a Form, Add Images to a Question, Add a Video to a Question, Import Questions from an Existing Form, Create a Form with Multiple Sections, Control Progression Based on Answers, Add Collaborators to a Form, Preview and Test a Form, Send a Form to Its Respondents, View the Responses to a Form, Analyse form responses and generate reports.

- a. Create a Google Form to accept participation entries for the various events your department is organizing on the annual day. Mention the details of event in the form description. Include a dropdown menu to select the events they wish to participate in. Insert relevant multimedia to make the Google Form attractive.

- b. Create an online evaluation quiz using Google Form. Include a variety of question formats, such as ones with pictures, videos, etc. Assign points to the questions. Share the link with your friends and check out the the summary of the responses.

3. **Google Classroom:** Create and set up a Google Classroom, Add Students and Co-Teachers, Using Google Classroom to share resources, Create assignment, Set due dates and points, Use rubrics for grading, Integrate quizzes created using Google Form with Google Classroom.

- a. Create a Google Classroom for a certain subject that includes a range of topics, resources, and activities. Include resources for each topic, such as Word docs, PowerPoints, and YouTube links. Include elements that encourage participation and interaction, such as assignments and discussions.

4. **Google Maps:** Search on Maps, Different Map Views (Satellite, Terrain, Street View), Customizing Maps, Get to your destination, Sharing Maps with Others.

- a. Use google maps to explore local landmarks in your area. Find directions from your current location to a nearby restaurant. Use Maps to check the places you have visited on a particular day.

	<p>5. <b>Google Sites:</b> Creating and building simple websites using Google Sites, Adding content, images, and widgets to websites.</p> <p>a. Assume you runs a small business. Create a visually appealing website which includes the following pages: Home page , About the business, Products page, Announcement of discounts.</p>	
10	<p><b>Text Books and Online Resources</b></p> <p>1. Hart-Davis, G. (2021). Teach Yourself Visually Google Workspace. Visual.</p> <p>2. <a href="https://support.google.com/a/users#topic=9247638">https://support.google.com/a/users#topic=9247638</a></p> <p>3. <a href="https://support.google.com/edu/classroom#topic=10298088">https://support.google.com/edu/classroom#topic=10298088</a></p> <p>4. <a href="https://support.google.com/maps/?hl=en#topic=9729258">https://support.google.com/maps/?hl=en#topic=9729258</a></p>	
11	<p><b>Reference Books</b></p> <p>1. Team, Z. (2017). The Ultimate Guide to G-Suite. Lean Pub G-Suite.</p> <p>2. Iyer, b. (2022). Google workspace user guide: a practical guide to using google apps efficiently while integrating them with your data.</p>	
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, assignment etc.( at least 3 )	
14	<p><b>Format of Question Paper: Duration 2 hours. Certified copy of Journal is compulsory to appear for the practical examination</b></p> <p>Practical Slip:</p> <p>Q1. From Module 1      13 marks</p> <p>Q2. From Module 2      12marks</p> <p>Q3. Journal and Viva    05 marks</p>	

