

Sem. - I

**Syllabus
Bachelor of Banking & Insurance**

5. Credit Structure of the Program (Sem I, II, III, IV, V & VI)

Under Graduate Certificate In In Banking and Insurance

Credit Structure (Sem. I & II)

Under Graduate Programs in University

R: _____ A										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AE C, VE C, IK S	OJT, FP, CEP, CC,RP	Cum. Cr. / Sem.	Degree / Cum. Cr.
		Mandatory	Electives							
4.5	I	6		-	2+2	VSC:2,SEC:2 VSC: 2 Business Communication -I (2) OR Mutual Fund (2) OR Soft Skills and Personality Development (2) SEC: 2 Application of MS Excel in Business (2) OR Service Marketing (2)	AEC :2, VEC :2, IKS: 2	CC:2	22	UG Certificate 44
		Principles and Practices of Banking and Insurance (4) Fundamental Accounting - I (2)								
R: _____ B										
	II	6		2	2+2	VSC:2,SEC:2 VSC: 2 Business Communication -II (2) OR Forex (2) OR Startups (2) SEC: 2 Introduction to Digital Marketing (2) OR Insurance Broking and Advisory (2)	AEC :2, VEC :2	CC:2	22	
		Management Process and Organizational Behavior (4) Fundamental Accounting -II (2)								
	Cum Cr.	12	-	2	8	4+4	4+4+2	4	44	

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

Syllabus Bachelor of Banking & Insurance

Principles and Practices of Banking and Insurance (Mandatory) Credits 4

Description of the course:

"Principles and Practices of Banking and Insurance" covers the fundamental concepts, regulations, and operations within the banking and insurance sectors. Students will explore topics such as financial intermediation, risk management, regulatory compliance, and customer service, gaining insights into the role of banks and insurance companies in the economy and the principles governing their operations. The course emphasizes the application of theoretical knowledge to real-world scenarios, preparing students for careers in banking, insurance, and related financial services industries.

Aims & Objectives:

1. To study the business practices, products, and services offered by banks and insurance companies
2. To promote financial literacy among students by enhancing their understanding of banking and insurance products, services, and terminology
3. To familiarize students with the principles, theories, and concepts underlying banking and insurance activities.

Course outcomes:

1. Students will be able to evaluate banking and insurance products, services, and practices, assessing risks, opportunities, and implications for market competitiveness.
2. Students will demonstrate a comprehensive understanding of the principles, concepts, and practices governing the banking and insurance sectors
3. It will enhance the understanding of students about the roles such as banking professionals, insurance agents, financial analysts, risk managers, and regulatory compliance officers.

Sr. No.	Modules	No. of Lectures
1	Introduction to Banking	15
2	Modern Banking	15
3	Introduction to Insurance	15
4	General (Non-Life) Insurance	15
Total		60

Sr. No.	Modules
1	Introduction to Banking Introduction to Bank, Evolution of Banking in India, Classification of Banks, Structure of Indian Banking System, Functions RBI: role in Indian Banking System, Types of Account; Know Your Customer (KYC) - Needs and Norms, Opportunities for Indian commercial banks Strengths and weaknesses of Indian commercial banks
2	Modern Banking Concept, and benefits of Core Banking Solution, Use of Artificial Intelligence in Banking Sector, E-Banking: ATM, Various types of card, Tele Banking, Mobile Banking, Net Banking (RTGS, NEFT and IMPS): Concept and Benefits, Methods of Remittances

3 Introduction to Insurance

- A) Insurance: Meaning, Definition, Nature and Functions of Insurance, Evolution of Insurance, Principles of Insurance, Types of Insurance, Role and Importance of insurance, IRDA
- B) Life Insurance: History and Formation of Life Insurance Corporation (LIC) of India, Nature of Life Insurance contract, Classification of Policies, Calculation of Premium, Privatization of Life Insurance Industry, Progress of Life Business of LIC

4 General (Non-Life) Insurance

- A) General Insurance: Introduction, Kinds of General Insurance
- B) Fire Insurance: Nature and Use of Fire Insurance, Types of Fire Insurance, Policy Conditions, Progress of Fire Insurance
- C) Health Insurance and Motor Insurance: Meaning, Various types of Policies and Procedure

References:

