



# **TOLANI COLLEGE OF COMMERCE**

***(Autonomous)***

Recognised Linguistic (Sindhi) Minority Institution

(Affiliated to University of Mumbai)

Re-Accredited (3<sup>rd</sup> Cycle) by N.A.A.C. with 'A' Grade

150-151, Sher-E-Punjab Society,

Guru Gobind Singh Road,

Andheri (East) Mumbai-400 093

**Syllabus and Question Paper Pattern of  
First Year of Bachelor of Commerce (Financial Markets)  
Semester I and Semester II  
Under Choice Based Credit and Grading System  
(Academic Year 2022-2023)**



### Semester I

Serial no	Course Code	Course Name	Credits
		<b>Elective Courses (EC)</b>	
1	TCC.UFMI01	Financial Accounting- I	03
2	TCC.UFMI02	Introduction to Financial system	03
3	TCC.UFMI03	Business Mathematics	03
		<b>Ability Enhancement Courses (AEC)</b>	
4	TCC.UFMI04	Business Communication-I	03
		<b>Skill Enhancement Courses (SEC)</b>	
5	TCC.UFMI05	Foundation Course - I	02
		<b>Core Courses (CC)</b>	
6	TCC.UFMI06	Business Environment	03
7	TCC.UFMI07	Business Economics - I	03
		<b>Total Credits</b>	<b>20</b>

### Semester II

Serial no	Course Code	Course Name	Credits
		<b>Elective Courses (EC)</b>	
1	TCC.UFMII01	Financial Accounting- II	03
2	TCC.UFMII02	Principles of Management	03
3	TCC.UFMII03	Business Statistics	03
		<b>Ability Enhancement Courses (AEC)</b>	
4	TCC.UFMII04	Business Communication-II	03
		<b>Skill Enhancement Courses (SEC)</b>	
5	TCC.UFMII05	Foundation Course - II	02
		<b>Core Courses (CC)</b>	
6	TCC.UFMII06	Environmental Science	03
7	TCC.UFMII07	Computer Skills - I	03
		<b>Total Credits</b>	<b>20</b>



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester : I**

**Elective Courses (EC) : Financial Accounting- I**

**Course Code: TCC.UFMI01**

<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – I</b>	
<b>Course Name: Financial Accounting- I</b>		<b>Course Code: TCC.UFMI01</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>02</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Nature, Purpose of Accounting</b>	<b>15</b>
	Meaning and scope of Accounting: Need, development & Definition of Accounting, persons interest in Accounting disclosure, branches of accounting Accounting concepts and Accounting Standards	
<b>2</b>	<b>Books of Accounts</b>	<b>15</b>
	Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework	
<b>3</b>	<b>Introduction to Financial Statements</b>	<b>15</b>
	Bank Reconciliation statements Treatment of Capital & Revenue Depreciation Accounting; methods of recording depreciation and methods of providing depreciation as per AS-4, Stock Valuation as per FIFO and Weighted Average [ Practical Problems with reference to AS 2]	
<b>4.</b>	<b>Preparation of Final Accounts</b>	<b>15</b>
	Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit & Loss Account and Balance sheet Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss Account and Balance sheet	

**Reference Books:**

- *Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi*
- *Advance Accounts by Shukla and 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 and Co. Ltd. Mumbai*
- *Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi*

## EVALUATION PATTERN

### Continuous Evaluation (Internal Assessment)

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
(16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b style="text-align: center;">OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b style="text-align: center;">OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b style="text-align: center;">OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Elective Courses (EC): Introduction to Financial Systems**

**Course Code: TCC.UFMI02**

<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – I</b>	
<b>Course Name: Introduction to Financial System</b>		<b>Course Code: TCC.UFMI02</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>02</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Overview of Financial System</b>	<b>15</b>
	An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems (capital market oriented), Financial systems in India compared with those in developed nations and developing nations, Constituents of the financial system and interrelationships between various components	
<b>2</b>	<b>Financial Markets</b>	<b>15</b>
	Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants	
<b>3</b>	<b>Financial Regulators</b>	<b>15</b>
	Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, markets regulated by each regulator	
<b>4.</b>	<b>Financial Instruments</b>	<b>15</b>
	Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk return trade-off), Characteristics of financial instruments, New financial instruments Issue Management and Intermediaries, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue	

