

**B.Com. Programme**  
**Under Choice Based Credit, Grading and Semester System**  
**Course Structure**


**F.Y.B.Com.**

(To be implemented from Academic Year- 2016-2017)

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1	<b>Elective Courses (EC)</b>		1	<b>Elective Courses (EC)</b>	
1A	<b>Discipline Specific Elective(DSE)Courses</b>		1A	<b>Discipline Specific Elective(DSE)Courses</b>	
1	Accountancy and Financial Management I	03	1	Accountancy and Financial Management II	03
1B	<b>Discipline Related Elective(DRE)Courses</b>		1B	<b>Discipline Related Elective(DRE)Courses</b>	
2	Commerce I	03	2	Commerce II	03
3	Business Economics I	03	3	Business Economics II	03
2	<b>Ability Enhancement Courses (AEC)</b>		2	<b>Ability Enhancement Courses (AEC)</b>	
2A	<b>Ability Enhancement Compulsory Courses (AECC)</b>		2A	<b>Ability Enhancement Compulsory Courses (AECC)</b>	
4	Business Communication I	03	4	Business Communication II	03
5	Environmental Studies I	03	5	Environmental Studies II	03
2B	<b>*Skill Enhancement Courses (SEC)</b>		2B	<b>**Skill Enhancement Courses (SEC)</b>	
6	Any one course from the following list of the courses	02	6	Any one course from the following list of the courses	02
3	<b>Core Courses (CC)</b>		3	<b>Core Courses (CC)</b>	
7	Mathematical and Statistical Techniques I	03	7	Mathematical and Statistical Techniques II	03
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

<b>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</b>		<b>**List of Skill Enhancement Courses (SEC) for Semester II (Any One)</b>	
1	Foundation Course - I	1	Foundation Course - II
2	Foundation Course in NSS - I	2	Foundation Course in NSS - II
3	Foundation Course in NCC - I	3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - I	4	Foundation Course in Physical Education - II

**Note: Course selected in Semester I will continue in Semester II**

  
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**B.Com. Programme**  
**Under Choice Based Credit, Grading and Semester System**  
**Course Structure**

*(To be implemented from Academic Year- 2016-2017)*

**Semester I**

No. of Courses	Semester I	Credits
<b>1</b>	<b>Elective Courses (EC)</b>	
<b>1A</b>	<b>Discipline Specific Elective(DSE)Courses</b>	
1	Accountancy and Financial Management I	<b>03</b>
<b>1B</b>	<b>Discipline Related Elective(DRE)Courses</b>	
2	Commerce I	<b>03</b>
3	Business Economics I	<b>03</b>
<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>	
<b>2A</b>	<b>Ability Enhancement Compulsory Courses (AECC)</b>	
4	Business Communication I	<b>03</b>
5	Environmental Studies I	<b>03</b>
<b>2B</b>	<b>*Skill Enhancement Courses (SEC)</b>	
6	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b>Core Courses (CC)</b>	
7	Mathematical and Statistical Techniques I	<b>03</b>
<b>Total Credits</b>		<b>20</b>

<b>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</b>	
1	Foundation Course - I
2	Foundation Course in NSS - I
3	Foundation Course in NCC - I
4	Foundation Course in Physical Education - I

  
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*Revised Syllabus of Courses of B.Com. Programme at Semester I  
with Effect from the Academic Year 2016-2017*


*Elective Courses (EC)*

*Discipline Specific Elective(DSE) Courses*

**1.Accountancy and Financial Management I**

*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Accounting standards issued by ICAI and Inventory valuation	15
2	Final Accounts	15
3	Departmental Accounts	15
4	Accounting for Hire Purchase	15
	<b>Total</b>	<b>60</b>

  
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Sr. No.	Modules / Units
1	<b>Accounting standards issued by ICAI and Inventory valuation</b>
	<ul style="list-style-type: none"> <li>• <b>Accounting standards:</b>  Concepts, benefits, procedures for issue of accounting standards Various AS :  <b>AS – 1: Disclosure of Accounting Policies</b>  Purpose, Areas of Policies, Disclosure of Policies, Disclosure of Change in Policies, Illustrations  <b>AS–2: Valuation of Inventories (Stock)</b>  Meaning, Definition, Applicability, Measurement of Inventory, Disclosure in Final Account, Explanation with Illustrations.  <b>AS – 9: Revenue Recognition</b>  Meaning and Scope, Transaction excluded, Sale of Goods, Rendering of Services, Effect of Uncertainties, Disclosure, Illustrations.</li>   <li>• <b>Inventory Valuation</b>  Meaning of inventories Cost for inventory valuation  Inventory systems : Periodic Inventory system and Perpetual Inventory System  Valuation: Meaning and importance  Methods of Stock Valuation as per AS – 2 :  FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet</li> </ul>
2	<b>Final Accounts</b>
	Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns (Proprietary Firm)
3	<b>Departmental Accounts</b>
	Meaning Basis of Allocation of Expenses and Incomes/Receipts Inter Departmental Transfer : at Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit & Loss Account and Balance Sheet
4	<b>Accounting for Hire Purchase</b>
	Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)

**Revised Syllabus of Courses of B.Com. Programme at Semester II  
with Effect from the Academic Year 2016-2017**

**Elective Courses (EC)-  
Discipline Specific Elective(DSE) Courses**


**1.Accountancy and Financial Management II**

**Modules at a Glance**

Sr. No.	Modules	No. of Lectures
1	Accounting from Incomplete Records	15
2	Consignment Accounts	15
3	Branch Accounts	15
4	Fire Insurance Claim	15
<b>Total</b>		<b>60</b>

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Sr. No.	Modules / Units
1	<b>Accounting from Incomplete Records</b>
	Introduction Problems on preparation of final accounts of Proprietary Trading Concern (conversion method)
2	<b>Consignment Accounts</b>
	Accounting for consignment transactions Valuation of stock Invoicing of goods at higher price(excluding overriding commission, normal/abnormal losses)
3	<b>Branch Accounts</b>
	Meaning/ Classification of branch Accounting for Dependent Branch not maintaining full books: Debtors method Stock and debtors method
4	<b>Fire Insurance Claim</b>
	Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss

  
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F.Y.B.COM COURSES

UBCOMFSL1	Accountancy and Financial Management
UBCOMFSL2	Commerce
UBCOMFSL3	Business Economics
UBCOMFSL4	Business Communication
UBCOMFSL5	Environmental Studies
UBCOMFSL6	Mathematical and Statistical Techniques
UBCOMFSL7	Foundation Course

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**University of Mumbai**  
**Revised Syllabus**  
**And**  
**Question Paper Pattern**  
**Of**  
**First Year B.Com**  
**Semester I**

**Accountancy and Financial Management – I**

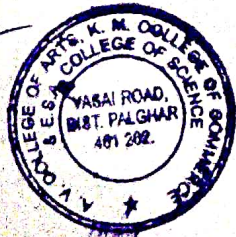
**And**

**Semester II**

**Accountancy and Financial Management – II**

*Under Credit, Grading and Semester System*  
*With effect from Academic Year 2012-2013*

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**Revised Syllabus of F. Y. B. Com.**  
**Accountancy and Financial Management -I**  
**SEMESTER I**

**Topics**

Sr. No.	Topics	No of lectures
Module 1	Accounting standards issued by ICAI and Inventory valuation	15
Module 2	Final Accounts	15
Module 3	Departmental Accounts	15
Module 4	Accounting for Hire Purchase	15

**Detailed Syllabus**

Module	Topics	No. of Lectures
<b>I</b>	Accounting standards issued by ICAI and Inventory valuation	<b>15</b>
1.1	Accounting standards: Concepts, benefits, procedures for issue of accounting standards Various AS : <b>AS – 1: Disclosure of Accounting Policies</b> (a) Purpose. (b) Areas of Policies. (c) Disclosure of Policies. (d) Disclosure of Change in Policies. (e) Illustrations <b>AS – 2: Valuation of Inventories (Stock)</b> (a) Meaning, Definition. (b) Applicability. (c) Measurement of Inventory. (d) Disclosure in Final Account. (e) Explanation with Illustrations. <b>AS – 9: Revenue Recognition</b> (a) Meaning and Scope. (b) Transactions excluded. (c) Sale of Goods. (d) Rendering of Services. (e) Effects of Uncertainties. (f) Disclosure. (g) Illustrations.	
1.2	<b>Inventory Valuation</b> Meaning of inventories Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance Methods of Stock Valuation as per AS – 2 :	

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FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet		
2	<b>Final Accounts</b>	
2.1	Expenditure a) Capital, (b) Revenue Receipts a) Capital (b) Revenue	15
2.2	Adjustment and Closing entries	
2.3	Final accounts of manufacturing concerns ( proprietary firm)	
3	<b>Departmental Accounts</b>	15
	Meaning Basis of Allocation of Expenses and Incomes/Receipts Inter Departmental Transfer : at Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit & Loss Account and Balance Sheet	
4	<b>Accounting for Hire Purchase</b>	15
	Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price)	

### Reference Books

Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi

Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi

Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi

Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai

Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.

Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.

Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi

Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.

Financial Accounting by Monga, J.R. Ahuja, Girish Ahujaand Shehgal Ashok, Mayur Paper Back

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Compendium of Statement & Standard of Accounting, ICAI.  
 Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill & Co. Ltd., Mumbai  
 Financial Accounting by Williams, Tata Mc. Grow Hill & Co. Ltd., Mumbai  
 Company Accounting Standards by Shrinivasan Anand, Taxman.  
 Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.  
 Introduction to Financial Accounting by Horngren, Pearson Publications.  
 Financial Accounting by M. Mukherjee.M. Hanif, Tata McGraw Hill Education Private Ltd;  
 New Delhi

### Evaluation Pattern

The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 40% marks in the first component and by conducting the Semester End Examinations with 60% marks as the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:

#### A) Internal Assessment – 40% 40 Marks

- |   |          |
|---|----------|
| 1 Class test / case study /online examination to be conducted in the given semester   | 20 Marks |
| 2 One assignment based on curriculum to be assessed by the teacher concerned  | 10 Marks |
| 3 Active participation in routine class instructional deliveries  | 05 Marks |
| 4 Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives | 05 Marks |

#### B) Semester End Examinations – 60 Marks

### Question Paper Pattern

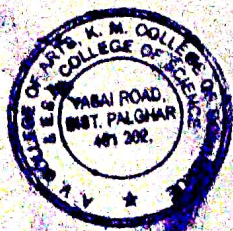
Maximum Marks : 60

Questions to be set 4

All questions are compulsory carrying 15 marks each.

Q:1	Full Length Practical Question <b>OR</b> Full Length Practical Question	15 Marks 15 Marks
Q:2	Full Length Practical Question <b>OR</b> Full Length Practical Question	15 Marks 15 Marks
Q:3	Full Length Practical Question <b>OR</b> (a) Practical Question (b) Practical Question	15 Marks 8 Marks 7 Marks
Q:4	Objective Questions ( Multiple choice/ True or False/Match the	15 Marks

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columns/fill in the blanks/short questions) <b>OR</b> Objective Questions ( Multiple choice/ True or False/Match the columns/fill in the blanks/short questions)	15 Marks
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**Revised Syllabus of F. Y. B. Com.**  
**Accountancy and Financial Management -II**  
**SEMESTER II**

Sr. No.	Topics	No of Lectures
Module 1	Accounting from Incomplete Records	15
Module 2	Consignment Accounts	15
Module 3	Branch Accounts	15
Module 4	Accounting with the use of Accounting Software	15

**Detailed Syllabus**

Module	Topics	No. of Lectures
1	<b>Accounting from Incomplete Records</b>	15
	Introduction Problems on preparation of final accounts of Proprietary Trading Concern (conversion method)	
2	<b>Consignment Accounts</b>	15
	Accounting for consignment transactions Valuation of stock Invoicing of goods at higher price (excluding overriding commission, normal/abnormal losses)	
3	<b>Branch Accounts</b>	15
	Meaning/ Classification of branch Accounting for Dependent Branch not maintaining full books: Debtors method Stock and debtors method	
4	<b>Accounting with the use of Accounting Software</b>	15
	Introduction Preparation of books and trial balance with the use of accounting software	



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### A) Internal Assessment – 40% 40 Marks

- 1 periodical class test / case study /online examination to be conducted in the given semester 20 Marks
- 2 \*One assignment based on curriculum to be assessed by the teacher concerned 10 Marks
- 3 Active participation in routine class instructional deliveries

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4 Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities

05 Marks

05 Marks

**B) Semester End Examinations – 60 Marks**

**Question Paper Pattern**

Maximum Marks : 60

Questions to be set 4

All questions are compulsory carrying 15 marks each.

Q:1	Full Length Practical Question <b>OR</b> Full Length Practical Question	15 Marks 15 Marks
Q:2	Full Length Practical Question <b>OR</b> Full Length Practical Question	15 Marks 15 Marks
Q:3	Full Length Practical Question <b>OR</b> (a) Practical Question (b) Practical Question	15 Marks 8 Marks 7 Marks
Q:4	Objective Questions ( Multiple choice/ True or False/Match the columns/ fill in the blanks/short questions) <b>OR</b> Objective Questions ( Multiple choice/ True or False/Match the columns/ fill in the blanks/short questions)	15 Marks 15 Marks

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**REVISED SYLLABUS**

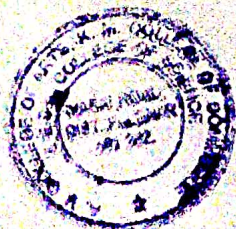
**Program** : First year B.Com.  
**Year of Implementation:** Academic Year 2012-2013  
**Semester** : Semester I  
**Course** : Commerce (Paper - I)  
**Title** : INTRODUCTION TO BUSINESS  
**Objectives** : 1]To familiarize the students with basic concepts of business.  
2]To develop knowledge and understanding of business.  
3]To make students aware of current trends in business.

**Module - I BUSINESS :**

**(12 Lectures)**

- 1.1 Introduction** : Concept, Functions, Scope and Significance of business. Traditional and Modern Concept of business.
- 1.2 Objectives of Business** : Steps in setting business objectives, classification of business objectives, Reconciliation of Economic and Social Objectives.
- 1.3 New Trends in Business** : Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario.

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Restructuring and Turnaround Strategies.

**Module - II BUSINESS ENVIRONMENT :**

**(11 Lectures)**

- 2.1 Introduction :** Concept and Importance of business environment, Inter-relationship between Business and Environment.
- 2.2 Constituents of Business Environment :** Internal and External Environment, Educational Environment and its impact, International Environment – Current Trends in the World, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.

**Module - III PROJECT PLANNING :**

**[12 Lectures]**

**3.1 Introduction :**

Business Planning Process; Concept and importance of Project Planning; Project Report; feasibility Study types and its importance.

**3.2 Business Unit Promotion :**

- ❖ Concept and Stages of Business Unit Promotion,
- ❖ Location – Factors determining location, and Role of Government in Promotion.

**3.3 Statutory Requirements in Promoting Business Unit :**

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# Preface

We are pleased to present the Revised Edition of "Business Communication Paper - I" at the F.Y.B.Com. Level, Semester - I, University of Mumbai as per the Revised Syllabus and Question Paper Pattern **w.e.f. June 2016.**

The book is written as per the Choice Based Credit, Grading and Semester system.

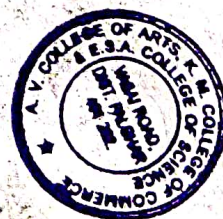
We, the authors of this book, have tried our best to capture the spirit of the 'Statement of Purpose' by working against time to lend meaning and substance to the syllabus. The theory section is replete with numerous examples and case studies to illustrate various thoughts and ideas. Since tutorials are a part of the syllabus, we have included a section suggesting certain activities and tasks that might help the teacher to cater to particular needs of the students and to bring about graded improvement in their understanding and grasp of the subject.

We express our deep gratitude to Mr. Nitin Shah for his untiring efforts to bring out this new edition of our book.

