

SEM - II

B.COM.

ALLOCATION OF SUBJECT FOR EVEN SEMESTER (A.Y. 2024-2025)

Semester II

Name of the subject	Course Code	F.Y.B.Com A	F.Y.B.Com B
Major - Elements of Cost	COM-101 ✓	Ms. Dhanashri Balo	Dr. Pinkesh Dhabolkar
Minor - Fundamentals of Banking	COM - 112 ✓	Dr. Ujvala Hanjunker	Dr. Ujvala Hanjunker
MC - Descriptive Statistics/Computer Application	MAT-132 ✓	Shri. Pankaj Shirodker / New Faculty	
VAC3: E Waste Management	VAC-111 ✓	New Faculty	New Faculty
VAC4: Health and Physical Education	VAC-118 ✓	New Faculty	New Faculty
AEC: Digital Content creation in English	ENG-152 ✓	New Faculty	New Faculty
SEC - Business Mathematics II	COM-147 ✓	Shri. Pankaj Shirodker	
SEC - Corporate Secretaryship	COM-148 ✓		Shri. Sunny Pandhre/New Faculty

Semester IV

Name of the subject	Course Code	S.Y.B.Com A	S.Y.B.Com B
Major - Fundamentals of Macroeconomics for Business	COM-202	Ms. Shamal Dessai	Ms. Shamal Dessai
Major - CFA - Financial Statement Analysis	CFA-203	Ms. Dhanashri Balo	
Major - CFA - Indirect Taxes	COM-204	Dr. Varsha Ingalhalli	
Major - CFA - Forensic Accounting	CFA-205	Shri. Darshan Gaonkar	
Minor - CFA - Accounting for Service Organisations (VET)	COM-221	Ms. Dhanashri Balo	
Major - CCA - Methods of Costing II	CCA-203		Shri. Rudresh Mhamal
Major - CCA - Indirect Taxes	COM-204		New Faculty
Major - CCA - Marginal Costing	CCA-205		New Faculty
Minor - CCA - Strategic Performance Management (VET)	CCA-221		New Faculty
Major - CBM - Services Marketing	CBM-203	Shri. Sunny Pandhre	
Major - CBM - Event Management	CBM-204	Shri. Rudresh Mhamal	
Major - CBM - Brand Management	CBM-205	New Faculty	
Minor - CBM - Digital Marketing (VET)	CBM-221	Shri. Darshan Gaonkar	
AEC - Hindi/Konkani		New Faculty	New Faculty

Semester VI

Name of the subject	Course Code	T.Y.B.Com A	T.Y.B.Com B
CC17 Human Resource Management	UCOC112	Dr. Arun Marathe/Darshan Gaonkar	Dr. Arun Marathe
CC 18 International Economics	UCEC104	Ms. Shamal Dessai	Ms. Shamal Dessai
DSE 5: ACCT 5: Advanced Company Accounts	UCOD117	Dr. Pinkesh Dhabolkar	
DSE 6: ACCT 6: Accounting I	UCOD121	Dr. Ujvala Hanjunker	
DSE 7: ACCT 7 - Accounting II	UCOD125	Dr. Varsha Ingalhalli	
DSE 5: COST 5: Advanced Cost Accounting I	UCOD118		Dr. Arun Marathe
DSE 6: COST 6: Cost and Management Audit	UCOD122		Shri. Darshan Gaonkar
DSE 7: COST 7 - Advanced Cost Accounting II	UCOD126		Shri. Rudresh Mhamal
DSE 5: BM 5: Financial Management	UCOD119	Dr. Pinkesh Dhabolkar	
DSE 6: BM 6: Strategic Management	UCOD123	Dr. Varsha Ingalhalli	
DSE 7: BM 7: Supply Chain and Logistics Management	UCOD127	Shri. Sunny Pandhre	
T. Y Project Work	UCOP101	Dr. Ujvala Hanjunker	

Semester II**Name of the Programme: Bachelor of Commerce (Honors)****Course Code: COM-101 Title of the Course: Elements of Cost****Number of Credits: 04****Effective from AY: 2023-24**

Pre-requisites for the Course:	Nil
Course Objectives:	Objectives of the Course are: 1. To acquaint the learners with various cost concepts and cost classification 2. To familiarize the learners with material cost and employee cost 3. To acquaint learners with classification of and accounting for overhead costs. 4. To enable learners to prepare cost sheet.
Content:	Unit 1: Introduction to Cost Accounting Meaning, Scope, Objectives, Limitations of Cost Accounting; Installation of a Costing System; Cost Centre, Cost Unit, Cost Classification; Overview of elements of cost; Role of Cost Accountant in an organisation. 10 hours
	Unit 2: Elements of Cost: Material and Employee Cost Material: Meaning & Need, Essentials of Material Control; Functions of Purchase Department; Purchase Requisition, Stores Control; Issue of Materials: Methods of pricing of material issues- FIFO, LIFO and Weighted Average Price method, Economic Order Quantity (EOQ); Cost Accounting and treatment of losses- Wastage, scrap, spoilage and defectives. Employee Cost: Attendance & Payroll procedures, Elements of wages; Employee Turnover: Causes, Methods of calculating Employee Turnover; concept of idle time and overtime; System of wage payments and methods: Time Rate, Piece Rate, Taylor's Differential Piece Rate, Halsey Premium Plan & Rowan Plan. 20 hours
	Unit 3: Elements of Cost: Overheads Meaning, Importance & Classification of Overheads; Cost Allocation & Apportionment, Basis of Apportionment, Methods of Primary & Secondary Distribution; Overhead Absorption Rates. Activity Based Costing (ABC). 15 hours
	Unit 4: Cost Sheet Cost Sheet: Meaning, Characteristics, Objectives, Limitations; Preparation of Cost Sheet, Estimated Cost Sheet 15 hours