- Principles and Practices of Banking Authors by Indian Institute of Banking & Finance Published by Macmillan India Ltd.
- Banking Theory, Law and Practice Authors by T.N. Varshney and S.L. Gupta Published by Sultan Chand & Sons Edition
- Principles and Practices of Banking Authors by Jyotsna Seth and N.K. Gupta Published by Taxmann Publications Pvt Ltd.
- Insurance Principles and Practice Authors by M.N. Mishra Published by S. Chand Publishing Edition: Latest edition Publication Year: Varies based on the edition

Fundamental Accounting, I (Mandatory)

Credits 2

Description of the course:

"Fundamental Accounting-I" is an in-depth exploration of advanced accounting practices, focusing on inventory valuation, fire insurance claims, final accounts preparation, and accounting for hire purchase transactions. Students will learn about the various methods of inventory valuation, including FIFO and Weighted Average Method, and how to compute inventory valuation as per AS – 2. Additionally, they will study the computation of loss of stock by fire and the process of ascertaining claims as per insurance policies. The course also covers the preparation of final accounts for manufacturing concerns and accounting for hire purchase transactions, including calculation of interest and journal entries.

Aims & Objectives:

1. To understand the concepts and significance of inventory valuation methods and their application in financial reporting.
2. To familiarize students with the computation of loss of stock by fire and the process of ascertaining claims as per insurance policies.
3. To provide students with the knowledge and skills required to prepare final accounts for manufacturing concerns.

Course outcomes:

1. Students will be able to demonstrate proficiency in applying different methods of inventory valuation, such as FIFO and Weighted Average Method, in accordance with AS – 2.
2. Students will be able to analyze fire insurance policies and compute loss of stock by fire, adhering to the stipulated insurance claims process.
3. Students will be able to prepare final accounts for manufacturing concerns, including adjustments for capital and revenue expenditures and receipts.

Sr. No.	Modules	No. of Lectures
1	Inventory Valuation and Insurance Claims Processing	15
2	Financial Reporting and Hire Purchase Accounting	15
Total		30

Sr. No.	Modules
1	Inventory Valuation and Insurance Claims Processing <ul style="list-style-type: none"> • Inventory Valuation: Meaning of inventories Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance Methods of Stock Valuation as per AS – 2 : FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet • Fire Insurance Claim: Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss
2	Financial Reporting and Hire Purchase Accounting <ul style="list-style-type: none"> • Final Accounts Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns (Proprietary Firm) • Accounting for Hire Purchase

Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor(excluding default, repossession and calculation of cash price)

References:

- Financial Accounting for Undergraduates (Volume I) by R.S. N Pillai, Bagavathi Published by S. Chand Publishing
- Fundamentals of Accounting for CA Foundation by D.G. Sharma, Seema Sharma Published by Taxmann Publications Pvt. Ltd.
- Principles of Accounting by Dr. T.P. Ghosh published by PHI Learning Pvt. Ltd.
- Financial Accounting for Undergraduates (Volume I) by R.S. N Pillai, Bagavathi published by S. Chand Publishing

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE

Board of Studies in <u>POLITICS</u>	
UG First Year Programme	
Semester	I
Title of Paper	Credits
Introduction to the Constitution of India	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Introduction to the Constitution of India Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.
2	Vertical :	Major/Minor/ <input checked="" type="checkbox"/> Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By <input checked="" type="checkbox"/>)
3	Type :	Theory / Practical
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: 1. To introduce students to the philosophy of the Indian Constitution. 2. To acquaint students with the structure of the Indian Constitution.	
8	Course Outcomes: 1. The students will be able to understand the philosophical underpinnings of the constitutional government in India. 2. The students will be able to understand the basic institutional framework of the democratic governance in India.	
9	Modules:- Module 1: Philosophy of the Indian Constitution 1. Making of the Constitution 2. The Preamble 3. Fundamental Rights, Directive Principles of State Policy	

As Per NEP 2020

University of Mumbai



Syllabus for B.Com. (Transport Management) Basket of Minor

UG First Year	B.Com. (Transport Management)
Semester	II
Title of Paper	Credits 2/ 4
I) Indian Economy -I	Minor- 2 Credits (SEM II)
II)	
III)	
From the Academic Year	2024-25