June 8, 2017

- Authors

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# Syllabus

## Unit - 1 : Theory of Communication

- 1. Concept of Communication : Models of Communication** - Linear/ Interactive / Transactional / Shannon and Weaver (to be only discussed in class) Meaning, Definition, Process, Need, Feedback  
Emergence of Communication as a key concept in the Corporate and Global World
- 2. Impact of technology Enabled Communication : Types** - Internet, Blogs, E-Mail, Moodle, Social Media (Facebook, Twitter & Whats'app Advantages and Disadvantages
- 3. Communication at Workplace :**  
Channels - Formal and Informal - Vertical, Horizontal, Diagonal, Grapevine  
Methods - Verbal / Nonverbal (including Visual), **Business Etiquettes**
- 4. Business Ethics :**  
**Ethics at Workplace - Importance of Business Ethics**  
**Personal Integrity at the workplace**  
**Business Ethics and Media**  
**Computer Ethics**  
Corporate Social Responsibility
- 5. Problems in Communication / Barriers to Communication :**  
Physical / Semantic / Language / Socio-Cultural / Psychological Barriers, Ways to Overcome these Barriers
- 6. Listening :**  
Importance of Listening Skills, Obstacles to Listening, **Cultivating Good Listening Skills**

## Unit - 2 : Business Correspondence

- 1. Theory of Business Letter Writing :** *Songor*  
Parts, Structure, Layouts - Full Block, Principles of Effective Letter Writing, Principles of Effective E-mail Writing
- 2. Personnel Correspondence :**  
Statement of Purpose, Letter of Recommendation, Job Application Letter and Resume, Letter of Appointment (to be only discussed in class), Letter of Acceptance of Job Offer, Letter of Appreciation, Letter of Resignation



### Unit - 3 : Language and Writing Skills

1. Commercial Terms used in Business Communication (to be only discussed)
2. Paragraph Writing :  
Developing an idea, using appropriate linking devices, etc.  
Cohesion and Coherence, etc.
3. Tutorials Activities :  
Speaking Skills, Writing Skills, Remedial Grammar, Soft Skills - EQ, Conflict Management, Time Management  
(Students may be asked to make a Power Point Presentation on any topic of their choice in order to enhance LSRW - Listening / Speaking / Reading / Writing)

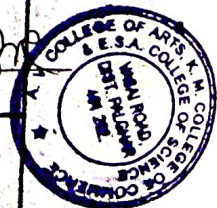
## Question Paper Pattern

Maximum Marks : 100

Duration: 3 Hrs.

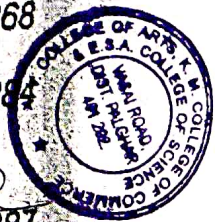
Questions to be Set : 06

Q.No.	Particulars	Marks
Q.1	A. Explain the terms in 02 - 03 sentences (05 out of 08) (From all Units)	10
	B. Match the Following	05
	C. Multiple Choice Questions	05
Q.2	Short Notes (04 out of 06) : Unit 1 - Chapter 1, 2, 3	20
Q.3	Essay Type (02 out of 03) : Unit 1 - Chapter 4, 5, 6	20
Q.4	Job Application Letter and Resume (05 + 05)	10
Q.5	Personal Letters (04 out of 05). Statement of Purpose, Letter of Recommendation, Letter of Acceptance of Job Offer, Letter of Resignation, Letter of Appreciation	20
Q.6	A. Paragraph Writing (01 out of 02)	05
	B. Situation based Case Study (From Unit 1 - Chapter 3 Channels and Chapter 5 Barriers)	05



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AC- 19-3-2012  
Item No. 4.35

# UNIVERSITY OF MUMBAI



**Revised Syllabus for the F.Y.B.Com**

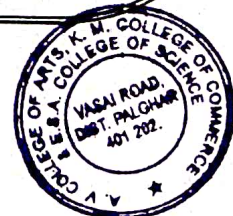
**Programme : B.Com**

**Course : Business Communication**

**Semester I & II**

(As per Credit Based Semester and Grading System with effect  
from the academic year 2012-2013)

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**University of Mumbai  
Revised Syllabus for F Y B Com  
Program: B.Com.**

**Course: Business Communication**

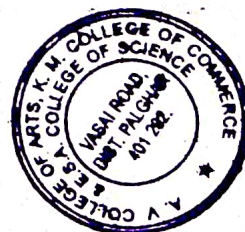
(Credit Based Semester and Grading System with effect from the academic year  
2012-13)

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1. Syllabus as per Credit Based Semester and Grading System:

- i) Name of the Programme : F.Y. B.Com  
ii) Course Code :  
iii) Course Title : Business Communication  
Papers I & II
- iv) Semester wise Course Contents : Enclosed the copy of syllabus  
v) References and Additional References: Enclosed in the Syllabus  
vi) Credit Structure : No. of Credits per Semester – 04  
vii) No. of lectures per Unit : --  
viii) No. of lectures per week : 04
2. Scheme of Examination : 4 Questions of 15 marks each
3. Special notes , if any : No
4. Eligibility , if any : No
5. Fee Structure : As per University Structure
6. Special Ordinances / Resolutions if any : No



*Pansare*

## Revised Syllabus for Business Communication: F.Y. B. Com

**Course Objectives: 1. To develop awareness of the complexity of the communication process**

**2. To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener**

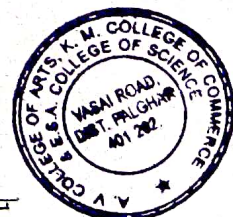
**3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups**

**4. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centered manner**

**5. To develop ability to communicate effectively with the help of electronic media**

Course Code-	Semester I – Business Communication Paper I	4 Credits
	<b><u>Unit 1: Theory of Communication</u></b>	
<b>1. Concept of Communication –</b>	Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication	3
<b>2. Channels and Objectives of Communication –</b>	<b>Channels--</b> Formal and Informal—Vertical, Horizontal, Diagonal, Grapevine <b>Objectives of Communication --</b> Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)	2 2
<b>3. Methods and Modes of Communication –</b>	<b>Methods: Verbal and Nonverbal</b> Characteristics of Verbal Communication Characteristics of Non-verbal Communication Business Etiquette <b>Modes: Telephone and SMS Communication</b> (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing	3 3
<b>4. Problems in Communication /Barriers to Communication –</b>	Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers Ways to Overcome these Barriers	3
<b>5. Listening –</b>	Importance of Listening Skills Cultivating good Listening Skills	2

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## 6. Introduction to Business Ethics

2

- ❖ Concept and Interpretation
- ❖ Importance of Business Ethics
- ❖ Personal Integrity at the workplace
- ❖ Business Ethics and media
- ❖ Computer Ethics
- ❖ Corporate Social Responsibility

Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:

- Surrogate Advertising
- Patents and Intellectual Property Rights
- Dumping of Medical/E-waste
- Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace
- Piracy
- Insurance
- Child Labour

### Unit 2: Business Correspondence

- |   |           |
|---|-----------|
| <b>1. Theory of Business Letter Writing --</b>  | <b>2</b>  |
| Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block  |           |
| Principles of Effective Letter Writing  |           |
| Principles of effective Email Writing   |           |
| <b>2. Personnel Correspondence –</b>  | <b>10</b> |
| Statement of Purpose  |           |
| Job Application Letter and Resume   |           |
| Letter of Acceptance of Job Offer, Letter of Resignation  |           |
| [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)] |           |

### Unit 3: Language and Writing Skills

- |  |          |
|--|----------|
| <b>1. Commercial Terms used in Business Communication</b>  |          |
| <b>2. Paragraph Writing --</b>   | <b>8</b> |
| Developing an idea, using appropriate linking devices, etc   |          |
| Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.] |          |

#### Activities

1. Listening Comprehension
2. Remedial Teaching
3. Speaking Skills: Presenting a News Item, Dialogue and Speeches
4. Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.
5. Reading Comprehension: Analysis of texts from the fields of Commerce and Management

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## Second Term

<u>Unit 1: Presentation Skills</u>	
1. Presentations –	4
(to be tested in tutorials only)	
Principles of Effective Presentation	
Effective use of OHP	
Effective use of Transparencies	
How to make a Power-Point Presentation	
<u>Unit 2: Group Communication</u>	
1. Interviews –	5
Group Discussion	
Preparing for an Interview	
Types of Interviews – Selection, Appraisal, Grievance, Exit	
2. Meetings --	4
Need and Importance of Meetings, Conduct of Meeting and Group Dynamics	
Role of the Chairperson, Role of the Participants	
Drafting of Notice, Agenda and Resolutions	
3. Conference –	3
Meaning and Importance of Conference	
Organizing a Conference	
Modern Methods: Video and Tele – Conferencing	
4. Public Relations –	3
Meaning	
Functions of PR Department	
External and Internal Measures of PR	
<u>Unit 3: Business Correspondence</u>	
1. Trade Letters –	10
Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)	

### Only following to be taught in detail:-

Letters of Inquiry  
Letters of Complaints, Claims, Adjustments  
Sales Letters, promotional leaflets and fliers  
Consumer Grievance Letters  
Letters under Right to Information (RTI) Act

[Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]

### Unit 4: Language and Writing Skills

1. Reports –	4
Parts, Types	
Feasibility Reports, Investigative Reports	
2. Summarisation --	4
Identification of main and supporting/sub points	
Presenting these in a cohesive manner	

*Bangore*



### Tutorial Activities:

1. Presentations
2. Group Discussion
3. Mock Interviews
4. Mock Meetings / Conferences
5. Book Reviews/Summarization
6. Reading Comprehension: Analysis of texts from the field of Literature

[Suggested Books for Book Reviews: Books from the fields of Management, Finance, and Literature  
Like – Sun Tzu : The Art of War, Eliyahu M. Goldratt : The Goal , Eliyahu M. Goldratt: It's Not Luck ,  
Spencer Johnson: Who Moved My Cheese, Stephen Lundin, Ph.D, Harry Paul, John Christen: Fish,  
Chetan Bhagat One Night At A Call Center, Chetan Bhagat My Three Mistakes , Arindam Choudhary:  
Count Your Chickens Before They Hatch, Stephen Covey : Seven Habits of Successful People, George  
Orwell: Animal Farm, Dr. Abdul Kalam: Wings of Fire ]  
[N.B.: The above list is only indicative and not prescriptive.]