Pedagogy:	Lectures, Discussions, Presentations, Case Studies, Assignments, Class Activities
Reference/ Readings:	<ol style="list-style-type: none"> 1. Jain S. P., & Narang, K.L. (2014). Cost Accounting Principles and practice – Kalyani Publishers, Ludhiana. 2. LAL, B. M., Nigam, B., & Jain, J.C. (2000). Cost Accounting Principles and practice. Hall of India Pvt. Ltd., New Delhi. 3. Bhar, B. K. (2012). Cost Accounting- Methods & Problems. Academic Publishers Calcutta 700073. 4. Maher, M. W., & Clyde, P. S. (2006). Cost Accounting: Principles and Practice. ICC, McMillan Inc. 5. Tulsian, P. C. (2018). Practical Costing. Publishers Sultan Chand. New Delhi 6. Khan, M. Y., & Jain, P.K. (2003). Theory and Problems of Management and Cost Accounting- Tata McGraw Hill Publishing co. Ltd. New Delhi.
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain various concepts in cost accounting. 2. Identify and account for elements of material and employee costs. 3. Identify and account for elements of overhead costs. 4. Prepare cost sheet.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-112

Title of the Course: Fundamentals of Banking

Number of Credits: 04

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	Objectives of the Course are: 1. To acquaint the learners with the structure, types, and systems of banking. 2. To impart knowledge of functions, types of customers and banker-customer relationship. 3. To familiarize the learners with Negotiable Instruments 4. To equip the learners with the basics of e-banking	
Content:	Unit 1: Introduction to Banking Origin of Modern Banking in India, Meaning and Definition of Banking. Structure of Banking in India & Types of Banks: Public Sector Banks, Private Sector Banks, Foreign Banks, Regional Rural Banks, Payment Banks, Small Saving Banks. System of Banking: Unit Banking and Branch Banking. RBI: History, Role, and Functions.	10 hours
	Unit 2: Functions, Types of Customers and Banker-Customer Relationship Primary Functions Accepting Deposits: Importance of Deposits, Classification of Deposits – Demand, Time and Hybrid, Different types of Deposits – Saving, Current, Fixed, Recurring and Hybrid. DEMAT Account: Meaning and Functions. Loans and Advances: Importance of Lending, Principles of Lending, Classification of Lending: Fund Based Credit Facilities – Cash Credit, Overdraft, Demand Loan, Bill Purchased, Bill Discounted, Project Finance. Non-fund Based Credit Facilities – Guarantees, Letter of Credit. Secondary Functions and other Functions Utility Function, Agency Function and Other Fee Based Services	20 hours
	Types of Bank Customers and Procedure and Practice in Opening Accounts of Different Customers: Minor, Individual Joint Account. KYC Norms and e-KYC. Banker-Customer Relationship – General and Termination.	
	Unit 3: Negotiable Instruments Introduction – Meaning and Definition – Features – Kinds of Negotiable Instruments: Promissory Note, Bills of Exchange, and Cheque.	15 hours

	<p>Crossing of Cheque, Types of Crossing; Endorsements: Meaning, Importance and Kinds of Endorsement, Rules for Endorsement.</p> <p>Paying Banker: Introduction-meaning-Role-Functions-Duties.</p> <p>Collecting Banker: Introduction-Meaning-Legal status of collecting banker- Holder for Value-Holder in due course.</p>	
	<p>Unit 4: E-Banking in India</p> <p>Meaning, Characteristics, Benefits and Drawbacks of E-Banking, Types of E-Banking.</p> <p>ATM, Debit Card, Credit Card, NEFT, RTGS, ECS (Debit and Credit)– Meaning, Features and Functions.</p> <p>NPCI: Functions and Products – Aadhaar Enabled Payment Systems, Bharat Bill Payment System, BHIM, Cheque Truncation System, Digital Rupee, Immediate Payment Service, National Automated Clearing House, National Common Mobility Card, National Financial Switch, NUUP Services, RuPay, Unified Payments Interface, BharatQR. (in brief).</p>	15 hours
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work	
Reference/ Readings:	<p>Books:</p> <ol style="list-style-type: none"> 1. Natarajan, S, and Parameswaran R, (2015). Indian Banking (Revised Ed.). S. Chand. 2. Indian Institute of Banking and Finance, (2016). Digital Banking. Taxmann. 3. Indian Institute of Banking and Finance,(2010). Banking Products and Services. Taxmann. 4. Indian Institute of Banking and Finance (2015). Principles & Practices of Banking (3rd Ed). Macmillan Education. 5. Indian Institute of Banking and Finance, (2010). Basics of Banking. Taxmann. 6. Khubchandani, B S, (2000). Practice and Law of Banking. Macmillan. 7. Agarwal O P, (2012). Modern Banking of India (2nd Ed.). Himalaya Publishing House. 8. Srivastava P K, (2013). Banking: Theory and Practice (12th Ed). Himalaya Publishing House. 9. Kandasami K P , Natarajan S, Parameswaran R, (2009). Banking Law and Practice (4th Ed.) S. Chand. 10. Gordon and Natarajan, (2006). Banking: Theory, Law and Practice (12th Ed). Himalaya Publishing House. <p>Journals:</p> <ol style="list-style-type: none"> 1. The Indian Banker, published by Indian Banker Association 2. Bank Quest, published by Indian Institute of Banking and Finance 3. Trends and Progress of Indian Banking (Annual) published by RBI. <p>Websites:</p> <ol style="list-style-type: none"> 1. Reserve Bank of India - www.rbi.org.in 2. Indian Institute of Banking and Finance - www.iibf.org.in 	

