

# University of Mumbai

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विद्याविषयक प्राधिकरणे  
सभा आणि सेवा विभाग(ए.ए.एम.एस)  
रूम नं. १२८ एम.जी.रोड, फोर्ट,  
मुंबई - ४०० ०३२  
टेलिफोन नं - ०२२ - ६८३२००३३

(नोंक पुनर्मुल्यांकनाद्वारे ३.६५ (सी.जी.पी.ए.) राह अ++ श्रेणी  
विद्यापीठ अनुदान आयोगाद्वारे श्रेणी १ विद्यापीठ दर्जा)


क.वि.प्रा.स.से./आयसीडी/२०२५-२६/३७

दिनांक : २७ मे, २०२५

परिपत्रक:-

सर्व प्राचार्य/संचालक, संलग्नित महाविद्यालये/संस्था, विद्यापीठ शैक्षणिक विभागांचे संचालक/ विभाग प्रमुख यांना कळविण्यात येते की, राष्ट्रीय शैक्षणिक धोरण २०२० च्या अमलबजावणीच्या अनुषंगाने शैक्षणिक वर्ष २०२५-२६ पासून पदवी व पदव्युत्तर अभ्यासक्रम विद्यापरिषदेच्या दिनांक २८ मार्च २०२५ व २० मे, २०२५ च्या बैठकीमध्ये मंजूर झालेले सर्व अभ्यासक्रम मुंबई विद्यापीठाच्या www.mu.ac.in या संकेत स्थळावर NEP २०२० या टॅब वर उपलब्ध करण्यात आलेले आहेत.

मुंबई - ४०० ०३२  
२७ मे, २०२५

  
(डॉ. प्रसाद कारडे)  
कुलसचिव

क.वि.प्रा.स.से.वि/आयसीडी/२०२५-२६/३७ दिनांक : २७ मे, २०२५  
Desktop/ Pritam Loke/Marathi Circular/NEP Tab Circular



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2	The Deputy Registrar, Result unit, Vidyanagari <a href="mailto:drresults@exam.mu.ac.in">drresults@exam.mu.ac.in</a>
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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>
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16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, <a href="mailto:ratnagirisubcentar@gmail.com">ratnagirisubcentar@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), <a href="mailto:dlleuniversityofmumbai@gmail.com">dlleuniversityofmumbai@gmail.com</a>

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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	<p><b>Faculty of Humanities,</b></p> <p><b>Offg. Dean</b></p> <p>1. Prof.Anil Singh <a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Prof.Manisha Karne <a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a></p> <p>3. Dr.Suchitra Naik <a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a></p> <p><b>Faculty of Commerce &amp; Management,</b></p> <p><b>Offg. Dean,</b></p> <p>1 Prin.Ravindra Bambardekar <a href="mailto:principal@model-college.edu.in">principal@model-college.edu.in</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Dr.Kavita Laghate <a href="mailto:kavitalaghate@jbims.mu.ac.in">kavitalaghate@jbims.mu.ac.in</a></p> <p>3. Dr.Ravikant Balkrishna Sangurde <a href="mailto:Ravikant.s.@somaiya.edu">Ravikant.s.@somaiya.edu</a></p> <p>4. Prin.Kishori Bhagat <a href="mailto:kishoribhagat@rediffmail.com">kishoribhagat@rediffmail.com</a></p>

	<p><b>Faculty of Science &amp; Technology</b></p> <p><b>Offg. Dean</b>  1. Prof. Shivram Garje  <a href="mailto:ssgarje@chem.mu.ac.in">ssgarje@chem.mu.ac.in</a></p> <p><b>Offg. 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></p>
	<p><b>Faculty of Inter-Disciplinary Studies,</b></p> <p><b>Offg. Dean</b>  1. Dr. Anil K. Singh  <a href="mailto:aksingh@trcl.org.in">aksingh@trcl.org.in</a></p> <p><b>Offg. Associate Dean</b>  2. Prin. Chadrashekhhar Ashok Chakradeo  <a href="mailto:cachakradeo@gmail.com">cachakradeo@gmail.com</a>  3. Dr. Kunal Ingle  <a href="mailto:drkunalingle@gmail.com">drkunalingle@gmail.com</a></p>
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">dsd@mu.ac.in</a> <b>DSW</b> <a href="mailto:direcotr@dsw.mu.ac.in">direcotr@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 – 28/03/2025  
Item No. – 7.7 (N)

As Per NEP 2020

# University of Mumbai



## Syllabus for Major Vertical – 1 & 4

<b>Name of the Programme – B.Com. (Second Year)</b>		
<b>Faculty of Commerce and Management</b>		
<b>Board of Studies in Commerce</b>		
<b>U.G. Second Year Programme</b>	<b>Exit Degree</b>	<b>U.G. Diploma in Commerce</b>
<b>Semester</b>		<b>III &amp; IV</b>
<b>From the Academic Year</b>		<b>2025-26</b>

# University of Mumbai



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of program O: _____	B.Com. (Second Year)
2	Exit Degree	U.G. Diploma in Commerce
3	Scheme of Examination R: _____	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination
4	Standards of Passing R: _____	40%
5	Credit Structure Sem. III – R: CU 540 C Sem. IV – R: CU 540 D	Attached herewith
6	Semesters	Sem. III & IV
7	Program Academic Level	5.00
8	Pattern	Semester
9	Status	New
10	To be implemented from Academic Year	2025-26

Sd/-  
Sign of the  
Offg. Associate Dean &  
Chairman  
Prin. Kishori Bhagat  
Faculty of Commerce &  
Management

Sd/-  
Sign of the  
Offg. Associate Dean  
Prof. Kavita Laghate  
Faculty of Commerce &  
Management

Sd/-  
Sign of the  
Offg. Dean  
Prin. Ravindra Bambardekar  
Faculty of Commerce &  
Management

**Under Graduate Diploma in Commerce**  
**Credit Structure (Sem. III & IV)**

R: _____ C											
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	<b>Commerce-III</b> Management : Principles and functions (2)  Family Business Management (2)				VSC  Advertising-I (2)  OR CSP-I (2)	AEC:2	FP: 2  CC:2	22	UG Diploma 88	
	R: _____ D										
	IV	<b>Commerce-IV</b> Management : Production and finance (2)  Six Sigma and ISO (2)				SEC:2  Advertising-II (2)  OR CSP-II (2)	AEC:2	CEP: 2  CC:2	22		
	<b>Cum Cr.</b>	28		10	12	6+6	8+4+2	8+4	88		
<p><b>Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor</b></p>											

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

# University of Mumbai

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विद्याविषयक प्राधिकरणे  
सभा आणि सेवा विभाग(ए.ए.एम.एस)  
रूम नं. १२८ एम.जी.रोड, फोर्ट,  
मुंबई - ४०० ०३२  
टेलिफोन नं - ०२२ - ६८३२००३३

(नोंक पुनर्मुल्यांकनाद्वारे ३.६५ (सी.जी.पी.ए.) राह अ++ श्रेणी  
विद्यापीठ अनुदान आयोगाद्वारे श्रेणी १ विद्यापीठ दर्जा)


क.वि.प्रा.स.से./आयसीडी/२०२५-२६/३७

दिनांक : २७ मे, २०२५

## परिपत्रक:-

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मुंबई - ४०० ०३२  
२७ मे, २०२५

  
(डॉ. प्रसाद कारडे)  
कुलसचिव

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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), <a href="mailto:dlleuniversityofmumbai@gmail.com">dlleuniversityofmumbai@gmail.com</a>

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3	P.A to Registrar, <a href="mailto:registrar@fort.mu.ac.in">registrar@fort.mu.ac.in</a>
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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,**

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2	<p><b>Faculty of Humanities,</b></p> <p><b>Offg. Dean</b></p> <p>1. Prof.Anil Singh <a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Prof.Manisha Karne <a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a></p> <p>3. Dr.Suchitra Naik <a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a></p> <p><b>Faculty of Commerce &amp; Management,</b></p> <p><b>Offg. Dean,</b></p> <p>1 Prin.Ravindra Bambardekar <a href="mailto:principal@model-college.edu.in">principal@model-college.edu.in</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Dr.Kavita Laghate <a href="mailto:kavitalaghate@jbims.mu.ac.in">kavitalaghate@jbims.mu.ac.in</a></p> <p>3. Dr.Ravikant Balkrishna Sangurde <a href="mailto:Ravikant.s.@somaiya.edu">Ravikant.s.@somaiya.edu</a></p> <p>4. Prin.Kishori Bhagat <a href="mailto:kishoribhagat@rediffmail.com">kishoribhagat@rediffmail.com</a></p>

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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">dsd@mu.ac.in</a> <b>DSW</b> <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>

**As Per NEP 2020**

# University of Mumbai



## Syllabus for Major Vertical – 1 & 4

<b>Name of the Programme – Accountancy</b>		
<b>Faulty of Commerce &amp; Management</b>		
<b>Board of Studies in Accountancy</b>		
<b>U.G. Second Year Programme</b>	<b>Exit Degree</b>	<b>U.G. Diploma in Accountancy</b>
<b>Semester</b>		<b>III &amp; IV</b>
<b>From the Academic Year</b>		<b>2025-26</b>

# University of Mumbai



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of program O: _____	S.Y.B.Com. (Accountancy)
2	Exit Degree	U.G. Diploma in Accountancy
3	Scheme of Examination R: _____	NEP 40% Internal 60% External, Semester End Examination Individual Passing in Internal and External Examination
4	Standards of Passing R: _____	40%
5	Credit Structure Sem. III – R: CU – 545 C Sem. IV – R: CU – 545 D	Attached herewith
6	Semesters	Sem. III & IV
7	Program Academic Level	5.00
8	Pattern	Semester
9	Status	New
10	To be implemented from Academic Year	2025-26

Sign of the BOS  
Chairman  
Dr. Gajanan Wader  
Board of Studies in  
Accountancy

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

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

Sign of the  
Offg. Dean  
Prin. Ravindra  
Bambardekar  
Faculty of  
Commerce &  
Management

# Preamble

## 1) Introduction

A bachelor's program in Commerce with a specialization in Accountancy is a vital educational choice for those aspiring to excel in the dynamic world of finance and accounting. In an era of complex financial regulations, businesses, and organizations require professionals with a deep understanding of financial principles and expertise in accountancy. This program not only equips students with the necessary knowledge and skills but also offers a clear path to numerous lucrative and in-demand career opportunities in auditing, taxation, financial analysis, and at the same time encourage entrepreneurship and management of family business.

## 2)

1. The program aims to provide learners with a broad and in-depth knowledge of accounting and finance, including financial reporting, auditing, taxation, management, costing and corporate finance.
2. The program emphasizes ethical considerations in accounting and finance, instilling a strong sense of professional responsibility and integrity in students.
3. It encourages critical thinking and problem-solving skills, enabling students to address complex financial challenges in real-world scenarios.
4. The program aims to provide students with a global perspective on financial issues, considering international accounting standards and practices.
5. To foster a culture of continuous learning and professional development, encouraging graduates to pursue advanced degrees or professional certifications in accounting and finance.

## 3) Learning Outcomes

PO1: Learners would be able to demonstrate a comprehensive understanding of core accounting, finance, cost and management concepts, principles, and practices and critically analyze financial statements of various entities.

PO2: Demonstrate a comprehensive understanding of the taxation laws, regulations, and policies in India, including direct and indirect taxes, and international taxation.

PO3: Learners would be able to explain the importance of integrity, transparency, and ethical responsibility in financial reporting.

PO4: Learners would be able to demonstrate the ability to break down complex financial challenges into component parts and prepare its statement/ reports for stakeholders.

PO5: Learners will gain knowledge of international accounting standards and practices, including IFRS and GAAP and analyze its differences.