### Paper Pattern for Examinations F. Y. B. Com

#### Semester I Examination

Marks 60

Question 1	Short Notes (based on Chs. 1,2 and 3 from Unit 1) [3 out of 5]	15
Question 2	Essay Type / Detailed Answer Q (based on Chs. 4,5 and 6 from Unit 1) [2 out of 3]	15
Question 3	A) Job Application Letter and Resume B) Personnel Letters (2 out of 3) (Statement of Purpose Letter of Acceptance of Job Offer Letter of Resignation)	8 7
Question 4	A) Writing a paragraph (on 1 out of 2 topics) B) Editing a given paragraph (for better organization) C) Remedial Grammar	5 5 5

#### Semester II Examination:

Marks 60

Question 1	Short Notes (based on Chs. 1 & 2 from Unit 2) [3 out of 5]	15
Question 2	Essay Type (based on Chs. 3 & 4 from Unit 2) [2 out of 3]	15
Question 3	Letters [3 out of 5] (i) Letter of Inquiry (ii) Complaint/Claims/Adjustment Letter (iii) Sales Letter (iv) Consumer Grievance Letter	15

*Panama*



(v) RTI Letter

Question 4	(A) Drafting of Reports	[1 out of 2]	7
	(B) Drafting of Notice, Agenda and 2 Resolutions		4
	(C) Summarisation		4

**Suggested Reading:**

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*Pangre*



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- 36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
37. Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
38. Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.
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**This syllabus was put together by following professors:**

**Dr. Marie Fernandes , Convener**

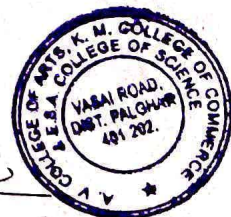
**Dr. Hemangi Bhagwat**

**Dr. Kamala Gopalan**

**Prof. Beena Pant**

**Prof. Susan Lobo**

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# Preface

We are pleased to present the Revised Edition of "Business Communication Paper - II" at the F.Y.B.Com. Level, Semester - II, University of Mumbai as per the Revised Syllabus and Question Paper Pattern **w.e.f. June 2016.**

The book is written as per the Choice Based Credit, Grading and Semester system.

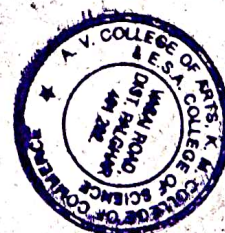
We, the authors of this book, have tried our best to capture the spirit of the 'Statement of Purpose' by working against time to lend meaning and substance to the syllabus. The theory part is replete with numerous examples to illustrate various thoughts and ideas. These examples, when expanded, should provide ideal material for case studies to be taken up during tutorials.

We express our deep gratitude to Mr. Nitin Shah for his untiring efforts to bring out this new edition of our book.

November 25, 2018

- Authors

*Janme*



# Syllabus

## Unit 1 : Group Communication

### 1. Interviews :

Group Discussion, Preparing for an Interview

Types of Interviews – Selection, Appraisal, Grievance, Exit, Online

### 2. Meetings :

Need and Importance of Meetings, Conduct of Meeting and Group Dynamics

Role of the Chairperson, Role of the Participants

Drafting of Notice, Agenda and Resolutions

Types of Secretaries – Company Secretary / Private Secretary, Functions of Secretaries (only to be discussed and not to be assessed)

### 3. Committees and Conferences :

Importance & Types of Committees,

Meaning and Importance of Conference

Organizing a Conference

Modern Methods : Skype & Webinar

### 4. Public Relations :

Meaning, Functions of PR Department

External and Internal Measures of PR

Crisis Management, Press Release

## Unit 2 : Business Correspondence

### 1. Trade Letters :

Letters of Inquiry, Letters of Complaints, Claims, Adjustments,

Sales Letters, Promotional Leaflets and Fliers,

Consumer Grievance Redressed Letters,

Letters under Right to Information (RTI) Act



*Langre*

### Unit 3 : Language and Writing Skills

#### 1. Reports and Business Proposals :

Parts, Types, Feasibility Reports, Investigative Reports, Drafting of Business Proposals

#### 2. Summarisation :

Identification of main and supporting / sub points, Presenting these in cohesive manner.

#### 3. Tutorial Activities : Group Discussion, Book Reviews, Mock Interviews

## Question Paper Pattern

Maximum Marks : 100

Duration: 3 Hrs.

Questions to be Set : 06

Q.No.	Particulars	Marks
Q.1	A. Explain the terms in 02 - 03 sentences (05 out of 08) (From all Units)	10
	B. Match the Following	05
Q.2	Short Notes (04 out of 06) : Unit 1 - Chapter 1, 2	20
Q.3	Essay Type (02 out of 03) : Unit 1 - Chapter 3, 4	20
Q.4	Letters (04 out of 05) (i) Letter of Inquiry (ii) Complaint / Claims / Adjustment Letter (iii) Sales Letter (iv) Consumer Grievance Redressal Letter (v) RTI Letter	20
Q.5	Drafting of Report or Business Proposal	10
Q.6	Drafting of Notice, Agenda and 02 Resolutions	10
Q.7	Summarization	05







# BUSINESS ECONOMICS

## Revised Syllabus and Paper Pattern of F.Y.B.Com: Business Economics - PAPER I

w.e.f. Academic Year 2014-15

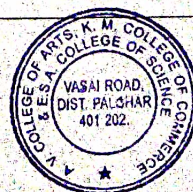
### SEMESTER- I

<b>Module I - Demand Analysis</b>	Demand Function and determinants of demand – Concept and Importance of Elasticity of Demand: Income, Cross and Promotional – Consumer's Surplus – Demand Forecasting: meaning, significance and methods – Case Studies.	(15 Lectures)
<b>Module II - Theory of Production</b>	Production function; Short Run and Long Run – Law of Variable Proportions – Iso-quants – Producer's Equilibrium – Returns to Scale – Economies of Scale – Case Studies.	(10 Lectures)
<b>Module III - Theory of Cost</b>	Cost Concepts: Social and Private costs, Economic and Accounting Costs, Fixed and Variable Costs, Opportunity Cost – Behavior of Cost Curves: Short Run and Long Run – Producer's Surplus - Case Studies.	(10 Lectures)
<b>Module IV - Revenue Analysis</b>	Revenue Concepts: Total Revenue- Average revenue and Marginal Revenue under Perfect Competition and Monopoly – Objectives of a Firm: Profit, Sales and Growth Maximization – Types of Profit – Break-Even Analysis – Case Studies.	(10 Lectures)

### F.Y.B.Com.: Business Economics - Paper II

#### SEMESTER- II

<b>Module I -Market Structure</b>	Short-run and long-run equilibrium of a firm and Industry under perfect competition – Sources of monopoly – Short-run and long-run equilibrium of a firm under monopoly – Features: Monopolistic Competition and Oligopoly – Case studies	(15 Lectures)
<b>Module II - Pricing Practices</b>	Pricing Practices: Price Discrimination, Dumping, Marginal-cost pricing, Cost-plus pricing, Multiple-product pricing.	(10 Lectures)



*gkraj*

<b>Module III - Market Failure</b>	Market Failure: Concept of market failure and inefficiency (Productive and allocative inefficiency using PPC) – Causes of market failure (Public goods, Market power, Externalities , Information asymmetry and Equity) – Government intervention and market efficiency – Case studies	(10 Lectures)
<b>Module IV - Capital Budgeting</b>	Capital Budgeting: Meaning and Importance- Investment Criteria: Pay Back Period Method, Net Present Value Method, and Internal Rate of Return Method - Case Studies.	(10 Lectures)

### REFERENCES

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### PAPER PATTERN

#### **F.Y.B.COM. -: BUSINESS ECONOMICS - PAPER I & II** Internal and External Examination for Semesters I and II

#### **Internal Examination**

The Internal Examination will be of 25 marks and is split into –

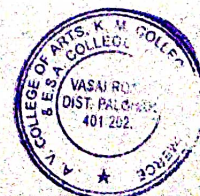
- i) Test Paper of 20 marks consisting of questions of objective types and case studies.
- ii) 5 marks for responsible behavior and active class participation

#### **External Examination**

#### **Question Paper Pattern for Semester End Examination.**

There will be Five questions in all. All the questions are **COMPULSORY** and will have internal choice. (Total 75 marks)

**Q1. Module I** (Total marks 15)  
Three questions: A B C.  
Attempt any Two



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**Q2. Module II (Total marks 15)**

Three questions: A B C.

