

HSNC University Mumbai

**(Established by Government of Maharashtra vide notification dated 30th October, 2019
under section 3(6) of Maharashtra Public Universities Act)**



Ordinances and Regulations

With Respect to

Choice Based Credit System (CBCS)

For the Programmes

Under

The Faculty of Commerce & Management

With effect from the

Academic year 2024-25



Board of Studies in the Subject of Banking, Insurance and Financial Markets

1) Name of Chairperson/Co-Chairperson/Coordinator:

- a) **Dr. Tasneem Razmi, Chairperson**, Assistant Professor- Accounting and Finance, HR College, HSNC University Churchgate, Mumbai –400 020. Email ID- tasneemrazmi@gmail.com
- b) **Dr. Ritika Pathak, Co- Chairperson**, Assistant Professor and Head-Department of BAF/BBI/BFM/BMS, KC College, HSNC University Churchgate, Mumbai –400 020. Email ID- ritika.pathak@kccollege.edu.in,

2) Two to five teachers each having minimum five years teaching experience amongst the full-time teachers of the Departments, in the relevant subject.

- a) **Ms. Bharti Jethani**, Assistant Professor- HR College, HSNC University,Churchgate, Mumbai –400 020 Email ID- bharti_jethani06@yahoo.co.in, Mobile No- 9665403944
- b) **Dr. Riya Nathani**, Assistant Professor- KC College, HSNC University Churchgate, Mumbai – 400 020. Email ID riya.nathani@kccollege.edu.in, Mobile No-8698908583
- c) **Dr.Bhakti Mulchandani**, Assistant Professor- HR College, HSNC University,Churchgate, Mumbai –400 020
Email Id: bhakti.mulchandani@hrcollege.edu, Mobile No. 9552447447
- d) **Ms. Sneha Singh**, Assistant Professor- KC College, HSNC University Churchgate, Mumbai – 400 020. Email ID Sneha.singh@kccollege.edu.in, Mobile No-9004004767
- e) **Mr. Vicky karnani**, Assistant Professor-HR College, HSNC University, Email Id: Vicky.karnani@hrcollege.edu.in, Mobile No- 9820289580
- f) **Mr Rahul Mishra**, Assistant Professor- HR College, HSNC University,Churchgate, Mumbai –400 020

Email Id: rahul.mishra@hrcollege.edu , Mobile No. 8108588601

3) One Professor / Associate Professor from other Universities or professor / Associate Professor from colleges managed by Parent Body;

- a) **Prof. Sundar Ram Korivi**, Professor, Senior Consultant, NIFM, Email ID- sundfina9@gmail.com, Mobile No- 9987296128

4) Four external experts from Industry / Research / eminent scholar in the field relevant to the subject nominated by the Parent Body;

- a) **Mr. Kunal Rambhia**, Fund Manager, The Streets, Mumbai, Email ID – kunal@thestreets.co.in Mobile no-9820368847
- b) **Mr. Tushar Desai**, Ex MD Goldman Sachs, Email ID-tushardesai31@gmail.com, Mobile No- 9902173030
- c) **Mr. Bhavin Doshi**, Email ID- bhavin.doshi@sharekhan.com Mobile No- 9870974813

5.) Top rankers of the Final Year Graduate and Final Year Post Graduate examination of previous year of the concerned subject as invitee members for discussions on framing or revision of syllabus of that subject or group of subjects for one year.

- a) **Mr. Pasan Chokshi**, AVP- Trading, Ujjivan Small Finance Bank Ltd. ,Email [id- pasanchoksi@gmail.com](mailto:pasanchoksi@gmail.com) Mobile no- 92207 27759
- b) **Ms Mohini Mahadevia**, Proprietor, Soulfina financial planners, Email ID- mohinimahadevia@gmail.com ,Mobile no- 983314032
- c) **Ms. Shweta Anchan**, Senior team Member, JPMorgan Chase & Co, Email ID: shwetaanchan2811@gmail.com, Mobile No- 8452805085



HSNC University Mumbai
(2024-2025)

Ordinances and Regulations
With Respect to

Choice Based Credit System (CBCS)

For the Programmes

Under

The Faculty of Commerce & Management

For the Programme

**Bachelors of Commerce (Banking and
Insurance)**

Curriculum– Second Year Undergraduate Programme

Semester-III and Semester -IV

INDEX

Semester III

Subjects

I. Major:

1. Retail Banking
2. Credit and Risk Management

II. Minor

1. Business Finance- Financial Markets

III. Ability enhancement course: Modern Indian Language

- a. HINDI
- b. MARATHI
- c. SANSKRIT
- d. SINDHI

IV. Skill Enhancement Course: Information Technology

V. Open Elective - Business Law

Semester IV

Subjects

I. Major:

1. Life and General Insurance
2. Investment Banking

II. Minor

1. Business Finance- Mutual Fund Management

III. Ability enhancement course: Modern Indian Language

- i. HINDI
- ii. MARATHI
- iii. SANSKRIT
- iv. SINDHI

IV. Skill Enhancement Course: Research Methodology

V. Open Elective - Corporate Law

Preamble

The B.Com (Banking and Insurance) program is started with an aim to make the students employable and impart industry-oriented training.

BBI is decade long popular course aiming at all-round development of students with Curricular, Co-Curricular and Extra-Curricular activities. It has All Market and Career Oriented subjects opted with innovative methodology. Experienced & Industry based faculty grooming. Which makes teaching-learning more relevant in today's BFSI World. The course is very professionally and effectively conducted, with highly qualified academics and professionals from the industry conducting the classes.

This course aims to impart students with strong foundational knowledge in the field of Banking, Finance, Insurance as well as other related fields like Business Communication, Insurance Law, and Accounting etc. You will not only learn the theoretical aspects of the subjects but will be equipped with various practical applications of new banking policies, various regulatory acts in insurance, market reforms, and much more. The major focus on the theoretical front will be easily neutralized through interesting and interactive case studies as well as industry visits.

The teaching methodology includes classroom discussions and debates, role play, case studies and paper presentations, in addition to the conventional chalk-and-talk method. While the course is primarily theoretical, there is a good blend of projects, case studies, moot courts, court visits and industrial visits to enable a student to get hands on experience in the functioning of the Industry. The department also conducts various seminars and workshops to make them well – versed in global Banking and Insurance markets.

It has a strong emphasis on developing analytical skill and offers a solid grounding and professional competence in all aspects of commerce required for careers in the business and corporate sectors. BBI is an extremely vibrant department that believes in providing holistic education and regularly conducts events and organises activities to achieve this goal.

BBI realizes the importance of interaction between the juniors and seniors and organizes industrial visits and field trips in each semester. This gives the students a chance to bond and gives them a chance to discover solutions to real world situations.

**Part 2- The Scheme of Teaching and Examination is as under:
Semester – III**

Summary

| Sr. No . | Choice Based Credit System | Subject Code | Remarks |
|----------------|---|--------------|---------|
| 1 | Major Course 1. Retail Banking 2. Credit and Risk Management | | |
| 2 | Minor Course Business Finance- Financial Markets | | |
| 3 | Ability enhancement course: Modern Indian Language | | |
| 4 | Skill Enhancement Course: Information Technology | | |
| 5 | Open Elective | | |

Second Year Semester III Formative and Summative Detail Scheme

| Sr. No. | Subject Code | Subject Title | Periods Per Week | | | | | | Credit | Seasonal Evaluation Scheme | | | | | Total Marks |
|----------------------|--------------|---|------------------|------------|---|---|---|---------|--------|----------------------------|----|----|-----|-----|-------------|
| | | | Units | S. L. * | L | T | P | S. L. E | | CT | TA | AP | SEE | | |
| 1 | | Retail Banking | 4 | 20% * | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 2 | | Credit and Risk Management | 4 | 20% * | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 3 | | Business Finance- Financial Markets | 4 | 20% * | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 4 | | Ability enhancement course: Modern Indian Language | 2 | 20% * | 2 | 0 | 0 | 2 | 00 | 20 | 00 | 00 | 30 | 50 | |
| 5 | | Skill Enhancement Course: Information Technology | 3 | 20% * | 1 | 0 | 2 | 3 | 15 | | 10 | 05 | 45 | 75 | |
| 6 | | Open Elective | 3 | 20% * | 2 | 0 | 0 | 3 | 15 | | 10 | 05 | 45 | 75 | |
| Co-curricular | | | | | | | | | 2* | | | | | | |
| Total Hours / Credit | | | | | | | | | 20+2* | Total Marks | | | | | 500 |

***One to two lectures to be taken for CONTINUOUS self -learning evaluation**

- **Lecture Duration – 60 Minutes**
- **One Credit = 15 hours of lectures, 30 hours practicals**

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation CT- Commutative Test, SEE- Semester End Examination , TA-Teacher Assessment, AP- Active Participation

SEMESTER 3

Retail Banking

Course Objective:

To provide students with a comprehensive understanding of retail banking principles, practices, and strategies within the financial services sector. The course aims to equip students with the knowledge and skills necessary to analyze, evaluate, and implement effective retail banking solutions in diverse market environments.

Course learning outcomes:

- To understand the concept of retail banking and its products
- To understand customer relationship management and its regulation.
- To analyses online system for retail banking products and services.
- To determine different types of loans under retail banking and its operations.

| SR. No. | Modules/ Units | No. of Lectures |
|---------|--|-----------------|
| 1 | RETAIL BANKING 1.1 Introduction to Retail Banking 1.2 Products offered by Retail Banking 1.3 MIS in Retail Banking 1.4 Retail Banking Marketing Strategies 1.5 Tie-up with Institutions for Personal loans / Credit cards, Educational loans, Dealers for Auto loans, Builders for Home loans, 1.6 Delivery Channels - Branch, Extension counters, ATMs, POS, Internet Banking, M-Banking. 1.7 Selling Process in retail products and Cross Selling and Up selling and Direct Selling Agents | 15 |
| 2 | CUSTOMER RELATIONSHIP MANAGEMENT 2.1 Introduction to Customer Relationship Management 2.2 Role and impact of customer relationship management 2.3 Stages in customer relationship management process 2.4 Regulations and compliance Technology for Retail Banking 2.5 Technology for Retail Banking: Static information, Account opening, basic loan, origination data, Updated information like income details at different frequencies., KYC 2.6 Accounting entries - Loan process and the relevant accounting including EMI Computation. | 15 |

| | | |
|---|--|----|
| 3 | RETAIL BANKING PRODUCTS AND SERVICES 3.1 Retail Products Overview – Customer requirements, Products development process, 3.2 Liabilities and Assets Products : Marketing and servicing of deposits 3.3 Retail Loan Approval process 3.4 Distinction between Retail and Corporate Banking 3.5 Trends in retailing – New products like Insurance, Demat services, Online Banking, Property services, Investment advisory, servicing of NRI accounts | 15 |
| 4 | RETAIL BANKING OPERATIONS 4.1 Credit scoring. 4.2 Important Asset Products 4.3 Home Loans – Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Collection, Loan Against Property (LAP) etc. 4.4 Vehicle Loans – Eligibility, Purpose, Amounts, Margin, Security, Disbursement, Moratorium, Prepayment issues, Collection etc. 4.5 Personal Loans – Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Collection, Loan against shares, gold loans, Credit Cards, etc. 4.6 Educational Loans – Eligibility, Purpose, Amounts, Security, Disbursement, Moratorium, Prepayment issues, Repayment etc. 4.7 Business Loans: loans to professionals, small businesses, priority sector loans, etc. | 15 |