## 4) Any other point (if any)

The Bachelor of Commerce program with a specialization in Accountancy for undergraduates with competency and vocational skills aims to produce well-rounded professionals who are not only academically proficient but also possess the practical skills, ethics, and adaptability require to thrive in the ever-evolving field of accounting and finance.

**Under Graduate Diploma in Accountancy**

**Credit Structure S.Y. B.COM (Sem. III & Sem. IV)**

R: _____ C										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	A E C, V E C, I K S	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
		Mandatory	Electives							
5.0	III	Accountancy & Financial Management-III (02)		04	02	Vocational Skills in Accounting -V (02)	AEC (02)	FP: 2 CC:2	22	UG Diploma 88
		Accounting & Auditing-I (Management Accounting-I) (02)								
	R: _____ D									
	IV	Accountancy & Financial Management-IV (02)		04	02	Vocational Skills in Accounting -VI (02)	AEC (02)	CEP: 2 CC:2	22	
	<b>Cum Cr.</b>	28		10	12	6+6	8+4+2	8+2+2	88	
<p align="center"><b>Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continuewith Major and Minor</b></p>										

**Sem. - IV**

**Syllabus**  
**B.Com. (Second Year)**  
**(Sem.- IV)**

**Title of Paper : Commerce IV Management : Production and Finance**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	<b>Description of the course : Including but Not limited to :</b>	This course provides an understanding of Production Management and Finance Management. It includes production management, quality and quality management, Indian Financial system and Trends in Finance
2	<b>Vertical :</b>	Major
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory 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 ) 1. To provide an overview of Production and Quality Management 2. To understand the Indian Financial System and the various trends in the area of finance. 3. To make the learners apply some investment avenues	
8	<b>Course Outcomes:</b> ( List some of the course outcomes ) CO1 The learners will get insights on various aspects relating to Production and Quality. (Aware) CO2 The learners will understand Indian Financial System.(Understand) CO3 The learners will know about various trends in the area of finance and try to apply various investment avenues in practical life.(Apply)	

**9** **Modules:-** Per credit One module created

**Module 1: Production & Quality: (15 lectures)**

**Unit I: Production : (7 lec)**

- Production: Concept, Production Management- concept, scope and importance, Steps in Production, Planning and Control, Types of Production System – Intermittent and Continuous
- Productivity - Concept, Factors influencing Productivity, Measures to improve productivity, Inventory Management- concept, Objectives and Importance

**Unit II: Quality: (8 lec)**

- Quality - concept & Dimensions, Quality Management tools- TQM – Concept & importance, Six Sigma – Concept & process, Kaizen – Concept & Process
- Quality Circle & Features, ISO 9000- Procedure to obtain Certification, Service Quality Management- Importance and Measures to improve Service Quality.

**Module 2 Finance: (15 lectures)**

**Unit I: Indian Financial System: (8 lec)**

- Structure of Financial Market, Procedure of IPO, Stock Exchange- functions, SEBI- Functions, Investor Protection Measures of SEBI
- Types of Depositories – concept, Dematerialisation & benefits- Credit Rating- concept, Advantages, CRISIL- Concept and role.

**Unit II: Trends in Finance: (7 lec)**

- Sources of finance for start-up ventures, Mutual Funds- concept, Advantages, Types, Systematic Investment Plan (SIP)
- Derivatives – concept & Types (Forwards, Futures, Options, Swaps), Micro Finance & its importance, Self Help Group & features.

**10** **Reference Books:**

1. Production and Operations Management –Prof L.C.J hamb, Event Publishing House.
2. Production Planning & Control- Prof L.C. Jhamb, Event Publishing House
3. Production & Operation Management (Text & Cases)- K.Ashwathappa G.Sudeshana Reddy, Himalaya Publication.
4. Launching New Ventues : An Entrepreneurial Approach-Kathleen R.Allen, Cengage Learning
5. Essentials of Inventory Management-MaxMuller, Amacon Publishes
6. Indian Financial System—Bharathi Pathiak, Pearson Publication
7. Financial Institutions and Markets : Structure Growth& Innovations – L.M.Bhole , Jitendra Mahakad, Tata McGraw Hill.
- 8.The Indian Financial System and Financial Market Operator-Vasant Desai, Himalaya Publishing
9. Indian Financial System – M.Y. Khan, Tata McGraw –Hill
- 10.Production and Operations Management –Anandkumar Sharma, Anmol Publication

<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60% Individual Passing in Internal and External Examination</b>
<b>12</b>	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 4 )	

### Exam Pattern (External Examination)

**Total Marks: 30**

**2 Credits**

**Time: 1 hour**

#### Answer any two questions out of three questions

Q.1 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.2 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.3 Answer the Following Questions. a) b)	7.5 x 2= 15

### Exam Pattern (Internal Examination)

**Total 20 Marks**

**Marks**

1. Class Test	5 Marks
2. Assignment	5 Marks
3. Presentation	5 Marks
4. Group Discussion	5 Marks
5. Quiz	5 Marks
6. Case Study	5 Marks

**Note:**

1. Any Four out of the above can be taken for the internal Assessment.
2. The internal Assessment shall be conducted throughout the Semester.
3. Field visit can be arranged.

**B.Com. (Accountancy) Syllabus  
S.Y. B.COM (Semester - IV)**

**Title of Paper: Accountancy & Financial Management–IV**

Sr. No.	Heading	Particulars
1	<p><b>Description the course :</b></p> <p><b>Including but Not limited to :</b></p>	<p>This course provides essential knowledge and skills for accounting professionals working in corporate finance and financial reporting. The ability to accurately handle complex financial transactions, like share and debenture redemptions, is highly valued by employers. It enables professionals to contribute to sound financial management and decision-making within organizations. As regulations evolve, professionals with strong accounting knowledge are in demand to ensure compliance and maintain financial integrity.</p> <p>Understanding the redemption of preference shares and debentures is crucial for compliance and financial statement preparation. Career prospects include roles in Corporate accounting departments, Audit firms, Financial analysis and Regulatory compliance.</p>
2	<b>Vertical :</b>	Major
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<p><b>Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• To calculate the minimum fresh issue of shares required to redeem preference shares, demonstrating an understanding of the provisions of Section 55 of the Companies Act, 2013.</li> <li>• To explain the provisions of Section 71 (1) and (4) of the Companies Act, 2013, and apply the Companies Rules to calculate the Debenture Redemption Reserve (DRR) and redemption procedure.</li> </ul>	

<b>8</b>	<p><b>Course Outcomes:</b></p> <ul style="list-style-type: none"> <li>• The learner will be able to prepare journal entries and balance sheet to reflect the redemption of preference shares using the appropriate methods and accounting treatment.</li> <li>• The learner will be able to construct journal entries, ledger accounts, and a partial balance sheet to record the redemption of debentures using different methods</li> </ul>
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<b>9</b>	<p><b>Modules:- 02</b></p>
	<p><b>Module 1: Redemption of Preference Shares</b></p>
	<ul style="list-style-type: none"> <li>• Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules.</li> <li>• Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013:             <ol style="list-style-type: none"> <li>a. The proceed of a fresh issue of shares, the capitalisation of undistributed profits and a combination of both</li> <li>b. Calculation of minimum fresh issue to provide the fund for redemption. (Question on entries and/or Balance Sheet)</li> </ol> </li> </ul> <p>Note: Companies governed by Section 133 of the Companies Act, 2013 and comply with the accounting standards prescribed for them. Hence, the balance in security premium account not to be utilised for premium payable on redemption of preference shares.</p>
	<p><b>Module 2: Redemption of Debentures</b></p>
	<ul style="list-style-type: none"> <li>• Introduction : Provisions of Section 71 (1) and (4) of the Companies Act, 2013</li> <li>• Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures</li> <li>• Terms of issue of debentures.</li> <li>• Methods of redemption of debentures: By payment in lumpsum and by payment in instalments (excluding from by purchase in open market), Conversion. (Question on entries. ledgers and/or Balance Sheet and /or redemption of preference shares)</li> </ul>
<b>10</b>	<p><b>Reference Books:</b></p> <ul style="list-style-type: none"> <li>• Jain, S. P., &amp; Narang, K. L. (2018). <i>Advanced accountancy</i> (10th ed.). Kalyani Publishers.</li> <li>• Shukla, M. C., Grewal, T. S., &amp; Gupta, S. C. (2020). <i>Advanced accounts</i> (19th ed.). S. Chand Publishing.</li> <li>• Hanif, M., &amp; Mukherjee, A. (2019). <i>Modern accountancy</i> (Vol. 2). McGraw Hill Education.</li> <li>• Tulsian, P. C. (2022). <i>Financial accounting</i>. S. Chand Publishing.</li> <li>• ICAI. (Current Year). <i>Accounting standards</i>. Institute of Chartered Accountants of India.</li> </ul>

- ICAI. (Current Year). *Companies act 2013*. Institute of Chartered Accountants of India.
- Maheshwari, S. N., & Maheshwari, S. K. (2018). *Corporate accounting*. Vikas Publishing House.
- Gupta, R. L., & Radhaswamy, M. (2017). *Advanced accountancy*. Sultan Chand & Sons.
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**11 Internal Continuous Assessment: 40%**

**External, Semester End Examination 60%,  
Individual Passing in Internal and External Examination**

**12 Continuous Evaluation through:**

**Semester End External - 30 marks  
Time: 1:00 hr**

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2	Participation in Workshop/ Conference/Seminar	5
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	5

**QUESTION PAPER PATTERN**

<b>Question No.</b>	<b>Questions</b>	<b>Marks</b>
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15

**Any 2 Questions out of 3 Questions**

**Note**

1. 15 marks question may be subdivided into 10 & 5 marks or 8 & 7 marks each.
2. Use of simple calculator is allowed in the examination.

**Syllabus**  
**B.Com. (Second Year)**  
**(Sem.- IV)**

**Title of Paper : Six Sigma and ISO**

Sr. No.	Heading	Particulars
1	<b>Description the course : Including but Not limited to :</b>	This course on Six Sigma and ISO standards equips the students with problem-solving skills, process improvement techniques, and knowledge of quality management systems, enhancing the career prospects in various industries.
2	<b>Vertical :</b>	Major
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory in a semester)
5	<b>Hours Allotted :</b>	30Hours
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. Understand the tools and techniques, advantages, and challenges of the Six Sigma methodology.</li> <li>2. Analyse the role of Six Sigma Green Belts, Black Belts, and Master Black Belts</li> <li>3. Understand the purpose of ISO Standards, the role of internal and external audits, and compliance.</li> <li>4. Evaluate the challenges in achieving and maintaining ISO Certification</li> <li>5. Apply the knowledge to anticipate issues related to the practical implementation of Six Sigma.</li> </ol>
8	<b>Course Outcomes:</b> ( List some of the course outcomes )	<p>CO 1 : Learners will gain foundational knowledge of Lean methodologies and Six Sigma concepts (Understand)</p> <p>CO 2: Gain a comprehensive understanding of the specific ISO standard, its requirements, and its principles. (Understand)</p> <p>CO 3: Learners become adept at the Define, Measure, Analyze, Improve, and Control (DMAIC) methodology, a structured approach to problem-solving and process improvement. (Apply)</p> <p>CO 4: Learn about the process of becoming ISO certified, including preparing for initial certification, maintaining compliance, and undergoing surveillance audits (Analyse)</p> <p>CO 5 :Evaluate case studies of successful implementation of Six Sigma and ISO in various sectors. (Evaluate)</p>

**9** **Modules:-** Per credit One module created

### **Module 1: Six Sigma**

#### **Unit I Introduction to Six Sigma**

- Overview of Six Sigma methodology
- History and Evolution of Six Sigma
- Key principles of Six Sigma: -
- Challenges of Six Sigma
- Levels of Six Sigma Certification
- Six Sigma improvement process
- Career options in Six Sigma.