MINOR – INDIAN ECONOMY (2 Credits) SEM- II

Sr. No.	Heading	Particulars
1	Description the course: Including but Not limited to :	INDIAN ECONOMY -I (2 Credit) SEM II The Indian economy is one of the fastest-growing economies globally, with a diverse range of sectors contributing to its growth. Understanding its dynamics is crucial for anyone interested in economics, business, or policymaking. These Course aim to provide students with a comprehensive understanding of the Indian economy's complexities, challenges, and opportunities, while also equipping them with the analytical tools to engage critically with economic issues and contribute effectively to policymaking, research, and professional practice. These outcomes aim to equip students with the knowledge, skills, and perspective necessary to understand, analyze, and contribute to the ongoing economic transformation of India. Studying the Indian economy opens up a plethora of job opportunities in various sectors such as finance, consulting, government, international organizations, research, and academia. With its vast and rapidly evolving market, skilled professionals are
2	Vertical:	Major/Minor ✓/Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By ✓)
3	Type:	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks

11	Reference Books: <ul style="list-style-type: none"> ➤ Jean Dreze and Amartya Sen, Jean Dreze and Amartya Sen, 2013. <i>An Uncertain Glory: India and its Contradictions</i>, Princeton University Press. ➤ Pulapre Balakrishnan, 2007, <i>The Recovery of India: Economic Growth in the Nehru Era</i>, Economic and Political Weekly, November. ➤ Rakesh Mohan, 2008, —<i>Growth Record of Indian Economy: 1950-2008. A Story of Sustained Savings and Investment</i>, Economic and Political Weekly, May. ➤ S.L. Shetty, 2007, —<i>India's Savings Performance since the Advent of Planning</i>, ➤ K.L. Krishna and A. Vaidyanathan, editors, <i>Institutions and Markets in India's Development</i>. ➤ Himanshu, 2010, <i>Towards New Poverty Lines for India</i>, Economic and Political Weekly, January. ➤ Jean Dreze and Angus Deaton, 2009, <i>Food and Nutrition in India: Facts and Interpretations</i>, Economic and Political Weekly, February. ➤ Himanshu. 2011, —<i>Employment Trends in India: A Re-examination</i>, Economic and Political Weekly, September. ➤ Rama Baru et al, 2010, —<i>Inequities in Access to Health Services in India: Caste, Class and Region</i>, Economic and Political Weekly, September. ➤ Geeta G. Kingdon, 2007, —<i>The Progress of School Education in India</i>, Oxford Review of Economic Policy. ➤ J.B.G. Tilak, 2007, —<i>Post Elementary Education, Poverty and Development in India</i>, International Journal of Educational Development. ➤ T. Dyson, 2008, —<i>India's Demographic Transition and its Consequences for Development in Uma Kapila, editor, Indian Economy Since Independence</i>, 19th edition, Academic Foundation. ➤ Kaushik Basu, 2009, —<i>China and India: Idiosyncratic Paths to High Growth</i>, Economic and Political Weekly, September. ➤ K. James, 2008, —<i>Glorifying Malthus: Current Debate on Demographic Dividend in India</i> Economic and Political Weekly, June. 	
12	Internal Continuous Assessment: 50%	Semester End Examination: 50%
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. (at least 3)	Quizzes, Class Test, assignment
14	Format of Question Paper: for the final examination Paper Pattern for 2 Credits:	

Semester End Examination: 25 Marks

Time: 1.00 hr

QUESTION PAPER PATTERN

Question No	Questions	Marks
Q 1	Case Study Analysis	05
Q 2	Answer the Following (Any One) (A) OR (B)	10
Q 2	Answer the Following (Any One) (A) OR (B)	10
TOTAL		25

Note: For Theory Subjects, question per unit may be Sub Divided into 4 marks each from sub modules

Continuous Evaluation: Internal (25 marks)

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical / Online mode). (Short notes/ MCQ's / Match the Pairs/ Answer in one sentence/ puzzles)	10
2	Participation in Workshop/ Conference/ Seminar/ Case Study/ Field Visit/ Certificate Course. (Physical/online mode)	10
3	Active Attendance & participation	05

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme		% of Marks	Alpha-Sign/ Letter Grade Result
9.00 - 10.00		90.0 - 100	O (Outstanding)