Self-Learning topics (Unit wise):

- 1 Products offered by Retail Banking
- 2 Regulations and compliance Technology for Retail Banking
- 3 Trends in retailing
- 4 Important Asset Products

Online Resources

<https://www.youtube.com/watch?v=jyxOl8hXqJg>

<https://www.youtube.com/watch?v=KkC0SCGG18o>

<https://www.youtube.com/watch?v=fOf1rjpcyxc>

https://www.youtube.com/results?search_query=important+assets+products+in+banking

<https://www.iibf.org.in/documents/RulesSyllabus/2018/Retail%20Banking-Low-240518.pdf>

REFERENCES

- Modern Banking: R Sayers
- Retail Banking Macmillan Education- Indian Institute of Banking and Finance
- Retail Assets Products and Other Related Services- Indian Institute of Banking and Finance
- Corporate Banking – Indian Institute of Banking and Finance

Evaluation Pattern

For 40 Marks

Internal assessment is as follows:

| Sr. No. | Particulars | Marks |
|----------------|--|--------------|
| 1 | ONE class test / online examination to be conducted in the given semester 15 marks + Active Participation in routine class instructional deliveries 05 Marks | 20 Marks |
| 2 | Self-Learning Evaluation | 20 Marks |

For 60 Marks

Semester End Examination

Time 2 hours

Question Paper Pattern

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

| | |
|-----------------------------------|--|
| CREDIT AND RISK MANAGEMENT | |
|-----------------------------------|--|

Course objective:

- The objective of the course is to help participants to understand various banking products on retail and corporate front, master the risk and credit Processes followed by a banker.
- It also gives emphasis on developing analytical skills while considering the qualitative and quantitative aspects of a proposal to take the correct decision for better portfolio building and reduced NPA in a banks book.
- Understanding the documentation and monitoring processes are also key learning objectives of this course.

Learning outcomes:

- Learn how risk management evolves in this disruptive and innovative environment
- Provide an overview and working knowledge of risk governance and long-term value creation in the light of digital disruptions and new regulations.

| CREDIT AND RISK MANAGEMENT | |
|--|----|
| <p>Unit 1: Introduction to Risk Management</p> <p>The concept of risk, risk management and the process of Risk Management</p> <ul style="list-style-type: none"> · Types of Risks (credit, market and operational) · Definition and classification as per BASEL norms · Risk return relationship · Enterprise Risk Management · Role of risk management · Objectives of Risk Management | 15 |
| <p>Unit 2: Risk Management techniques</p> <p>Risk management, techniques and tools used for equity</p> <ul style="list-style-type: none"> · Equity, Currencies and Commodities market in India · Forward, Futures and Option contracts. <p>Risk management for derivatives/fixed income securities</p> <ul style="list-style-type: none"> · Introduction to Derivatives · Hedging through derivatives · Fixed Income risk management through derivatives | 15 |
| <p>Unit 3 - Foreign Exchange Rate Risk and operational Risk</p> <ul style="list-style-type: none"> · Forex market , foreign exchange risks to banks and investors. · Identifying, analyzing and managing Foreign exchange risk · Interest Rate market · Identifying, analyzing and measuring Interest Rate risk <ul style="list-style-type: none"> · Operational Risk · ATM failures and cyber threats, · internal and external threats, | 15 |

| | |
|---|----|
| <ul style="list-style-type: none"> · internal controls, · risk mitigation | |
| Unit 4 – Risk Measurement Procedure for Credit Risk Management <ul style="list-style-type: none"> · Credit Lifecycle · Estimation of volatilities and correlations (application to volatility term structures) Monte Carlo simulations (application to interest rate forecasting) <ul style="list-style-type: none"> ● Option valuation · Risk-adjusted return on capital (RAROC) & beta calculation | 15 |

Self-Learning topics (Unit wise):

- Unit Topics 1 Enterprise Risk Management
- 2 Forward, Futures and Option contracts.
- 3 Credit Lifecycle
- 4 Linear Value-at-Risk

Online Resources

- <https://youtu.be/gSnoeukCVX0>
- <https://youtu.be/yNaN5kYTnLY>
- <https://youtu.be/w3Y0-Keho9Y>

References

- Derivatives and Risk Management – Janakiramanan, Pearsons
- Risk Management – Indian Institute of Banking and Finance, Macmillan India Ltd.
- Risk Management – C.K.Roy and Prabhat Roy, New Central Book Agency Private Ltd.
- Foreign Exchange and Risk Management – Jeevanandam, Sultan Chand and Sons
- An Introduction to Derivatives and Risk Management – Don M. Chance and Robert Brooks, Cengage Learning India Pvt. Ltd

Evaluation Pattern

For 40 Marks

Internal assessment is as follows:

| Sr. No. | Particulars | Marks |
|---------|--|----------|
| 1 | ONE class test / online examination to be conducted in the given semester 15 marks + Active Participation in routine class instructional deliveries 05 Marks | 20 Marks |
| 2 | Self-Learning Evaluation | 20 Marks |

For 60 Marks

Semester End Examination

Time 2 hours

Question Paper Pattern

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

Financial Markets

Learning Objective:

- Develop a strong understanding of financial markets and their functions within the Indian financial system.
- Gain proficiency in analyzing and utilizing various financial instruments, including money market, debt market, equity shares, and commodity derivatives.
- Acquire practical knowledge of financial intermediaries' roles and regulatory frameworks governing Indian financial markets.

Learning Outcomes:

- Explain the structure and functions of Indian financial markets, including money market, debt market, equity market, and commodity derivatives.
- Identify and evaluate different financial instruments and their roles in investment and risk management.
- Apply regulatory knowledge to analyze the interrelationship between financial markets and the operations of financial intermediaries.

| Sr no. | MODULE/UNITS | No. of Lectures |
|--------|---|-----------------|
| 1. | Introduction To Financial Markets: | 15 |
| | <ul style="list-style-type: none"> • Financial system structure and functions • Financial markets and their economic functions • Financial intermediaries and their functions • Financial markets structure • Financial instruments • Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services. • Interrelationship between BCD markets. | |
| 2. | Financial Markets in India | 15 |
| | <ul style="list-style-type: none"> • Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets. • Indian Debt Market – Meaning, Market Instruments • Indian Equity Market – - Meaning, Features, Functions, Importance, Participants, Instruments, Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA , Green Shoe Option, Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP. Meaning and functions of Stock Exchange- NSE and BSE. Corporate Bond Market. | |
| 3. | Commodity Derivatives Market | 15 |

| | | |
|----|---|----|
| | <ul style="list-style-type: none"> • Introduction to commodities market – Difference between Commodities Spot and Commodities Derivatives market, Meaning History & origin, Types of commodities traded, • Structure of commodities market and commodities derivative market in India, agri and non agri products (Perishables and others), Warehouse receipts • Participants in commodities derivatives market, Trading in commodities derivatives in India(cash & derivative segment), • Commodity derivative exchanges in India & abroad • Reasons for investing in commodities derivatives. | |
| 4. | Derivatives Market | 15 |
| | <ul style="list-style-type: none"> • Introduction to Derivatives market- Meaning • Elements of a derivative contract, • Factors driving growth of derivatives market, • Types of derivatives, Types of underlying assets, Participants in derivatives market, Advantages & disadvantages of trading in derivatives market, • Current volumes of derivative trade in India, • Difference between Forwards & Futures • Exchange traded and OTC derivatives: trading and settlement | |

Self-Learning topics (Unit wise):

| Unit | Topics |
|------|----------------------------|
| 1 | Financial Market Structure |
| 2 | Indian Money Market |
| 3 | Commodity Exchanges |
| 4 | Forward & Futures |

Online Resources

<https://youtu.be/gqy7dSB9jcg>

<https://youtu.be/C0Ktvoh-oFM> <https://youtu.be/RzmLaXULZAw>

https://youtu.be/M_wVfpX39JE

References:

- Financial Institutions and Markets: Structure, Growth & Innovation – Bhole, McGraw Hill
- Indian Financial System – M.Y.Khan, McGraw Hill
- Financial Management: Theory and Practice - Prasanna Chandra, McGraw Hill
- Derivatives: Principles and Practice – Sundaram and Das, McGraw Hill Education

Evaluation Pattern**For 40 Marks**

Internal assessment is as follows:

| Sr. No. | Particulars | Marks |
|----------------|--|--------------|
| 1 | ONE class test / online examination to be conducted in the given semester 15 marks + Active Participation in routine class instructional deliveries 05 Marks | 20 Marks |
| 2 | Self-Learning Evaluation | 20 Marks |

For 60 Marks

Semester End Examination

Time 2 hours

Question Paper Pattern

N. B. 1. All questions are Compulsory.

2. All questions carry equal marks.

Q. 1 Answer any Two of the following (out of Three) From Module – I Marks – 15

Q. 2 Answer any Two of the following (out of Three) From Module – II Marks – 15

Q. 3 Answer any Two of the following (out of Three) From Module – III Marks – 15

Q. 4 Answer any Two of the following (out of Three) From Module – IV Marks – 15

Ability Enhancement Course: Modern Indian Language

HINDI

पाठ्यक्रम का उद्देश्य (Course Objectives):

1. ववद्यार्थषयों िेेँ सोचने, सिझने, िूलयांकन करने और स्वित्र तनर्षय लेने की

क्षििा का ववकास करना।

2. भारीय सभिया-संस्कृति से अवगि करािे हूँ उनिें नैतिक एवं िानवीय िूलयों का ववकास

करना।

3. पाठ्यक्रि िेेँ ववद्यार्थषयों को सैर्ात्रिक ज्ञान देनेके साथ- साथ ववर्य के प्रायोगक ज्ञान

दने पर वविर् ध्यान ददया गया है।

पाठ्यक्रम का परिणाम (Course Outcome):

5

1. ववद्यार्थषयों िेेँ सोचने, सिझने, िूलयांकन करने और स्वित्र तनर्षय लेने

की क्षििा का ववकामसि होगी।

2. ववद्यार्थषयों िेेँ भारीय सभिया-संस्कृति के प्रति सम्िान िथा नैतिक एवं

िानवीय िूलयों के प्रति सम्िान की भावना जागि होगी।

3. ववद्यार्थषयों िेेंप्रायोगक ज्ञान की सिझ ववकमसि होगी।

The Scheme of Teaching and Examination: Modern Indian Languages (HINDI)