	<ol style="list-style-type: none"> 3. Indian Banker's Association - www.iba.org.in 4. Institute of Banking Personal Selection - www.ibps.in 5. Institute of Finance, Banking and Insurance - www.ifbi.com 6. State Bank of India - www.onlinesbi.sbi 7. National Payment Corporation of India - www.npci.org.in
Course Outcomes:	After the completion of this course, the learners will be able to:
	<ol style="list-style-type: none"> 1. Explain the structures, types and systems of banking. 2. Explain the functions, types of customers and banker-customer relationship. 3. Elucidate negotiable instruments. 4. Practice e-banking.

	<p>3) S. C. Gupta, and V. K. Kapoor: <i>Fundamentals of Mathematical Statistics</i>, 12th Edition, S. Chand and Sons, Delhi, 2020.</p> <p>4) S. P. Gupta: <i>Statistical Methods</i>, S. Chand & Sons, 2017.</p> <p>5) S. Bernstein, and R. Bernstein: <i>Schaum's Outlines: Elements of Statistics I – Descriptive Statistics and Probability</i>, McGraw Hill, 2020.</p>
Course Outcomes	<p>The student will be able to,</p> <ol style="list-style-type: none"> 1. Understand concepts of sample v/s. population and Identify different types of scales. 2. Distinguish between primary and secondary data and Organize the Statistical data. 3. Calculate measures of central tendencies and variations. 4. Interpret correlation and regression.

Name of the Programme : B.Sc. Mathematics
 Course Code : MAT-132
 Title of the Course : Descriptive Statistics
 Number of Credits : 3 (3L)
 Effective from AY : 2023-24

Prerequisites for the Course	NIL	
Course Objectives:	To make students aware of various statistical tools and techniques that can be employed in data analysis and simple research.	
Content		No. of Hours
Unit I	<p>Data Visualization Introduction to Statistics: Definition and scope of Statistics; Concepts of statistical population and sample; Variates and attributes. Types of Data: Quantitative and Qualitative data, Cross-sectional and Time-series data, Discrete and continuous data. Different types of scales: Nominal, Ordinal, Interval and Ratio. Collection and Scrutiny of Data: Primary data, Secondary data – its major sources, Complete enumeration; Construction of tables with one or more factors of classification; Frequency distributions and cumulative frequency distributions and their graphical representations (Histograms, frequency polygon, Ogives).</p>	15
Unit II	<p>Data Summarization Measures of Central Tendency: Mean, Median, Mode. Measures of Dispersion: Range, Quartile deviation, Mean deviation, Standard deviation, Coefficient of variation, Skewness and Kurtosis.</p>	15
Unit III	<p>Correlation and Regression Bivariate data: Scatter diagram; Karl Pearson's coefficient of correlation; Spearman's rank correlation coefficient. Bivariate Regression Analysis: Regression lines; Properties of regression coefficients; Residual variance. Principle of least squares and fitting of polynomials and exponential curves.</p>	15
Pedagogy	Lectures/Problem Solving/Self study.	
References/Readings	1) S. C. Gupta: <i>Fundamentals of Statistics</i> , 7 th Edition, Himalaya Publishing House, 2018. (Principal Text) 2) A. M. Goon, M. K. Gupta, and B. Dasgupta: <i>Fundamentals of Statistics, Vol. I</i> , 8 th Edition, The World Press, Kolkata, 2016.	

Name of the Programme: Bachelor of Computer Applications

Course Code: CSA-132

Title of the Course: Green Computing

Number of Credits: 3T

Effective from AY: 2023-24

Prerequisite for the Course :		Nil	
Course Objectives :		1. To understand Green IT concepts and meeting standards set for Green Computing 2. To comprehend Green IT from the perspective of hardware, software, storage, and networking at the enterprise level. 3. To understand Green Initiatives and future of Green IT	
Unit	Title	Content	No of Hours (45)
I	Trends and Reasons to Go Green	<ul style="list-style-type: none">● Overview and Issues● Current Initiatives and Standards● Consumption Issues - Minimizing Power Usage, Cooling	05
II	Introduction to Green IT	Green IT <ul style="list-style-type: none">● Holistic Approach to Greening IT● Awareness to Implementation<ul style="list-style-type: none">▪ Green IT Trends▪ Green Engineering Greening by IT <ul style="list-style-type: none">● Using RFID for Environmental● Sustainability● Smart Grids● Smart Buildings and Homes● Green Supply Chain and Logistics● Enterprise-Wide Environmental Sustainability	08
III	Green Hardware and Software	Green Hardware <ul style="list-style-type: none">● Introduction● Life Cycle of a Device or Hardware● Reuse, Recycle, and Dispose Green Software <ul style="list-style-type: none">● Introduction● Energy-Saving Software Techniques Changing the way we work <ul style="list-style-type: none">● Going Paperless	08