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

**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**

## As Per NEP 2020

# University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year for B.M.S. Programme	
Semester	I
Title of Paper	Credits
Business Communication Skills I for B.M.S.	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>Business Communication Skills I (B.M.S)</b> Business communication is an integral part of the commercial and corporate world. The growth of commercial organizations is directly linked to the effectiveness of their methods of communication with all their stakeholders. The success of an organization is also closely linked to its image building. As a discipline, business communication has changed diametrically and exponentially because of the rapid changes in information technology. In this scenario, it is imperative that all corporate professionals should have command over the various dimensions of business communication including the intentional and unintentional, the verbal and non-verbal, the in-person and the digital. The systematic study of business communication prepares the learners to become capable entrepreneurs, professionals, team-members and managers in today's competitive, networked and digitized business world.
2	<b>Vertical :</b>	<b>Ability Enhancement Course</b>
3	<b>Type :</b>	Theory
4	<b>Credit:</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:</b> <ol style="list-style-type: none"> <li>1. To make learners familiar with the basics of business communication theory.</li> <li>2. To make learners aware of digital communication for personal and business use.</li> <li>3. To improve learners' understanding of verbal and non-verbal communication.</li> <li>4. To enable learners with effective business correspondence skills.</li> </ol>
8	<b>Course Outcomes:</b> At the end of the course, learners will be able to: <ol style="list-style-type: none"> <li>1. Understand the basics and significance of business communication theory.</li> <li>2. Adapt to and use digital communication methods for personal and business purposes.</li> <li>3. Grasp and effectively use the nuances of verbal and non-verbal communication.</li> <li>4. Improve their skills in business correspondence.</li> </ol>
9	<b>Modules:-</b> Per credit One module can be created
	<b>Module 1: Introducing the Theory of Business Communication (15 Lectures)</b>
	<ol style="list-style-type: none"> <li><b>1. Concept of Communication</b> <ul style="list-style-type: none"> <li>- Definition and meaning of communication</li> <li>- Process of communication</li> <li>- Need of communication</li> <li>- Feedback</li> </ul> </li> <li><b>2. Communication at the Workplace</b> <ul style="list-style-type: none"> <li>- Channels of communication: Downward, Upward, Horizontal, Grapevine</li> <li>- Methods of communication: Verbal and non-verbal</li> </ul> </li> <li><b>3. Impact of Digital Technology on Communication</b> <ul style="list-style-type: none"> <li>- Internet-enabled communication; Email</li> <li>- Social media: FaceBook, Twitter, Instagram, WhatsApp</li> </ul> </li> </ol>



	<b>Module 2: Business Correspondence (15 Lectures)</b>
	<ol style="list-style-type: none"> <li>1. - Parts of a business letter - Layouts of a business letter</li> <li>2. - Job application with bio-data - letter of appointment - letter of appreciation - letter of resignation</li> <li>3. - Emails: Job application via email - writing and responding to official emails</li> </ol>
10	<b>Text Books: N.A.</b>
11	<b>Reference Books:</b> <ol style="list-style-type: none"> <li>1. Ashley, A. <i>A Handbook of Commercial Correspondence</i>. New Delhi: Oxford University Press, 1992.</li> <li>2. Aswalthapa, K. <i>Organisational Behaviour</i>. Mumbai: Himalaya Publications, 1991.</li> <li>3. Balan, K.R. and Rayudu, C. S. <i>Effective Communication</i>. New Delhi: Beacon Books, 1996.</li> <li>4. Bangh, L. Sue, Fryar, Maridell and Thomas David A. <i>How to Write First Class Business Correspondence</i>. N.T.C. Publishing Group USA, 1998.</li> <li>5. Benjamin, James. <i>Business and Professional Communication Concepts and Practices</i>. New York: Harper Collins College Publishers, 1993.</li> <li>6. Britt, Deborah. <i>Improving Business Communication Skills</i>. Kendall Hunt Publishing Co., 1992.</li> <li>7. Bovee Courtland, L. and Thrill, John V. <i>Business Communication Today</i>. McGraw Hill, New York, Taxman Publication, 1989.</li> <li>8. Drucher, P.F. <i>Technology, Management and Society</i>. London: Pan Books, 1970.</li> <li>9. Eyre, E.C. <i>Effective Communication Made Simple</i>. Kolkata: Rupa and Co., 1985.</li> <li>10. Ecouse, Barry. <i>Competitive Communication: A Rhetoric for Modern Business</i>. New Delhi: OUP, 1999.</li> <li>11. Fisher, Dalmar. <i>Communication in Organisation</i>. Mumbai: Jaico Publishing House, 1999.</li> <li>12. Frailley, L.E. <i>Handbook of Business Letters</i>. Revised Edn. New Jersey: Prentice Hall Inc., 1982.</li> <li>13. Flyn, Nancy. <i>The Social Media Handbook</i>. Wiley, 2012.</li> <li>14. Gartside, L.E. <i>Modern Business Correspondence</i>. Plymouth: McDonald and Evans Ltd, 1980.</li> <li>15. Ghanekar, A. <i>Communication Skills for Effective Management</i>. Pune: Everest Publishing House, 1996.</li> <li>16. Labade, Sachin, Katre Deepa et al. <i>Communication Skills in English</i>. Orient Blackswan, Pvt Ltd, 2021.</li> <li>17. Shainesh, G. and Githa Heggde. <i>Social Media Marketing: Emerging Concepts and Applications</i>. Springer Nature Singapore, 2018.</li> </ol>