Syllabus Information:

| Sr. No | Course Code | Title | Credits | Lectures |
|--------|-------------|---|---------|----------|
| 1 | | Undergraduate (UG) courses- MIL: Hindi Language and Poem (दहन्दी भार्ा एवं कवविाँ) | 2 | 30 |

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Title: Hindi Language and Poem (दहन्दी भार्ा एवं कवविाँ)

| Units | Modules | No. of Lectures |
|-------|--|-----------------|
| 1 | <p>खंड क : पाठ्यक्रम में ननर्ाारित कववताँ:</p> <p>1. राि यों कहने लगा िुझसे गगन का चाँद : रािर्ारी मसंह 'ददनकर'</p> <p>2. इस नदी की र्ार िेें ठंडी हवा आिी िो है : दष्ुयंि कुिार</p> <p>3. बनाया हैिेेने येघर र्ीरे-र्ीरे : राि दरि मिश्र</p> | 20 |

| | | |
|---|---|----|
| 2 | खंड ख : वाक्य के भेद, पयाषयवाची िब्द, ववलोि िब्द, अनेक िब्दों के एक िब्द | 10 |
|---|---|----|

मूल्यांकन एवं प्रश्नपत्र का प्रारूप

सत्र 1 एवं 2 के लिए

आंतरिक पीक्षा : 20 अंक

सत्रांत पीक्षा : 30 अंक

| | आंतरिक पीक्षा | अंक -20 |
|---|---------------------------|---------|
| 1 | प्रोजेक्ट | 10 |
| 2 | प्रत्यक्ष पुस्िक परीक्षर् | 10 |

| | सत्रांत पीक्षा | अंक -30 |
|---|-------------------------------|---------|
| 1 | अविरर् की संदभष सदहि व्याख्या | 10 |

| | | |
|---|-------------------|----|
| 2 | दीघोत्तरी प्रश्न | 10 |
| 3 | दटप्पणर्याँ | 5 |
| 4 | वस्िुतनष्ठ प्रश्न | 5 |

MARATHI

अभ्यासपत्रिके चा उद्देश्य (Course Objectives):

१. नवद्वार्थयांिा मुलाित या भानषक कौशल्य प्रकािाचा परिचय करुिदेणे.
२. मुलाितकािािे किावयाच्या पूवगतयािीची नवद्वार्थयांिा ओळि करुिदेणे.
३. मुलाित देणाऱ्यािे किावयाच्या पूवगतयािीची नवद्वार्थयांिा ओळि करुि देणे.
४. नवद्वार्थयांिा मुलाितीसाठी आवश्यक असणाऱ्या कौशलयांचा परिचय करुिदेणे.
५. निबांधाच्या नवनवध प्रकािाांचा परिचय करुि देणे.
६. निबांधप्रकािािुसाि बदलणाऱ्या भाषेच्या स्वरूपाची ओळि नवद्वार्थयांिा करुिदेणे.
७. मुलाितीच्या तांिाांचा परिचय नवद्वार्थयांिा करुिदेणे.
८. नवद्वार्थयांिा निबांध नलनहण्यास आनण मुलाित देण्यास प्रोत्सानहत किणे.
९. नवद्वार्थयांिा प्रत्यक्ष स्पधागपिीक्षांसाठी प्रोत्सानहत किणे.

अभ्यासपत्रिके चा परिणाम (Course Outcome):

१. नवद्वार्थयांिा मुलाित या सांभाषणप्रकािाच्या स्वरूपाचा परिचय होईल.
२. मुलाितकािािे किावयाच्या पूवगतयािीची नवद्वार्थयांिा ओळि होईल.
३. मुलाित देणाऱ्यािे किावयाच्या पूवगतयािीची नवद्वार्थयांिा ओळि होईल.
४. नवद्वार्थयांिा मुलाितीसाठी आवश्यक असणािी कौशलये परिचय होतील.
५. निबांधाच्या नवनवध प्रकािाांचा नवद्वार्थयांिा परिचय होईल.
६. निबांधप्रकािािुसाि बदलणाऱ्या भाषेच्या स्वरूपाची ओळि नवद्वार्थयांिा होईल .
७. मुलाित देणेया प्रनियेशी सांबांधत नवनवध तांिाांचा परिचय नवद्वार्थयांिा होईल.
८. नवद्वार्थयांिा निबांध नलनहण्यास आनण प्रत्यक्ष मुलाित देण्यास प्रेिणा नमळेल.
९. नवद्वार्थयांिा प्रत्यक्ष स्पधागपिीक्षांसाठी प्रेिणा नमळेल.

Semester III

Syllabus Information:

| Sr. No | Course Code | Title | Credits | Lectures |
|--------|-------------|------------------------------------|---------|----------|
| १ | | मुलाखत: पूववतयािी व मुलाखत कौशल्ये | २ | ३० |

Title: MIL: मुलाखत: पूववतयािी व मुलाखत कौशल्ये

| Units | Modules | No. of Lectures |
|-------|--|-----------------|
| १ | घटक एक : मुलाित घेणे -पूवगतयािी (६० नमनिटांच्या १५ तानसका) श्रेयांकि १ | १५ |
| २ | घटक दोः मुलाित देणेपूवगतयािी (६० नमनिटांच्या १५ तानसका) श्रेयांकि १ | १५ |

मूल्यांकन आत्रण प्रश्नपत्रिके चे स्वरूप

सि ३ व ४ साठी

अंतर्वत पीक्षा : रूण - २०

सांत पीक्षा : रूण - ३०

| | | |
|---|---------------------------|----------|
| | अंतर्वत पीक्षा | रूण - २० |
| 1 | प्रत्यक्ष मुलाित नकमािदोि | १० + १० |

| | सिांत ढीक्षा | रुण - ३० |
|---|---|-------------|
| 1 | बत्रिर्वत ढीक्षा ३० रुण (वेळ दीड तास) • एकूण तीं ढ्रश्र नवचांिावेत. • ढ्रत्येक घटकावि आंतर्गत ढयागय असलेलेढ्रत्येकी १० रुणांचेदोि ढ्रश्र नवचांिावेत. • नतसिा ढ्रश्र हा घटक १ आनण २ वि आधारित दहा रुणांचा वस्तुनिष्ठ स्वरूढाचा असावा. | ३० |

Reference books:

१. व्यावहारिक ढिाठी, ल.िा. िनसिाबादकि, ढाषानवकास सांशोधि सांस्था, कोलहाढूि, २०२३
२. व्यावहारिक ढिाठी, (सांढा.) स्िेहल तावि, स्िेहवधगि ढ्रकाशि, ढुणे
३. व्यावहारिक ढिाठी अध्याढिाच्या नदशा, (सांढा.) वसांत शेकडे, ऋतूढ्रकाशि, अहढदिर्ि, २०१२
- ॡ. व्यावहारिक ढिाठी, (सांढा.) कलयाण काळे, द.नद.ढडूंे, नििाली ढ्रकाशि, ढुणे
- ॡ. व्यावहारिक ढिाठी, लीला र्ोनवलकि, जयश्री ढाटणकि, स्िेहवधगि ढ्रकाशि, ढुणे
- ॡ. ढिाठी लेििदशगि, चांढ्रहास जोशी, ढेहता ढनब्लकेशिहाऊस, ढुणे
- ॡ. उढयोनजत ढिाठी, सांजय लांडर्े, नदलीढिाज ढ्रकाशि, ढुणे
- ॡ. अनिवायग ढिाठी, लीला र्ोनवलकि, के. सार्ि ढनब्लकेशि, ढुणे
१. व्यनक्तढत्त नवकासासाठी सांढाषण व लेििकौशलये, (सांढा.)ढरुथवीिाज तौि आनण इति, अथवगढनब्लकेशि, २०१ॢ.

Sanskrit Paper-I

II Year - Semester – III - Units – Topics – Teaching Lectures

| | | |
|-----------------|--|------------------------|
| Unit –I | Basic Language Skills: Grammar a) Alphabet, Shabda-Parichay b) Sentence construction (selected verbs) c) Vibhakti of Selected nouns | 15 Lectures |
| Unit –II | Reading & Speaking Skills: a) Vocabulary with Pictures b) Text reading of Nītiśatakam from verses (1-10) c) Conversational Practice | 15 Lectures |

Suggested Topics for Tutorials: (Semester – I)

1. Group Discussions
2. Fundamentals of Grammar
3. Vocabulary and Language Games
4. Picture Composition
5. Conversational Sanskrit skit

| First Semester | | |
|--|---|--------------|
| Internal Evaluation of 20 Marks | | |
| Sr. No. | Particulars | Marks |
| 1 | Experiential learning evaluation which can include studio activity like students recording Sanskrit mantras | 20 Marks |

| | | |
|----------------------------|---|---------------------------|
| Evaluation Pattern: | First Semester End Examination of 30 Marks | Duration : 2 Hours |
|----------------------------|---|---------------------------|

| | | |
|------------|--|----------|
| Question 1 | MCQS / Objectives on Grammar: Unit – I | 10 Marks |
|------------|--|----------|

| | | |
|------------|---|----------|
| Question 2 | Translation of Verses (from Nītiśatakam) | 10 Marks |
| Question 3 | Rewrite the story using the appropriate words from the given words. | 10 Marks |

Reference Books

1. Kale, M. R., A Higher Sanskrit Grammar: For the use of school and college student, Motilal Banarsidass Publishers Pvt. Ltd., Delhi, 2016
2. Max Müller, A Sanskrit Grammar for Beginners, Piramal Publications, Delhi, 2016
3. R. Antonie, S.J., A Sanskrit Manual (Part-I &Part-II), Allied Publishers Limited, New Delhi, 2002
4. **नीतिशिकम्**- Nitisatakam (With English Translation and Transliteration), ed. W. Vivian de Thabrew, Pilgrims Publishing, Varanasi, 2018
5. Dr. Kankar, 130 **संस्कृि कथा**: 130 Short Sanskrit Stories, Neeta Prakashan,
6. **पञ्चतन्त्रकथासंग्रहः**: Stories from Panchatantra, Published by:
<http://Sanskritebooks.wordpress.com>
https://ia801308.us.archive.org/29/items/Sanskrit_EBooks_Assorted_Titles/Stories%20from%20Panchatantra%20-%20Sanskrit%20English.pdf

Sindhi

Course Objectives:

Sauli Sindhi/ Simple Sindhi (Basic)

The objectives of the course include –

The basic Sindhi course aims to introduce learners to the Sindhi language and culture by providing fundamental vocabulary and grammar skills for communication, developing listening, speaking, reading, and writing proficiency, fostering cultural awareness, and empowering learners to engage effectively with Sindhi-speaking communities while appreciating linguistic diversity and cultural richness. The curriculum tries to re-engineer concepts by integrating rhymes thereby keeping Sindhi culture and tradition alive.