Case study

Motorola - <https://pecb.com/article/six-sigma-a-case-study-in-motorola>

Dabbawallas - <https://kadence.com/the-genius-of-mumbais-dabbawalas-a-model-of-six-sigma-excellence>

#### **Unit II : Six Sigma Methodology and Trends**

- Six Sigma methodology/Phases – DMAIC (Define, Measure, Analyse, Improve, Control) – Purpose, Main Activities **and Tools & Techniques**
- Concept of Green Six Sigma, Fit Sigma, Lean Six Sigma
- Techniques & tools used to accomplish Lean Six Sigma goals

Case Study - <https://funding.ryan.com/blog/business-strategy/lean-six-sigma-manufacturing-industry-case-studies/>

- Future trends in Six Sigma (Digital Transformation, Integration with Artificial Intelligence (AI) and Machine Learning (ML), Agile Lean Six Sigma, Focus on Sustainability, Remote Collaboration, and Virtual Teams)
- Role of technology in Six Sigma implementation
- Ethical Considerations in Six Sigma.

### **Module 2 : ISO Standards, Certification and Auditing**

#### **Unit I Introduction to ISO Standards**

- Concept of Quality, Quality standards-Principles of quality standards.
- ISO and its role in standardization
- Benefits of ISO certification for organizations
- Overview of common ISO standards- (ISO 9001 – Quality Management Systems, ISO 14001 – Environmental Management Systems, ISO 45001 – Occupational Health and Safety Management Systems, ISO 21001 – Educational Organisations). - Features, Benefit
- The importance of continual improvement (Kaizen) in ISO standards

Case study - <https://www.bsigroup.com/en-IN/products-and-services/standards/iso-45001-occupational-health-and-safety/>

**Unit II : ISO Certification and Auditing**

- Improving standards -Utilizing tools like PDCA and root cause analysis.
- Conducting audits- Types of ISO audits
- Steps for a successful audit
- Role of technology in simplifying ISO Compliance process
- Linking ISO standards to sustainability goals.
- ISO ethics and compliance

**10 Reference Books:**

1. Alan Larson, Demystifying Six Sigma- A Company -Wide Approach to Continuous Improvement, AMACOM, IBSN – 0-8144-7184-6
2. Hubert k Ramprasad & Anwar EI-Homsi (2008), TPS-Lean Six Sigma – Linking Human Capital to Lean Six Sigma, Sara Books Pvt. Ltd.
3. Graham Wilson, 1994, On Route to Perfection- A Guide to Achieving Six Sigma, IFS International limited, UK
4. William Truscott, 2008, Six Sigma- Continual Improvement for Businesses, Elsevier
5. R. Eric Reidenbach and Reginald W. Goeke, 2007, Strategic Six Sigma for Champions- Keys to Sustainable Competitive Advantage, Pearson Advantage
6. Jiju Anthony, Ricardo Banuaelas, Ashok Kkumar (Ed) 2008, World Class Applications of Six Sigma, Elsevier India Private Limited.
7. <https://innocentrix.com/files/presentationintrosixsigma.pdf>
8. [https://goleansixsigma.com/roles-lean-six-sigma/?srsltid=AfmBOorofQ0Jr52\\_wPOjo3jP6sFcOekOE\\_aBS1g8my0nprUvxYmKT6-Z](https://goleansixsigma.com/roles-lean-six-sigma/?srsltid=AfmBOorofQ0Jr52_wPOjo3jP6sFcOekOE_aBS1g8my0nprUvxYmKT6-Z)
9. <https://asq.org/quality-resources/learn-about-standards?srsltid=AfmBOoqeme9hQQeUfB3BHERd4mKyFHNadDJWJVXX6uC4a9fv1N9TBLCp>
10. Iliemena, R. O., Amedu, J. M. I., & Goodluck, H. C. (2022). Sustainability in production of goods and services: Addressing ethical issues using the lean six sigma approach. *Human resources management in changing times*, 416-429
11. <https://www.siscertifications.com/iso-certification-for-education-institutes-india/>

**11 Internal Continuous Assessment: 40%**

**External, Semester End Examination  
60% Individual Passing in Internal and  
External Examination**

**12 Continuous Evaluation through:**

Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. ( at least 4 )

<b>Exam Pattern (External Examination)</b>	
<b>Total Marks: 30</b>	<b>2 Credits</b>
<b>Time: 1 hour</b>	
<b>Answer any two questions out of three questions</b>	
Q.1 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.2 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.3 Answer the Following Questions. a) b)	7.5 x 2= 15

<b>Exam Pattern (Internal Examination)</b>	<b>Marks</b>
<b>Total 20 Marks</b>	
1. Class Test	5 Marks
2. Assignment	5 Marks
3. Presentation	5 Marks
4. Group Discussion	5 Marks
5. Quiz	5 Marks
6. Case Study	5 Marks
<b>Note:</b> <ol style="list-style-type: none"> <li>1. Any Four out of the above can be taken for the internal Assessment.</li> <li>2. The internal Assessment shall be conducted throughout the Semester.</li> <li>3. Field visit can be arranged.</li> </ol>	

## B.Com. (Accountancy) Syllabus S.Y. B.COM (Semester - IV)

### Title of Paper: Accounting & Auditing-II (Management Accounting-II)

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>  <b>Including but Not limited to :</b>	<p>In today's dynamic business environment, effective management of short-term finances is critical for survival and growth. This course will equip learners with the essential knowledge and skills to navigate the complexities of working capital and treasury operations. One can learn how to analyze, plan, and control current assets and liabilities, optimize cash flow, and make strategic decisions to enhance your organization's financial stability and profitability. Whether you are aspiring to be a financial analyst, a treasury manager, or an entrepreneur, this course will provide learners with a solid foundation in the core principles of financial management. Learning how to manage cash effectively allows learners to fund growth opportunities, whether unexpected expenses, and ultimately, increase chances of long-term success. In essence, this course transforms learners from a visionary with an idea to a financially savvy entrepreneur capable of building a sustainable business.</p>
2	<b>Vertical :</b>	Major
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks

<b>7</b>	<p><b>Course Objectives:</b></p> <ul style="list-style-type: none"> <li>• To apply the operating cycle concept and estimate the needs of working capital to analyse a company's efficiency in management.</li> <li>• To apply various cash models to determine the optimal cash balance.</li> </ul>
<b>8</b>	<p><b>Course Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Learners will be able to calculate the operating cycle and estimate the working capital needs of trading and manufacturing firm.</li> <li>• Learners will be able to solve practical problems related to cash management using various models.</li> </ul>

<b>9</b>	<p><b>Modules:- 02</b></p>
	<p><b>Module 1: Working Capital Management</b></p>
	<ul style="list-style-type: none"> <li>• Meaning and Concept of Working Capital</li> <li>• Significance of Working Capital</li> <li>• Approaches of Working Capital Investment</li> <li>• Determinants of Working Capital</li> <li>• Operating Cycle: Meaning and Calculation</li> <li>• Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization.</li> </ul>
	<p><b>Module 2: Treasury and Cash Management</b></p>
	<ul style="list-style-type: none"> <li>• Treasury Management: Meaning and Functions</li> <li>• Cash Management: Need, Plan and Budgeting</li> <li>• Preparation of Cash Budgets for short and long period</li> <li>• Managing Cash Collection and Disbursements: Accelerating Cash Collections and Controlling payments</li> <li>• Cash Model: Calculation of Cash Cycle, Minimum Operating Cash and Cash Turnover.</li> <li>• William Baumol's Economic Order Quantity Model ( Practical problems)</li> <li>• Miller- Orr Cash Management Model</li> </ul>
<b>10</b>	<p><b>Reference Books:</b></p> <ul style="list-style-type: none"> <li>• Horngren, C. T., Datar, S. M., &amp; Rajan, M. V. (2015). <i>Cost accounting: A managerial emphasis</i> (15th ed.). Pearson Education.</li> <li>• Drury, C. (2018). <i>Management and cost accounting</i> (10th ed.). Cengage Learning EMEA.</li> <li>• Gibson, C. H. <i>Financial reporting and analysis: Using financial accounting information</i> (13th ed.). South-Western College Publishing.</li> </ul>

- Pandey, I. M. *Financial management* (11th ed.). Vikas Publishing House.
- Khan, M. Y., & Jain, P. K. (2018). *Management accounting: Text, problems and cases* (7th ed.). McGraw Hill Education.
- Subramanyam, K. R., & Wild, J. J. (2018). *Financial statement analysis* (11th ed.). McGraw-Hill Education.

**11 Internal Continuous Assessment: 40%**

**External, Semester End Examination 60%,  
Individual Passing in Internal and External Examination**

**12 Continuous Evaluation through:**

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2	Participation in Workshop/ Conference/Seminar	5
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	5

**Semester End External - 30 marks  
Time: 1:00 hr**

**QUESTION PAPER PATTERN**

<b>Question No.</b>	<b>Questions</b>	<b>Marks</b>
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15

**Any 2 Questions out of 3 Questions.**

**Note**

1. 15 marks question may be subdivided into 10 & 5 marks or 8 & 7 marks each.
2. Use of simple calculator is allowed in the examination.

**Syllabus**  
**B. Com. (Business Economics)**  
**(Sem.- IV)**

**Title of Paper: Macroeconomics: Analysis of Interaction Between Goods and Money Markets**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	<b>Description the course:</b>  <b>Including but Not limited to :</b>	This course examines the role of IS-LM analysis in Post-Keynesian economics, highlighting its relevance in understanding macroeconomic equilibrium. It explores the interactions between goods and money markets, the impact of fiscal and monetary policies, investment dynamics, and market adjustments, providing insights into policy effectiveness and economic stability.
2	<b>Vertical :</b>	Major
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. Develop a comprehensive understanding of IS-LM analysis within the Post-Keynesian framework and its role in macroeconomic equilibrium.</li><li>2. Examine the effects of fiscal and monetary policies on goods and money markets, assessing their implications for economic stability.</li></ol>
8	<b>Course Outcomes:</b>	By the end of the course, students will be able to: <ol style="list-style-type: none"><li>1. Apply IS-LM analysis to explain macroeconomic equilibrium and policy effectiveness.</li><li>2. Evaluate the impact of fiscal and monetary interventions on goods and money market interactions.</li></ol>

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**Syllabus****Module I: The Goods Market****(15 hours)**

- Good market: Meaning and components, Government spending and its impact on economic activity, Graphical derivation of the IS curve.
- Equilibrium conditions in goods market, Interaction between private savings, public savings, and investment interact, Factors influencing investment decisions: Interest rates, business confidence, and future expectations.
- Demand-side shocks due to change in consumption, investment, or government spending, Supply-side shocks due to technological advancements and resource limitations, Role of government in economic stabilisation and recovery.

**Module 2: The Money Market****(15 hours)**

- Money market: Meaning and components, The transactional, precautionary, and speculative motives behind demand for money, Derivation of the LM curve graphically.
- The conditions for simultaneous equilibrium between goods and money markets, Interest rates and level of output determinations using the IS-LM model, Simultaneous equilibrium and macroeconomic stability.
- The liquidity trap and monetary policy, The Crowding-out effect: Impact of increased government spending and reduction in private investment, The Crowding-in effect: Impact of government spending and increase in investment.

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**References:**

- **Blanchard, Olivier.** *Macroeconomics*. 7th ed., Pearson, 2017.
- **Borjas, George J.** *Labour Economics*. 7th ed., McGraw-Hill Education, 2016.
- **D'Souza, Errol.** *Macroeconomics*. Pearson Education, 2008
- **Krugman, Paul, and Robin Wells.** *Macroeconomics*. 6th ed., Worth Publishers, 2021.
- **Mankiw, N. Gregory.** *Principles of Economics*. 9th ed., Cengage Learning, 2020.
- **Mishkin, Frederic S.** *The Economics of Money, Banking, and Financial Markets*. 12th ed., Pearson, 2019.
- **Mukherjee, Sampat, Vipul Bhatt, and Lalima Mukherjee.** *Macroeconomics: A Global Text*. Global Net Publication, January 2021.