Attempt any Two

**Q3. Module III (Total marks 15)**

Three questions: A B C.

Attempt any Two

**Q4. Module IV (Total marks 15)**

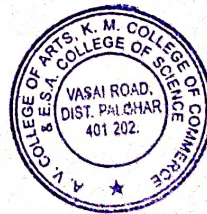
Three questions: A B C.

Attempt any Two

**Q5. Modules I to IV (Total marks 15)**

a. True or False with reasons. Attempt any Four out of Eight: Two from each module. (2 marks each)

b. Choose the correct option. Attempt any Seven out of Twelve: Three from each module. (1 mark each)



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Revised Syllabus

Academic Council 24 /06/2016  
Item No. 4.17

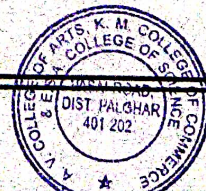
**UNIVERSITY OF MUMBAI**



**Syllabus for First Year**  
**B.Com(Semester I and Semester**  
**II)**  
**Programme**  
**Business Economics Paper I & II**

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2016 – 2017



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# First Year B.Com Semester I

## Business Economics Paper I

### Preamble

This paper provides an overall introduction to economics as dealing with the problems of allocation of scarce resources in optimum manner. It aims to build a familiarity with the basic tools of consumer and producer theory, the operation of markets and optimisation in an economic context. In order to explain economic issues and solutions in a practical manner, the concepts are to be discussed with case studies and numerical problems wherever applicable.

### Unit I: Introduction

(10 lectures)

**Scope and Importance of Business Economics** - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- Use of Marginal analysis in decision making.

The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium

### Unit II: Demand Analysis (15 lectures)

**Demand Function** - nature of demand curve under different markets

Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional) - relationship between price elasticity of demand and revenue concepts

**Demand Estimation and forecasting:** Meaning and significance - methods of demand estimation- survey and statistical methods (numerical examples on trend analysis and simple linear regression)

### Unit III: Supply and Production Decisions:

(10 lectures)

**Production function:** short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale and economies of scope

### Unit IV: Cost of Production:

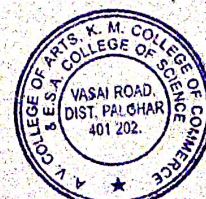
(10 lectures)

**Cost concepts:** accounting cost and economic cost, implicit and explicit cost, social and private cost, historical cost and replacement cost, sunk cost and incremental cost -fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run- (hypothetical numerical problems to be discussed)

**Extension of cost analysis:** Cost reduction through experience- LAC and Learning curve and Break Even Analysis (with business application)

### References:

- 1) Mehta, P.L.: *Managerial Economics – Analysis, Problem and Cases* (S. Chand & Sons, N. Delhi, 2000)
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- 4) Frank R.H, Bernanke.B.S., *Principles of Economics* (Tata McGraw Hill (ed.3)
- 5) Gregory Mankiw., *Principles of Economics, Thomson South western* (2002)



*g. Rajput*

- 6) Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)  
7) Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)

## F.Y B.Com Semester II

### Business Economics Paper II

#### Unit I: Market Structure: Perfect Competition and Monopoly (10 lectures)

Perfect competition and Monopoly models as two extreme cases - profit maximisation and the competitive firm's supply curve - Short run and long run equilibrium of a firm and of industry - Monopoly - Sources of monopoly power – short run and long run equilibrium of a firm under Monopoly

#### Unit II: Pricing and Output Decisions under Imperfect Competition (15 lectures)

**Monopolistic competition:** Competitive and Monopolistic elements of monopolistic competition- equilibrium of firm under monopolistic competitions, monopolistic verses perfect competition, excess capacity and inefficiency, debate over role of advertising, (topics to be taught using case studies from real life examples)

**Oligopolistic Market:** Key attributes of oligopoly- Collusive and non-collusive oligopoly market, Price rigidity, Cartels and price leadership models(with practical examples)

#### Unit III: Pricing practices (10 lectures)

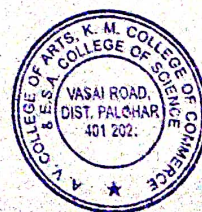
Cost oriented pricing methods: cost –plus (full cost)/mark-up pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world)

#### Unit IV: Evaluating capital projects (10 lectures)

Meaning and importance of capital budgeting- steps in capital budgeting- Techniques of Investment appraisal: payback period method, net present value method, and internal rate of return method (with numerical examples)

#### References:

- 1) Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)
- 2) Hirchey .M., Managerial Economics, Thomson South western (2003)
- 3) Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)
- 4) Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)
- 5) Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)
- 6) Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
- 7) Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi, 2004)



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## Question Paper Pattern (Business Economics Paper I & II)

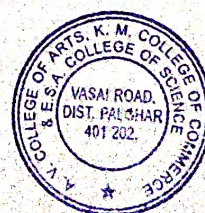
Maximum Marks: 100

Questions to be set: 06

Duration: 03Hrs.

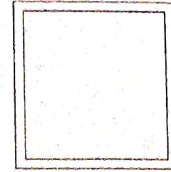
Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 07 and to be answered any 05 B) Sub Questions to be asked 12 and to be answered any 10 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	20
Q-2	Full Length Question OR	15
Q-2	Full Length Question	
Q-3	Full Length Question OR	15
Q-3	Full Length Question	
Q-4	Full Length Question OR	15
Q-4	Full Length Question	
Q-5	Full Length Question OR	15
Q-5	Full Length Question	
Q-6	Short Notes To be asked 06 To be answered 04	20

**Note-** Theory questions of 15 marks may be divided into two sub questions of 7/8 and 10/5.

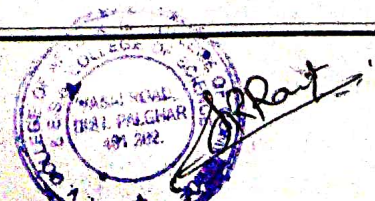


*Rajput*





**F.Y.B.Com.**  
**ENVIRONMENTAL STUDIES**  
**SEMESTER - I**  
**SUBJECT CODE : UBCOMFSI.5**



**Dr. Suhas Pednekar**  
Vice-Chancellor  
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Deputy Director  
University of Mumbai, Mumbai
- Course Co-ordinator** : **Prof. Ajit Pail**  
IDOL, University of Mumbai, Mumbai
- Editor** : **Prof. Hemant Pednekar**  
Sonopant Dandekar Shikshan Mandali's  
Arts College, PALGHAR
- Course Writers** : **Dr. Moushumi Datta**  
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Coordinator PG Geography  
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- : **Dr. Mona Mehta**  
Vice-Principal (Self - Financed Section)  
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- : **Dr. Chandani Bhattacharjee**  
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Mumbai - 400020

**December 2020, F.Y.B.Com., Environmental Studies**

**Published by** : Director Incharge  
Institute of Distance and Open Learning,  
University of Mumbai,  
Vidyanagari, Mumbai - 400 098.

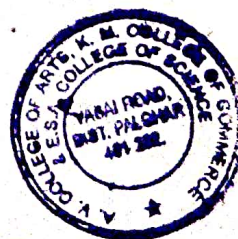
**DTP Composed** : Ashwini Arts  
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Vile Parle (E), Mumbai - 400 099.