**Reference Books:**

- *Gordon E. & Natarajan K. Financial Markets & Services, Himalaya Publishing House.*
- *Indian Financial System, Machiraju.R.H, Vikas Publishing House.*
- *Financial Institutions and Markets, Bhole L.M, Tata McGraw Hill.*
- *The Indian Financial System, Desai, Vasantha Himalaya Publishing House*



## EVALUATION PATTERN

### Continuous Evaluation (Internal Assessment)

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
(16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Program: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Elective Courses (EC): Business Mathematics**

**Course Code: TCC.UFMI03**

<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – I</b>	
<b>Course Name: Business Mathematics</b>		<b>Course Code: TCC.UFMI03</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>02</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>UNIT No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Ratio, Proportion and Percentage</b>	<b>15</b>
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	
<b>2</b>	<b>Profit and Loss</b>	<b>15</b>
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage, Bill Discounting & Average Due Date	
<b>3</b>	<b>Interest and Annuity</b>	<b>15</b>
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate	
<b>4</b>	<b>Shares and Mutual Fund</b>	<b>15</b>
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	

### **Reference Books:**

- *Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand*
- *Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House*
- *Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGraw-Hill*
- *Business Mathematics by Dr.Amarnath Dikshit & Dr.Jinendra Kumar Jain.*
- *Business Mathematics by Bari – New Literature publishing company, Mumbai*



## **EVALUATION PATTERN**

### **Continuous Evaluation (Internal Assessment)**

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40% (16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Program: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Ability Enhancement Courses (AEC)**

**Course: Business Communication I**

**Course Code: TCC.UFMI04**

<b>FYBFM</b>		<b>Semester – I</b>	
<b>Course Name: Business Communication- I</b>		<b>Course Code:</b> <b>Bachelor of Commerce Financial Markets – (TCC.UFMI04)</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>04</b>	
<b>Credits</b>			
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Theory of Communication</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>● <b>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</li> <li>● <b>Channels and Objectives of Communication:</b> Channels-Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li> <li>● <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)</li> <li>● <b>Methods and Modes of Communication:</b> Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication</li> <li>● <b>Business Etiquette</b> (Office, Business Card, Telephone/Mobile/ Internet /Netiquette, Handshake, Business Meal, Greetings)</li> <li>● <b>Modes:</b> Telephone and SMS Communication 3 (General introduction to Telegram to be given) E- communication Video and Satellite Conferencing, Social Media</li> </ul>	



2	<b>Obstacles to Communication in Business World</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>● <b>Problems in Communication /Barriers to Communication:</b> Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</li> <li>● <b>Listening:</b> Importance of Listening Skills, Cultivating good Listening Skills</li> <li>● <b>Introduction to Business Ethics:</b> Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility, Laws of Mass Media,</li> </ul> <p>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</p>	
3	<b>Business Correspondence</b>	<b>12</b>
	<p><b>Theory of Business Letter Writing:</b> Parts, Structure, Layouts—Full Block, Modified Block, Principles of Effective Letter Writing, Principles of effective Email Writing</p> <p><b>Personnel Correspondence:</b> Statement of Purpose Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation, Letter of Thank You, Letter of Condolence, Letter of Apology, Letter for Sanction of Leave</p>	
4	<b>Language and Writing Skills</b>	<b>13</b>
	<ul style="list-style-type: none"> <li>● <b>Commercial Terms used in Business Communication</b></li> <li>● <b>Paragraph Writing:</b> Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given</li> </ul>	



	<p>situation, a short informal report etc.] Activities</p> <ul style="list-style-type: none"><li>● Listening Comprehension</li><li>● Remedial Teaching</li><li>● Speaking Skills: Presenting a News Item, Dialogue and Speeches</li><li>● Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling.</li><li>● Reading Comprehension: Analysis of texts from the fields of Commerce and Management</li></ul>	
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**Continuous Evaluation (CE) Test Pattern:**

1.	Spoken English/ Writing Articles/ Book Reviews/ Case Studies/ Assignment Writing (Essay, Poems, Self-Introduction, etc.)	15 Marks
2.	Presentation/ Book Review/ Remedial Grammar/ Speech/ Mock Interviews/ Group Communication/ Conversational Skills	15 Marks
3.	Online MCQ Test	10 Marks
<b>Total Marks</b>		<b>40 Marks</b>



**Semester End Examination (SEE)**  
**Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hrs.

All the Questions are Compulsory Carry 15 Marks each.