IV	Green Data Centres and Storage	<p>Green Data Centres</p> <ul style="list-style-type: none"> ● Data Centre IT Infrastructure ● Data Centre Facility Infrastructure: Implications for Energy Efficiency ● IT Infrastructure Management ● Green Data Centre Metrics <p>Green Data Storage</p> <ul style="list-style-type: none"> ● Introduction ● Storage Media Power Characteristics ● Energy Management Techniques for Hard Disks ● System-Level Energy Management <p>Green Networks and Communications</p> <ul style="list-style-type: none"> ● Introduction ● Objectives of Green Network Protocols ● Green Network Protocols and Standards 	08
V	Enterprise Green IT Strategy	<ul style="list-style-type: none"> ● Introduction ● Approaching green IT strategies ● Business Drivers of Green IT Strategy ● Business Dimensions for Green IT Transformation ● Organizational Considerations in a Green IT Strategy ● Steps in Developing a Green IT Strategy ● Metrics and Measurements in Green Strategies ● Organizational and Enterprise Greening ● Greening the Enterprise: IT Usage and Hardware 	6

VI	Managing and Regulating Green IT	<p>Managing Green IT</p> <ul style="list-style-type: none"> ● Introduction ● Strategizing Green Initiatives ● Implementation of Green IT ● Information Assurance ● Communication and Social Media <p>Regulating Green IT</p> <ul style="list-style-type: none"> ● Introduction ● The Regulatory Environment and IT Manufacturers ● Non-regulatory Government Initiatives ● Industry Associations and Standards Bodies ● Green Building Standards ● Green Data Centres ● Social Movements and Greenpeace <p>The Future of Green IT</p> <ul style="list-style-type: none"> ● Green Computing and the Future ● Megatrends for Green Computing ● Tele-presence Instead of Travel ● Tele-commuting Instead of Commuting ● Deep Green Approach 	10
Pedagogy:		<p>Suggested strategies to use to accelerate the attainment of the various course outcomes.</p> <ol style="list-style-type: none"> 1. Lecture method need not be only a traditional lecture method, but alternative effective teaching methods could be adopted to attain the outcomes. You may use <ol style="list-style-type: none"> a) Video/Animation to explain various concepts. b) Collaborative, Peer, Flipped Learning etc. 2. Ask at least three HOT (Higher-order Thinking) questions in the class, which promotes critical thinking. 3. Adopt Problem Based Learning (PBL), which fosters students' Analytical skills, develop design thinking skills such as the ability to design, evaluate, generalize, and analyse information rather than simply recall it. 4. Introduce Topics in manifold representations. 5. Show the different ways to solve the same problem and encourage the students to come up with their own creative ways to solve them. 6. Discuss how every concept can be applied to the real world - and when that's possible, it helps improve the students' understanding 7. To promote self-learning give atleast one assignment (equivalent to 50% assignment weightage) where they can complete atleast one MOOCs (certificate or equivalent) course out of lecture hour. Test their understanding through quizzes or presentations. 	

References:	<ol style="list-style-type: none">1. Toby Velte, Anthony Velte, Green IT: Reduce Your Information System's Environmental Impact While Adding to the Bottom Line, McGraw Hill Education, 20082. San Murugesan, G. R. Gangadharan, Harnessing Green IT: Principles and Practices, Wiley, 20133. Bud E. Smith, Green Computing-Tools and Techniques for saving energy, money and resources, Auerbach Publications4. Mark G. O'Neill, Green IT for Sustainable Business Practice, BCS, The Chartered Institute for IT5. Jason Harris, Green Computing and Green IT Best Practices, Emereo Pty Ltd
Course Outcome:	<p>At the end of the course, the students will be able to</p> <ol style="list-style-type: none">1. Understand Green Computing & Green IT fundamentals.2. Acquire knowledge on Green Hardware and Software, Green Data Centres and Green IT Strategies3. Understand the concept of green compliance4. Express the understanding of green initiatives.