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5.	Reading of Thematic Maps	101



*J.R.Rah.*

**SYLLABUS  
ENVIRONMENTAL STUDIES  
SEMESTER - I**

**1) Environment and Ecosystem :**

**Environment:** Meaning, definition, scope and its components; concept of an ecosystem: definition, Characteristics, components and types, functioning and structure; Food Chain and Food Web- Ecological Pyramids - Man and environment relationship; Importance and scope of Environmental Studies.

**2) Natural Resources and Sustainable Development :**

**Meaning and definitions ;** Classification and types of resources, factors influencing resource utilisation; Resource conservation- meaning and methods - conventional and non-conventional resources, problems associated with and management of water, forest and energy resources - resource utilization and sustainable development

**3) Populations and Emerging Issues of Development :**

Population explosion in the world and in India and arising concerns- Demographic Transition Theory - pattern of population growth in the world and in India and associated problems - Measures taken to control population growth in India; Human population and environment - Environment and Human Health – Human Development Index – The World Happiness Index.

**4) Urbanisation and Environment :**

Concept of Urbanisation – Problems of migration and urban environment- changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity, Urban heat islands – Emerging Smart Cities and safe cities in India - Sustainable Cities.

**5) Reading of Thematic Maps**

Located bars, Circles, Pie charts, Isopleths, Choropleth, and Flow map, Pictograms - Only reading and interpretation.





**University of Mumbai**

**Revised Syllabus**  
**And**  
**Question Paper Pattern**  
**Of**  
**First Year B.Com**  
**Semester I**

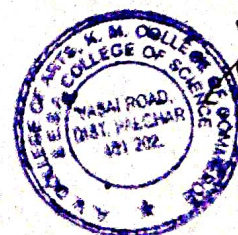
**Accountancy and Financial Management – I**

**And**

**Semester II**

**Accountancy and Financial Management – II**

*Under Credit, Grading and Semester System*  
*With effect from Academic Year 2012-2013*



# Environmental Studies-I

## UNIT I

### ENVIRONMENT AND ECOSYSTEM (12 lectures)

Environment - Definition, nature, scope, components, typology. Ecology: Definition and types; Importance of environmental studies and emerging issues of development with special reference to India.

## Unit II RENEWABLE AND NON-RENEWABLE RESOURCES (12 lectures)

Natural resources, definition, importance, classification, distribution patterns, conservation of water, forest, energy resources; Energy crisis and its impact: Management and mitigation. (Case study on Energy crisis)

## Unit III POPULATION AND THE ENVIRONMENT (14 lectures)

Population, distribution pattern; Environment and human health; Population growth in India: Measures taken to control population growth; Carrying capacity and its relevance; Human Development - Index patterns of HDI in India. (Case studies of Human Development in various states in India)

## Unit IV FOOD RESOURCES AND ENVIRONMENT (14 lectures)

Food and environment; Sources, areas of production of food in the world (Cereal, livestock, fish) and pattern of food trade; World food problem; Changes in productivity due to overgrazing and use of chemical fertilisers-pesticides; and Food security and- hunger. (Case study on malnutrition in Maharashtra)

### 1. Map Reading: (4 Lectures)



Located bars, Circles, Pie charts, Isopleths, Choropleth, and Flow map, Pictograms - Only reading and interpretation.

**2. Map Filling: (4 Lectures)**

World map-Only environmentally significant Features.

---

## **Environmental Studies-II**

**Unit I ENVIRONMENT AND MAN'S ACTIVITIES (14 lectures)**

Secondary and Tertiary Activities - Role of transport and telecommunication technology over time and space. Factors of transport- Complementarity-Transferability-Intervening Opportunity World industries - Locational pattern and environmental problems. New Industrial policy.

**Unit II ENVIRONMENT AND TOURISM (12 lectures)**

Tourism as an emerging service - Factors of location, Factors of Development, Typology, challenges before India, New Tourism Policy- Accessible Tourism, Consequences of tourism. Case Study.

**UNIT III ENVIRONMENTAL MOVEMENTS AND MANAGEMENT**

**(14 lectures)**

Environmental Protection. Environmental movements in India - Green Business, Green consumption Constitutional Provisions. Environmental Management - Concept, need and relevance. Environmental Impact Assessment. Concept of ISO 14000 and 16000. Carbon Bank and Carbon Credit. Case Study.





## **UNIT IV WASTE MANAGEMENT**

(12 lectures)

WASTE - Types, Problems of non-degradable waste, Solid Waste, E-waste and Plastic waste, Waste Management, Recycling of Waste-Eco-friendly lifestyle. Case Study.

### **Map Filling (8 Lectures)**

Environmentally significant features of Mumbai & Konkan

---

### **Question paper pattern for Semester I and II**

- There will be a semester end examination (Semester I and II) for 60 marks of 2 hours duration
- Questions in the semester end examination will be based on Module I to IV (Semester I and II) examination
- In each semester end examination there will be four compulsory questions covering Module I to IV (Semester I and II)
- Question No. 1 will be compulsory question of Map reading of 10 marks (a) Thematic map (b) World map in the first semester examination and World Map reading. In the II Semester Map filling of (a) Mumbai (b) Konkan of 10 marks each (a-5 marks, b-5 marks)
- Question No. 2 will be of short notes. Students will be required to answer 4 out of 6. Each note will be of 5 marks in each semester.
- Question No.3 to 6 will be full length questions of 10 marks each

**Question Paper Pattern with Unit wise allotment of marks is as follows**

---



Question paper pattern with Module wise weightage of marks is as follows

First Semester and Second Semester  
**External Assessment (60 marks)**

All questions are compulsory	60 marks
Q.1 Map Pointing and Reading** (I and II Sem.) (WORLD, MUMBAI and KONKAN as per syllabus)	10 marks
Q.2 Short notes (4 out of 6) (Module I to IV)	20 marks
Q.3 to Q. 6 (3/4) (one question from each module) (3X10)	30 Marks

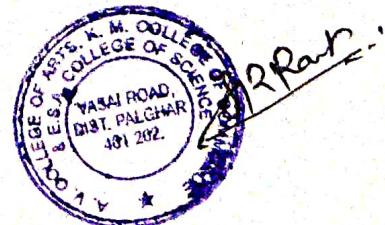
**Internal Assessment (40 marks)**

1. Test Paper	20 marks
Assignment	10 marks
2. Active Class Participation	05 marks
3. Responsible Behavior	05 marks

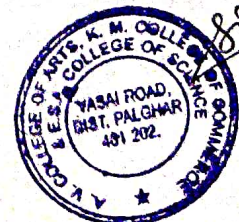
\*\* I SEMESTER- WORLD MAP INTERPRETATION ( 5Marks) and POINTING(5 Marks)  
II SEMESTER MAP POINTING –MUMBAI (5 MARKS) and KONKAN (5 Marks)

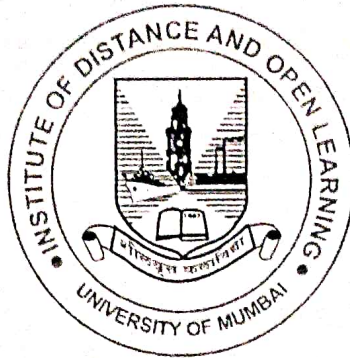
References

- (1) Singh, Savindra, 2011 : Environmental Geography, Prayag Pustak Bhavan, Allahabad, India
- (2) Gautam Alka, 2009 : Environmental Geography, Sharda Pustak Bhavan, Allahabad, India
- (3) Odum E.P. (1971) : Fundamentals of Ecology, W.B. Saunders, Philadelphia
- (4) Botkin D.B. & Keller E.A., 1995 : Environmental Science, John Wiley & Sons, New York
- (5) McKinney M.L. & Schoch R.M., 1998 : Environmental Science, Jones & Bartlett Publishers, London



- (6) Allaby M. 2002 : Basics of Environmental Sciences, Routledge, London
- (7) Detwyler T.R., 1971: Man's Impact on Environment, McGraw-Hill, New York
- (8) Rao K.L. 1975 : India's Water Wealth, Orient Longman Ltd. New Delhi
- (9) Ahirrao W.R. & others, Paryavaran Vijnan (Marathi), Nirali Prakashan, Pune





**F.Y.B.Com.**  
**ENVIRONMENTAL STUDIES**  
**SEMESTER - II**  
**SUBJECT CODE :UBCOMFSII.5**



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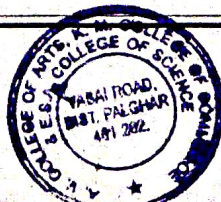
**: Dr. Chandani Bhattacharjee**  
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Mumbai - 400020

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*J. Prakash*

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*J.R.R.*

# SYLLABUS ENVIRONMENTAL STUDIES SEMESTER - II

## 1) Solid Waste Management for Sustainable Society :

Classification of solid wastes – Types and Sources of Solid Waste ; Effects of Solid Waste Pollution- Health hazards, Environmental Impacts; Solid Waste Management – solid waste management in Mumbai- Schemes and initiatives run by MCGM – role of citizens in waste management in urban and rural areas.