Learning Outcome

- Communicate effectively in Sindhi and can hold basic conversations in Sindhi, including greetings, introductions, and expressing simple ideas.
- Demonstrate comprehension of common phrases and expressions used in daily communication.
- Read and understand basic Sindhi texts such as short stories, poems, or simple articles.
- Write simple sentences and short paragraphs on familiar topics using correct grammar and vocabulary.

Course Content

| Unit no. | Content /Modules | No. of Lectures |
|----------|---|-----------------|
| 1 | Sindhi Language / Arabic Lipi, Devnagiri Lipi And Romanised Lipi Speaking, Reading and Writing, Translation Basic Sindhi Sindhi Idioms & Proverbs Pahaka, , Conversation (Conversation) Return From School (Conversation) Good Health Care (Conversation) Visit To The Doctor | 15 |

| | | |
|----------|--|-----------|
| 2 | Spoken Sindhi (Sindhi regional accents, dialects & expressions) & Rhymes Short Sentences – Grammar (Present Tense) Grammar – Short Sentences (Present Continuous, Past, Future Tense) Grammar – Short Sentences (Pronouns, Interrogative, Demonstrative, Indefinite) Grammar – Short Sentences (Linking & Helping Verbs And Some Indefinite Pronouns) Framing Simple Sentences Sindhi Rhymes -" when you are happy." And " hik nando bhij" | 15 |
|----------|--|-----------|

| | | |
|--|--|--|
| | | |
|--|--|--|

Evaluation Pattern For 50 Marks

| Written / Term End | Internal SLE | Total |
|---------------------------|---------------------|--------------|
| 30 | 20 | 50 |

Experiential Learning Evaluation SLE (20 marks)

Presentation / Studio activity on Sindhi book Review / Translation

Term End Exam – 30 Marks

Q1 Attempt any 4 questions out of 5 (20)

(5 marks each)

Q2 Attempt any one out of 2 (10)

(10 Marks each)

Reference Books

Romanized Sindhi by Kamal Mirchandani

INFORMATION TECHNOLOGY

Objectives:

1. To make students acquainted with the knowledge of Computer, Enterprise Resource Planning, Supply chain management, Customer Relationship Management etc.
2. Database (excel) is another requirement by many industries. So in this course learners are introduced from basic of Excel.
3. Microsoft Excel is a widely used and a popular so we aim to teach basic and advanced MS-Excel to our students which will add value to their technical skills.
4. Introduction to Power Bi for creating Dash Board which is the current requirement of the corporate world
5. We have made the syllabus more of Practical and that will help to solve the problems on computer (hand on)

Learning Outcomes:

1. The course will help student to be a professional when it comes to working with the industry and corporates world or they can plan to take a full-time course in any of the topics mentioned in the syllabus.
2. We are making them professional in a way that one can be qualified to be a Literate in the Field of database for current industry and academia.
3. ERP and MIS will be helpful for students to be market oriented. It will also develop the management skills of the learners.
4. Power Bi skill will give them power to work with large amount of DATA in making DASHBOARD
5. Technical skills in excel will be developed in such a way that they will be Industry-ready at the end of final year.

Examination Pattern

External - 50 marks

Internal - 25 marks

External Exam paper Pattern

| | |
|---------------------------------------|-----------------|
| Q1 Any 2 out of 3 (Module 1) | 15 marks |
| Q2 Any 2 out of 3 (Module 3) | 15 marks |
| Q3 Any 3 out of 4 (Module 2) | 20 marks |

Internal Evaluation

Student will have to prepare journal based on assignment given in class well in advance and one practical of 15 marks on the day of lab test on the given topic of MS Excel and Power BI

- Practical exam based on problem done in class (only 1) **15 marks**
(**Either on Ms Excel or Power BI**)
- Journal **05 marks**
- Attendance **05 marks**

Table of Content

| Unit | Content | No of Lect |
|------|--|----------------|
| 1 | <p>MIS and ERP</p> <p>1.1 MIS</p> <p>1.1.1 Overview of MIS : Definition, Characteristics</p> <p>1.1.2 Subsystems of MIS (Activity and Functional subsystems)</p> <p>1.1.3 Structure of MIS</p> <p>1.1.4 Reasons for failure of MIS.</p> <p>1.1.5 Understanding Major Functional Systems</p> <p>1.1.5.1 Marketing & Sales Systems</p> <p>1.1.5.2 Finance & Accounting Systems</p> <p>1.1.5.3 Manufacturing & Production Systems</p> <p>1.1.5.4 Human Resource Systems</p> <p>1.1.5.5 Inventory Systems</p> <p>1.1.6 Sub systems, description and organizational levels</p> <p>1.1.7 Decision support system: Definition, Relationship with MIS</p> <p>1.1.8 Evolution of DSS, Characteristics, classification, objectives, components, applications of DSS</p> <p>1.2 ERP</p> <p>1.2.1 Concepts of ERP</p> <p>1.2.2 Architecture of ERP</p> <p>1.2.3 Generic modules of ERP</p> <p>1.2.4 Applications of ERP</p> <p>1.2.5 ERP Implementation concepts</p> <p>1.2.6 ERP lifecycle</p> <p>1.2.7 Concept of XRP (extended ERP)</p> <p>1.2.8 Features of commercial ERP software</p> | 15 lect |
| 2 | <p>Excel Basic</p> <p>2.1 Creating and Navigating worksheets and adding information to worksheets</p> | 10 lect |

| | | |
|---|--|---------|
| | <p>2.1.1 Types of data, entering different types of data such as texts, numbers, dates, functions. Cell referencing</p> <p>2.1.2 Quick way to add data Auto complete, Autocorrect, Auto fill, Auto fit. Undo and Redo, Flash fill</p> <p>2.1.3 Moving data, contiguous and non-contiguous selections, Selecting with keyboard. Cut-Copy, Paste. Adding and moving columns or rows. Inserting columns and rows.</p> <p>2.1.4 Find and replace values. Spell check. Flash fill</p> <p>2.1.5 Formatting cells, Numbers, Date, Times, Font, Colors, Borders, Fills.</p> <p>2.1.6 Adding, removing, hiding and renaming worksheets.</p> <p>2.1.7 Add headers/footers to a Workbook. Page breaks, preview.</p> <p>2.1.8 Creating formulas, inserting functions, cell references, Absolute, Relative (within a worksheet, other worksheets and other workbooks).</p> <p>2.2 Functions</p> <p>2.2.1 Mathematical and statistical functions. ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT, MAX, MIN, MOD, SQRT, ABS, SUM, COUNT, AVERAGE</p> <p>2.2.2 Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE</p> <p>2.3 Data Analysis</p> <p>2.3.1 Sorting, Subtotal, Filter, Advance Filter</p> <p>2.3.2 Pivot Tables- Building Pivot Tables, Pivot Table regions,</p> <p>2.3.3 Rearranging Pivot Table</p> | |
| 3 | <p>Introduction to Power BI</p> <p>3.1 POWER BI DESKTOP (installation and tool to get familiar with)</p> <ul style="list-style-type: none"> • Overview of the Rhyme Interface • Importing the Data using power query • Fixing the Column Names using power query • Transforming the Data <p>3.2 POWER BI CHART (REPORT)</p> <ul style="list-style-type: none"> • Creating Reports <p>3.3 POWER BI KPI INDICATORS (visualization and how they can benefit)</p> <p>3.4 POWER BI DASHBOARD (how to create interactive Dashboard)</p> <p>3.5 Creating Power BI Reports and AutoFilters</p> <ul style="list-style-type: none"> • Report Design with Legacy &. DAT File • Report Design with Database Table • "Get Data" Option and Report Verification in Cloud. <p>3.5 Creating Power BI Reports and AutoFilters</p> <ul style="list-style-type: none"> • Report Design with Legacy &. DAT File • Report Design with Database Table • "Get Data" Option and Report Verification in Cloud • Stacked Bar Chart, Stacked Column Chart • Clustered Bar Chart, Clustered Column Chart • Adding Report Titles, Report Format Options <p>3.6 Hierarchies and Drill Down Report</p> <ul style="list-style-type: none"> • Hierarchies and Drill Down Options • Aggregate with Bottom /Up Navigation Rules • Automated Records Selection with Tabular Data | 15 lect |

| |
|---|
| • Parameter for Column Data and Table / Query Filters |
|---|

Reference Books:

1. Concepts in Enterprise Resource Planning , Third Edition, Bret Wagner, Ellen Monk, Course Technology
2. Management Information Systems, Managing the Digital Firm, Kenneth C. Laudon, Jane P. Laudon, Prentice Hall
3. Excel 2019 Advanced Topics: Leverage More Powerful Tools to Enhance Your Productivity (Excel 2019 Mastery), George, Natha.
4. Data Analytics With MS Excel & Power BI by Punit Prabhu
5. Microsoft Power BI Quick Start Guide: Build dashboards and visualizations to make your data come to life by Devin Knight (Author), Brian Knight (Author), Mitchell Pearson (Author), Manuel Quintana (Author)
6. Microsoft Power BI Dashboards Step by Step 1st Edition by Errin O'Connor (Author)
7. Enterprise Resource Planning” by Bansal
8. “Enterprise Resource Planning” by Rajesh Ray
9. Management Information System. Prof. Kunal Kanti Ghosh, Prof. Surojit Mukherjee, Prof. Saini Das, IIT Kharagpur:
<https://nptel.ac.in/courses/110/105/110105148/>
10. Management Information System (MIS),
<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=23>

Detailed Scheme Practical

Practical of Semester III

| Paper Code | Title | No. of Lectures |
|------------|---|--|
| | <ol style="list-style-type: none"> 1. Creating blank Template 2. Cell formatting, Header footer, rows to be repeated on each page setting 3. All function from numeric, string, date and time, financial function 4. Linking worksheets 5. Data sorting, multi sorting, customized sorting 6. Filtering data with auto filter and advance filter 7. Subtotal and pivot table 8. Installation of Power BI on PC 9. How to add text file data to PowerBI, convert, transform to power Query and Merging of column, split the data of column, delete the column 10. How to add excel file to Power BI, convert, transform to power Query and Merging of column, split the data of col, 11. Connecting PDF file to power Query to transfer data to tabular form 12. To display unique list of data using power query, auto update of newly added to excel will reflect in power query 13. Adding data from multiple sheets of excel workbook (append Query. 14. Calling pivot table to power query (unpivoting the pivot table) 15. Data Cleaning (removing unwanted row, column, 16. Using if condition in power query and transforming the data | <p>02 Lectures per Practical per Batch</p> |

| | | |
|--|---|--|
| | <p>17. Creating Chart and Report</p> <p>18. Creating a dash board using PowerBI, compare the same with excel Dash Board</p> | |
|--|---|--|

Business Law

Program Objectives:

- To Introduce students to the foundational principles of business law, including contracts and property rights.
- To Provide students with the skills necessary to identify and analyze legal issues commonly encountered in business Settings.
- To Explore the legal frameworks governing business entities such as partnerships, corporations, and limited liability companies.
- To Equip Students with the knowledge and tools to navigate business transactions, including Contract Drafting, Negotiation, and Interpretation.