11

**Internal Continuous Assessment: 40% (20 Marks)****Continuous evaluation pattern**

<b>1</b>	Class Test Two (5 marks each)	10 Marks
<b>2</b>	Assignment/ Project Presentation/ Case Study writing	10 Marks
<b>3</b>	Book review/Newspaper review (in any language)/ Case Studies	10 Marks
	<b>Take any two of the above (from 1, 2 and 3)</b>	<b>20 Marks</b>

**External, Semester End Examination 60% (30 Marks)  
Individual Passing in Internal and External Examination**

**Format of Question Paper**

**Semester End Examination Question Paper Pattern**

Time: 1 Hour

Max. Marks:30

Note:

- All questions are compulsory
- Each question has internal options
- Figure to the right indicate full marks.

Q.1.	Answer the following questions ( <b>Any 2</b> ):	15 Marks
A.		
B.		
C.		
Q.2.	Answer the following questions ( <b>Any 2</b> ):	15 Marks
A.		
B.		
C.		

**Syllabus**  
**B.Com. (Second Year )**  
**(Sem.- IV)**

**Title of Paper : Business Law-III : The Negotiable Instruments Act 1881 and  
Amendment 2015**

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	The course includes the concept and the terms associated with the Negotiable Instruments Act. It also includes the performance and discharge of liability under the Negotiable Instruments Act 2015
2	<b>Vertical :</b>	Minor
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	4 credits
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks
7	<b>Course Objectives:</b> ( List some of the course objectives ) <ol style="list-style-type: none"><li>1. To make the students understand various provisions related to The Negotiable Instrument Act, 1881 with Amendment Act, 2015.</li><li>2. To understand the nuances and rules related to Bills of Exchange, Promissory Note and Cheque. Dishonour of Cheque and Penalties</li><li>3. To help the students to understand the concepts of various Negotiable instruments and its applications in practical life.</li></ol>	
8	<b>Course Outcomes:</b> ( List some of the course outcomes ) <ol style="list-style-type: none"><li>1. Learners will gain knowledge of the Negotiable Instruments Act. (Understand)</li><li>2. Learners would be able to learn the various types of Negotiable Instruments and its application in business.(Apply)</li><li>3. Learners will know the importance of Promissory Notes and Bills of exchange and cheques in Business.</li></ol>	

**9** **Modules:-** Per credit One module can be created

**Module 1: Negotiable Instruments**

**Unit I Negotiable Instruments**

- Negotiable Instruments - Introduction and Characteristics of Negotiable Instruments, Maturity of Instruments (S.21 to 25)
- Classification of Negotiable Instruments.(Ss. 11, 12, 17-20,42,104, 134, 135)

**Unit II Promissory Notes & Bills of Exchange**

- Promissory Notes & Bills of Exchange (S.4, 5,108-116) - Essential elements of Promissory Note and Bills of Exchange, Bills in Sets (S.13)
- Kinds of Promissory Note and Bill of Exchange. Distinguish between Promissory note & Bill of Exchange

**Module 2:...Cheques and Delivery**

**Unit I Cheque**

- Cheque – Concept, Types & Crossing of cheque (S.6 to 25 and 123 to 132)
- Dishonour of Cheque – Concept & Penalties. Distinguish between Bill of Exchange & Cheque.

**Unit II Delivery**

- S 46 Delivery. S47. Negotiation by delivery. S48. Negotiation by indorsement..
- S49 Conversion of indorsement in blank into indorsement in full. S50. Effect of indorsement. S51. Who may negotiate.

**Module 3 Presentment and Discharge of Liability**

**Unit I Presentment**

- Section 61. Presentment for acceptance. 62. Presentment of promissory note for sight. 63. Drawee's time for deliberation. 64. Presentment for payment.
- 65. Hours for presentment. 66. Presentment for payment of instrument payable after date or sight. 67. Presentment for payment of promissory note payable by instalments.

**Unit II Discharge of Liability**

- Section 82. Discharge from liability. (a) by cancellation; (b) by release; (c) by payment. 83. Discharge by allowing drawee more than forty-eight hours to accept. 84. When cheque not duly presented and drawer damaged thereby.
- 85. Cheque payable to order. 85A. Drafts drawn by one branch of a bank on another payable to order. 86. Parties not consenting discharged by qualified or limited acceptance

**Module 4:...Miscellaneous Provisions & Protest****Unit I Miscellaneous Provisions**

- Miscellaneous Provisions – Parties to Negotiable Instruments Holder, Drawer, Drawee in case of Need (S.7, 115 and 116), Payee
- Holder in due course, Rights & Privileges of Holder in due course, Payment in due course (S.10), Noting (S.99) and Protest (S.100-102).

**Unit II Protest**

- Section 101. Contents of protest. 102. Notice of protest. 103. Protest for non-payment after dishonour by non-acceptance.
- 104. Protest of foreign bills. 104A. When noting equivalent to protest.

**10 Reference Books:**

The Negotiable Instruments (Amendment) Act, 2015, The Negotiable Instruments Act by Bhashyam & Adiga, Khergamvala on The Negotiable Instruments Act

**11 Internal Continuous Assessment: 40%**

**External, Semester End Examination  
60% Individual Passing in Internal  
and External Examination**

**12 Continuous Evaluation through:**

Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 4 )

**Exam Pattern (External Examination)****Total Marks: 60****4 Credits****Time: 2 Hours****Answer the Following Question**

Q. 1 Answer the Following Questions. (Any One) 10 x 1 = 10

- a)
- 
- b)

Q. 2 Answer the Following Questions. (Any One) 10 x 1 = 10

- a)
- 
- b)

Q. 3 Answer the Following Questions. (Any One) 10 x 1 = 10

- a)
- 
- b)

Q. 4 Answer the Following Questions. (Any One) 10 x 1 = 10

- a)
- 
- b)

Q. 5 Short Notes (Any Four) 5 x 4 = 20

- a) e)
- 
- b) f)
- 
- c) g)
- 
- d) h)

**Exam Pattern (Internal Examination)**  
**Total 40 Marks****Marks**

1. Class Test 10 Marks

2. Assignment 10 Marks

3. Presentation 10 Marks

4. Group Discussion 10 Marks

5. Quiz 10 Marks

6. Case Study 10 Marks

**Note:**  
1. Any Four out of the above can be taken for the internal Assessment.  
2. The internal Assessment shall be conducted throughout the Semester.  
3. Field visit can be arranged.

**Syllabus**  
**B.Com. (Second Year )**  
**(Sem.- IV)**

**Title of Paper : Fundamentals of Business :- Introduction to Finance**

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	In this course, students will focus on developing a foundational understanding of finance, covering key topics such as financial systems, valuation, risk and return, capital budgeting, and corporate finance strategies. The course is designed to equip students with the necessary skills to apply financial concepts in real-world scenarios and to prepare them for more advanced studies in finance.
2	<b>Vertical :</b>	Minor
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	4 credits
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted:</b>	100 Marks
7	<b>Course Objectives:</b> ( List some of the course objectives ) 1. To provide information to students about the current financial system in India. 2. To enable the students to build a career in corporate finance	
8	<b>Course Outcomes:</b> ( List some of the course outcomes )  CO 1 : Understanding the basic concepts of corporate finance and the Indian financial system (Understand)  CO 2: Analyse and interpret financial statements to assess the financial health of a business. (Analyze)  CO 3 : Understand the fundamental principles of finance, including the financial system, financial markets, and financial instruments  CO 4: Understand the concept of Governance and Ethics	

**9** **Modules:-** Per credit One module can be created

**Module 1: Introduction to Finance**

**Unit I Finance**

- Concept of Finance, Capital, Risk, Cost & Return, Types of Finance, goals of firm - profit maximization v. shareholders' wealth maximization,
- Sources of Finance (Funds), Changing role and responsibilities of a Financial Manager

**Unit II Financial Management**

- Financial Management – Concept and Importance, Analysis & Interpretation of Financial Statements, Strategies for effective Financial Management
- Cannons of Financial Planning, Career options in the field of Finance

**Module 2: Capitalisation, Capital Budgeting, and Capital Structure**

**Unit I Capitalisation**

- Concept of Capitalisation, Overcapitalisation, Under and fair balanced capitalization, theories of Capitalisation
- Fixed Capital & Working capital – Concept, Difference

**Unit II Capital Budgeting**

- Capital Budgeting – concept, The Importance of Capital Budgeting in Financial Planning, Capital Budgeting Techniques.
- Capital Structure – Concept, Types, Factors

**Module 3 : Financial Markets**

**Unit I Financial Markets**

- Introduction to financial markets, Money Market – Concept, Functions, Characteristics
- Capital Markets- Concept, Structure, Rules & regulations governing the operations of dealings in capital market, Distinction between capital market and money market.

**Unit II Stock Exchange and SEBI**

- Stock Exchange – concept, types and Role and Functions of Stock Exchange, NSE, BSE (meaning only) Role of merchant banking in new issues
- SEBI - Role and functions of SEBI- dematerialized trading, Credit rating, Stock market, Derivates,

**Module 4 : Governance, Ethics, and Trends in Finance****Unit I Corporate Governance**

- Corporate governance – Terms - Concept and meaning of the term Shareholders' Rights and protection, Transparency, Accountability, Equity
- Principles of Corporate Governance, Role of Corporate Governance in Finance.

**Unit II Ethics**

- Business ethics- Good business practices, Key Principles of Financial Ethics
- Grading of Corporate Financial Soundness by Special Agencies like CRISIL, ICRA, CARE, Emerging issues in Finance sector

**10****Internal Continuous Assessment: 40%****External, Semester End Examination  
60% Individual Passing in Internal  
and External Examination****11****Continuous Evaluation through:**

Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 4 )

**QUESTION PAPER PATTERN  
(External and Internal)**

**Exam Pattern (External Examination)**

**Total Marks: 60**

**4 Credits**

**Time: 2 Hours**

**Answer the Following Question**

Q. 1 Answer the Following Questions. (Any One) a) b)	10 x 1 = 10
Q. 2 Answer the Following Questions. (Any One) a) b)	10 x 1 = 10
Q. 3 Answer the Following Questions. (Any One) a) b)	10 x 1 = 10
Q. 4 Answer the Following Questions. (Any One) a) b)	10 x 1 = 10
Q. 5 Short Notes (Any Four) a) b) c) d)	5 x 4 = 20
e) f) g) h)	

**Exam Pattern (Internal Examination)  
Total 40 Marks**

**Marks**

1. Class Test	10 Marks
2. Assignment	10 Marks
3. Presentation	10 Marks
4. Group Discussion	10 Marks
5. Quiz	10 Marks
6. Case Study	10 Marks

**Note:** 1. Any Four out of the above can be taken for the internal Assessment.  
2. The internal Assessment shall be conducted throughout the Semester.  
3. Field visit can be arranged.