## 1) Agriculture and Industrial Development :

Environmental Problems Associated with Agriculture: Loss of Productivity, Land Degradation, desertification - Uneven Food Production – Hunger, Malnutrition and Food Security – Sustainable Agricultural practices

Environmental Problems Associated with Industries – pollution - Global warming, Ozone Layer Depletion, Acid rain, Sustainable Industrial practices – Green Business and Green Consumerism, Corporate Social Responsibility towards environment

## 3) Tourism and Environment :

Tourism: Meaning, Nature, Scope and importance – Typology of tourism- classification; Tourism potentials in India and challenges before India; New Tourism Policy of India; Consequences of tourism : Positive and Negative Impacts on Economy, Culture and environment- Ecotourism.

## 4) Environmental Movements and Management :

Environmental movements in India: Save Narmada Movement, Chipko Movement, Appiko Movement, Save Western Ghats movement; Environmental Management: Concept, need and relevance; Concept of ISO 14000 and 16000; Concept of Carbon Bank and Carbon Credit , EIA , ecological footprint; Environment Protection Acts; Concept and components of Geospatial Technology- Applications of GST in Environmental Management.

## 5) Map Filling :

Map filling of World (Environmentally significant features) using point, line and polygon segment.

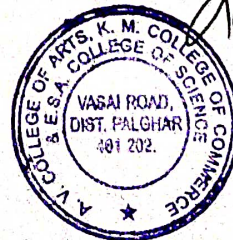
Map filling of Konkan and Mumbai (Environmentally significant features)



*J.P.Rab*

AC-19.3.2012

Item No. 4.47



*K. L. Panchal*  
K. L. PANCHAL



Revised Syllabus  
Foundation Course for F. Y. B.Com  
Semester I

BA/BSC

Lectures 45  
Marks 100

**Unit 1**

**Overview of Indian Society:**

Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender;

Appreciate the concept of linguistic diversity in relation to the Indian situation;

Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference. (5 lectures)

**Unit 2**

**Concept of Disparity- 1:**

Understand the concept of disparity as arising out of stratification and inequality;

Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;

Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities. (10 lectures)

**Unit 3**

**Concept of Disparity-2:**

Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof;

Understand inter-group conflicts arising out of communalism;

Examine the causes and effects of conflicts arising out of regionalism and linguistic differences. (10 lectures)

**Unit 4**

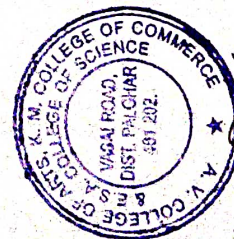
**The Indian Constitution:**

Philosophy of the Constitution as set out in the Preamble;

The structure of the Constitution-the Preamble, Main Body and Schedules;

Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society;

Basic features of the Constitution. (10 lectures)



## Unit 5

### Significant Aspects of Political Processes:

The party system in Indian politics;

Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics;

Role and significance of women in politics.

(10 lectures)

## Unit 6

Growing Social Problems in India:

- a) Substance abuse- impact on youth & challenges for the future
- b) HIV/AIDS- awareness, prevention, treatment and services
- c) Problems of the elderly- causes, implications and response
- d) Issue of child labour- magnitude, causes, effects and response
- e) Child abuse- effects and ways to prevent
- f) Trafficking of women- causes, effects and response

(15 lectures)

### Note:

15 lectures will be allotted for project guidance

Unit Number 6 will not be assessed for the Semester End Exam

## Revised Syllabus Foundation Course for F. Y. B Com Semester II

Lectures 45

Marks 100

## Unit 1

### Globalisation and Indian Society:

Understanding the concepts of liberalization, privatization and globalization;

Growth of information technology and communication and its impact manifested in everyday life;

Impact of globalization on industry: changes in employment and increasing migration;

Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.

(7 lectures)

## Unit 2

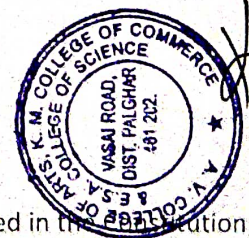
### Human Rights

Concept of Human Rights; origin and evolution of the concept;

The Universal Declaration of Human Rights;

Human Rights constituents with special reference to Fundamental Rights stated in the Constitution;

(10 lectures)



### Unit 3 Ecology

Importance of Environment Studies in the current developmental context;  
Understanding concepts of Environment, Ecology and their interconnectedness;  
Environment as natural capital and connection to quality of human life;  
Environmental Degradation- causes and impact on human life;  
Sustainable development- concept and components; poverty and environment  
(10 lectures)

### Unit 4

#### Understanding Stress and Conflict:

Causes of stress and conflict in individuals and society;  
Agents of socialization and the role played by them in developing the individual;  
Significance of values, ethics and prejudices in developing the individual;  
Stereotyping and prejudice as significant factors in causing conflicts in society.  
Aggression and violence as the public expression of conflict; (10 lectures)

### Unit 5

#### Managing Stress and Conflict in Contemporary Society:

Types of conflicts and use of coping mechanisms for managing individual stress;  
Maslow's theory of self-actualisation;  
Different methods of responding to conflicts in society;  
Conflict-resolution and efforts towards building peace and harmony in society.  
(8 lectures)

### Unit 6

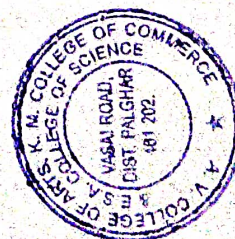
#### Contemporary Societal Challenges:

- Increasing urbanization, problems of housing, health and sanitation;
- Changing lifestyles and impact on culture in a globalised world.
- Farmers' suicides and agrarian distress.
- Debate regarding Genetically Modified Crops.
- Development projects and Human Rights violations.
- Increasing crime/suicides among youth.

(15 lectures)

#### Note:

15 lectures will be allotted for project guidance  
Unit Number 6 will not be assessed for the Semester End Exam



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**Question Paper Pattern for FC**  
**Semester I and II Courses**  
**At the F Y B. Com Examinations**

The student will be assessed on the basis of Internal Assessment of 40 marks and a Semester End Exam of 60 marks. The student will have to secure a minimum of 40% marks in aggregate and a minimum of 40% in each component of assessment i.e. 16 out of 40 in Internal Assessment and 24 out of 60 in Semester End Exam.

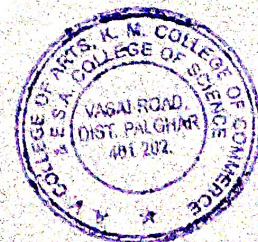
**Internal Assessment:**

- There will be **two** mid-semester tests of 10 marks each; the first test will be on Units 1 and 2; the second test will be on Units 3 and 4.
- The tests will, as far as possible, comprise of objective questions, short notes or case studies.
- The student will have to submit an assignment/project before appearing for the Semester End Exam for 10 marks. This assignment/project will be entirely based on Unit 6 and can take the form of street-plays, posters, power-point presentations, etc.
- 10 marks will be allotted to overall participation, etc. as per the norms of the credit system
- Unit 6 will not be included in the Semester End Exam.

**Semester End Exam:**

- There will be a Semester End Exam for 60 marks of 2 hours duration.
- Question No. 1, 2 and 3 will be Full-length questions for 15 marks each; there will be an internal choice in each of these questions requiring the students to answer one of two questions asked.
- Full-length questions will be from Units 2, 3, 4 and 5 only.
- Question No. 4 will be of the Short Note type where each Short Note will be for 3 marks each. Students will be required to answer 5 out of 8 Short Notes.
- Short note questions will be from Units 1, 2, 3, 4 and 5.
- Unit 1 will not feature in the Full-length questions but will be asked only in the form of Short Note questions.