Course Outcomes:

- To understand and analyze about the framework of Indian Business Laws.
- To be acquainted about the legal aspects of business.
- To be able to apply basic legal knowledge to business transactions.
- To be able to communicate effectively using standard business and legal terminology
- To familiarize with case law studies related to Business Laws.
- To Evaluate the industry about legal knowledge acquired during the Course.
- To Analyse the principles rooted in business laws.

Course Code:

| Unit | Content | No. of Lectures |
|-------------|--|------------------------|
| I | INDIAN CONTRACT ACT – 1872 PART – I 1.1 Contract – Definition of Contract and Agreement, Essentials of Valid Contract, Classification of Contracts. 1.2 Offer and Acceptance – Rules of Valid Offer and Acceptance, Counter Offer, Standing or Open Offer, Distinguish between Offer and Invitation to offer. Concept of Communication and Revocation of Offer and Acceptance (Ss. 3 – 5). 1.3 Capacity to Contract (Ss. 10-12) – Minor, Unsound Mind, Disqualified Persons. 1.4 Consideration (Ss. 2 & 25) – Concept and Importance of Consideration, Legal rules of Consideration, Exceptions to the Rule, ‘No Consideration No Contract’ (S. 25) Unlawful Consideration (S. 23). | 15 |

| | | |
|-----|---|----|
| | <p>1.5 Consent (Ss.13, 14-18, 39, 53, 55, 66)- Agreements in which consent is not free – Coercion, Undue Influence, Misrepresentation Fraud, Mistake.</p> <p>1.6 Void Agreements (Ss. 24-30) – Concept, Void Agreements under Indian Contract Act.</p> <p>1.7 Modes of Discharge of Contract, Remedies on Breach of Contract (S.73 - 75).</p> | |
| II | <p>INDIAN CONTRACT ACT 1872 – PART II (SPECIAL CONTRACTS)</p> <p>2.1 Law of Indemnity & Guarantee (Ss. 124-125, Ss. 126-129, 132-147) – Concept, Essential Elements of Indemnity and Guarantee, Contract of Indemnity vs. Guarantee, Modes of Discharge of Surety.</p> <p>2.2 Law of Bailment (Ss. 148, 152-154, 162, 172, 178, 178A, 179) – Concept, Essentials of Bailment, Kinds of Bailment, Rights and Duties of Bailor and Bailee.</p> <p>2.3 Law of Pledge – Concept, Essentials of Valid Pledge, Lien - concept, Difference between Pledge and Lien, Rights of Pawnor & Pawnee (Ss.173, 174, 177).</p> <p>2.4 Law of Agency (Ss. 182-185, 201-209) – Concept, Modes of Creation of Agency, Modes of Termination of Agency, Rights & Duties of Principal and Agent.</p> | 15 |
| III | <p>NEGOTIABLE INSTRUMENT ACT</p> <p>3.1 Meaning and Characteristics of Negotiable Instrument, Operational rules of Evidence –Presumptions, classification of Negotiable Instruments. Promissory Notes and Bills of Exchange (Ss. 4,5,108-116)</p> <p>3.2 Essential elements of Promissory Note and Bill of Exchange, Distinguish Between Promissory note and Bill of Exchange. Acceptor and Acceptance, definition of Acceptor, Acceptance for honour, Absolute and qualified or conditional acceptance, Drawer, Drawee in case of Need (Ss.7,115&116) Payee</p> <p>3.3 Cheques, Types of Cheque and Penalties in case of dishonor of certain cheques, distinguish between cheque and Bill of exchange, (Sec: 6,123-131A,138-147)</p> <p>3.4 Miscellaneous Provisions:(Secs:8-10,22,99-102,118-122,134 ,137) Holder (S.8), Holder in Due Course (S.9), Rights and privileges of H.D.C.Payment in due course (S.10)</p> | 15 |

Self-Learning topics (Unit wise):

| Sr. No | Unit | Topic |
|--------|------|--|
| 1 | 1 | 1.6 Void Agreements (Ss. 24-30) – Concept, Void Agreements under Indian Contract Act. |
| 2 | 2 | 2.4 Law of Agency (Ss. 182-185, 201-209) – Concept, Modes of Creation of Agency, Modes of Termination of Agency, Rights & Duties of Principal and Agent. |

Online Resources

| |
|---|
| https://nptel.ac.in/courses/129106006 |
| https://onlinecourses.swayam2.ac.in/cec21_mg02/preview |
| https://www.icaai.org/post.html?post_id=17760 |

Reference Books

1. Ansons, Law of Contract, (OUP UK)
2. Bajaj Puneet, Law of Contract (Macmillan)
3. Bangia, R.K, Contract I: With Specific Relief Act (LexisNexis)
4. Bhatt Sairam, Law Of Business Contract s In India Sage Publications
5. Chopras D.S, Cases And Materials On Contract Law & Specific Relief (Thomson Reuters)
6. Charles Fox, Working with Contracts, What they don't teach you at Law Schools
7. Cracknell, D.G, Obligations: Contract Law, (Old Baily Press London)
8. Fifoot, Law of Contract (Butterworth).
9. Gupta Ritu, Law of Contract: Includes the Specific Relief Act 1963, (LexisNexis Haryana)
10. Shetty Krishna, Simplest Book on Contract Law, Naveen Publications. 47
11. Kapoor S.k, “ Law of Contracts I Section 1 to 75 of the Indian Contract Act, 1872 and the Specific Relief Act 1963, (Central Law Agency)
12. Mitra S.C, Law of Contracts, (Orient Publishing)
13. Mulla Dinshaw F, Indian Contract Act, (LexisNexis)
14. Muray, Rayan, Contract Law: The Fundamentals, (Sweet & Maxwell)
15. Pathak Akhileshwar, Contract Law, (Oxford)

16. Pollock & Mulla "Indian Contract Act and Specific Relief Act" (LexisNexis)
 17. Ramaswamy, B.S, Contracts and their Management, (Lexis Nexis).
 18. Singh Avatar, (EBC)
 19. Singh, R. K, Law Relating to Electronic Contracts (LexisNexis).

Evaluation Pattern

External Paper Pattern

| | | |
|----|--|----------|
| Q1 | Attempt Any 2 out of 3 (7.5 Mark each) a) Long Answer b) Long Answer c) Long Answer | 15 Marks |
| Q2 | Attempt Any 2 out of 3 (7.5 Mark each) a) Long Answer b) Long Answer c) Long Answer | 15 Marks |
| Q3 | Attempt Any 2 out of 3 (10 Mark each) a) Long Answer b) Long Answer c) Long Answers | 20 Marks |

Note : For each question (Q1 A/B/C ,Q 2 A/B/C, Q3 A/B/C) should be from different modules

Semester – IV

Summary

| Sr. No . | Choice Based Credit System | Subject Code | Remarks |
|----------------|---|--------------|---------|
| 1 | Major Course 1. Life and General Insurance 2. Investment Banking | | |
| 2 | Minor Course 1. Business Finance- Mutual Fund Management | | |
| 3 | Ability enhancement course: Modern Indian Language | | |
| 4 | Skill Enhancement Course: Research Methodology | | |
| 5 | Open Elective | | |

Second Year Semester IV Formative and Summative Detail Scheme

| Sr. No | Subject Code | Subject Title | Periods Per Week | | | | | | Credit | Seasonal Evaluation Scheme | | | | | Total Marks |
|--------|--------------|--|------------------|------|---|---|---|-------|-----------|----------------------------|----|----|-----|-----|-------------|
| | | | Units | S.L. | L | T | P | S.L.E | | CT | TA | AP | SEE | | |
| 1 | | Life and Gen Insurance | 4 | 20% | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 2 | | Investment Banking | 4 | 20% | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 3 | | Business Finance- Mutual fund management | 4 | 20%* | 4 | 0 | 0 | 4 | 15 | 20 | 00 | 05 | 60 | 100 | |
| 4 | | Ability enhancement course: Modern Indian Language | 2 | 20%* | 2 | 0 | 0 | 2 | | | | | | 50 | |
| 5 | | Skill Enhancement Course: Research methodology | 3 | 20%* | | | 3 | 3 | | | | | 30 | 75 | |
| 6 | | Open Elective | 3 | 20% | 3 | 0 | 0 | 3 | | | | | 30 | 75 | |
| | | CO CURRICULAR | | | | | | | 2* | | | | | | |
| | | Total Hours / Credit | | | | | | | 20+ 2* | Total Marks | | | | | 500 |

***One to two lectures to be taken for CONTINUOUS self-learning evaluation**

- **Lecture Duration – 60 Minutes**
- **One Credit = 15 hours of lectures, 30 hours practicals**

L: Lecture: Tutorials P: Practical Ct-Core Theory, Cp-Core Practical, SLE- Self learning evaluation
CT-Commutative Test, SEE- Semester End Examination , TA-Teacher Assessment, AP- Active

Participation

Life and General Insurance

Course Objective:

The objective of the course on Life and General Insurance is to provide students with a comprehensive understanding of the principles, concepts, and practices of insurance in both life and general insurance sectors. The course aims to equip students with the knowledge and skills necessary to analyze insurance needs, assess risks, and design effective insurance solutions for individuals and businesses in diverse contexts.

Course learning outcomes

To understand the different products under life insurance.

To analyses the risk and market strategies of life insurance sector.

To understand the proposal procedure and claim management process under general insurance.