**Sd/-**  
**Sign of the**  
**Offg. Associate Dean**  
**& Chairman**  
**Prin. Kishori Bhagat**  
**Faculty of Commerce &**  
**Management**

**Sd/-**  
**Sign of the**  
**Offg. Associate Dean**  
**Prof. Kavita Laghate**  
**Faculty of Commerce &**  
**Management**

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**Sign of the**  
**Offg. Dean**  
**Prin. Ravindra**  
**Bambardekar**  
**Faculty of Commerce &**  
**Management**

## As Per NEP 2020

# University of Mumbai



### Syllabus for Basket of OE Vertical 3

Faculty of Science and Technology

Board of Studies in Information Technology

Second Year Programme

Semester

IV

Title of Paper

Credits

Digital Marketing

2

From the Academic Year

2025-26

**Title of Paper Digital Marketing**

Sr.No.	Heading	Particulars
1	Description the course : Including but Not limited to:	A Digital Marketing course focuses on equipping students with the knowledge and skills required to promote products, services, or brands using various digital channels. It covers the fundamentals of online marketing, including search engine optimization (SEO), social media marketing, email marketing, content marketing, and paid advertising. This course is ideal for individuals looking to build careers in marketing, grow their business online, or enhance their digital presence.
2	Vertical :	Open Elective
3	Type :	Theory
4	Credits :	2 credits (1 credit = 15 Hours for Theory in a semester, Total 30 hours)
5	Hours Allotted :	30
6	Marks Allotted:	50
7	<p>Course Objectives(CO):</p> <p>CO 1: Recognize how digital marketing elements such as SEO, e-mail marketing, social media, and mobile marketing contribute to a business's success.</p> <p>CO 2: Gain a thorough understanding of SEO, its importance in improving search rankings, and how it drives online visibility.</p> <p>CO 3: Master E-mail Marketing and Digital Display Advertising.</p> <p>CO 4: Gain Expertise in Social Media Marketing</p> <p>CO 5: Understand the role of mobile marketing, including the differences between mobile apps and widgets, and its application in both B2B and B2C settings</p> <p>CO 6: Evaluate Marketing Success and Optimize Campaigns.</p>	
8	<p>Course Outcomes (CO):</p> <p>CO 1. Identify and describe the key elements of digital marketing, including SEO, e-mail marketing, social media marketing, and mobile marketing.</p> <p>CO 2. Implement SEO best practices for on-page and off-page optimization, including creating backlinks, using internal/external links, and optimizing content.</p> <p>CO 3. Create and deliver structured, effective e-mail marketing campaigns that engage recipients and drive conversions.</p> <p>CO 4. Develop strategies to create engaging content and utilize user-generated content to improve social media marketing effectiveness.</p>	
9	<p>Modules:</p> <p>Module 1:</p>	15 Hrs

	<p>Introduction to Digital Marketing - Basic concepts, benefits and opportunities of digital marketing and its usage in business to business (B2B), business to consumer (B2C), not for profit (NFP) marketing</p> <p>Search Engine Optimization: (SEO), E-mail Marketing and Digital Display Advertising</p>																						
	<p>Module 2:-</p> <p>Social Media Marketing : The key impact of social media on search engine optimization based on key metrics like CPC, PPC, CPM, CTR, and CPA , different aspects of social marketing and its behavior.</p> <p>Mobile Marketing and Web Analytics: Presentation of mobile apps, Overview related to B2B and B2C mobile marketing</p>	15 Hrs																					
10	<p>Books and References:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Title</th> <th>Author/s</th> <th>Publisher</th> <th>Edition</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Digital Marketing Trends and Prospects</td> <td>Dr. Shakti Kundu</td> <td>BPB</td> <td>FIRST EDITION</td> <td>2021</td> </tr> <tr> <td>2</td> <td>Marketing 4.0</td> <td>Philip Kotler, Hermawan Kartajaya, Iwan Setiawan</td> <td>ePUB</td> <td>–</td> <td>–</td> </tr> </tbody> </table>					Sr. No.	Title	Author/s	Publisher	Edition	Year	1	Digital Marketing Trends and Prospects	Dr. Shakti Kundu	BPB	FIRST EDITION	2021	2	Marketing 4.0	Philip Kotler, Hermawan Kartajaya, Iwan Setiawan	ePUB	–	–
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2	Marketing 4.0	Philip Kotler, Hermawan Kartajaya, Iwan Setiawan	ePUB	–	–																		
12	<b>Internal Continuous Assessment:40%</b>	<b>Semester End Examination: 60%</b>																					
13	<p>Continuous Evaluation through:</p> <p>Mini Project - 15 Marks</p> <p>Quizzes/ Presentations/ Assignments: 5 marks</p> <p>Total: 20 marks</p>	<p>Format of Question Paper: External Examination (30 Marks)– 1 hr duration</p>																					

14	Format of Question Paper: (Semester End Examination: 30 Marks. Duration:1 hour) Q1: Attempt any two (out of four) from Module 1 (15 marks) Q2: Attempt any two (out of four) from Module 2 (15 marks) Or Q1: Attempt any three (out of five) from Module 1 (15 marks) Q2: Attempt any three (out of five) from Module 2 (15 marks)
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**Sd/-**  
**Sign of the BOS**  
**Chairman**  
**Dr. Srivaramangai R**  
**BOS in Information**  
**Technology**

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

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

**Syllabus**  
**B. Com. (Second year)**  
**(Sem.- IV)**

**Title of Paper : Advertising-II**

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	This course includes the understanding of media and emerging media in advertising. It also includes the planning creativity and execution of advertising campaign. The course will help learners to acquire the skills required in the field of advertising.
2	<b>Vertical :</b>	SEC
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory 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 ) 1. The objective of this course is to highlight the role of advertising as an important function in marketing 2. To orient learners towards the practical aspects and techniques of advertising. 3. It is expected that this course will prepare learners to lay down a foundation for advanced post-graduate courses in advertising.	
8	<b>Course Outcomes:</b> ( List some of the course outcomes )  <b>CO1-</b> Understand the types of media in advertising, media objectives, media planning strategies ,emerging media and trends in advertising (Understand)  <b>CO2-</b> Conceptualize and execute an effective advertising campaign by using advertising models, creativity and budgeting methods for print and broadcast ads.(Apply)	

**9** **Modules:-** Per credit One module created

**Module 1: Media and Emerging Trends in Advertising**

**Unit I Media in advertising :**

- Traditional media- Print, Television, Radio, Outdoor advertising, Digital media-advantages and limitations, Media Objectives - Reach, Frequency and GRPs
- Media Planning- Concept, Factors considered while selecting media, Media Scheduling Strategies

**Unit II Emerging media and use of AI in advertising:**

- Google Ads, YouTube Ads, Social media advertising, Interactive Advertising -Types of Interactive Ad Content
- Use of AI in Advertising-Types and Significance, AI in Content Creation, Data science and analytics for Targeting

**Module 2 Planning, Creativity and Execution of Advertising Campaign**

**Unit I Advertising Campaign:**

- Concept, Steps in planning Advertising Campaign, DAGMAR model, Advertising Budget- Factors determining advertising budget, methods of setting advertising budget-
- Creativity in advertising, Storytelling and visual communication in advertising

**Unit II Preparing print and broadcast ads:**

- Essentials of Copywriting, Copy – Elements, Layout- Principles, Illustration- Importance
- Scriptwriting and elements of a good script, Concept of Storyboard, Jingles and Music – Importance, Execution Styles

**10** **Reference Books:**

- Belch & Belch, Advertising and Promotion: An Integrated Marketing Communications Perspective, McGraw-Hill, 2009.
- David Ogilvy, Ogilvy on Advertising, Headline Welbeck, 2023.
- Contemporary Advertising, 2017, 15th Edition, William Arens, Michael Weigold and Christian Arens, Hill Higher Education
- Advertising: Planning and Implementation, 2006 – Raghuvir Singh, Sangeeta Sharma –Prentice Hall 6.
- Advertising Management, 5th Edition, 2002 – Batra, Myers and Aaker – Pearson Education
- Kotler Philip and Eduardo Roberto, Social Marketing, Strategies for Changing Public Behaviour, 1989, The Free Press, New York.
- Confessions of an Advertising Man, David Ogilvy, 2012, Southbank Publishing
- Advertising, 10th Edition, 2010 - Sandra Moriarty, Nancy D Mitchell, William D. Wells, Pearson
- Social Media: Marketing Strategies for Rapid Growth Using: Facebook, Twitter, Instagram, LinkedIn, Pinterest and YouTube Paperback – March 8, 2016
- Advertising Concept Book Paperback – Import, 31 July 2012, by Pete Barry
- The Advertising Age Encyclopedia of Advertising (Three Volume Set) by John McDonough and Karen Egolf

11	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination
12	<b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 4 )	

Exam Pattern (External Examination)	
<b>Total Marks: 30</b> <b>Time: 1 hour</b>	<b>2 Credits</b>
<b>Answer any two questions out of three questions</b>	
Q.1 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.2 Answer the Following Questions. a) b)	7.5 x 2= 15
Q.3 Answer the Following Questions. a) b)	7.5 x 2= 15

Exam Pattern (Internal Examination) Total 20 Marks		Marks
1. Class Test	5 Marks	
2. Assignment	5 Marks	
3. Presentation	5 Marks	
4. Group Discussion	5 Marks	
5. Quiz	5 Marks	
6. Case Study	5 Marks	
<b>Note:</b>	1. Any Four out of the above can be taken for the internal Assessment. 2. The internal Assessment shall be conducted throughout the Semester. 3. Field visit can be arranged.	

## B.Com. (Accountancy) Syllabus S.Y. B.COM (Semester - IV)

### Title of Paper: Vocational Skills in Accounting-VI

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	In today's complex business environment, the role of auditors in ensuring financial transparency and accountability is more critical than ever. This course will provide learners with a thorough understanding of the core auditing techniques and internal control system. They will learn how to apply audit sampling methods, evaluate internal controls, and meticulously audit various items within financial statements. They will gain a comprehensive understanding of internal control systems, audit sampling, and the detailed examination of various financial statement items. By the end of this course, learners be equipped with the knowledge and skills necessary to conduct effective audits, ensuring the reliability and integrity of financial information
2	<b>Vertical :</b>	SEC
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives</b> <ul style="list-style-type: none"> <li>• To analyze the effectiveness of an internal control system by evaluating its strengths and weaknesses in preventing and detecting errors or fraud in financial transactions.</li> <li>• To apply appropriate audit procedures to verify the accuracy and completeness of various items of financial statements.</li> </ul>	
8	<b>Course Outcomes:</b> <ul style="list-style-type: none"> <li>• The learners will be able to summarize and evaluate the existing financial control system of firm based on various case studies.</li> <li>• The learners will be able to identify potential misstatements and ensure compliance with accounting standards.</li> </ul>	

**9 Modules:- 02**

**Module 1: Auditing Techniques and Internal Control System**

- Test Check – Test Checking Vs Routing Checking, test Check meaning, features, factors to be considered, when Test Checks can be used, advantages, disadvantages, precautions.
- Audit Sampling – Audit Sampling, meaning, purpose, factors in determining sample size – Sampling Risk, Tolerable Error and expected error, methods of selecting Sample Items Evaluation of Sample Results auditors Liability in conducting audit based on Sample
- Internal Control – Meaning and purpose, review of internal control, advantages, auditors duties, review of internal control, Inherent Limitations of Internal control, internal control samples for sales and debtors, purchases and creditors, wages and salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.
- Internal Audit : Meaning, basic principles of establishing Internal audit, objectives, evaluation of internal Audit by statutory auditor, usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit

**Module 2 : Audit of Items of Financial Statements**

- Audit of Income : Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received Royalties Received
- Audit of Expenditure : Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense.
- Audit of Assets Book Debts / Debtors, Stocks – Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures.
- Audit of Liabilities : Outstanding Expenses, Bills Payable Secured loans Unsecured Loans, Contingent Liabilities.

**10 Reference Books:**

- Arens, A. A., Elder, R. J., Beasley, M. S., & Hogan, C. E. (2017). *Auditing and assurance services* (16th ed.). Pearson.
- Messier, W. F., Glover, S. M., & Prawitt, D. F. (2017). *Auditing & assurance services: A systematic approach* (10th ed.). McGraw-Hill Education.
- Whittington, R., & Pany, K. (2016). *Principles of auditing & other assurance services* (20th ed.). McGraw-Hill Education.
- Gay, G., & Simnett, R. (2018). *Auditing & assurance services* (7th ed.). McGraw-Hill Education.
- Institute of Chartered Accountants of India (ICAI). (Current Year). *Standards on auditing*. ICAI.
- Louwers, T. J., Ramsay, R. J., Sinason, D. H., Strawser, J. R., & Thibodeau, J. C. *Auditing & assurance services* (7th ed.). McGraw-Hill Education.
- Porter, B., Simon, J., & Hatherly, D.. *Principles of external auditing* (4th ed.). Wiley.