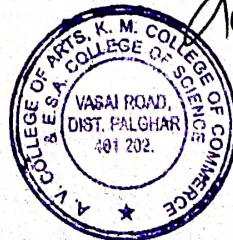
**NOTE: All other rules regarding Standard of Passing, ATKT, etc., will be as per those decided by the Faculty of Commerce and passed by the Academic Council from time to time.**



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AC-19.3.2012

Item No. 4.47



*[Handwritten Signature]*  
KARAN L. PANCHOL

Revised Syllabus  
Foundation Course for F. Y. B.Com /BA/BSC  
Semester I

Lectures 45  
Marks 100

**Unit 1**

**Overview of Indian Society:**

Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender;

Appreciate the concept of linguistic diversity in relation to the Indian situation;

Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference. (5 lectures)

**Unit 2**

**Concept of Disparity- 1:**

Understand the concept of disparity as arising out of stratification and inequality;

Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;

Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities. (10 lectures)

**Unit 3**

**Concept of Disparity-2:**

Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof;

Understand inter-group conflicts arising out of communalism;

Examine the causes and effects of conflicts arising out of regionalism and linguistic differences. (10 lectures)

**Unit 4**

**The Indian Constitution:**

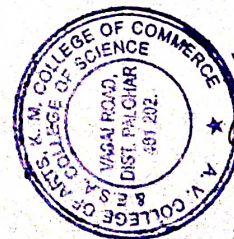
Philosophy of the Constitution as set out in the Preamble;

The structure of the Constitution-the Preamble, Main Body and Schedules;

Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society;

Basic features of the Constitution.

(10 lectures)



## Unit 5

### Significant Aspects of Political Processes:

The party system in Indian politics;

Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics;

Role and significance of women in politics.

(10 lectures)

## Unit 6

### Growing Social Problems in India:

- a) Substance abuse- impact on youth & challenges for the future
- b) HIV/AIDS- awareness, prevention, treatment and services
- c) Problems of the elderly- causes, implications and response
- d) Issue of child labour- magnitude, causes, effects and response
- e) Child abuse- effects and ways to prevent
- f) Trafficking of women- causes, effects and response

(15 lectures)

### Note:

15 lectures will be allotted for project guidance

Unit Number 6 will not be assessed for the Semester End Exam

**Revised Syllabus**  
**Foundation Course for F. Y. B Com**  
**Semester II**

Lectures 45

Marks 100

## Unit 1

### Globalisation and Indian Society:

Understanding the concepts of liberalization, privatization and globalization;

Growth of information technology and communication and its impact manifested in everyday life;

Impact of globalization on industry: changes in employment and increasing migration;

Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.

(7 lectures)

## Unit 2

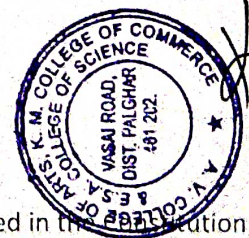
### Human Rights

Concept of Human Rights; origin and evolution of the concept;

The Universal Declaration of Human Rights;

Human Rights constituents with special reference to Fundamental Rights stated in the Constitution;

(10 lectures)



### Unit 3

#### Ecology

Importance of Environment Studies in the current developmental context;  
Understanding concepts of Environment, Ecology and their interconnectedness;  
Environment as natural capital and connection to quality of human life;  
Environmental Degradation- causes and impact on human life;  
Sustainable development- concept and components; poverty and environment  
(10 lectures)

### Unit 4

#### Understanding Stress and Conflict:

Causes of stress and conflict in individuals and society;  
Agents of socialization and the role played by them in developing the individual;  
Significance of values, ethics and prejudices in developing the individual;  
Stereotyping and prejudice as significant factors in causing conflicts in society.  
Aggression and violence as the public expression of conflict; (10 lectures)

### Unit 5

#### Managing Stress and Conflict in Contemporary Society:

Types of conflicts and use of coping mechanisms for managing individual stress;  
Maslow's theory of self-actualisation;  
Different methods of responding to conflicts in society;  
Conflict-resolution and efforts towards building peace and harmony in society.  
(8 lectures)

### Unit 6

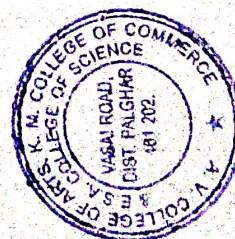
#### Contemporary Societal Challenges:

- Increasing urbanization, problems of housing, health and sanitation;
- Changing lifestyles and impact on culture in a globalised world.
- Farmers' suicides and agrarian distress.
- Debate regarding Genetically Modified Crops.
- Development projects and Human Rights violations.
- Increasing crime/suicides among youth.

(15 lectures)

#### Note:

15 lectures will be allotted for project guidance  
Unit Number 6 will not be assessed for the Semester End Exam



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**Question Paper Pattern for FC**  
**Semester I and II Courses**  
**At the F Y B. Com Examinations**

The student will be assessed on the basis of Internal Assessment of 40 marks and a Semester End Exam of 60 marks. The student will have to secure a minimum of 40% marks in aggregate and a minimum of 40% in each component of assessment i.e. 16 out of 40 in Internal Assessment and 24 out of 60 in Semester End Exam.

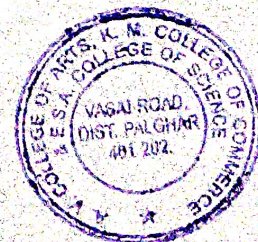
**Internal Assessment:**

- There will be **two** mid-semester tests of 10 marks each; the first test will be on Units 1 and 2; the second test will be on Units 3 and 4.
- The tests will, as far as possible, comprise of objective questions, short notes or case studies.
- The student will have to submit an assignment/project before appearing for the Semester End Exam for 10 marks. This assignment/project will be entirely based on Unit 6 and can take the form of street-plays, posters, power-point presentations, etc.
- 10 marks will be allotted to overall participation, etc. as per the norms of the credit system
- Unit 6 will not be included in the Semester End Exam.

**Semester End Exam:**

- There will be a Semester End Exam for 60 marks of 2 hours duration.
- Question No. 1, 2 and 3 will be Full-length questions for 15 marks each; there will be an internal choice in each of these questions requiring the students to answer one of two questions asked.
- Full-length questions will be from Units 2, 3, 4 and 5 only.
- Question No. 4 will be of the Short Note type where each Short Note will be for 3 marks each. Students will be required to answer 5 out of 8 Short Notes.
- Short note questions will be from Units 1, 2, 3, 4 and 5.
- Unit 1 will not feature in the Full-length questions but will be asked only in the form of Short Note questions.

**NOTE: All other rules regarding Standard of Passing, ATKT, etc., will be as per those decided by the Faculty of Commerce and passed by the Academic Council from time to time.**



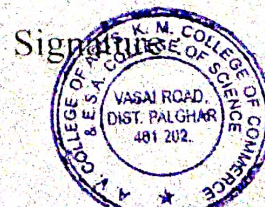
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**UNIVERSITY OF MUMBAI****Syllabus for Approval**

Sr. No.	Heading	Particulars
1	Title of the Course	Foundation Course (SYBA, SYBSc, SYBCom; Semesters III and IV)
2	Eligibility for Admission	Not Applicable
3	Passing Marks	40 %
4	Ordinances / Regulations ( if any)	Not Applicable
5	No. of Years / Semesters	III and IV Semesters
6	Level	P.G./ <b>U.G.</b> / Diploma / Certificate ( Strike out which is not applicable)
7	Pattern	Yearly/ <b>Semester</b> ( Strike out which is not applicable)
8	Status	New/ <b>Revised</b> ( Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year 2017-18

Date: 8<sup>th</sup> May, 2017

Name of BOS Chairperson / Dean : Dr Agnelo Menezes



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# UNIVERSITY OF MUMBAI



## Essentials Elements of the Syllabus

1	Title of the Course	Foundation Course (SYBA, SYBSc, SYBCom – III and IV Semesters)
2	Course Code	
3	Preamble / Scope	Not Applicable
4	Objective of Course / Course Outcome	Not Applicable
5	Eligibility	Not Applicable
6	Fee Structure	Not Applicable
7	No. of Lectures	3 lectures per week
8	No. of Practical	Not Applicable
9	Duration of the Course	III and IV Semesters respectively
10	Notional hours	Not Applicable
11	No. of Students per Batch	Not Applicable
12	Selection	Not Applicable
13	Assessment	Not Applicable
14	Syllabus Details	Given
15	Title of the Unit	Not Applicable
16	Title of the Sub-Unit	Not Applicable
17	Semester wise Theory	Not Applicable
18	Semester wise List of Practical	Not Applicable
19	Question Paper Pattern	Given
20	Pattern of Practical Exam	Not Applicable
21	Scheme of Evaluation of Project / Internship	Given
22	List of Suggested Reading	Given
23	List of Websites	Given
24	List of You-Tube Videos	Not Applicable
25	List of MOOCs	Not Applicable



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