To analyses the different types of general insurance.

| SR No | Units | No. of Lectures |
|-------|--|-----------------|
| 1 | Life Insurance -I 1.1 Introduction 1.2 Advantages and Disadvantages 1.3 Life Insurance Products <ul style="list-style-type: none">● Term Policy● Whole life Insurance Policy● Endowment Policy● Money Back Policy● Unit Linked Plan (ULIP) 1.4 Annuities | 15 |
| 2 | Life Insurance II 2.1 Life Insurance Corporation (L.I.C) of India <ul style="list-style-type: none">● Introduction● Objectives● Evolution of LIC 2.2 Life Insurance Underwriting 2.3 Life Insurance Process 2.4 Classification of risks 2.5 Marketing Strategies | 15 |

| | | |
|----------|--|----|
| | <p>2.6 Distribution Channels</p> <ul style="list-style-type: none"> ● Direct Selling, ● Corporate Agents ● Group Insurance ● Brokers and ● Co-operative Societies ● Bancassurance | |
| 3 | <p>General Insurance- I:</p> <p>3.1 Introduction to General Insurance, Co-Insurance, Re-Insurance</p> <p>3.2 Health insurance</p> <ul style="list-style-type: none"> ● Healthcare industry in India ● Proposal forms ● Evolution of Health insurance in India ● Classification of Health insurance products ● Claims management ● Portability of health Insurance ● Challenges in health insurance <p>3.3 Personal Accident Policy</p> | 15 |

| | | |
|---|---|----|
| 4 | <p>General Insurance- II</p> <p>4.1 Types of General Insurance Business</p> <p>4.2 Fire Insurance</p> <p>4.3 Marine Insurance</p> <p>4.4 Motor Insurance</p> <p>4.5 Travel Insurance - Domestic and overseas policies, Claim process</p> <p>4.6 Rural social and Micro Insurance - meaning and importance</p> <p>4.7 Liability Insurance</p> <p>4.8 First party and Third-party insurance</p> <p>4.9 Employer Liability- under the Employees Compensation Act,</p> <p>4.10 Product Liability Insurance.</p> <p>4.11 Professional Liability Insurance</p> | 15 |
|---|---|----|

Self-Learning topics (Unit wise):

| Unit | Topics |
|------|---|
| 1 | Life Insurance Products |
| 2 | Life Insurance Corporation (L.I.C) of India |
| 3 | Health Insurance |
| 4 | General Insurance |

Online Resources

| |
|---|
| https://www.youtube.com/watch?v=4C_P0osCZ8c |
| https://www.youtube.com/watch?v=lfCd5LT0rkM |
| https://www.youtube.com/watch?v=PaTmG3mFsm8 |
| https://www.youtube.com/watch?v=JxFaIg3jkTo |

References

- Life & General Insurance -Manjula V.; Marwa Mona and Narasimha Murthy H.
- Insurance Principles and Practice – M N Mishra & S B Mishra – S. Chand 22nd Edition
- Insurance Claims Solutions – DR L.P Gupta Revised Edition
- Introduction to Risk Management & Insurance – Mark S Dorfman & David A. Cather – Tenth Edition

Investment Banking

Course Objective:

- To understand the different investment banking services
- To understand the role of investment bankers in issue management
- To learn about the various Corporate Advisory Services

Learning Outcomes:

- This helps students to know the basics of the Investment Banking in India.
- Understand the functioning of investment Bankers related to Issue Management Process, Substantial Acquisition of Equity Shares, Buyback of Equity Shares and Delisting of Shares.
- Know the regulatory environment in which the investment Bankers operates in India.

| Unit | Content | No. of Lectures |
|------------------|--|------------------------|
| <u>I</u> | <u>Introduction to Investment Banking:</u> | 15 |
| | <ul style="list-style-type: none">● Introduction to Investment banking: Importance, need, functions, Qualities● Functions of investment banking services - Project counselling, Loan syndication, Corporate-counselling and many more.● Classification of Investment banker by SEBI● Code of Conduct of Investment Bankers.● Issue Management - Definition, Functions, and Different categories of Issue securities.● Pre-issue and Post- Issue Investment banking activities● General Obligations of Investment Banker by SEBI with regards to Issue Management● Underwriter, Broker to an Issue, Banker to and Issue, Advertisement guidelines. | |
| <u>II</u> | <u>Initial Public Offering (IPO)</u> | 15 |
| | <ul style="list-style-type: none">● Important terms related to IPO● Different kind of Public Issue.● Initial Public Offer: Definition, Issuance Process in India● SEBI guidelines for IPO eligibility● ASBA Operations in IPO | |

| | | |
|------------|--|----|
| | <ul style="list-style-type: none"> ● Pricing the Issue- Book Building and Fixed Pricing ● SEBI guidelines in Drafting offer Document (DRHP) and Red Herring Prospectus ● IPO Grading, Role of registrar, Allotment; ● Listing Agreement, Delisting. ● Categories of Investors in IPO ● Current Scenario of IPOs in India – Discussion with Case studies. | |
| III | <u>Investment Banking Services</u> | 15 |
| | <ul style="list-style-type: none"> ● Depository receipts: American Depository Receipts, Indian Depository receipts, Global Depository Receipts. ● Mergers & Acquisition- Definition, Types , Role of Investment banker in Merger and Acquisition ● Advisory services – Importance of Investment Banker as advisor for Individuals (Investments), Companies (Corporate Restructuring). ● Hedge Funds – importance, trading with financial securities. ● Case studies on different roles of Investment Bankers – India and Globally | |
| IV | <u>Financial Valuation</u> | 15 |
| | <ul style="list-style-type: none"> ● Valuation – Importance of Valuation, Method of Valuation, Approaches of Valuation ● Financial Forecasting and Budgeting– Importance, benefits ● Valuation of Goodwill. | |

Self-Learning topics (Unit wise):

| Sr. No | Unit | Topic |
|--------|------|-----------------------------------|
| 1 | 1 | Introduction to Investment Banker |
| 2 | 2 | Initial Public Offering |
| 3 | 3 | Role of Investment banker |
| 4 | 4 | Forecasting and Budgeting |

Online Resources

| | |
|---|---|
| 1 | https://youtu.be/eVu99Mr45H8 |
| 2 | https://youtu.be/_qvqel3zasA |
| 3 | https://youtu.be/CEOheJa7o2c |
| 4 | https://youtu.be/2AkCtX71wWw |

References:

- A Manual of Merchant Banking: J.C.VermaBharath Publishing House, New Delhi,
- Merchant Banking: H R Machiraju : New Age International Publishers
- Merchant Banking and Financial services :MadhuVij and Swati Dhavan: Tata McGraw Hill
- Merchant Banking and Financial Services: S Guruswamy: Tata McGraw Hill

Mutual fund management

Course Objectives:

Mutual funds can play an important role in Indian Economy. The course aims to help the students in:

1. Analyse the development of Mutual funds
2. Understanding the extent to which Investors are Protected
3. Analyse the Mutual fund Regulation
4. Know the recent developments in Mutual fund Industry
5. To provide basic knowledge about the Growth and Role of Mutual funds
6. To understand Investors Protection and Regulation of Mutual funds etc.
7. Students will be able to understand calculation of net asset value for various mutual funds

Course Outcome:

At the end of this course students will be able to:

1. Know the basics of mutual funds, their role and structure, different kinds of mutual fund schemes and their features
2. Understand the channels for mutual funds distribution
3. Get acquainted with financial planning as an approach to investing in mutual funds, as an aid for mutual fund distributors to develop long term relationships with their clients.

| Mutual fund management | |
|--|----|
| Unit 1: Introduction to Mutual Funds 1.1 Meaning of Mutual Funds 1.2 Mutual fund industry structure in India – History & Origin 1.3 Industry participants - Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) & Fund Houses in India. 1.4 Characteristics/Advantage/disadvantages/Limitations 1.5 Regulators and their role - SEBI, AMFI (Code of Ethics) 1.6 Process of NFO and steps involved in marketing an NFO 1.7 Objectives of information disclosure in an offer document - SAI, SID, KIM | 15 |
| Unit 2: Classification of funds, transactions 2.1 Categorisation of Mutual Fund-(Introduction/Types/Characteristics) - Functional/Operational – Open ended, close ended, Interval - Portfolio – Income, Growth, Balanced, MMMF - Geographical/ Location – Domestic, Offshore - Miscellaneous - Active/passive funds, Tax Saving Funds(ELSS), ETFs, Balance Funds, Fixed Term Plan, Liquid Funds, Fund of Funds, Debt Funds, International Funds, Flexi cap Funds. 2.2 Systematic Investment Planning, Systematic Transfer Plan, Systematic Withdrawal Plans. 2.3 Scheme Selection for Investors | 15 |
| Unit 3 - Return, Risk & Performance Measurement 3.1 Measuring Returns (HPR, AR, CAGR/IRR) 3.2 Types of risk (Beta, Standard Deviation, R-squared) & Risk adjusted returns (Sharpe Ratio, Treynor Ratio, Jensen Alpha, Sortino Ratio, Fama Measure) 3.3 Measurement of Fund Performance against Benchmark. 3.4 Benchmarking of performance by Market Capitalisation (Large, Midcap & Small Cap) & Style (Equity, Debts & Alternative assets) 3.5 Limitations of Performance Measurement 3.6 MF documents- Key Information Memorandum, Scheme Information Document, Statement of Additional Information, KYC (KYC, CKYC, E-KYC, Aadhar based KYC), FATCA | 15 |

| | |
|---|----|
| 3.7 Cut off timings, Mode of Transactions | |
| Unit 4 – Planning, Accounting and Credit Rating of Mutual Funds | 15 |
| 4.1 Planning- Risk profiling of Investors & Suitability, review and assessment of portfolio, Role of Mutual Fund in financial planning. | |
| 4.2 Fund Accounting: Net Asset Value-Meaning & Computation, Entry Load, Exit Load. Expense Ratios, Regular vs direct plan, Inter-scheme transaction | |
| 4.3 Fund Rating & Ranking- CRISIL, CARE and ICRA | |
| 4.4 Marketing of Financial Services.- Distribution of mutual fund | |

Self- Learning Topics

Unit Topics

- 1 Objectives of information disclosure in an offer document SID,SAI,KIM
- 2 Scheme Selection for Investors
- 3 Mutual Fund Documents
- 4 Fund Rating & Ranking- CRISIL, CARE and ICRA

Online Resources

<https://www.youtube.com/watch?v=rsFBpGUAZWA> <https://www.youtube.com/watch?v=PbldLCsspgE>
<https://www.youtube.com/watch?v=PbldLCsspgE>

Reference Books:

1. Indian Mutual Funds Handbook : SundarSankaran: Vision Books
2. Morningstar Guide to Mutual Funds:
5-Star Strategies for Success : Christine Benz.: Wiley Working of Mutual Fund Organisations in India: P MohanaRao: Kanishka Publications Mutual Funds in India: Amitabh Gupta: Anmol Publications
3. Common Sense on Mutual Funds By John C. Bogle and David F. Swensen
4. The Mutual Funds Book: By Alan Northcott
5. Mutual fund handbook – Sundarsankaran

HINDI

Syllabus Information:

| Sr. No | Course Code | Title | Credits | Lectures |
|--------|-------------|--|---------|----------|
| 1 | | Undergraduate (UG) courses- MIL: Hindi Language and Hasya Vyangya (दहन्दी भार्ा एवं हास्य व्यंग्य) | 2 | 30 |

Title: MIL: Hindi Language and Hasya Vyangya (दहन्दी भार्ा एवं हास्य व्यंग्य)