**11 Internal Continuous Assessment: 40%****External, Semester End Examination 60%,  
Individual Passing in Internal and External Examination****12 Continuous Evaluation through:****Semester End External - 30 marks  
Time: 1:00 hr**

	<b>Assessment/ Evaluation</b>	<b>Marks</b>
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2	Participation in Workshop/ Conference/Seminar	5
3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	5

**QUESTION PAPER PATTERN**

<b>Question No.</b>	<b>Questions</b>	<b>Marks</b>
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15

**Any 2 Questions out of 3 Questions****Note**

1. 15 marks question may be subdivided into 10 & 5 marks or 8 & 7 marks each.
2. Use of simple calculator is allowed in the examination.

AC – 20/05/2025  
Item No. – 5.45 (N) Sem-IV 5(d)

## As Per NEP 2020

# University of Mumbai



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

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>  <b>Including but Not limited to:</b>	<p>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.</p> <p>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.</p> <p>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.</p>
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	<p><b>Course Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To enable learners engage effectively with group communication.</li> <li>2. To improve learners' skills in selection processes like interviews and group discussions.</li> <li>3. To increase learners' understanding of the purpose and functions of meetings.</li> <li>4. To equip learners with writing skills for trade-related communication.</li> </ol>
8	<p><b>Course Outcomes:</b></p> <p>At the end of the course, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand and engage with group communication processes.</li> <li>2. Perform more effectively during interviews and group discussions.</li> <li>3. Participate more efficiently in meetings.</li> <li>4. Write more impactful trade-related communication.</li> </ol>
9	<p><b>Modules:-</b> Per credit One module can be created</p>
	<p><b>Module 1: Group Communication (15 Lectures)</b></p>
	<ol style="list-style-type: none"> <li><b>1. Interviews</b> <ul style="list-style-type: none"> <li>- Definition, format and process of interviews</li> <li>- Selection interviews, assessment interviews, grievance interviews, exit interviews</li> <li>- Preparation and role of interviewers</li> <li>- Preparation and role of interviewees</li> <li>- Online interviews</li> </ul> </li> <li><b>2. Group Discussion</b> <ul style="list-style-type: none"> <li>- Meaning and types</li> <li>- Skills that are assessed during Group Discussion</li> <li>- Process of Group Discussion</li> <li>- Do's and don'ts of Group Discussion</li> </ul> </li> <li><b>3. Meetings</b> <ul style="list-style-type: none"> <li>- Meaning and definition</li> <li>- Types of meeting: formal and informal with examples</li> <li>- Conducting a meeting</li> <li>- Role of chairperson</li> <li>- Role of participants</li> <li>- Online meetings: Skype, Zooms, Google Meet, MS Teams</li> </ul> </li> </ol>
	<p><b>Module 2: Written Communication in Business (15 Lectures)</b></p>

	<ol style="list-style-type: none"> <li>1. Notice, agenda, minutes and resolution for meetings</li> <li>2. Letter of inquiry</li> <li>3. Complaint and claim letter – adjustment letter</li> <li>4. Sales letters and pamphlets</li> <li>5. Consumer Grievance letter</li> </ol>
10	<b>Text Books: N.A.</b>
11	<p><b>Reference Books:</b></p> <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. Bahl, J. C. and Nagamia S. M. <i>Modern Business Correspondence and Minute Writing</i>. New Delhi: N. M. Tripathi Pvt. Ltd, 1974.</li> <li>4. Balan, K.R. and Rayudu, C. S. <i>Effective Communication</i>. New Delhi: Beacon Books, 1996.</li> <li>5. 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>6. Barkar, Alan. <i>Making Meetings Work</i>. New Delhi: Sterling Publications Pvt. Ltd., 1993.</li> <li>8. Benjamin, James <i>Business and Professional Communication: Concepts and Practices</i>. New York: Harper Collins College Publishers, 1993.</li> <li>9. Bhargava and Bhargava. <i>Company Notices, Meetings and Regulations</i>. New Delhi: Taxman, 1971.</li> <li>10. Britt, Deborah. <i>Improving Business Communication Skills</i>. Kendall Hunt Publishing Co, 1992.</li> <li>11. Bovee Courtland, L. and Thrill, John V. <i>Business Communication Today</i>, McGraw Hill. New York: Taxman Publication, 1989.</li> <li>12. Burton, G. and Thakur. <i>Management Today- Principles and Practices</i>. New Delhi: Tata McGraw Hill, 1995.</li> <li>13. Drucher, P.F. <i>Technology, Management and Society</i>. London: Pan Books, 1970.</li> <li>14. Emans, Ben. <i>Interviewing: Theory, techniques, and training</i>. Taylor &amp; Francis, 2019.</li> <li>15. Eyre, E.C. <i>Effective Communication Made Simple</i>. Kolkata: Rupa and Co., 1985.</li> <li>16. Fisher, Dalmar. <i>Communication in Organisation</i>. Mumbai: Jaico Publishing House, 1999.</li> <li>17. Frailley, L.E. <i>Handbook of Business Letters</i>, Revised Edn. New Jersey: Prentice Hall Inc., 1982.</li> <li>18. French, Astrid. <i>Interpersonal Skills</i>. New Delhi: Sterling Publishers, 1993.</li> <li>Ganguly, Anand. <i>Group Discussion</i>. Pustak Mahal, 2012.</li> <li>19. Gartside, L.E. <i>Modern Business Correspondence</i>. Plymouth: McDonald and Evans Ltd., 1980.</li> <li>20. Ghanekar, A. <i>Communication Skills for Effective Management</i>. Pune: Everest Publishing House, 1996.</li> <li>21. Labade, Sachin, Katre Deepa et al. <i>Communication Skills in English</i>. Orient Blackswan, Pvt Ltd, 2021.</li> <li>22. Reed, Karim and Joseph A. Allen. <i>Suddenly Virtual: Making Remote Meetings Work</i>. Wiley, 2021.</li> </ol>

12	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination Individual Passing in Internal and External Examination : 60%</b>												
13	<p><b>Continuous Evaluation through:</b></p> <ul style="list-style-type: none"> <li>• Performance in oral activities (during lectures): 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> <p><b>Suggested Activities:</b></p> <ul style="list-style-type: none"> <li>• Mock interviews and group discussions</li> <li>• Making short presentations on given topics</li> <li>• Official notice / agenda / minutes / resolution writing exercises</li> <li>• Role play in group communication situations, like meetings</li> </ul>													
14	<p><b>Format of Question Paper:</b> for the final examination</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b><i>External / Semester End Examination</i></b></td> <td style="width: 20%; text-align: center;"><b><i>Marks: 30</i></b></td> <td style="width: 20%; text-align: right;"><b><i>Time: 1 Hours</i></b></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>		<b><i>External / Semester End Examination</i></b>	<b><i>Marks: 30</i></b>	<b><i>Time: 1 Hours</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</i></b>	<b><i>Marks: 30</i></b>	<b><i>Time: 1 Hours</i></b>												
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Board of Studies in  
English**

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Humanities**

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Dr. Manisha Karne  
Faculty of  
Humanities**

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Prof. Dr. Anil Singh  
Faculty of  
Humanities**

# **Semester IV**

**As per NEP 2020**

## **Integrated Theatre Production: Stage Craft, Costume, Music and Technology**

Syllabus for Two Credits Programme

With effect from Academic Year 2025-2026

### **Aims and Objectives**

- Theorize the semiotic and emotional functions of lighting and costume design within various theatrical traditions.
- Critically examine the historical evolution and theoretical paradigms of lighting and costume design in stagecraft.
- Explore the interplay between visual design elements and narrative dramaturgy in theatrical performance.
- Understand technical terminologies and design documentation processes from a theoretical perspective.
- Discuss the role of modern technologies (e.g., DMX, lighting consoles) and their theoretical implications on visual design aesthetics.
- Evaluate costume design strategies in relation to character psychology, period accuracy, and genre conventions.

### **Learning Outcomes**

#### **The course will enable the learner to**

- **Define and describe** key theoretical concepts related to lighting and costume design in theatre.
- **Interpret** the narrative and symbolic meanings conveyed through visual design elements in performance.
- **Analyze** lighting and costume designs using appropriate theoretical and historical frameworks.
- **Discuss** the interrelationship between text, character, and design from a theoretical standpoint.
- **Compare and contrast** design practices across different theatrical genres and periods.
- **Evaluate** how technological advancements have influenced theoretical approaches to stage design.

**Modules at Glance  
Semester IV**

<b>Module No.</b>	<b>Unit</b>	<b>Content</b>	<b>No. of Hours</b>
1	I	Stage Lighting Design and Documentation	07
	II	Principles and Practice of Costume Design	08
2	III	Background Music and Sound Design	07
	IV	Technological Tools in Theatre Production	08
<b>Total No. of Hours</b>			<b>30</b>

<b>Module No.</b>	<b>Unit</b>	<b>Content</b>
1	<b>I</b>	<p><b>Stage Lighting Design and Documentation</b></p> <ul style="list-style-type: none"> <li>• Introduction to lighting as a narrative and emotional tool in theatre</li> <li>• Preparation and documentation:               <ul style="list-style-type: none"> <li>○ Lighting layout plan</li> <li>○ Ground plan</li> <li>○ Cue sheet making</li> </ul> </li> <li>• Study of light placement, intensity, color, and timing</li> <li>• Introduction to modern lighting technology:               <ul style="list-style-type: none"> <li>○ Use of computerized and automated lighting systems (DMX, consoles, software)</li> </ul> </li> <li>• Integration of lighting with sound and stage movement.</li> </ul>
	<b>II</b>	<p><b>Principles and Practice of Costume Design</b></p> <ul style="list-style-type: none"> <li>• Elements and principles of costume design: texture, silhouette, line, color, proportion</li> <li>• Costume construction techniques: fabric selection, stitching, pattern-making</li> <li>• Embellishment and ornamentation: embroidery, painting, appliqué</li> <li>• Costumes for theatrical styles:               <ul style="list-style-type: none"> <li>• Realistic/Representational theatre: historically and culturally accurate costume design</li> <li>• Stylized/Presentational theatre: symbolic, abstract, and thematic design approaches</li> </ul> </li> </ul>
2	<b>III</b>	<p><b>Background Music and Sound Design</b></p> <ul style="list-style-type: none"> <li>• Objectives and importance of background music in theatre production.</li> <li>• Methods of using sound:               <ul style="list-style-type: none"> <li>• Live performance effects vs. recorded effects</li> <li>• Synchronizing sound with cues, lighting, and performance</li> </ul> </li> <li>• Introduction to musical instruments used in theatre:</li> </ul>

		<ul style="list-style-type: none"> <li>• String instruments (e.g., sitar, violin)</li> <li>• Wind instruments (e.g., flute, shehnai)</li> <li>• Percussion instruments (e.g., tabla, drums)</li> <li>• Music cue sheets: structure, timing, and application in live performance.</li> </ul>
	<b>IV</b>	<p><b>Technological Tools in Theatre Production</b></p> <ul style="list-style-type: none"> <li>• Overview of sound equipment: microphones, mixers, speakers</li> <li>• Integration of computers and software in sound and music production</li> <li>• Use of digital platforms in cueing, editing, and managing technical aspects of performance</li> <li>• Case studies/examples from contemporary and traditional performances integrating modern technology.</li> </ul>

### 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 IV (50 Marks - 2 Credits)

#### Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
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

## Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	<b>Objective Type Questions (All Units)</b>	06
2	<b>Descriptive Question(s) on Unit I</b> The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
3	<b>Descriptive Question(s) on Unit II</b> The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
4	<b>Descriptive Question(s) on Unit III</b> The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
5	<b>Descriptive Question(s) on Unit IV</b> The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
<b>Total</b>		30