Q.No	Particulars	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 <b>(* Multiple Choice / True or False / Match the columns/ Fill in the Blanks)</b>	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question	07 Marks 08 Marks
	<b>OR</b>	
Q-2	Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V	10Marks
	<b>OR</b>	
	B) Draft a Statement of Purpose	10 Marks
	Write a Paragraph on any 1 of the following topics in (200 Words)	
Q-3	A) B)	05 Marks



Q-4	A) Draft the following letters (Any 2) <b>(5 Marks Each)</b> a) Letter of Acceptance of Job Offer b) Letter of Resignation c) Thank You/ Condolence/ Apology Letter/ Sanction for Leave Letter	10 Marks
	B) Case Study  <b>OR</b>	05 Marks

Q4.	A) Full Length Question	07 Marks
	B) Full Length Question	08 Marks

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



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Skill Enhancement Courses (SEC): Foundation Course I**

**Course Code: TCC.UFMI05**

<b>B.Com. in Financial Markets (B.F.M.)</b>		<b>Semester – I</b>	
<b>Course Name: Foundation Course- I</b>		<b>Course Code: TCC.UFMI05</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>3</b>	
<b>Credits</b>		<b>2</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>UNIT. No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Overview of Indian Society</b>	<b>05</b>
	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	
<b>2</b>	<b>Concept of Disparity- 1</b>	<b>10</b>
	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 including domestic violence, sexual harassment at workplace, female foeticide (declining sex ratio), and portrayal of women in media; Measures to enhance the status of women in the society; Gender identity & gendered violence; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.	

<b>3</b>	<b>Concept of Disparity-2</b>	<b>10</b>
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism and casteism including honour killings; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences	
<b>4</b>	<b>The Indian Constitution</b>	<b>10</b>
	Introduction to the Constitution of India; 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.	
<b>5</b>	<b>Significant Aspects of Political Processes</b>	<b>10</b>
	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	

**Reference Books:**

1. *Social and Economic Problems in India*, Naseem Azad, R Gupta Pub (2011)
2. *Indian Society and Culture*, Vinita Padey, Rawat Pub (2016)
3. *Social Problems in India*, Ram Ahuja, Rawat Pub (2014)
4. *Faces of Feminine in Ancient, medieval and Modern India*, Mandakranta Bose Oxford University Press
5. *National Humana rights commission- disability Manual*
6. *Rural, Urban Migration: Trends, challenges & Strategies*, S Rajagopalan, ICFAI- 2012
7. *Regional Inequalities in India* Bhat L SSSRD- New Delhi
8. *Urbanisation in India: Challenges, Opportunities & the way forward*, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)
9. *The Constitution of India*, P M Bakshi 2011
10. *The Problems of Linguistic States in India*, Krishna Kodesia Sterling Pub
11. *Politics in India: structure, Process and Policy* Subrata Mitra, Rowutlege Pub
12. *Politics in India*, Rajani Kothari, Orient Blackswan
13. *Problems of Communalism in India*, Ravindra Kumar Mittal Pub
14. *Combating communalism in India: Key to National Integration*, Kawal Kishor Bhardwaj, Mittal Pub



**Evaluation Pattern**  
**Continuous Evaluation (CE)**

The Continuous evaluation will consist of one class test of 10 marks and a Fieldwork-based project work and assignment or presentation or report-writing of 15 marks each.

**Semester End Examination (SEE)**  
**Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

<b>Q. No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	A. Fill in the blanks: (From All Modules)	05 Marks
	B. State the following statements are True or False: (From All Modules)	05 Marks
Q-2	Attempt any ONE of the following: (From Module I) A. B.	10 Marks
Q-3	Attempt any ONE of the following: (From Module II) A. B.	10 Marks
Q-4	Attempt any ONE of the following: (From Module III) A. B.	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV) A. B.	10 Marks
Q-6	Attempt any ONE of the following: (From Module V) A. B.	10 Marks



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Core Courses (CC): Business Environment**

**Course Code: TCC.UFMI06**

<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – I</b>	
<b>Course Name: Business Environment</b>		<b>Course Code: TCC.UFMI06</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>		<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Business and its Environment</b>	<b>15</b>
	Business Objectives, Dynamics of Business and its Environment, Types of Business Environment Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis	
<b>2</b>	<b>Business and Society</b>	<b>15</b>
	Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986 , Consumer Protection Act 2019	
<b>3</b>	<b>Contemporary Issues</b>	<b>15</b>
	Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit	
<b>4.</b>	<b>International Environment</b>	<b>15</b>
	Strategies for going Global: MNCs and TNCs, WTO Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries	