7

| Units | Modules | No. of Lectures |
|-------|---|-----------------|
| 1 | खंड क : पाठ्यक्रम में ननर्ाारित हास्य व्यंग्य : 1. भोलाराि का जीव : हररिंकर परसाई 2. घूस एक चकनाई है : रवीत्र कामलया 3. भगवान बचाए िेहिन से : परून सरिा | 20 |
| 2 | खंड ख : काल के भेद, िुहावरें, तनबंर् | 10 |

मूल्यांकन एवं प्रश्नपत्र का प्रारूप

सत्र 1 एवं 2 के लिए आंतरिक पीक्षा : 20 अंक

सत्रांत पीक्षा : 30 अंक

| | आंतरिक पीक्षा | अंक -20 |
|---|-----------------------------|----------------|
| 1 | प्रोजेक्ट | 10 |
| 2 | प्रत्यक्ष पुस्तिक परीक्षार् | 10 |

| | सत्रांत पीक्षा | अंक -30 |
|---|------------------------------|----------------|
| 1 | अविर् की संदभष सदहि व्याख्या | 10 |

| | | |
|---|--------------------|----|
| 2 | दीघोत्तरी प्रश्न | 10 |
| 3 | दटप्पणर्याँ | 5 |
| 4 | वस्त्ुतनष्ठ प्रश्न | 5 |

Modern Indian Language (Marathi)

Syllabus Information:

| Sr. No | Course Code | Title | Credits | Lectures |
|---------------|--------------------|------------------------------|----------------|-----------------|
| १ | | त्रनबंधलेखन व त्रनबंध | २ | ३० |

| | | | | |
|--|--|------------|--|--|
| | | लेखनाचेतंि | | |
|--|--|------------|--|--|

Title: MIL: त्रनबंधलेखन व त्रनबंध लेखनाचेतंि

| Units | Modules | No. of Lectures |
|-------|---|-----------------|
| १ | घटक एक : निबांधलेिि: | १५ |
| २ | निबांधलेिििाचेनवनवध प्रकाििाांचा सैद्ाांनंतक परिचय व प्रत्यक्ष निबांधलेििि (६० नमनिटांच्या १५ तानसका) श्रेयांकि १ घटक दोि: नवनवध नवषयांवि प्रत्यक्ष प्रदीघगनिबांधलेिि (६० नमनिटांच्या १५ तानसका) श्रेयांकि १ | १५ |

मूल्यांकन आत्रण प्रश्नपत्रिके चे स्वरूप
सि ३ व ४ साठी

अंतर्वत पीक्षा : र्ुण - २०

सिांत पीक्षा : र्ुण - ३०

| | | |
|---|----------------------------|--------------|
| | अंतर्वत पीक्षा | र्ुण - २० |
| 1 | प्रत्यक्ष मुलाित नकमाििदोि | १० + १० |

| | | |
|--|--------------|--------------|
| | सिांत पीक्षा | र्ुण - ३० |
|--|--------------|--------------|

| | | |
|---|---|----|
| 1 | <p>बत्रिर्वत पीक्षा ३० र्ुण (वेळ दीड तास)</p> <ul style="list-style-type: none"> • एकूण ती ि प्रश्न नवचा िावेत. • प्रत्येक घटकावि अांतर्गत पयागय असलेले प्रत्येकी १० र्ुणांचेदो ि प्रश्न नवचा िावेत. • नतसिा प्रश्न हा घटक १ आनण २ वि आधारित दहा र्ुणांचा वस्तुनिष्ठ स्वरूपाचा असावा. | ३० |
|---|---|----|

Reference books:

१. व्यावहारिक मिाठी, ल.िा. िनसिाबादकि, भाषानवकास सांशोधि सांस्था, कोलहापूि, २०२३
२. व्यावहारिक मिाठी, (सांपा.) स्िेहल तावि, स्िेहवधगि प्रकाशि, पुणे
३. व्यावहारिक मिाठी अध्यापिाच्या नदशा, (सांपा.) वसांत शेकडे, ऋतूप्रकाशि, अहमदिर्ि, २०१२
४. व्यावहारिक मिाठी, (सांपा.) कलयाण काळे, द.नद.पडुंे, निािाली प्रकाशि, पुणे
५. व्यावहारिक मिाठी, लीला र्ोनवलकि, जयश्री पाटणकि, स्िेहवधगि प्रकाशि, पुणे
६. मिाठी लेििदशगि, चांद्रहास जोशी, मेहता पनब्लकेशिहाऊस, पुणे
७. उपयोनजत मिाठी, सांजय लांडर्े, नदलीपिाज प्रकाशि, पुणे
८. अनिवायग मिाठी, लीला र्ोनवलकि, के. सार्ि पनब्लकेशि, पुणे
९. व्यनक्तमत्त्व नवकासासाठी सांभाषण व लेििकौशलये, (सांपा.)पर्थवीिाज तौि आनण इति, अथवगपनब्लकेशि, २०१८.

Sanskrit Paper-II

II Year - Semester – IV - Units – Topics – Teaching Lectures

| | | |
|-----------------|---|------------------------|
| Unit –I | <p>Basic Language Skills: Grammar</p> <p>a) Present Tense, Future Tense and Order (selected verbs) b) Tvānta, Tumanta and Lyabanta Avyaya</p> <p>c) Text reading of selected Sanskrit Stories</p> | 15 Lectures |
| Unit –II | <p>Reading & Speaking Skills:</p> <p>a) Vocabulary with Pictures</p> <p>b) Text reading of Nītiśatakam from verses (11-20)</p> <p>c) Conversational Practice</p> | 15 Lectures |

Suggested Topics for Tutorials: (Semester – II)

1. Group Discussions
2. Fundamentals of Grammar

3. Vocabulary and Language Games
4. Picture Composition
5. Conversational Sanskrit skit

| Second Semester | | |
|--|---|--------------|
| Internal Evaluation of 20 Marks | | |
| Sr. No. | Particulars | Marks |
| 1 | Experiential learning evaluation which can include studio activity like students recording Sanskrit mantras | 20 Marks |

| Evaluation Pattern: | First Semester End Examination of 30 Marks | Duration : 2 Hours |
|----------------------------|---|---------------------------|
| Question 1 | MCQS / Objectives on Grammar: Unit – I | 10 Marks |
| Question 2 | Translation of Verses (from Nīṭisatakam) | 10 Marks |
| Question 3 | Rewrite the story using the appropriate words from the given words. | 10 Marks |

Reference Books

1. Kale, M. R., A Higher Sanskrit Grammar: For the use of school and college student, Motilal Banarsidass Publishers Pvt. Ltd., Delhi, 2016
2. Max Müller, A Sanskrit Grammar for Beginners, Piramal Publications, Delhi, 2016
3. R. Antonie, S.J., A Sanskrit Manual (Part-I &Part-II), Allied Publishers Limited, New Delhi, 2002
4. **नीतिशिकम्**- Nitisatakam (With English Translation and Transliteration), ed. W. Vivian de Thabrew, Pilgrims Publishing, Varanasi, 2018
5. Dr. Kankar, 130 **संस्कृि कथा**: 130 Short Sanskrit Stories, Neeta Prakashan,
6. **पञ्चतन्त्रकथासंग्रहः**: Stories from Panchatantra, Published by:
<http://Sanskritebooks.wordpress.com>
https://ia801308.us.archive.org/29/items/Sanskrit_EBooks_Assorted_Titles/Stories%20fro_m%20Panchatantra%20-%20Sanskrit%20English.pdf

Sindhi

Course Objectives:

Sauli Sindhi/ Simple Sindhi (Advanced)

The objectives of the course include –

The basic Sindhi course aims to introduce learners to the Sindhi language and culture by providing fundamental vocabulary and grammar skills for communication, developing listening, speaking, reading, and writing proficiency, fostering cultural awareness, and empowering learners to engage effectively with Sindhi-speaking communities while appreciating linguistic diversity and cultural richness.

Learning Outcome

- Communicate effectively in Sindhi and can hold basic conversations in Sindhi, including greetings, introductions, and expressing simple ideas.
- Demonstrate comprehension of common phrases and expressions used in daily communication.
- Read and understand basic Sindhi texts such as short stories, poems, or simple articles.
- Write simple sentences and short paragraphs on familiar topics using correct grammar and vocabulary.

Course Content

| Unit no. | Content /Modules | No. of Lectures |
|----------|--|-----------------|
| 1 | Stories & Prose Haa Maa'n Sindhi Aahyaa'n Story Of Jhoole Laal Sain Bait~U / Poem Jo Kheeru Peee Bait~U / Poem Paiso Ladh~Um Pata T~Aa'n | 15 |
| 2 | Prose & Poem Geeta Jo Saar, Sindhu - Anand Golani Bait~U / Poem Vaah Re T~Aaraa Gol T~Aaraa Bait~U / Poem A B C D Maa'n Par^Haa'n | 15 |

Experiential Learning Evaluation SLE (20 marks)

Evaluation Pattern For 50 Marks

| Written / Term End | Internal SLE | Total |
|--------------------|--------------|-------|
| 30 | 20 | 50 |

Experiential Learning Evaluation SLE (20 marks)

Presentation / Studio activity on Sindhi book Review / Translation

Term End Exam – 30 Marks

Q1 Attempt any 4 questions out of 5 (20)

(5 marks each)

Q2 Attempt any one out of 2 (10)

(10 Marks each)

List of Reference Books

1. Sindhi Sahitya Jo Itihas - Dr M. K. Jetli
2. Sindhi Sahitya Jo Mukhtasir Itihas - Dr K. Lekhwani
3. Sindh Ja Sat Natak - Shobha Lalchandani

Research Methodology

Course Objectives:

- To Understand Research Concepts and its usages in each field.
- To Understand different types of research and creating a research design.
- To study primary data collection techniques and sources of secondary data.
- To acquaint data analytic techniques through modern methods.