### Reference Books

- Angeloglou, M. (1970). *A history of make-up*.
- Malvil, H. (n.d.). *Magic of makeup for stage*.
- Strenkovsky, S. (1937). *The art of make-up*. Frederick Muller.
- Pilbrow, R. (2008). *Stage lighting design: The art, the craft, the life*. Quite Specific Media Group.
- Dasgupta, G. N. (1986). *Guide to stage lighting*. Annapurna Dasgupta.
- Corry, P. (1958). *Lighting the stage*. Pitman.
- Welker, D. (1969). *Theatrical set design: The basic techniques*. Allyn and Bacon

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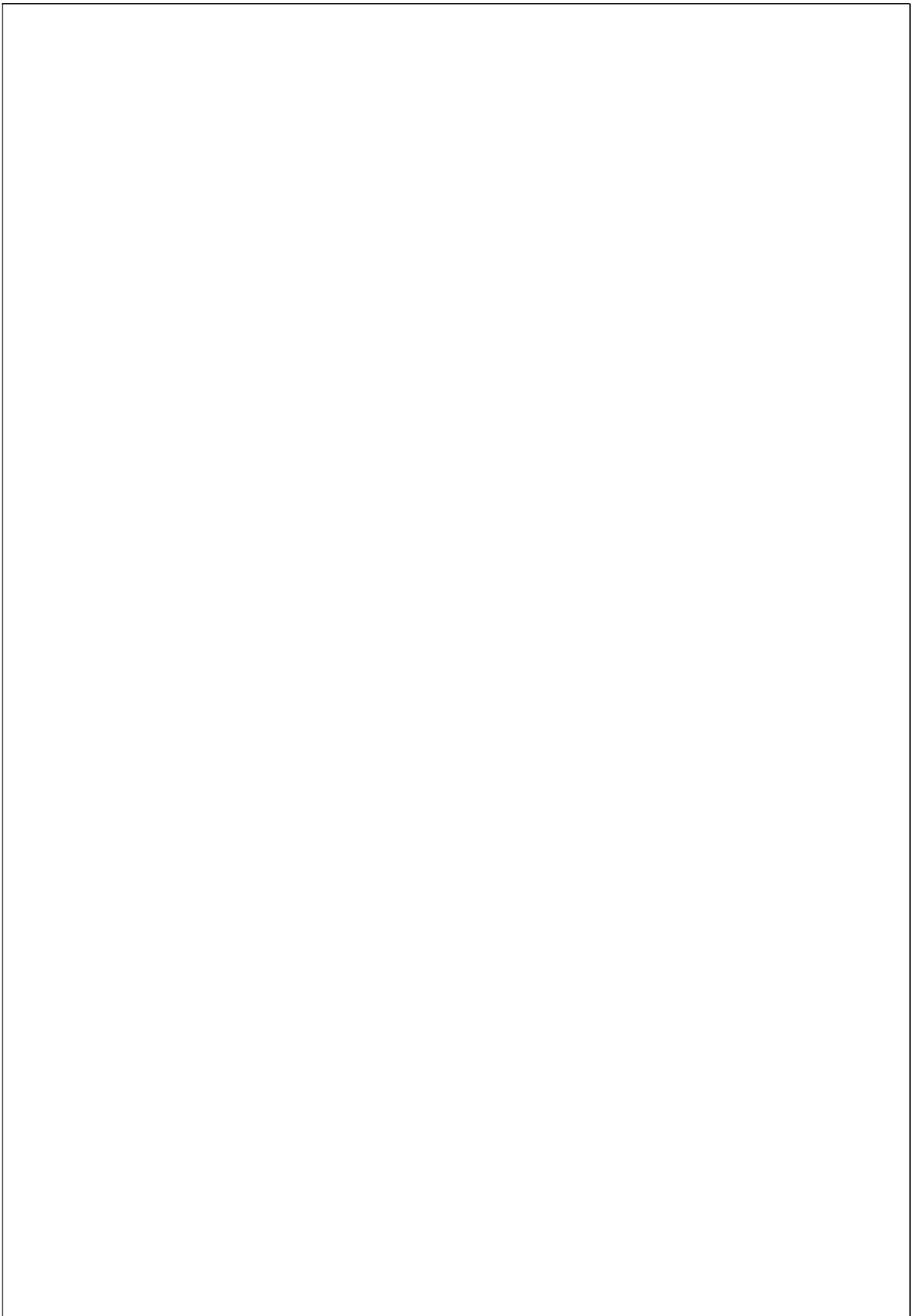
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# UNIVERSITY OF MUMBAI

## Semester IV

(w.e.f. June, 2025)

Sub: - NSS- Youth and Disaster Management

Credits: 02

Lectures: 30

Marks:50

Unit Number	SEMESTER 4 Title of the Unit	No. of Lecture	No. of Credits
1	<b>Youth and Disaster Management-</b> Meaning and Types of Disasters – Natural and Man-Made disasters, preparedness, Disaster Risk reduction: Preparedness, Mitigation, Response, Relief, Rehabilitation, Reconstruction.	10	
2	<b>Project:</b> • Project work is mandatory for all the students in IV semester.	20	
	• They can carry out project work under the supervision of the teacher in-charge of NSS and at the end of the semester a project report shall be presented and viva voce shall be conducted.		
	• The Project work can be carried out independently or in a group.		
	The project work shall be community based and selected preferably from the <b>adopted villages/ slums/ neighborhoods.</b>		
	<b>Project Submission and Presentation VIVA-VOCE</b>		

**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	<b>10</b>
Attendance, Class and Activity Participation	<b>10</b>
<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.
- 

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.
- .....

## **NSS Project Report Format**

(For Projects in Adopted Area / Village)

### ➤ **Cover Page**

- Name of the Institution
- Title of the Project (e.g., "Cleanliness Drive in XYZ Village")
- Name(s) of Student Volunteer(s)
- Name of Programme Officer
- Duration of the Project
- Date of Submission

### ➤ **Certificate**

- Issued by the Programme Officer/NSS Coordinator certifying the successful completion of the project.

### ➤ **Acknowledgment**

- Brief section to thank authorities, community members, NSS coordinators, peers, etc.

### ➤ **Index**

- A table listing all sections with corresponding page numbers.

1. Introduction
2. Profile of the Adopted Area / Village
3. Objectives of the Project
4. Planning and Preparation
5. Implementation of Activities
6. Outcomes and Impact
7. Challenges Faced
8. Feedback
9. Conclusion and Suggestions

### ➤ **Annexures**

- Photographs (with captions)
- Survey forms or questionnaires used
- Newspaper clippings (if any)
- Charts, posters, or flyers prepared

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AC –

Item No. –

# University of Mumbai



## Syllabus for Extension Work in Vertical VI - CC

Board of Studies in Extension Work

UG Second Year Program

Semester

IV (Two)

Title of Paper

Credit 2/4

Extension Work

2 Credits

From the Academic Year

2025-26

## **Introduction**

The National Education Policy (NEP) 2020 is a comprehensive framework introduced by the Government of India to revamp the country's education system. It has replaced the previous National Policy on Education, which has aim to ensure universal access to quality education from preschool to higher education, including vocational education. NEP 2020 emphasizes a more holistic, multidisciplinary, and flexible curriculum which lay emphasis on conceptual understanding rather than rote learning allowing students to choose subjects across disciplines without strict boundaries.

The National Education Policy (NEP) 2020 of India addresses the role of higher education institutions in fostering community engagement and extension work. It highlights the social responsibility of higher education institutions towards their communities. It encourages institutions to engage with local communities, address societal challenges, and contribute to sustainable development. The policy promotes the implementation of outreach programs by higher education institutions to disseminate knowledge, provide services, and support community development. These programs may include literacy campaigns, career development programs, social issues awareness programs, health and hygiene initiatives, skill development workshops, and technology-oriented activities. The policy suggests integrating extension work into the curriculum of higher education programs. This allows learners to gain practical experience, develop leadership skills, and contribute to community development while pursuing their studies. It recognizes incentives to encourage active engagement in community service and extension activities.

Overall, NEP 2020 recognizes the significant role of higher education institutions in promoting community engagement, social responsibility, and sustainable development through extension work. By integrating extension activities into their mission and operations, institutions can contribute to building inclusive and resilient societies.

*Extension work in the context of education refers to the activities and programs conducted by educational institutions to engage with communities, address societal needs, and promote social development.*

### *Aim of Extension Work under NEP:*

- Extension work aims to identify and address the specific needs and challenges faced by communities. NEP 2020 encourages higher education institutions to engage with local communities and contribute to their development by offering programs and services that

address social needs, such as literacy programs, health awareness campaigns, and vocational training.

- Extension work aims to empower communities by providing them with the knowledge, skills, and resources they need to address their own requirements and improve their quality of life.

*Key objectives of Extension Work under NEP:*

- To ensure equal access to quality education and educational opportunities to aspirants.
- To support the government initiatives in achieving universal foundational literacy and numeracy as per sustainable development program.
- To organize remedial programs to address the learning breaches among the youth and provide unending education opportunities.
- To offer more holistic, multidisciplinary, and flexible curricular activities with an emphasis on conceptual understanding and personality development.
- To offer a wide range of activities & promote critical thinking, creativity, and innovation.
- To provide aspirants with multiple pathways for skill development and employment.
- To implement outreach programs to disseminate knowledge, provide services, and support community development.

**Extension Work Activities:**

Extension Work activities introduced by DLLE are a crucial aspect of the educational environment, offering multifaceted benefits that extend beyond academic learning. Many extension activities focus on social issues, sustainability, and environmental conservation. These activities educate the communities on sustainable practices which promote inclusivity and social justice. These activities focus especially on training women in various skills, including entrepreneurship and digital literacy through various vocational skill-oriented projects offered by the department. These activities have significantly contributed to skill development among community members, leading to improved employment opportunities and personality development. Learners participate in extension work activities as part of their curriculum, to gain practical experience and to contribute to community development. Thus, engaging in extension work fosters a sense of social responsibility and civic engagement among the learners and facilitators.

Given below are the activities / programs to be conducted by the colleges as a part of Extension Work as enlisted topics. The learner will focus on enlisted topics and participate in following activities during Semester IV in this academic year.

**ACTIVITIES FOR SEMESTER IV = 2 Credits**

Sr. No.	Unit	No. of Lectures
1.	<p><u>Organising &amp; Participation in Training Session</u></p> <p>Every learner should attend the orientation / training session organised by their college for orientation of annual extension work program. Attendance is compulsory. <b>In this session the learners will be oriented about the activities to be conducted during the semester followed by question-and-answer session.</b> The learner must read resource material and guideline carefully and plan his / her activities for the semester during academic year.</p>	2 Lectures
2.	<p><u>Participation in Project /Activities</u> (as given below)</p> <p><b>In this session learners will be oriented about any 5 Topics selected by college (preferably which are not taken in Semester 1 2, and 3) for awareness under Extension Work. The college may select more than 5 topics if the enrolment of learners is more than 200. The learners will participate in activities based on these topics selected by college.)</b></p> <ol style="list-style-type: none"> <li>1. Election Literacy</li> <li>2. Nasha Mukti</li> <li>3. My Career.</li> <li>4. Physical Education and Yoga.</li> <li>5. Discipline and Civic Sense.</li> <li>6. Sustainable Health Practices &amp; Precautions.</li> <li>7. Care for Senior Citizens</li> <li>8. Palliative Care for patients.</li> <li>9. Child Care</li> <li>10. Stress Management</li> </ol>	22 Lectures including guidance for practice session, preparations and actual conduct of program.