	8.00 - < 9.00		80.0 - < 90.0	A+ (Excellent)
	7.00 - < 8.00		70.0 - < 80.0	A (Very Good)
	6.00 - < 7.00		60.0 - < 70.0	B+ (Good)
	5.50 - < 6.00		55.0 - < 60.0	B (Above Average)
	5.00 - < 5.50		50.0 - < 55.0	C (Average)
	4.00 - < 5.00		40.0 - < 50.0	P (Pass)
	Below 4.00		Below 40.0	F (Fail)
	Ab (Absent)		-	Absent

Sign of the BOS
Dr. Shaukat Ali
Ad-hoc Board of
Studies in Transport
Management

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

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

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

Mutual Fund (VSC)

Credits 2

Description of the course:

Mutual Fund explores the concept of pooled investments where funds from multiple investors are managed by professionals to invest in diversified portfolios of stocks, bonds, or other securities. Students will learn about the structure, benefits, and risks associated with mutual funds, including factors influencing investment decisions, performance evaluation, and regulatory compliance within the financial markets. The course emphasizes understanding investment objectives, asset allocation strategies, and the role of mutual funds in individual and institutional investment portfolios.

Aims & Objectives:

1. To provide students with an understanding of the structure, types, and operation of mutual funds, including their roles as investment vehicles.
2. To ensure students understand the regulatory framework governing mutual funds, including compliance requirements, disclosure obligations, and investor protection measures.
3. To enable students to conduct due diligence and select appropriate mutual funds based on investment objectives, fund characteristics, fees, historical performance, and other relevant factors

Course outcomes:

1. Understanding of mutual funds, including their structure, types and operation.
2. Knowledge and skills necessary to analyze mutual fund performance, evaluate investment strategies, and make informed decisions about fund selection and portfolio allocation.
3. Assess investment risks, understand the principles of diversification, and construct well-balanced portfolios using mutual funds.

Sr. No.	Modules	No. of Lectures
1	Introduction to Mutual Fund	15
2	Classification of Mutual Fund	15
		30

Sr. No.	Modules
1	Introduction to Mutual Fund A) History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund, Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India. B) Legal Framework - Role of regulatory agencies for Mutual funds – SEBI, RBI, AMFI, Ministry of Finance, SRO, Company Law Board, Department of Company's affairs, Registrar of Companies MF guidelines on advertisement, Accounting, Taxation and Valuation norms, Guidelines to purchase Mutual Funds, Investor protection and MF regulations, Grievance mechanism in MF in India.
2	Classification of Mutual Fund A) Types of Mutual Fund- (introduction and Characteristics) <input type="checkbox"/> Functional/Operational – Open ended, close ended, Interval <input type="checkbox"/> Portfolio – Income, Growth, Balanced, MMMF <input type="checkbox"/> Geographical/ Location – Domestic, Offshore <input type="checkbox"/> Miscellaneous - Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan, Debt Funds, Systematic Investment Planning & Systematic Transfer Plan B) Portfolio Maturity, Calculations of NAV, Entry Load, Exit Load

References:

- **Indian Mutual Funds Handbook: A Guide for Industry Professionals and Intelligent Investors" by Sundar Sankaran - Published by Vision Books.**
- **Mutual Funds: A Comprehensive Guide for Investors" by Aashish P. Somaiyaa and Vivek K. Sharma - Published by Penguin Random House India.**
- **Mutual Funds: The Money Multiplier" by Pattabiraman Murari - Published by TV18 Broadcast Limited.**
- **Mutual Funds: Concept, Regulation and Performance Analysis" by Parimala Rao - Published by PHI Learning Pvt. Ltd.**

Service Marketing (SEC)

Credits 2

Description of the course:

"Service Marketing" focuses on understanding and applying marketing principles specific to service-based businesses. Students learn strategies for designing, promoting, and delivering services effectively, addressing unique challenges such as intangibility, inseparability, variability, and perishability. The course emphasizes customer-centric approaches, relationship building, and the integration of technology to enhance service quality and customer satisfaction.

Aims & Objectives:

1. To educate students about the unique characteristics of services and how these factors influence marketing strategies and customer experiences.
2. To teach students strategies for managing service quality, enhancing customer satisfaction, and building long-term customer relationships through effective service delivery, relationship management, and customer feedback mechanisms.
3. To enable students to develop compelling value propositions for services, focusing on differentiation, positioning, branding, and pricing strategies to communicate the value of services effectively to target customers.