Name of the Programme: UG General Education Programmes

Course Code: VAC-111

Title of the Course: E-Waste Management

Number of Credits: 02

Effective from AY: 2023-24

Pre-requisites	Nil				
Course Objectives:	<p>This course is intended to:</p> <ul style="list-style-type: none">● Introduce to students with the scenario of E-waste.● Understand key terms associated with E- waste.● To impart life skills about E waste management in routine daily life to minimize the hazards. <p>Create awareness of the regulations related to E-waste to contribute in effective management throughout the society</p>				
Content:	<table border="1"><tr><td>Unit 1: Introduction to E-waste Introduction. E- waste; composition and generation. Global context in e- waste; Growth of Electrical and Electronics industry in India, E-waste generation in India, E-waste pollutants, E waste hazardous properties, Effects of pollutant (E- waste) on human health and surrounding environment, domestic e-waste disposal. Essential factors in global waste trade economy, Waste trading as a quint essential part of electronic recycling, Free trade agreements as a means of waste trading. Import of hazardous e-waste in India; India's stand on liberalizing import rules, E-waste economy in the organized and unorganized sector. Estimation and recycling of e-waste in metro cities of India. E-waste control measures:Need for stringent health safeguards and environmental protection laws in India, Extended Producers Responsibility (EPR), Import of e-waste permissions, Producer-Public-Government cooperation, Administrative Controls & Engineering controls, monitoring of compliance of Rules, Effective regulatory mechanism strengthened by manpower and technical expertise, Reduction of waste at source.</td><td>irs</td></tr><tr><td>Unit 2: E-waste Management Basic principles of E waste management, Component of E waste management, Technologies for recovery of resources from electronic waste: Recycling and recovery technologies – resource recovery potential of e-waste, steps in recycling and recovery of materials-mechanical processing, technologies for recovery of materials, occupational and environmental health perspectives of recycling e-waste in India.</td><td>irs</td></tr></table>	Unit 1: Introduction to E-waste Introduction. E- waste; composition and generation. Global context in e- waste; Growth of Electrical and Electronics industry in India, E-waste generation in India, E-waste pollutants, E waste hazardous properties, Effects of pollutant (E- waste) on human health and surrounding environment, domestic e-waste disposal. Essential factors in global waste trade economy, Waste trading as a quint essential part of electronic recycling, Free trade agreements as a means of waste trading. Import of hazardous e-waste in India; India's stand on liberalizing import rules, E-waste economy in the organized and unorganized sector. Estimation and recycling of e-waste in metro cities of India. E-waste control measures:Need for stringent health safeguards and environmental protection laws in India, Extended Producers Responsibility (EPR), Import of e-waste permissions, Producer-Public-Government cooperation, Administrative Controls & Engineering controls, monitoring of compliance of Rules, Effective regulatory mechanism strengthened by manpower and technical expertise, Reduction of waste at source.	irs	Unit 2: E-waste Management Basic principles of E waste management, Component of E waste management, Technologies for recovery of resources from electronic waste: Recycling and recovery technologies – resource recovery potential of e-waste, steps in recycling and recovery of materials-mechanical processing, technologies for recovery of materials, occupational and environmental health perspectives of recycling e-waste in India.	irs
Unit 1: Introduction to E-waste Introduction. E- waste; composition and generation. Global context in e- waste; Growth of Electrical and Electronics industry in India, E-waste generation in India, E-waste pollutants, E waste hazardous properties, Effects of pollutant (E- waste) on human health and surrounding environment, domestic e-waste disposal. Essential factors in global waste trade economy, Waste trading as a quint essential part of electronic recycling, Free trade agreements as a means of waste trading. Import of hazardous e-waste in India; India's stand on liberalizing import rules, E-waste economy in the organized and unorganized sector. Estimation and recycling of e-waste in metro cities of India. E-waste control measures:Need for stringent health safeguards and environmental protection laws in India, Extended Producers Responsibility (EPR), Import of e-waste permissions, Producer-Public-Government cooperation, Administrative Controls & Engineering controls, monitoring of compliance of Rules, Effective regulatory mechanism strengthened by manpower and technical expertise, Reduction of waste at source.	irs				
Unit 2: E-waste Management Basic principles of E waste management, Component of E waste management, Technologies for recovery of resources from electronic waste: Recycling and recovery technologies – resource recovery potential of e-waste, steps in recycling and recovery of materials-mechanical processing, technologies for recovery of materials, occupational and environmental health perspectives of recycling e-waste in India.	irs				

Pedagogy:	Lectures/Experiential Learning
References/ Readings	<ol style="list-style-type: none"> 1. Johri R., E-waste: implications, regulations, and management in India and current global best practices, TERI Press, New Delhi ,2008 2. Fowler B, Electronic Waste, Elsevier, 2017 3. Bhagat-Ganguly, VarshaE-Waste Management: Challenges and Opportunities in India,Routledge, New Delhi, 2021 4. Nautiyal, Navtika Singh and ShuchitaAgarwal (ed) Future of e-Waste Management: Challenges and Opportunities, Thomson Reuters, 2021. ISBN 13: 978-9390529858
Course Outcomes	<p>Students will, be able to</p> <ul style="list-style-type: none"> ● Understand the environmental impacts of e-waste. ● Describe the process recycling of e-waste. ● Distinguish the role of various national and internal act and laws applicable for e-waste management and handling. ● Analyse the e – waste management measures proposed under national and global legislations.

Name of the Programme: UG General Education Programmes
Course Code: VAC-118
Title of the Course: Health and Physical Education
Number of Credits: 2
Effective from AY: 2023-24