11. Positive Thinking.
12. Communal Harmony
13. Book Reading Practices
14. Journalism and Media
15. Sustainable Natural Resources
16. Career Opportunities in NEP 2020
17. Indian Scientists and Their Contributions
18. Women Entrepreneurs & Leadership in India
19. Digital India and Technological Innovations
20. Stop Food Waste

**Learners will be oriented and motivated to participate in minimum four activities given below based on above topics:**

1. Seminar /conferences, discussion sessions, debate, rallies
2. Competitions (essay/creative writing, elocution, poster/ video/ rangoli making etc. – Minimum 2 competitions)
3. Extension Work group activities of other groups in the college.
4. Prepare your PPT, design your posters / charts.
5. Survey / short term academic courses / innovative programs.
6. Field visit / field work / case studies / developing innovative engineering models / projects
7. Participation in Street Plays
8. Event / hospitality / human resource management program /assignment
9. Novel formulation development (pharmacy),
10. Self-medication survey (pharmacy),

**Learners are required to prepare short videos (duration 3-4 minutes) of the activity where the college will organize such competition.**

**The learners will be oriented about various career development opportunities in University of Mumbai, and schemes of student development by the Government.**

	<p><b><u>Learners will be oriented and given an opportunity for:</u></b></p> <ul style="list-style-type: none"> <li>- Script writing / Direction for street play.</li> <li>- Composing / Singing (Songs, Powada)</li> <li>- Playing Musical Instrument during the event.</li> <li>- Participation in various college and university level competitions.</li> <li>- Participate in Cultural Performance / Organising Committee for Festival / Programs / Event Management.</li> </ul>	
3	<p><b><u>Participation Video / Stage Performance / Assignment / Report Writing and submission</u></b></p> <ul style="list-style-type: none"> <li>- Present your report / video during the college program.</li> <li>- All learners enrolled in Extension Work can make activity video or stage performance (3-4 minutes duration) creating awareness about any social issues / topics enlisted here followed by assignment / report writing as per format.</li> <li>- <b>College will organise a program in the hall / classroom for all learners and give them an opportunity</b> to present their assignment / report with PPT / video presentation followed by question answer session / test / interview by the college.</li> </ul>	6 Lectures including guidance for practice session, preparations and actual conduct of program.

### Evaluation Pattern

#### **Internal Assessment**

Sr. No.	Assessment Criteria	Maximum Marks
1	Attendance, punctuality, completion of hours, participation in programs, presentations and feedback.	10
2	Proficiency in required skill sets, overall performance, submission of written report / assignments and expected development.	10
	Total	20 Marks

## **External Assessment**

**(Based on Extension Work guidelines and five enlisted topics chosen by the college.)**

### **Question Paper Pattern**

**Time: 1.00 Hours**

**Total Marks 30**

**Instructions: 1. All questions are compulsory.**

**2. Figures to the right indicate maximum marks.**

---

Q.1. Rewrite the following statement by choosing correct alternative given below. - 06 Marks  
(6 statements. One mark each)

Q.2. Write short Notes On (Any Two out of Four) - 06 Marks

Q.3. Answer the following questions. (Any Three out of Five) - 18 Marks

### **References:**

- Agricultural Extension: Principles and Methods" by "Ray V. Herren (2008)
- Agricultural Extension by G. S. R. Murthy (2010)
- Agricultural Extension in Developing Countries by R. W. Snapp (2012)
- 'Community Development: Theory and Practice' by Margaret Ledwith (2020)
- Extension Communication and Management by B. M. Panda (2016)
- Extension Education: Principles and Practice by Dahama and Bhatnagar (2017)
- Guidelines for Extension Work published by Department of Lifelong Learning and Extension, University of Mumbai.
- Introduction to Agricultural Extension by S. S. Acharya (2015)
- 'Innovation in India: Combining Economic Growth with Inclusive Development' edited by Sunil Mani and Henny Romijn.
- 'Participatory Extension Approaches for Sustainable Development' by Chambers and Guijt (2019)
- 'Rural Development and Extension Education' by Singh and Swanson (2018)
- 'Social Work and Community Development' by Pawar and Cox (2019)

**UNIVERSITY OF MUMBAI  
SYLABUS FOR (NEP-2020)**

**CO-CURRICULAR COURSE IN SPORTS**

**Introduction to Sports, Physical Literacy, Health and Fitness and Yog**

**SEMESTER IV**

**(Syllabus to be implemented from, June 2025 onwards)**

**Course (Optional): Introduction to Sports, Physical Literacy, Health & Fitness and Yog**

**CBCS (Choice Based Credit System)  
Second Year- Semester IV  
Course Structure**

<b>Semester</b>	<b>Paper</b>	<b>Title of Paper</b>	<b>No of lecture (Theory)</b>	<b>Internal Evaluation (IE)</b>	<b>End Semester Evaluation</b>	<b>Total Marks</b>	<b>Credits</b>
Fourth	CC	Advanced Sports Training and Performance Evaluation	30	20	30	50	02
<b>Total</b>	-	-	<b>30</b>	<b>20</b>	<b>30</b>	<b>50</b>	<b>02</b>

**University of Mumbai**  
**Semester IV**  
**(w.e.f. June, 2025)**

**Sub:- Advanced Sports Training and Performance Evaluation**

**Preamble:**

In an era where fitness and sports are pivotal to the holistic development of individuals, an understanding of sports training and performance evaluation is essential. This course bridges the gap between theoretical knowledge and its practical application in sports and fitness domains. Students will gain hands-on experience in training methodologies, measurement techniques, and assessment strategies to excel in their chosen field of sports and fitness.

**Objectives of the Course:**

- To impart practical skills in sports training and evaluation techniques.
- To encourage participation in various sports and fitness activities.
- To develop a scientific approach to training and performance assessment.
- To enhance organizational and leadership skills through event planning and volunteering.
- To foster a deeper understanding of training intensity, recovery, and testing protocols.

**Program Outcomes:**

By the end of the program, students will:

- Gain practical knowledge of sports training principles and methods.
- Develop the ability to conduct, evaluate, and interpret various fitness and skill-based tests.
- Learn to design and implement personalized and professional training programs.
- Acquire experience in organizing and volunteering in sports and fitness events.
- Understand the role of psychological, fitness, and skill tests in enhancing performance.

**UNIVERSITY OF MUMBAI**

**Semester – IV**

**(w.e.f. June, 2025)**

**Sub:- Advanced Sports Training and Performance Evaluation**

**Credits: 02**

**Practical Lectures: 60**

**Marks:50**

<b>Module No.</b>	<b>Unit No</b>	<b>Title of the Unit</b>	<b>No. of Practical hours</b>	<b>No. of Credits</b>
<b>1</b>	<b>I</b>	<b>Advanced Sports Training</b> <b>Fundamentals of Sports Training</b> <ul style="list-style-type: none"><li>• Warm-ups and cool-downs</li><li>• Fitness training (strength, endurance, flexibility)</li></ul>	<b>10</b>	
	<b>II</b>	<ul style="list-style-type: none"><li>• Group activities and game practice</li></ul>	<b>15</b>	
	<b>III</b>	Training Methods Practical Sessions <ul style="list-style-type: none"><li>• Interval and circuit training sessions (Time, Type)</li><li>• Plyometric and weight training demonstrations</li><li>• Fartlek &amp; Continuous training sessions</li><li>• Flexibility training session</li></ul> Basic Guidelines for Designing Exercise Plans and Training Schedules (Practically to be done by the students on peer groups formed by the Sports Incharge) <ul style="list-style-type: none"><li>• Current Health Status</li><li>• Medical History</li><li>• Level of Fitness</li><li>• Training Load</li><li>• Periodisation</li><li>• Holistic/Integrated Approach</li><li>• Person-Centred Approach</li><li>• Training Intensity</li></ul>	<b>5</b>	<b>1</b>
		<b>Total</b>	<b>30</b>	<b>1</b>

**UNIVERSITY OF MUMBAI**

**Semester – IV**

**(w.e.f. June, 2025)**

**Sub:- Advanced Sports Training and Performance Evaluation**

**Credits: 02**

**Practical Lectures: 60**

**Marks:50**

<b>Module No.</b>	<b>Unit No</b>	<b>Title of the Unit</b>	<b>No. of Practical hours</b>	<b>No. of Credits</b>
<b>1</b>	<b>I</b>	<b>Performance Evaluation in Sports</b>  <b>Practical sessions of Fitness &amp; Skill testing (To be conducted by Coach/Fitness Instructor/Sports In charge/Any other P.E. Expert appointed by the College)</b>	<b>10</b>	
	<b>II</b>	<ul style="list-style-type: none"> <li>• Practical demonstrations of fitness tests (e.g., Cooper’s test, 12-minute run, flexibility tests)</li> <li>• Basic skill tests/modified skills tests for popular sports in the college campus.</li> </ul>	<b>15</b>	
	<b>III</b>	<b>Practical sessions of Fitness &amp; Skill testing</b> <ul style="list-style-type: none"> <li>• Practical Testing Sessions</li> <li>• Skill-based tests: Dribbling, agility, passing (e.g., basketball, football)</li> <li>• Fitness tests: Speed, strength, and endurance measurements</li> <li>• Psychological Tests - Conducting motivation and stress assessments</li> <li>• Conduct of the above mentioned tests by students on the peer groups formed by Sports Incharge/ Sports Director of the college / Students Sport coordinator</li> <li>• Testing of the students must be held under the observation of Coach/ Fitness Instructor/ Sports In charge/Any other P.E. Expert appointed by the College</li> </ul> Evaluation of the tests <ul style="list-style-type: none"> <li>• Date analysis and reporting</li> <li>• Interpretation of test results</li> <li>• Writing of practical reports</li> <li>• Conclusion and recommendation</li> </ul>	<b>5</b>	<b>1</b>
		<b>Total</b>	<b>30</b>	<b>1</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 IV (50 Marks - 2 Credits) Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
1	Conduct of the practical test and demonstration	15
2	Attendance of all practical sessions conducted for Sports Training and performance evaluation/ Sports practice training session conducted by the college	5

#### Semester End Examination (30 Marks)

Evaluation type	Particulars	Marks
VIVA	Viva on Advanced Sports training & testing methods and evaluation protocols	20
Submission of report	Submission of psychological or fitness testing reports	10
<b>Total</b>		30*

#### \*Note - OR

- Participation in Sports Competitions Conducted by University of Mumbai Sports Department (Students who have represented Mumbai University or College at Intercollegiate / Inter Zonal / West Zone Inter University / All Indi Inter University/ International tournament)
- Students who have represented in the above mentioned competitions should be exempted from VIVA & submission of report and should be evaluated on the basis of his/ her performance in the above mentioned competitions.

## References -

1. Singh, Hardayal. *Science of Sports Training*. DVS Publication.
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6. Clarke, Harrison. *Application of Measurement to Health and Physical Education*. Prentice Hall.
7. Fox, Edward L., and Donald K. Mathews. *The Physiological Basis of Physical Education and Athletics*. Saunders College Publishing.
8. Barrow, Harold M., and McGee, Rosemary. *A Practical Approach to Measurement in Physical Education*. Lea & Febiger.
9. Shephard, Roy J. *Fitness and Health*. Human Kinetics.
10. Verma, J. P. *A Textbook on Sports Statistics and Measurement*. Sports Publications.

<b>Sd/-</b>	<b>Sd/-</b>	<b>Sd/-</b>	<b>Sd/-</b>
<b>Sign of the BOS Chairman Dr. Sunil Patil</b>	<b>Sign of the Offg. Associate Dean Dr. C.A.Chakradeo</b>	<b>Sign of the Offg. Associate Dean Dr. Kunal Ingle Faculty of Interdisciplinary Studies</b>	<b>Sign of the Offg. Dean Prof. A. K. Singh Faculty of Interdisciplinary Studies</b>
<b>Ad-hoc Board of Studies in N.C.C./N.S.S./Sports Co-Curricular</b>	<b>Faculty of Interdisciplinary Studies</b>		