Course outcomes:

1. Students will develop a deep understanding of target markets, segments, and consumer behavior specific to service industries.
2. Students will possess the skills to manage service quality effectively, ensuring consistency, reliability, and responsiveness in service delivery.
3. Students will understand how effective service marketing strategies contribute to business growth and profitability.

Sr. No.	Modules	No. of Lectures
1	Introduction: Nature and Scope of services	15
2	Consumer Behavior in Service Marketing	15
		30

Sr. No.	Modules
1	Introduction: Nature and Scope of services Introduction, Nature growth and Scope of services characteristics of services, classification of services – need for service marketing - reasons for the growth of Service sector, Overview of marketing Different Service Sectors - Seven Ps, Marketing of Banking Services -Marketing in Insurance Sector.
2	Consumer Behavior in Service Marketing Customer Expectations on Services- Factors influencing customer expectation of Services. - Service Costs experienced by Consumer, the Role of customer in Service Delivery, Conflict Handling in Service, Customer Responses in Services, Delivering Quality Service, Concept of Customer Delight, Benefits of customer relationship, Gaps in service retention strategies.

References:

- "Services Marketing: People, Technology, Strategy" by V. A. Zeithaml, Mary Jo Bitner, and Dwayne D. Gremler (Publisher: Tata McGraw-Hill Education)
- "Services Marketing: Concepts, Strategies, & Cases" by Rajendra Nargundkar (Publisher: Tata McGraw-Hill Education)
- "Services Marketing: Text and Cases" by Rajendra Nargundkar (Publisher: Tata McGraw-Hill Education)
- "Service Marketing: Concepts and Practices" by K. Rama Mohana Rao (Publisher: Himalaya Publishing House)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year for B.Com. Programme	
Semester	I
Title of Paper	Credits
Business Communication Skills I for B.Com.	2
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	Description the course: Including but Not limited to:	Business Communication Skills I (B.Com.) 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	Vertical :	Ability Enhancement Course
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: <ol style="list-style-type: none"> 1. To make learners familiar with the basics of business communication theory. 2. To make learners aware of digital communication for personal and business use. 3. To improve learners' understanding of verbal and non-verbal communication. 4. To enable learners with effective business correspondence skills. 	

8

Course Outcomes:

At the end of the course, learners will be able to:

1. Understand the basics and significance of business communication theory.
2. Adapt to and use digital communication methods for personal and business purposes.
3. Grasp and effectively use the nuances of verbal and non-verbal communication.
4. Improve their skills in business correspondence.

9

Modules:- Per credit One module can be created

Module 1: Introducing the Theory of Business Communication (15 Lectures)

1. Concept of Communication

- Definition and meaning of communication
- Process of communication
- Need of communication
- Feedback

2. Communication at the Workplace

- Channels of communication: Downward, Upward, Horizontal, Grapevine
- Methods of communication: Verbal and non-verbal

3. Impact of Digital Technology on Communication

- Internet-enabled communication; Email
- Social media: FaceBook, Twitter, Instagram, WhatsApp

Module 2: Business Correspondence (15 Lectures)

1. - Parts of a business letter
- Layouts of a business letter
2. - Job application with bio-data
- letter of appointment
- letter of appreciation
- letter of resignation

3. - Emails: Job application via email
- writing and responding to official emails

10

Text Books: N.A.

11

Reference Books:

1. Ashley, A. *A Handbook of Commercial Correspondence*. New Delhi: Oxford University Press, 1992.
2. Aswalthapa, K. *Organisational Behaviour*. Mumbai: Himalaya Publications, 1991.
3. Balan, K.R. and Rayudu, C. S. *Effective Communication*. New Delhi: Beacon Books, 1996.
4. Bangh, L. Sue, Fryar, Maridell and Thomas David A. *How to Write First Class Business Correspondence*. N.T.C. Publishing Group USA, 1998.
5. Benjamin, James. *Business and Professional Communication Concepts and Practices*. New York: Harper Collins College Publishers, 1993.
6. Britt, Deborah. *Improving Business Communication Skills*. Kendall Hunt Publishing Co., 1992.
7. Bovee Courtland, L. and Thrill, John V. *Business Communication Today*. McGraw Hill, New York, Taxman Publication, 1989.
8. Drucher, P.F. *Technology, Management and Society*. London: Pan Books, 1970.
9. Eyre, E.C. *Effective Communication Made Simple*. Kolkata: Rupa and Co., 1985.
10. Ecouse, Barry. *Competitive Communication: A Rhetoric for Modern Business*. New Delhi: OUP, 1999.
11. Fisher, Dalmar. *Communication in Organisation*. Mumbai: Jaico Publishing House, 1999.
12. Frailley, L.E. *Handbook of Business Letters*. Revised Edn. New Jersey: Prentice Hall Inc., 1982.
13. Flynn, Nancy. *The Social Media Handbook*. Wiley, 2012.
14. Gartside, L.E. *Modern Business Correspondence*. Plymouth: McDonald and Evans Ltd, 1980.
15. Ghanekar, A. *Communication Skills for Effective Management*. Pune: Everest Publishing House, 1996.
16. Labade, Sachin, Katre Deepa et al. *Communication Skills in English*. Orient Blackswan, Pvt Ltd, 2021.
17. Shainesh, G. and Githa Heggde. *Social Media Marketing: Emerging Concepts and Applications*. Springer Nature Singapore, 2018

12	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing In Internal and External Examination													
13	Continuous Evaluation through: <ul style="list-style-type: none"> • 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.) • Written assignments or projects: 10 marks (Learners will have to write and submit written assignments in a timely manner.) Suggested Activities: <ul style="list-style-type: none"> • Use of social media accounts for purpose of business communication • Making short presentations on given topics • Official letter writing/ email writing exercises • Role play focusing on channels and methods of communication 														
14	Format of Question Paper: for the final examination <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">External / Semester End Examination</td> <td style="width: 20%; text-align: center;">Marks: 30</td> <td style="width: 20%; text-align: right;">Time: 1 Hours</td> </tr> <tr> <td>Q.1. Essay Type Questions (Any One out of two on Unit I)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> <tr> <td>Q.2. Essay Type Questions (Any One out of two on Unit II)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> <tr> <td>Q.3. Short Notes/Problem (Any Three out of five on all Units)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> </table>			External / Semester End Examination	Marks: 30	Time: 1 Hours	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
External / Semester End Examination	Marks: 30	Time: 1 Hours													
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													

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

**Sign of the Offg.
Associate Dean
Dr. Suchitra Nalk
Faculty of
Humanities**

**Sign of the Offg.
Associate Dean
Dr. Manisha Karne
Faculty of
Humanities**

**Sign of the Dean
Prof. Dr. Anil Singh
Faculty of
Humanities**

AC -
Item No. -

As Per NEP 2020

University of Mumbai



Syllabus for Basket of VES

Board of Studies In Value Education	
UG First Year Programme	
Semester	I
Title of Paper	Credits 2
I) Environmental Management & Sustainable Development -I	
From the Academic Year	2024-25

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

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p>Environmental awareness transcends academic boundaries. This course transcends academic boundaries, equipping you with a foundational understanding of ecosystems, biodiversity, and the human impact on natural resources and climate. Students will learn about critical issues like pollution and explore solutions for a sustainable future.</p> <p>The knowledge you gain here connects with diverse fields such as biology, economics, and even engineering. It is a foundation for further exploration in environmental science, conservation biology, and environmental policy.</p> <p>This course ignites your interest in environmental issues and opens doors to exciting careers in environmental management, conservation, and sustainable development – fields with growing demand across industries.</p> <p>Prepare for an interactive learning experience through engaging lectures, stimulating group discussions, and insightful case studies examining real-world environmental challenges and solutions.</p>
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits / (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To create and disseminate knowledge to the students about environmental problems at local, regional and global scale. 2. To introduce about ecosystems, biodiversity and to make aware for the need of conservation. 3. To sensitize students towards environmental concerns, issues, and impacts of 	