Prerequisites	Nil															
Course Objectives:	<ul style="list-style-type: none"> • Develop an understanding of the relationship among physical activity, fitness, and health and the physiological and psychological benefits of physical activity. • Impart knowledge of theoretical foundations of motor development and learning, cognitive and affective dimensions of physical activity, and physical activity interventions for mental health conditions. • Make students understand the components of physical fitness, how to measure them, and develop skills in the prescription of physical activity for different populations while also considering safety. • Acquire practical skills in a range of exercises including cardiovascular, resistance, core strengthening, flexibility, circuit training, low-intensity interval training, sports and recreational activities, yoga, and Pilates. • Develop knowledge of basic nutrition and hydration practices, stress management techniques, injury prevention, and fitness assessment and goal setting. • Learn to create personalized fitness plans and understand how to review and adjust them to meet individual goals. • Enhance critical thinking and decision-making abilities in selecting appropriate physical activity for individual needs, preferences, and abilities. 															
Content:	<p>Chapter 1: Introduction to Health and Physical Education</p> <ul style="list-style-type: none"> • Defining health and physical education • The relationship between physical activity, fitness, and health • The physiological and psychological benefits of physical activity • The relationship between physical activity and chronic diseases <p>Chapter 2: Theoretical Foundations of Health and Physical Education</p> <ul style="list-style-type: none"> • Understanding the principles of motor development and learning. • Cognitive and affective dimensions of physical activity. • Physical activity interventions for mental health conditions • The role of physical activity in promoting mental health. <p>Chapter 3: Physical Activity Guidelines and Prescription</p> <ul style="list-style-type: none"> • The components of physical fitness and how to measure them • The development of physical activity guidelines and their impact • Prescription of physical activity for different populations • Safety considerations in physical activity 		rs rs rs													
Chapter IV Practical Component:		<table border="1"> <thead> <tr> <th data-bbox="384 1641 496 1704">No:</th> <th data-bbox="496 1641 775 1704">Module</th> <th data-bbox="775 1641 1094 1704">Activities</th> <th data-bbox="1094 1641 1214 1704">Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 1704 496 1868">1</td> <td data-bbox="496 1704 775 1868">Warm-up exercises and stretching</td> <td data-bbox="775 1704 1094 1868">Basic warm-up exercises and stretching</td> <td data-bbox="1094 1704 1214 1868">1</td> </tr> <tr> <td data-bbox="384 1868 496 2033">2</td> <td data-bbox="496 1868 775 2033">Cardiovascular exercises</td> <td data-bbox="775 1868 1094 2033">Jogging, running, cycling, etc.</td> <td data-bbox="1094 1868 1214 2033">1</td> </tr> </tbody> </table>		No:	Module	Activities	Hours	1	Warm-up exercises and stretching	Basic warm-up exercises and stretching	1	2	Cardiovascular exercises	Jogging, running, cycling, etc.	1	Practical Component 15 Hours
No:	Module	Activities	Hours													
1	Warm-up exercises and stretching	Basic warm-up exercises and stretching	1													
2	Cardiovascular exercises	Jogging, running, cycling, etc.	1													

3	Resistance training	Weightlifting, bodyweight exercises	1
4	Core strengthening exercises	Planks, crunches, leg lifts	1
5	Flexibility exercises	Static stretching (Active and Passive)	1
6	Circuit training	Circuit-based exercises	1
7	Low-intensity interval training (LIIT)	LIIT-based exercises	1
8	Sports and recreational activities	Indigenous sports	1
9	Yoga and Pranayama	Hath Yoga and Basic Techniques of Pranayama & Meditation	1
1	Nutrition and hydration	Basic nutrition guidelines and hydration practices	1
1	Mental health and stress management	Basic stress management techniques	1
1	Injury prevention and first aid	Basic injury prevention techniques	1
1	Fitness assessment and goal setting	Basic fitness assessment techniques and goal setting	1
1	Personalized fitness plans	Creation of personalized fitness plans	2

	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					
Pedagogy:	<ul style="list-style-type: none"> ● Lecture-based teaching ● Active learning ● Experiential learning ● Collaborative learning ● Personalized learning ● Self-directed learning ● Flipped classroom ● Project-based learning 					
References/ Readings:	<p>Single Author Book</p> <p>Bean, A. (2008). <i>The Complete Guide to Strength Training (Complete Guides)</i>. Bloomsbury Sport.</p> <p>Bompa, T. O. (2018). <i>Periodization: Theory and Methodology of Training</i>. Human Kinetics.</p> <p>Bompa, T. O. (2019). <i>Periodization-6th Edition: Theory and Methodology of Training</i>. Human Kinetics.</p> <p style="padding-left: 40px;">Delavier, F. (2010). <i>Strength Training Anatomy</i>. Human Kinetics.</p> <p style="padding-left: 40px;">Foran, B. (2001). <i>High-Performance Sports Conditioning</i>. Human Kinetics.</p> <p>Karpinski, C., & Rosenbloom, C. (2017). <i>Sports Nutrition: A Handbook for Professionals</i>. Academy of Nutrition and Dietetics.</p> <p style="padding-left: 40px;">Shirl J. Hoffman. (2018) <i>Introduction to Kinesiology: Studying Physical Activity"</i></p> <p>Three or More Authors</p> <p>A.K. Uppal, V.L.G Kumar, M.M Panda. <i>Biomechanical in physical education and exercise science</i>.</p> <p>A.K. Uppal, V.L.G Kumar, M.M Panda. <i>Kinesiology in physical education and exercise science</i>.</p> <p>Mack, G., & Casstevens, D. (2002). <i>Mind Gym: An Athlete's Guide to Inner Excellence</i>. McGraw Hill Professional.</p> <p style="padding-left: 40px;">E-books</p> <p>"Essentials of Strength Training and Conditioning" by National Strength and Conditioning Association</p> <p>"Health and Physical Education: A Practical Approach for Primary Schools" by Sue Chedzoy.</p> <p>National Strength and Conditioning Association. (2011). <i>NSCA's Essentials of Personal Training</i>. Human Kinetics.</p>					
Course Outcomes:	<p>After studying this course, the students will be able to:</p> <ol style="list-style-type: none"> 1. know the difference and relationship among physical activity, fitness, and health and describe the physiological and psychological benefits of physical activity; 2. analyze the theoretical foundations of motor development and learning, cognitive and affective dimensions of physical activity, and physical activity interventions for mental health conditions; 3. evaluate the components of physical fitness, how to measure them, and develop skills in the prescription of physical activity for different populations while also considering safety; 4. demonstrate practical skills in a range of exercises including cardiovascular, resistance, core strengthening, flexibility, circuit training, low-intensity interval training, sports and recreational activities, yoga, and Pilates; a 5. apply knowledge of basic nutrition and hydration practices, stress management techniques, injury prevention, and fitness assessment and goal setting to promote health and wellness; and 6. develop personalized fitness plans and evaluate and adjust them to meet individual goals. 					