**Reference Books:**

- *Business Environment Text and Cases* by M.B. Shukla, Taxman Publications, New Delhi
- *Essentials of Business Environment* by K. Aswathappa, Himalaya Publication House, Mumbai
- *Business Environment* by Justin Paul, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- *Entrepreneurial Development* by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi



- *Dynamics of Entrepreneurship by Vasanta Desai, Himalaya Publishing House, Mumbai*
- *Entrepreneurship by David H. Holt, PHI Learning Pvt. Ltd., New Delhi*
- *Management of Small-Scale Industries by Vasant Desai, Himalaya Publishing House, Mumbai*



**EVALUATION PATTERN**  
**Continuous Evaluation (Internal Assessment)**

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
(16 Marks)

**Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: I**

**Core Courses (CC): Business Economics I**

**Course Code: TCC.UFMI07**

<b>B.Com. in Financial Markets (B.F.M.)</b>		<b>Semester – I</b>	
<b>Course Name: Business Economics I</b>		<b>Course Code: TCC.UFMI07</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>3</b>	
<b>Total number of lectures in a semester</b>		<b>60</b>	
		<b>Minutes</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>120</b>	<b>60</b>
	<b>Continuous Evaluation</b>	<b>-</b>	<b>40</b>
<b>Special Note</b>	<b>Relevant examples, case lets, case studies and numerical examples must be discussed with the learners</b>		

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction to Business Economics</b>	<b>11</b>
	Meaning and features of Business Economics- Ten Principles of Economics- Economic Model: Production Possibility Curve (PPC) with respect to scarcity and efficiency (technical, productive, allocative, and social) - Role of Economist as a policy adviser- Why Economists disagree? Differences in scientific judgements and Differences in values- Economics in the Decisions Making Process: Needs, wants and scare resources- Process of decision making – Home Economicus and Bounded Rationality-Human decision making and its impact onbusiness-Business Decision Making with respect to investment, growth and expansion and acquiring and keeping customers- The PESTLE framework-political, economic, social, technological, legal, and environmental.	
<b>2</b>	<b>Module II: Demand and Supply Analysis</b>	<b>11</b>
	Meaning of market and competition- The market demand curve- The determinants of market demand- The market supply curve- Determinants of Market Supply- The Market Mechanism: Interaction of demand and supply- Changes in Demand and Supply- Prices and allocation of resources-Price Ceilings and Price Floors. Elasticity of Demand: Meaning, Price Elasticity of Demand, Income Elasticity of Demand, Cross Price Elasticity of Demand, Promotional Elasticity of Demand-Using Elasticities in Managerial Decision Making.	

3	<b>Production and Cost Analysis</b>	<b>11</b>
	<p>Meaning of production and Production function- Total, Average and Marginal Product- The Law of Diminishing Returns- Production Isoquants and their properties-Economic Region of Production- Marginal Rate of Technical Substitution- Isocost Lines-Least Cost Combination of Factors- Returns to Scale- The Innovation Process- Innovation and Global Competitiveness.</p> <p>The Nature of Costs- Types of Costs: Economic Cost, Accounting Cost, Sunk Cost, Private Cost , Social Cost, Recurring Cost, Non-recurring Cost, Incremental Cost, Cash Cost, Book Costs and Life Cycle Costs- Short-run Cost Functions: Fixed and Variable Costs, Average and Marginal Costs, Cost Curves and Their Shapes- Long-run Cost Curves: Long-run Cost Curves, Long-run Marginal Cost Curves and Long-Run Average Cost Curve- Plant Size and Economies of Scale and Diseconomies of Scale- Purchasing Economies of Scale-Economies of Scope – Learning or Experience Curves.</p>	
4.	<b>An Introduction to Economics of Information and Behavioural Economics</b>	<b>11</b>
	<p>Asymmetric information-Signalling to Convey Private Information- Adverse Selection: The Lemons Problem-Market and Government Responses-Hidden Actions- Screening to Uncover Private Information- Moral Hazards-Efficiency effects of moral hazards- Ways of overcoming moral hazards-Moral hazards in product markets- Brand name and reputations as hostages- Guarantees and Warranties- Asymmetric Information in labour Markets: Efficiency wage theory- Meaning of Behavioural Economics- Are people always rational? Do People Care About Fairness? People are inconsistent over time.</p>	
5.	<b>Business Decisions for Firms Under Different Market Structures and Pricing Techniques</b>	<b>11</b>
	<p>Market Structure and Degree of Competition-Concepts of Revenue-Meaning, features, and Importance of Perfect Competition-Demand Facing a Price-Taking Firm-Profit Maximisation in the Short-Run: Earning Positive Profit and The Shut-Down Point- Long-Run Analysis of a Perfectly Competitive Firm- Is Competition Always Good?</p> <p>Market Power-Measurement of Market Power: Market, Elasticity of Demand, The Lerner Index and Cross-Price Elasticity of Demand- Barriers to Entry: Barriers Created by Government, Economies of Scale, Essential Input Barriers, Brand Loyalties, Consumer Lock- in, Network Effects and Sunk Cost- Meaning and Features of Monopoly-Why Monopolies Arise? Monopoly Resources, Government Created Monopolies and Natural Monopolies- Monopolist's Demand Curve-Profit Maximisation Under Monopoly.</p> <p>Monopolistic competition: Meaning and Features-Role of advertising in Monopolistic Competition.</p> <p>Oligopolistic markets: Meaning and features – Oligopoly Models: Collusive and non- collusive oligopoly market, Price rigidity, Cartels, and price leadership models</p>	