12	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60%</b> <b>Individual Passing in Internal and External Examination :</b>												
13	<b>Continuous Evaluation through:</b> <ul style="list-style-type: none"> <li>Performance in activities: 10 marks (The class may be divided into batches to conduct the oral activities by creating formal schedule for the same before the semester End Examination.)</li> <li>Written assignments or projects: 10 marks (Learners will have to write and submit written assignments in a timely manner.)</li> </ul> <b>Suggested Activities:</b> <ul style="list-style-type: none"> <li>Use of social media accounts for purpose of business communication</li> <li>Making short presentations on given topics</li> <li>Official letter writing/ email writing exercises</li> <li>Role play focusing on channels and methods of communication</li> </ul>													
14	<b>Format of Question Paper:</b> for the final examination  <table> <tr> <td><b><i>External / Semester End Examination Hours</i></b></td><td><b><i>Marks: 30</i></b></td><td><b><i>Time: 1</i></b></td></tr> <tr> <td>Q.1. Essay Type Questions (Any One out of two on Unit I)</td><td></td><td>Marks 10</td></tr> <tr> <td>Q.2. Essay Type Questions (Any One out of two on Unit II)</td><td></td><td>Marks 10</td></tr> <tr> <td>Q.3. Short Notes/Problem (Any Three out of five on all Units)</td><td></td><td>Marks 10</td></tr> </table>		<b><i>External / Semester End Examination Hours</i></b>	<b><i>Marks: 30</i></b>	<b><i>Time: 1</i></b>	Q.1. Essay Type Questions (Any One out of two on Unit I)		Marks 10	Q.2. Essay Type Questions (Any One out of two on Unit II)		Marks 10	Q.3. Short Notes/Problem (Any Three out of five on all Units)		Marks 10
<b><i>External / Semester End Examination Hours</i></b>	<b><i>Marks: 30</i></b>	<b><i>Time: 1</i></b>												
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Q.2. Essay Type Questions (Any One out of two on Unit II)		Marks 10												
Q.3. Short Notes/Problem (Any Three out of five on all Units)		Marks 10												

**Sign of BOS Chairman  
Prof. Dr. Shivaji Sargar  
Board of Studies in  
English**

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Associate Dean  
Dr. Suchitra Naik  
Faculty of  
Humanities**

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Dr. Manisha Karne  
Faculty of  
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Prof. Dr. Anil Singh  
Faculty of  
Humanities**

# As Per NEP 2020

## University of Mumbai



**Title of the Course Indian Constitution**

**Semester – Sem I**

**Syllabus for Two Credit**

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

<b>PROGRAM</b>	BA /BSc/ BCOM
<b>SEMESTER</b>	I
<b>COURSE TITLE</b>	Indian Constitution
<b>VERTICLE /CATEGORY</b>	E (Value Education Course)
<b>COURSE LEVEL</b>	50
<b>COURSE CODE</b>	
<b>COURSE CREDIT</b>	2
<b>HOURS PER WEEK THEORY</b>	2
<b>HOURS PER WEEK PRACTICAL/TUTORIAL</b>	

<b>COURSE OBJECTIVE</b>
<ul style="list-style-type: none"> <li>• Learners will be enabled to understand the basics of Indian Constitution.</li> <li>• Significantly the learners will understand the significance and functionality of Fundamental Rights, Fundamental Duties and Directive Principles.</li> <li>• The learners will be enabled to understand the role of Indian Judiciary in Protecting Fundamental Rights.</li> </ul>
<b>COURSE OUTCOME</b>
CO1: Learners will be empowered to understand the basic structure, nature of Indian Constitution
CO2: Learners will understand their and other citizens fundamental rights and duties towards the nation.
CO3: Learners will be equipped with the role of Indian Judiciary in protecting Fundamental Rights of citizens and will be able to describe areas of criminal justice, law and society through a critical analysis of the subject.
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## ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS	HOURS PER WEEK
1	Indian Constitution: Characteristics	10
2	Fundamental Rights, Fundamental Duties and Directive Principles of State Policy	10
3	Judiciary: Introduction to Supreme Court, Powers, and Functions of the Supreme Court Introduction to High Court Powers and Functions of the High Court Public Interest Litigation, Judicial Activism	10
TOTAL HOURS		30