Name of the Programme : Bachelor of Arts
Course Code : ENG-152
Title of the Course : Digital Content Creation in English
Number of Credits : 02
Effective from AY : 2023-24

Pre-requisites for the Course:	Knowledge of the digital medium coupled with an interest to create content for various online digital platforms	
Course Objectives:	<ul style="list-style-type: none"> To introduce students to the process, genres and types of writing for digital platforms To enhance multimedia literacy skills among students To build confidence and ability in using digital technology for communication 	
		No. of Hours
Content:	Unit 1 –Digital Presentations <ul style="list-style-type: none"> Use of various software PowerPoint / Prezi (the Zooming Presentation Editor)/ Mind-Mapping Software Learning the principles of slide designing - Slide: ology/Zen Presentation skills (tone of voice, body language, eye-contact, etc.) 	15
	Unit 2 – Content creation Creating a blog Digital Story Telling <ul style="list-style-type: none"> Elements of a story and preparation of a storyboard Create/compose the digital story using appropriate software 	15
Pedagogy:	A combination of traditional writing skills and the use of technology to create, share and publish written content by introducing the students to a variety of digital tools, such as word processors, blogging platforms, and social media	
References/Readings:	<ol style="list-style-type: none"> Frazel, Midge. <i>Digital Storytelling: Guide for Educators</i>, International Society for Technology in Education, 2010. Hindle, Tim. <i>Making Presentations</i>. Dorling Kindersley Publishers, 1999. Raina, Roshan Lal et al. <i>Professional Communication</i>. Himalaya Publishing House, 2012/ later editions Reynolds, Garr. <i>Presentation Zen: Simple Ideas on Presentation Design and Delivery</i>. 2nd edition, Voices that Matter, 2011. Zelazny, Gene. <i>Say it with Presentations</i>. Tata McGraw Hill Education, 2004. 	

Course Outcomes:	On completion of the course, the student will be able to do the following: <ol style="list-style-type: none">1. Create and deliver individual presentations using a variety of digital software2. Compose and present a digital story3. Identify and distinguish between different genres of writing4. Write a book/ film review5. Interpret graphic data to arrive at an informed conclusion
-------------------------	---

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-147

Title of the Course: Business Mathematics II

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	Objectives of the Course are: 1. To provide mathematical literacy and foundations in concepts of Mathematics required in the areas of Economics, Finance, Commerce and Management 2. To develop an ability in mathematical reasoning and general intelligence. 3. To enable learners to integrate acquired knowledge and skills with practical problems in Business and Economics.
Content:	Unit 1: General Intelligence A. Mathematical Logic • Logical Statement, Negation, Conjunction, Disjunction, Conditional and Bi-Conditional statements, truth tables, Tautology and Contradiction B. General Aptitude and Logical Reasoning • Meaning and Prerequisites • Introduction to measures of aptitude, Logical reasoning, Verbal reasoning, Numerical ability, Abstract reasoning 5 hours
	Unit 2: Matrices and Determinants • Matrices: Definition, Types of Matrices, Matrix Operations-Addition, Scalar and Matrix multiplication, Inverse of a matrix. • Determinants: Definition, Computation, Properties. 5 hours
	Unit 3: Straight Lines, Linear Programming Problems, and Progressions A. Straight Lines and Linear Programming Problems • Coordinate system, Distance formula • Equation of line: slope and intercepts, interpretations, equation of line, two-point form, slope-point form, slope-intercept form, two-intercept form, general form. B. Progressions • Arithmetic Progression: Definition, formula for nth term, sum of first n terms • Geometric Progression: Definition, formula for nth term, sum of first n terms 5 hours