	<p>human population.</p> <p>4. To prepare students for successful career in environmental departments, research institutes, industries, consultancy, and NGOs, etc.</p>
8	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. Use principles of Environmental Science for explaining sustainable development and its related ethical concerns 2. Display scientific perspective for issues confronting our present day environment. 3. Analyze the national and global environmental issues relating air, water, soil, and land use, biodiversity, and pollution. 4. Explain the Role of an individual in relation to human population and environmental pollution.
9	<p>Modules:-</p> <p>Unit I: Ecosystems, Biodiversity and Conservation (8 lectures)</p> <p>Introduction, structure, and function of ecosystems; Energy flow: food chains, food webs and ecological succession. Case studies of the following:</p> <ol style="list-style-type: none"> a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) <ol style="list-style-type: none"> 1. Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns 2. India as a mega-biodiversity nation; Endangered and endemic species of India 3. Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. 4. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value. <p>Unit II: Natural Resources and Sustainable Development (7 lectures)</p> <p>Overview of natural resources: Definition of resource; Classification of natural resources- biotic and abiotic, renewable and non-renewable.</p> <p>Biotic resources: Major type of biotic resources- forests, grasslands, wetlands, wildlife and aquatic (fresh water and marine); Microbes as a resource; Status and challenges.</p> <p>Water resources: Types of water resources- fresh water and marine resources; Availability and use of water resources; Environmental impact of over-exploitation, issues and challenges; Water scarcity and stress; Conflicts over water.</p> <p>Soil and mineral resources: Important minerals; Mineral exploitation; Environmental problems due to extraction of minerals and use; Soil as a resource and its degradation.</p> <p>Energy resources: Sources of energy and their classification, renewable and non-renewable sources of energy; Conventional energy sources- coal, oil, natural gas, nuclear energy;</p>
	<p>Non-conventional energy sources- solar, wind, tidal, hydro, wave, ocean thermal, geothermal, biomass, hydrogen and fuel cells; Implications of energy use on the environment.</p> <p>Introduction to sustainable development: Sustainable Development Goals (SDGs)-</p>

	targets and indicators, challenges and strategies for SDGs.
	Unit III: Human Communities and the Environment (8 lectures)
	<ol style="list-style-type: none"> 1. Human population growth: Impacts on environment, human health and welfare. 2. Resettlement and rehabilitation of project affected persons; case studies. 3. Disaster management: floods, earthquake, cyclones and landslides. 4. Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan. 5. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. 6. Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi).
	Unit IV: Environmental Issues; Local, Regional, and Global (7 lectures)
	<p>Environmental issues and scales: Concepts of micro-, meso-, synoptic and planetary scales; Temporal and spatial extents of local, regional, and global phenomena.</p> <p>Pollution: Impact of sectoral processes on Environment, Types of Pollution- air, noise, water, soil, municipal solid waste, hazardous waste; Transboundary air pollution; Acid rain; Smog.</p> <p>Land use and Land cover change: land degradation, deforestation, desertification, urbanization.</p> <p>Biodiversity loss: past and current trends, impact.</p> <p>Global change: Ozone layer depletion; Climate change.</p>
10	<p>Text Books</p> <ol style="list-style-type: none"> 1. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006. 2. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders. 3. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi. 4. Chiras, D. D and Reganold, J. P. (2010). Natural Resource Conservation: Management for a Sustainable Future. 10th edition, Upper Saddle River, N. J. Benjamin/Cummins/Pearson. 5. John W. Twidell and Anthony D. (2015). Renewable Energy Sources, 3rd Edition, Weir Publisher (ELBS) 6. Singh, J.S., Singh, S.P. & Gupta, S.R. 2006. Ecology, Environment and Resource Conservation. Anamaya Publications https://sdgs.un.org/goals 7. Down to Earth, Centre of Science and Environment ®. 8. Hawkins R. E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay ®. 9. Harper, Charles L. (2017) Environment and Society, Human Perspectives on Environmental Issues 6th Edition. Routledge. 10. Rajagopalan, R. (2011). Environmental Studies: From Crisis to Cure. India: Oxford University Press. 11. Harris, Frances (2012) Global Environmental Issues, 2nd Edition. Wiley-Blackwell.