## COURSE DESIGN

UNIT TITLE	OUTCOME	DESCRIPTION	PEDAGOGICAL APPROACH
INTRODUCTION TO CONSTITUTION	Learners will understand the importance of preamble in the implementation of constitution.	Constitution meaning of the term, Significance of constitution, Preamble, Features of constitution and basic structure of Indian Constitution	Chalk and talk method, Case laws
FUNDAMENTAL RIGHTS, FUNDAMENTAL DUTIES AND DIRECTIVE PRINCIPLES	Learners will understand the fundamental rights and duties towards the nation and people.	Fundamental rights (Art 12 to Art 35), Fundamental Duties and Directive Principles of state policy	Chalk and talk method, Case laws
JUDICIARY	Learners will be able to summarize the process of judicial review and identify criteria used by courts to evaluate the constitutionality of criminal law of India.	Introduction to Supreme Court, Powers, and Functions of the Supreme Court, Introduction to High Court, Powers and Functions of the High Court, Public Interest Litigation and Judicial Activism.	Chalk and talk method, Case laws.

<b>CONTINUOUS ASSESSMENT TESTS (CAT) &amp; SEMESTER END EXAMINATION (SEE)</b>			
<b>NATURE OF ASSESSMENT</b>	<b>MARKS</b>	<b>METHODOLOGY</b>	<b>COURSE OUTCOME</b>
CAT 1 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO1
CAT 2 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO1, CO2
CAT 3 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO3
SEE	30	Four questions of 10 marks each (from each course unit), to be attempted any 3, 10 marks may be subdivided into two sub questions of 5 marks	CO1, CO2, CO3

\*Any Two for 20 marks

<b>ESSENTIAL READINGS</b>	Durga Das Basu- Introduction to the Constitution of India
<b>ADDITIONAL READINGS</b>	J. N. Pande – Constitution of India

Syllabus Drafting Committee  
Dr. Swati Rautela Professor and Head Department of Law  
Dr. Rajeshri Varhadi Professor and In charge Director  
Dr. Sanjay Jadhav Associate Professor  
Prof. Uma Nehare Assistant Professor

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

**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 I****NSS CC****Sub: - Introduction to National Service Scheme****Credits: 02****Marks:50**

<b>Unit Number</b>	<b>SEMESTER 1 Title of the Unit</b>	<b>No. of Lecture</b>
1	<b>Introduction to National Services Scheme</b> NSS- History,Philosophy & Need of Emergence Aims, Objectives, Motto and Emblem of NSS, NSS Theme Song Organizational Structure of NSS-Hierarchy at different levels (National,State,University,College) Roles and Responsibilities of Program Officer Financial Provisions -Grant in Aid for NSS Advisory committees & their functions	15
2	NSS Programmes and Activities (Regular activities) NSS Programmes and Activities (Special Camp activities) Yearly Action Plan of NSS Unit Volunteerism– Meaning, definition, basic qualities of volunteers, need of volunteerism for National development. Opportunities in NSS for Volunteers (Various Camps) Report Writing	15

# UNIVERSITY OF MUMBAI

## Semester II

### NSS CC

#### Sub: - Leadership and Community Engagement

Credits: 02

Marks: 50

Unit Number	SEMESTER 2 Title of the Unit	No. of Lecture	No. of Credits
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.
- .....