	Pricing Techniques: Meaning and Objectives-Types of Pricing Techniques: Pricing of Multiple Products, Pricing of Joint Products, Transfer Pricing, Price Discrimination, Product Bundling, Cost Plus Pricing, Peak Load Pricing, Penetration Pricing, Entry Detering Pricing, Every Day Low Pricing Strategy, Prestige Pricing, Price Skimming, Price Lining, Value Pricing, Price Matching, Auction Pricing.	
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**The cross-cutting issues that the course tries to address are as follows:**

Issues/Ethics	Module No.	Topic
Objectivity	I	Process of decision making
Rationality	I	Home Economicus and Bounded Rationality
Conscientiousness	I	Human decision making and its impact on business
Benevolence	II	Prices and allocation of resources-Price Ceilings and Price Floors
Up to date	III	Innovation and Global Competitiveness
Transparency	IV	Asymmetric information, Adverse selection and Moral hazard
Ethical Behaviour	V	Why Monopolies Arise?

**Reference Books:**

- 1) Christopher Thomas and Charles Maurice: *Managerial Economics-Foundations of Business Analysis and Strategy*, 12<sup>th</sup> Edition, McGraw Hill, 2020, New Delhi.
- 2) Dominick Salvatore and Siddhartha Rastogi: *Managerial Economics-Principles and Worldwide Applications*, Oxford University Press, 8<sup>th</sup> Edition, 2017, New Delhi.
- 3) Geetika, P. G. (2013). *Managerial Economics*. New Delhi: Tata McGraw Hill Education Private Limited, 2nd Edition.
- 4) H L Ahuja: *Business Economics-Microeconomic Analysis*, 13<sup>th</sup> Edition, S. Chand, 2016, New Delhi.
- 5) Ivan Png: *Managerial Economics*, 5<sup>th</sup> Edition, Routledge, 2016, New Delhi.
- 6) Michael R. Bye: *Managerial Economics and Business Strategy*, 4<sup>th</sup> edition, McGraw Hill, 2003.
- 7) N. Gregory Mankiw: *Principles of Economics Cengage*, 6<sup>th</sup> edition, 2017, New Delhi.
- 8) N. Gregory Mankiw, Mark P. Taylor, and Andrew Ashwin: *Business Economics*, 1<sup>st</sup> Edition, 2013, Cengage Learning.
- 9) R. Panneerselvam, P. Sivasankaran and P. Senthilkumar: *Managerial Economics*, 1<sup>st</sup> Edition, Cengage, 2018, New Delhi.
- 10) Robert Pindyck and Daniel Rubinfeld: *Microeconomics*, 8th Edition, Pearson, 2018, New Delhi
- 11) Suma Damodaran: *Managerial Economics*, Oxford University Press, 2<sup>nd</sup> edition, 2010, New Delhi.