11	<p>Reference Books</p> <ol style="list-style-type: none"> 1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt. 2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press. 3. Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge. 4. Gleick, P. H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.
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	<p>5. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.</p> <p>6. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.</p> <p>7. Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.</p> <p>8. Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton.</p> <p>9. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press.</p>	
12	Internal Continuous Assessment: 40%	Semester End Examination: 60%
13	<p>Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, Visits, assignment etc. (at least 4)</p>	
14	<p>Format of Question Paper: for the final examination For OE: External - 30 Marks (2 Credits) Internal - 20 Marks Question Paper Format for 30 Marks Format of Question Paper: 30 Marks per paper Semester End Theory Examination:</p> <p>1. Duration - These examinations shall be of one hour duration.</p> <p>2. Theory question paper pattern: a. There shall be 04 questions each of 10 marks out of which students will attempt ANY THREE</p>	

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

AC – 28.06.2024
Item No. – 8.1 (N)

As Per NEP 2020

University of Mumbai



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

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.
2	Vertical :	Major/Minor/Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By ✓)
3	Type :	Theory / Practical
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: (List some of the course objectives) <ol style="list-style-type: none"> 1. To sensitize the students about context in which they are embedded i.e. Indian culture and civilisation including its Knowledge System and Tradition. 2. To help student to understand the knowledge, art and creative practices, skills and values in ancient Indian system. 3. To help to study the enriched scientific Indian heritage. 4. To introduce the contribution from Ancient Indian system & tradition to modern science & Technology. 	
8	Course Outcomes: (List some of the course outcomes) <ol style="list-style-type: none"> 1. Learner will understand and appreciate the rich Indian Knowledge Tradition 2. Lerner will understand the contribution of Indians in various fields 3. Lerner will experience increase subject-awareness and self-esteem 4. Lerner will develop a comprehensive understanding of how all knowledge is ultimately intertwined 	
9	Modules:-	
	Module 1: (10 Hours)	
	<ol style="list-style-type: none"> 1. Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System) 2. Why IKS? (Macaulay's Education Policy and its impact, Need of revisiting Ancient Indian Traditions) 3. Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE) 4. Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres) 5. Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.) 	

Module 2: (10 Hours)			
<ol style="list-style-type: none"> 1. Medicine (Ayurveda) 2. Alchemy 3. Mathematics 4. Logic 5. Art of Governance (Arthashastra) 			
Module 3: (10 Hours) (Select Any FIVE out of the following)			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Aesthetics 2. Town Planning 3. Strategic Studies 4. Krishi Shastra 5. Vyakaran & Lexicography 6. Natyashastra 7. Ancient Sports 8. Astronomy </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 9. Yoga and Wellbeing 10. Linguistics 11. Chitrasutra 12. Architecture 13. Taxation 14. Banking 15. Trade and Commerce </td> </tr> </table>		<ol style="list-style-type: none"> 1. Aesthetics 2. Town Planning 3. Strategic Studies 4. Krishi Shastra 5. Vyakaran & Lexicography 6. Natyashastra 7. Ancient Sports 8. Astronomy 	<ol style="list-style-type: none"> 9. Yoga and Wellbeing 10. Linguistics 11. Chitrasutra 12. Architecture 13. Taxation 14. Banking 15. Trade and Commerce
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10	Reference Books <ol style="list-style-type: none"> 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 		
11	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Continuous Internal Assessment: 20 Marks</td> <td style="width: 50%;">Semester End Examination : 30 Marks</td> </tr> </table>	Continuous Internal Assessment: 20 Marks	Semester End Examination : 30 Marks
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12	Continuous Evaluation through: Assignment/ Presentations/ Projects (Group/Individual) / Field Visit Report 10 Marks, class Test / MCQ Test 5 Marks, Overall Conduct and Class Participation 5 Marks		
13	Format of Question Paper: for the final examination Q1. Attempt any TWO Questions out of FIVE. 6 Marks Q2. Attempt any THREE Questions out of SIX 12 Marks Q3. Attempt any THREE Questions out of SIX. 12 Marks		

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Interdisciplinary Studies
Name of the Faculty

As Per NEP 2020

University of Mumbai



Title of the Program

**Co-Curricular Course
NATIONAL SERVICE SCHEME**

SEM I & SEM II

Syllabus for Two Credit

(With effect from the academic year 2024-25)

UNIVERSITY OF MUMBAI
National Service Scheme

1.1 Preamble:

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

1.2 Objectives of the Course:

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

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

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

1.4. Programme Specific Outcomes:

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

1.5 Programme Outcomes:

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

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

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

Unit Number	SEMESTER 1 Title of the Unit	No. of Lecture
1	Introduction to National Services Scheme 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