## References:

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6. Hans Gurmeet, Case Material as a Training Aid for Field Workers
7. Tarachand, History of the Freedom Movement in India Vol.II
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**As Per NEP 2020**

**University of Mumbai**



**Title of the Program**

**Introduction to Cultural Activities**

**SEM I**

**Syllabus for Two Credit**

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

### Aims and Objectives

- To study the importance of cultural activities in India.
- To discuss the historical importance of cultural activities.
- To define and describe the overview of cultural practices at Indian and Global level.
- To list the various forms of cultural activities and its applied skills.
- To describe the role of organizations for organizing cultural activities in India.

### Learning Outcomes

- Understand the significance of cultural activities
- Sensitize students towards Indian culture and its preservation
- Apply the knowledge and skills of the cultural activities in their practical life
- Participate in the various cultural activities

### Modules at Glance Semester I

Module No.	Unit	Content	No. of Hours
1	I	Overview to Cultural Activities	05
	II	History of Student Cultural Activities	05
2	III	Forms / Types of Literary and Fine Arts Activities and its Applied Skills	10
	IV	Forms / Types of Performing Arts Activities and its Applied Skills	10
Total No. of Hours			30

Module No.	Unit	Content	No. of Hours
1	I	<b>1.1 Overview to Cultural Activities</b> <ul style="list-style-type: none"><li>• Definition of culture and its manifestations</li><li>• Understanding cultural diversity and inclusivity</li><li>• The role of cultural activities in preserving heritage</li><li>• Overview of Indian cultural practices</li><li>• Overview of global cultural practices</li></ul>	05
	II	<b>2.1 History of Student Cultural Activities</b> <ul style="list-style-type: none"><li>□ Role of student cultural activities</li><li>□ History of student cultural activities in India</li></ul>	05

		<ul style="list-style-type: none"> <li>• Role of AIU in preserving cultural heritage of India</li> <li>• History of student cultural activities in Maharashtra</li> <li>• Student Cultural activities at University of Mumbai</li> </ul>	
2	III	<p><b>3.1 Forms / Types of Literary and Fine Arts Activities and its Applied Skills</b></p> <p><b>3.1.1 Various Forms of Literary Arts</b></p> <ul style="list-style-type: none"> <li>• <b>Elocution:</b> Reading Skills, Soft Skills, Languages, Communication Skills, etc.</li> <li>• <b>Debate:</b> Reading Skills, Soft Skills, Languages, Communication Skills, etc.</li> <li>• <b>Story Writing:</b> Introduction, Plot, Characterization, Presentation, Relevance, Language Style, etc.</li> <li>• <b>Story Telling:</b> Introduction, Plot, Characterization, Presentation, Relevance, Language Style, etc.</li> <li>• <b>Quiz:</b> General Knowledge skills</li> </ul> <p><b>3.1.2 Various Forms of Fine Arts</b></p> <ul style="list-style-type: none"> <li>• <b>Painting:</b> Visualization, Delivery of the Subject, Composition, Colour Application, Presentation and Overall Impact</li> <li>• <b>Collage:</b> Visualization, Delivery of the Subject, Handling of Medium, Composition, Presentation and Overall Impact</li> <li>• <b>Poster Making:</b> Visualization, Delivery of the Subject, Presentation, Tagline and Overall Impact</li> <li>• <b>Clay Modeling:</b> Visualization, Delivery of the Subject, Handling of Medium, Composition, Presentation and Overall Impact</li> <li>• <b>Cartooning:</b> Visualization, Delivery of the Subject, Characters, Synchronization, Colour Application, Composition, Presentation and Overall Impact</li> <li>• <b>Rangoli:</b> Visualization, Delivery of the Subject, Colour Scheme, Elements, Presentation and Overall Impact</li> <li>• <b>Mehendi Designing:</b> Originality, Creativity, Decorative Art with Aesthetic Sense, Presentation and Overall Impact</li> </ul>	10