Learning Outcomes:

The students will be -

- Learners are expected to demonstrate an understanding of research methodologies.
- Identify the overall process of designing a research study from its inception to the report stage.
- Imbibe data collection, analysis, interpretation and presentation skills at par with globally accepted standards.
- It will equip students with strategies of making Questionnaire and conducting a survey.
- Learners will be able to analyse the data through different techniques using software

| Unit | Content | No. of Lectures |
|------|---|-----------------|
| I | Introduction to Research 1. Foundation of Research: Meaning, Objectives, Need and Importance of Research, Types of Research, Stages of Research Process 2. Review of Literature 3. Hypothesis: Meaning, Nature, Significance, Types and Sources. 4. Research Design: Concept, Importance and Contents. 5. Sampling: Meaning of Sample and Sampling, Methods of Sampling. | 15 |
| II | Data Collection and Processing 2.1 Types of Data and Sources: Primary and Secondary Data Sources. 2.2 Methods of Collection of Primary data Observation: Structured and Unstructured, Disguised and Undisguised, Mechanical observations. Experimental: Field, laboratory. Interview: Personal interview, focused group, in-depth interview methods. Survey: Telephonic Survey, Mail, E-mail, internet survey, social media and Media listening. Survey Instrument: Questionnaire designing- Types of questions, Scaling Techniques: Likert Scale, Semantic Differential Scale 2.3 Processing of Data: Meaning and Essentials of – Editing, Coding, Classification, Tabulation and Graphical Representation 2.4 Structure and Layout of Research Report Writing | 15 |
| III | Data Analysis and Interpretation(Practical) 1. Data Analysis through SPSS Software: Descriptive statistics- t test, f test, z test. Chi Square test, ANOVA, Test of Reliability and Validity 2. Referencing Software: Mendeley | 30 |

Practical

| Sr. No | Unit | Topic |
|--------|------|----------------------------------|
| 1 | 3 | Data Analysis and Interpretation |

Reference Books

- Research Methodology – Text and Cases with SPSS Applications, by Dr S.L. Gupta and Hitesh Gupta, International Book House Pvt Ltd

- Business Research Methodology by T N Srivastava and Shailaja Rego, Tata Mcgraw Hill Education Private Limited, New Delhi
- Methodology of Research in Social Sciences, by O.R. Krishnaswami, Himalaya Publishing House
- Research Methodology by Dr Vijay Upagude and Dr Arvind Shende
- Business Statistics by Dr S. K Khandelwal, International Book House Pvt Ltd
- Quantitative Techniques by Dr S. K Khandelwal, International Book House Pvt Ltd
- SPSS 17.0 for Researchers by Dr S.L Gupta and Hitesh Gupta, 2nd edition, Dr S. K Khandelwal, International Book House Pvt Ltd
- Foundations of Social Research and Econometrics Techniques by S.C. Srivastava, Himalaya publishing House
- Statistical Analysis with Business and Economics Applications, Hold Rinehart & Wrintston, 2nd Edition, New York
- Business Research Methods, Clover, Vernon T and Balsely, Howard L, Colombus O. Grid, Inc
- Business Research Methods, Emary C. Willima, Richard D. Irwin In. Homewood
- Research Methods in Economics and Business by R. Gerber and P.J. Verdoom, The Macmillan Company, New York
- Research and Methodology in Accounting and Financial Management, J.K Courtis
- Statistics for Management and Economics, by Menden Hall and Veracity, Reinmuth J.E
- Panneerselvam, R., Research Methodology, Prentice Hall of India, New Delhi, 2004.
- Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
- Mayan, M. J. (2016). Essentials of Qualitative Inquiry. Routledge. (Chapter 1, Introduction to Qualitative Inquiry, Chapter 4, Research Question and Sampling).
- Mickez, R. (2012). Interviewing Elites: Addressing Methodological Issues. Qualitative Inquiry 18: 482- 493.

Examination Pattern:

External Paper Pattern: (Theory Modules) : 50 Marks

Internal :25 Marks

| | | |
|------|----------------|----------|
| Q. 1 | Any 2 out of 3 | 15 Marks |
| Q. 2 | Any 2 out of 3 | 15 Marks |
| Q. 3 | Any 2 out of 3 | 20 Marks |

Practical :25 Marks

| Sr. No | Unit | Topic | |
|--------|------|----------------------------------|----------|
| 1 | 3 | Data Analysis and Interpretation | 25 Marks |

Examination Pattern

External - 50 marks

Internal - 25 marks

Internal Evaluation

Student will have group wise two assignment and following is the evaluation pattern

Assignment I **10 marks**

Assignment II **10 marks**

Attendance **05 marks**

Corporate Law

Program Objectives:

- The fundamentals of company form of organization by critically evaluating its peculiar nature
- Legal aspects of the process of formation of a company and importance of legal documents required for formation.
- Legal aspects of the process of issuing the share capital
- The rights and duties associated with membership of a company
- The course is designed to understand the formation, management and other activities of the companies.
- This course aims to impart the students, the corporate management, control, possible abuses, the remedies and government regulation of corporate business
- To introduce to the relevant concept and practicalities of IPR

Course Outcomes:

- Students will be able to explain the concepts in formation and incorporation of company under Company law 2013 and Principles of IPR
- Students will be aware about the statutory requirements in relation to memorandum of association, articles of association and prospectus.
- Understanding about types of directors and their responsibilities.
- To understand and analyze about the framework of Companies Act 2013.
- To be acquainted about the legal aspects of business and IPR
- To be able to apply basic legal knowledge to business transactions.
- To be able to communicate effectively using standard business and legal terminology
- To familiarize with case law studies related to Companies Laws
- To Evaluate the industry about legal knowledge acquired during the Course.
- To Analyze the principles rooted in Companies Laws and IPR

Course Code:

| Unit | Content | No. of Lectures |
|-------------|---|------------------------|
| I | Companies Act 2013 Part I 1.1 Introduction - Historical Development of Concept of Corporate Law in India, Company – Definition, Meaning, Nature and its Characteristics, Nature and | 15 |

| | | |
|-----|--|----|
| | <p>Forms of Business, Company vis-à-vis other Forms of Business, Concept of Corporate Personality, Corporate Veil, Limited Liability and Citizenship</p> <p>1.2 Incorporation and its Consequences– Types of Companies and their incorporation, Promoters – Meaning, Position, Duties, Rights, Responsibilities and Liabilities, Formation of Companies – Procedural Aspects, Memorandum of Association & Articles of Association and their Alteration, Doctrine of Ultra-Vires, Constructive Notice</p> <p>1.3 Prospectus– Definition; Abridged Prospectus; Red–Herring Prospectus; Shelf Prospectus; Information Memorandum; Contents, Registration; Misrepresentations and Penalties, Allotment and Certificates – General Principles and Statutory Provisions related to Allotment;</p> | |
| II | <p>Companies Act 2013 Part II</p> <p>2.1 Membership in a Company, Modes of Acquiring Membership, Rights and Privileges of Members</p> <p>2.2 Management and Control of Companies. Directors– Types, Director’s Identification Number (DIN), Appointment/Reappointment, Qualifications, Disqualifications, Vacation of Office, Retirement, Resignation and Removal of Managing and Whole–Time Directors and Manager, Role and Responsibilities of Directors, Powers and Duties, Remuneration to directors</p> <p>2.3 Meetings: Various types of meeting of shareholders and board, Convening and Conduct of meetings, Postal Ballot, Meetings through Video Conferencing, e-voting</p> | 15 |
| III | <p>Intellectual Property Rights</p> <p>3.1 Introduction and the need for intellectual property right (IPR) Types of Intellectual Property Rights: Patent, Copyright, Trade Mark, Design, Geographical Indication, Plant Varieties and Layout Design – Genetic Resources and Traditional Knowledge – Trade Secrets IPR in India: Genesis and development</p> <p>3.2 Patents - Elements of Patentability: Novelty, Non-Obviousness (Inventive Steps) Industrial Application - Non - Patentable Subject Matter - Registration Procedure, Rights and Duties of Patentee, Assignment and license, Restoration of lapsed Patents, Surrender and Revocation of Patents Patent Infringement, Remedies & Penalties – Patent Office and Appellate Board.</p> <p>3.3 Copyrights - Nature of Copyright - Subject matter of copyright: original literary, dramatic, musical, artistic works; cinematograph films and sound recordings Registration Procedure, Term of protection, Ownership of copyright, Assignment and license of copyright Copyright Infringement</p> <p>3.4 Trademarks - Concept of Trademarks - Different kinds of marks (brand names, logos, signatures, symbols, well-known marks, certification marks and service marks) - Non-Registrable Trademarks Registration of Trademarks -</p> | 15 |

| | | |
|--|---|--|
| | <p>Rights of holder and assignment and licensing of marks Trademark Infringement, Remedies & Penalties - Trademarks registry and appellate board</p> <p>3.5 Design: meaning and concept of novel and original - Geographical indication: meaning, - Procedure for registration, effect of registration and term of protection</p> | |
|--|---|--|

Self-Learning topics (Unit wise):

| Sr. No | Unit | Topic |
|--------|------|-------------------------------------|
| 1 | 1 | Prospectus, Membership in a Company |
| 2 | 2 | Trademarks, Design |

Online Resources

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|---|
| https://archive.nptel.ac.in/courses/110/105/110105159/ |
| https://onlinecourses.swayam2.ac.in/cec21_mg02/preview |
| https://www.icaai.org/post.html?post_id=17760 |
| https://www.icsi.edu/media/webmodules/publications/FinalCLStudy.pdf |
| https://onlinecourses.nptel.ac.in/noc23_hs55/preview |
| https://dst.gov.in/sites/default/files/E-BOOK%20IPR.pdf |

Reference Books

- A.K. Mujumdar, Dr. G.K. Kapoor, Company Law and Practice; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
- M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi-110 006.
- A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur
- Study Material Executive Programme - Company Law- Paper One , 2018, by ICSI 5. <https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf>
- Gower L. C. B., “Principles of Modern Company Law”, Steven & Sons, London.
- Bagrial A. K, “Company Law”, Vikas Publishing House, New Delhi.

- Singh Avtar, “Company Law”, Eastern Book Co., Lucknow.
- B.L. Wadera, Patents, trademarks, copyright, Designs and Geographical Judications.
- P. Narayanan (Eastern Law House), Intellectual Property Law.
- Nithyananda, K V. (2019). Intellectual Property Rights: Protection and Management. India, IN: Cengage Learning India Private Limited
- Neeraj, P., & Khusdeep, D. (2014). Intellectual Property Rights. India, IN: PHI learning Private Limited
- Ahuja, V K. (2017). Law relating to Intellectual Property Rights. India, IN: Lexis Nexis
- "EBC's Company Law" by Avtar Singh
- (ALE)A Reference Book On COMPANY LAW-Dr. Sharvari Vaidya (Madiwale)
- Company Law Dr Ashok Kumar Jain
- Taxman Company Law and Practice
- Company Law By G K Kapoor and Sanjay Dhamija
- Company Law for NEP 2020 S Chand Publishing
- Company Law ICSI Module
- Company Law ICAI Module
- Company Law Taxman

Evaluation Pattern

External Paper Pattern

| | | |
|----|---|----------|
| Q1 | Attempt Any 2 out of 3 a) Long Answer b) Long Answer c) Long Answers | 15 Marks |
| Q2 | Attempt Any 2 out of 3 a) Long Answer b) Long Answer c) Long Answers | 15 Marks |
| Q3 | Attempt Any 2 out of 3 a) Long Answer b) Long Answer c) Long Answers | 20 Marks |

Note : For each question (Q1 A/B/C ,Q 2 A/B/C, Q3 A/B/C) should be from different modules