	<p>Practicals List of Practical (Each practical of two hours each)</p> <p>UNIT I</p> <ul style="list-style-type: none"> • Equivalence of logical statements • Syllogism (with two premises) • Syllogism (with more than two premises) • Alphanumeric series • Analogies: Numerical analogy, word analogy • Coding-Decoding • Directions • Clocks • Blood relations • Reasoning using Venn diagram • Speed, Distance and Time • Work and Time <p>UNIT II</p> <ul style="list-style-type: none"> • Matrix multiplication • Computing determinants of matrices • Minor, Adjoint of a matrix • Computing inverse of a matrix • Solution of system of equations using elimination method • Solution of system of equations by Matrix Inversion method • Solution of system of equations using Cramer's rule <p>UNIT III</p> <ul style="list-style-type: none"> • Finding equation of line (two-point form, slope-point form) • Finding equation of line (slope-intercept form, two-intercept form) • General equation of a line • Distance in coordinate system • Graphs of linear equations and inequalities • Graphical method for LPP • Practical problems on nth term of a A.P. • Practical problems on nth term of a G.P. • Computing sum of first n terms of A.P. • Computing sum of n terms of G.P. • Deflation, Inflation, Depreciation <p>Practicals using softwares like GeoGebra for interactive sessions is encouraged. Additional workshops on these softwares are recommended.</p>	60 hours
Pedagogy:	Lectures, Practical, Assignments	
Reference/ Readings:	<ol style="list-style-type: none"> 1. Loney, S. L. (2019). The Elements of Coordinate Geometry, Math Valley Publishers. 2. Sharma, J. K. (2014). Business Mathematics: Theory and Applications 	

	<p>(Ane's Student Edition), Lakshi Publishers.</p> <ol style="list-style-type: none"> 3. Dikshit, A., & Jain J. K. (2009). Business Mathematics, Himalaya Publishing House. 4. Joshi N., & Chitale, S. G. (2015). A New Approach to Mathematical Techniques, Sheth Publishers. 5. Agarwal, R. S. (2018). A Modern Approach to Logical Reasoning (Second Edition), S. Chand Publications. 6. Vaidya, M.V., & Kumtha, A. P. (2022). Elementary Business Mathematics (Fifth Edition), Vipul Prakashan. 7. Seymour, L. (1998). Schaum's Outline of Set Theory and Related Topics (Second Edition), McGraw-Hill Education. 8. Sinha, N. (2020). Logical Reasoning and Data Interpretation for CAT (Seventh Edition), Pearson Education. 9. Robert, B., & Zima, P. (2011). Schaum's Outline of Mathematics of Finance (Second Edition), McGraw Hill Education.
<p>Course Outcomes:</p>	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Analyse and relate acquired mathematical concepts to problems in Business and Economics 2. Solve problems on general aptitude and logical reasoning in view of various competitive examinations. 3. Demonstrate ability to solve system of equations and its applications in Operations Research. 4. Apply mathematical logic in reasoning and constructing mathematical arguments to provide proofs.

Name of the Programme: Bachelor of Commerce (Honors)

Course Code: COM-148

Title of the Course: Corporate Secretaryship

Number of Credits: 03 (1T+2P)

Effective from AY: 2023-24

Pre-requisites for the Course:	Nil
Course Objectives:	Objectives of the Course are: 1. To provide the learners an insight about Corporate Secretarial Practices 2. To apprise learners about the role of Corporate Secretary towards Company's statutory provisions, rules and regulations. 3. To familiarize learners with aspects of Company Management, Meetings and reports.
Content:	Unit 1: Introduction to Company and Corporate Secretary Definition of Company, Characteristic features of a company, Kinds of Companies; Definition of Corporate Secretary, Qualification, Appointment, Functions, Dismissal, Company Secretaries Act, 1980 (Overview), Company Secretaries Regulations, 1982 (Overview); Directors, Kinds of Directors-Requirement of Woman Director and Importance of Independent Director, Director Identification Number and its significance, Qualification and Disqualification- Retirement; Secretarial Standards SS-1 to SS-10 (Overview) 15 hours
	Unit 2: General Body and Board Meetings (Practical) Board Meeting, Committee Meeting- Mandatory Committees and its importance, Role and Composition, Powers of the Board, Drafting Notices for calling AGM, EGM; Drafting Agenda and Minutes, Drafting Board Resolutions, Mock General and Board Meetings 30 hours
	Unit 3: Secretarial Audit (Practical) Secretarial Audit: Procedure and Stages, Secretarial Audit Simulation, Drafting Auditor's Report, Checking compliance with Secretarial Standards, Preparing Annual Returns of Listed Companies 30 hours
Pedagogy:	Lectures, Group discussions, Seminars, Case studies, Field work
Reference/ Readings:	1. Kapoor, G. K., & Dhamija, S. (2022). Company Law and Practice (Twenty sixth ed.). Taxman Publications, New Delhi. 2. Singh A. (2022). Company law (Seventeenth ed.). Eastern Book Company. 3. Bhandari (2023). Guide to Company Law Procedure (Twenty Fifth ed.). Wadhwa & Company, Agra & Nagpur.

	<ol style="list-style-type: none"> 4. Kapoor N.D (2018). Company Law (Thirty First ed.). Sultan Chand & Sons, New Delhi. 5. Nolakha R.L. (2021). Company Law and Secretarial Practice (Twelfth ed.). RBD company, Rajasthan. 6. Taxman's (2020). Taxman's Companies Act with Rules. New Delhi, India: Taxman Publications. <p>List of Journals/Periodicals/Magazines/Newspapers etc. ICSJ Journals and Bulletins, Student Company Secretary: ICSI Publication, Company Law Journal, Journal of Corporate Law Studies (Taylor and Francis), Corporate Laws (Oxford University press).</p> <p>Web resources: www.icsi.edu www.indianlawjournal.com</p>
Course Outcomes:	<p>After completion of this course, the learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the theoretical background of the Corporate Secretary 2. Perform secretarial practice related to conduct of company meetings. 3. Perform secretarial audit. 4. Demonstrate drafting skills related to Corporate Secretaryship.