		<ul style="list-style-type: none"> <li>• <b>Spot Photography:</b> Impact, Composition, Technical Quality and Suitability for the Specific Theme</li> <li>• <b>Installation:</b> Visualization, Delivery of the Subject, Handling of Medium, Synchronization, Composition, Presentation and Overall Impact</li> </ul>	
	<b>IV</b>	<b>4.1 Forms / Types of Performing Arts Activities and its Applied Skills</b>  <b>4.1.1 Various Forms of Dance</b> <ul style="list-style-type: none"> <li>• <b>Folk Dance:</b> History and Origin of Folk Dance In India, Types and their Uniqueness, Significance of Folk Dance, Folk Dances in Maharashtra</li> <li>• <b>Classical Dance:</b> History of Classical Dance, Types and their Peculiarities, Significance of Classical Dances in India</li> </ul> <b>4.1.2 Various Forms of Theatre</b> <ul style="list-style-type: none"> <li>• History of Indian Theatre</li> <li>• Types and their Uniqueness</li> <li>• Significance of Indian Theatre</li> <li>• <b>Various Forms of Theatre:</b> One Act Play, Skit, Mime, Mimicry</li> </ul> <b>4.1.3 Various Forms of Music</b> <ul style="list-style-type: none"> <li>• History of Indian Music,</li> <li>• Types and their Uniqueness,</li> <li>• Significance of Music in India</li> <li>• <b>Various Forms of Music:</b> Classical Singing, Light Vocal, Percussion, Non-Percussion, Nattasangeet, Western Vocal, Western Instrumental</li> </ul>	<b>10</b>

### Scheme of Evaluation

The Scheme of Examination shall be of 50 marks. It will be divided into Internal Evaluation (20 marks) and Semester End Examination (30 Marks).

### Semester I (50 Marks, 2 Credits) Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
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1	Presentation <b>OR</b> Project <b>OR</b> Assignment	15
2	Participation in Workshop / Conference / Seminar (as decided by the Teacher) <b>OR</b> Participation in Online Workshop / Conference / Seminar (as decided by the Teacher) <b>OR</b> Field Visit <b>OR</b> Attendance	5
<b>Total</b>		<b>20</b>

#### Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	<b>Objective Type Questions (All Units)</b>	6
2	<b>Descriptive Question(s) on Unit I</b> [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
3	<b>Descriptive Question(s) on Unit II</b> [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
4	<b>Descriptive Question(s) on Unit III</b> [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
5	<b>Descriptive Question(s) on Unit IV</b> [This question may be divided into sub questions like (a) (b) for 3 Marks + 3 Marks or 4 Marks + 2 Marks pattern]	6
<b>Total</b>		<b>30</b>

#### Reference Books

- 1) Rabindranath Tagore, The Centre of Indian Culture. Rupa and Co, India, 2017.
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**As Per NEP 2020**

## **University of Mumbai**



### **Title of the Program**

**Co-Curricular Course  
Introduction to Sports, Physical Literacy,  
Health and Fitness and Yog**

### **SEM I**

**Syllabus for Two Credit**

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

## Semester I

### Course Structure

Semester	Paper	Title of Paper	No of lecture (Theory)	Internal Evaluation (IE)	End Semester Evaluation	Total Marks	Credits
First	CC	Introduction to Sports, Physical Literacy, Health & Fitness and Yoga	30	20	30	50	02
Second	CC	Introduction to Sports, Physical Literacy, Health & Fitness and Yoga	30	20	30	50	02
<b>Total</b>	-	-	<b>60</b>	<b>40</b>	<b>60</b>	<b>100</b>	<b>04</b>

## Semester I

### 1.1 Preamble:

India is growing rapidly as a global super-power. To face the challenges of the century and to keep up with the pace of the world, maintaining health is of prime importance. Giving thrust to healthy society, Physical Education, Sports, Health & fitness and Yoga are of great significance in today's world. The Government of India insists on Physical Fitness, Mental Health and Overall Development of Personality for every citizen. In these lines, the Government has launched Fit India Movement, Khelo India, TOPS and National Sports Day, International Day of Yoga etc. These initiatives have given impetus and awareness among general public, professional and academicians. However, creating efficient and skilled human resource in the field of Physical Education, Sports and Yoga is identified as the need of the hour. Thus, the Governments of India and Government of Maharashtra have included Physical Education, Sports and Yoga as a key area under the NEP 2020.

### 1.2 Objectives of the Course:

1. To make students familiarize with concepts of Health, Fitness, Yoga, Sports & Physical Literacy.
2. To sensitize the students about background knowledge of Sports structure of Sports Federations, Indian Olympic Association, Khelo India Schemes, FIT India movement, National Sports Day, Intercollegiate Sports structure of University of Mumbai.

3. To familiarize the students with the various physical education concepts and information regarding various Olympic Sports.
4. To make students aware about famous sports personalities and various awards given to Sportsperson and coaches.
5. To educate students regarding various career opportunities in the sports management, sports coaching, sports industry, health and fitness, sports infrastructure, yoga, etc.
6. The course is designed primarily to educate those interested in becoming a Physical Literacy Trainer/Ambassador as well as those who wish to stay lifelong active and want to influence others to be active for life.

### **1.3 Salient features of the course:**

1. The course is designed to enhance the Competency, attitude and skills related knowledge to Physical Literacy, health & fitness, Sports & Yoga.
2. The course is design to implemented as per CBCS pattern .

### **1.4 Utility of the course:**

1. The course may provide opportunity in the field of physical education, sports management, health & fitness, yoga, etc.
2. The course is significant to enhance the abilities of the student to work in the different fields of physical education in the area of coaching, event management, health & fitness, yoga etc.
3. The professional abilities and personality of the students may be enhanced.

### **1.5 Program outcomes:**

By the end of the program the students will be able to:

1. The curriculum would enable the pass out students to be entrepreneur (to start their own fitness center, gym, yoga studio etc.) and device appropriate fitness program for different genders and age groups at all level
2. The curriculum would enable to officiate, supervise various sports events and organize sports events.
3. Students acquire the knowledge of Physical Education, Sports and Yoga and understand the purpose and its development.
4. The student learns to plan, organize and execute sports events.
5. Student will learn theoretical and practical aspects of game of his choice to apply at various levels for teaching, learning and coaching purposes efficiently.
6. Student acquires the knowledge of opted games, sports and yoga and also learns the technical and tactical experience of it.
7. Student will learn to apply knowledge of Physical fitness and exercise management to lead better quality life.
8. Students will understand and learn different dimension of active life style.
9. Student will learn the knowledge of nutrition and diet.
10. Students will be able to assess the physical fitness in a scientific way.
11. The students will be able to continue professional courses and research in Physical Education, sports and yoga.
12. It helps the student to understand theory and practical aspects of physical literacy. These aspects include role of motivation and confidence, how to focus on positive experience, new styles of teaching, inclusive session planning and review the progress in physical activities.

**1.6 Programme Duration:** The structure of Sports & Physical Literacy has two semesters in total covering a period of two years.

**1.7 Duration of the Course:.** First Year comprises two semesters. Each semester will have theory paper 30 marks for End Semester Examination and 20 marks for Internal Evaluation for each paper.

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

**1.9 Medium of Instruction:** English

**1.10 Course Structure**

**Credits: 02**

**Lectures: 30**

**Marks: 50**

<b>Unit Number</b>	<b>Title of the Unit</b>	<b>No. of Lecture</b>	<b>No. of Credits</b>
1	<b>Introduction to Sports, Physical Literacy, Health &amp; fitness and Yoga</b>  1.1 Meaning and Definition of Sports, Physical Literacy, Health & Fitness and Yoga  1.2 Aim, Objectives & Importance of Sports, Physical Literacy, Health & Fitness and Yoga  1.3 History of Sports, Physical Literacy, Physical Education and Yoga  1.4 Modern trends of Sports, Physical Literacy, Health & Fitness and Yoga	15	1

2	<b>Introduction to Structure of Sports associations, Fitness Training &amp; Yogic Asanas</b>  2.1 Various government schemes, awards and famous sports personalities  2.2 Sports Structure of Sports Federations, Khelo India, Sports Tournaments of University of Mumbai and Indian Olympic Association  2.3 Fundamental Principles of Fitness training and Yoga  2.4 Components of health related and skill related physical fitness  2.5 Types of Yogic practices – Asanas, Pranayama and Meditation	15	1
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