**Additional Reading:**

(A) Newspapers:



- *The Economic Times*
- *The Mint*
- *The Business Line*
- *The Times of India*
- *The Indian Express*
- *The Hindu*

*(B) Magazines:*

- *The Economist*
- *The Economic and Political Weekly*
- *Business India*
- *Business World*
- *Outlook Money*

### Scheme of Evaluation Pattern

**Table 1A: Scheme of Continuous Evaluation (CE)**

Sub-components	Maximum Marks	Minimum Passing Marks in Each of the Sub-components
1) Written assignment of 1000 words involving analysis of events related to the course taken from a newspaper, magazine, journal etc.(See Annexure I)	15	06
2) Book review. The book selected must be approved by the teacher. A report of 1000 words must be submitted. (See Annexure II)	15	06
3) MCQ Based Test	10	04
<b>Total</b>	<b>40</b>	<b>16</b>

Table 1B: Scheme of Semester End Examination (SEE) Evaluation  
Question Paper Pattern for Semester End Examination (SEE)

**Maximum Marks: 60    Minimum Marks to Pass: 24**

**Duration: 2 hours**

*Note: All questions are compulsory. Each question has an internal choice.*

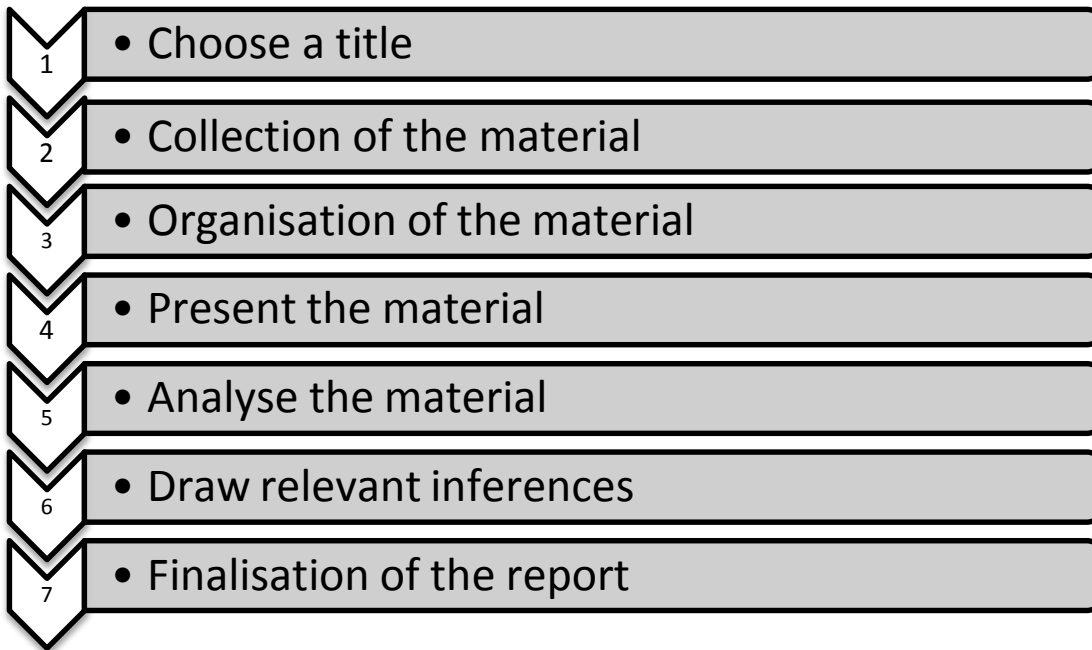
Question Number	Nature of Questions	Maximum Marks	From
1)	a)	06 marks	Module I
	b)	06 marks	
2)	<b>Attempt any 1 question out of the following 3:</b>	12 marks	Module II
	a) Full length question		
	b) Three Notes (4 Marks Each)		
	c) Application/Numerical Question		
3)	<b>Attempt any 1 question out of the following 3:</b>	12 marks	Module III
	a) Full length question		
	b) Three Notes (4 Marks Each)		
	c) Application/Numerical Question		
4)	<b>Attempt any 1 question out of the following 3:</b>	12 marks	Module IV
	a) Full length question		
	b) Three Notes (4 Marks Each)		
	c) Application/Numerical Question		
5)	<b>Attempt any 1 question out of the following 3:</b>	12 marks	Module V
	a) Full length question		
	b) Three Notes (4 Marks Each)		
	c) Application/Numerical Question		

## Annexure I Guidelines for Assignments

### *Objectives*

- 1) To demonstrate the learning of economic theory
- 2) To gain a better understanding of the theories and concepts covered in the course
- 3) To develop skills to write logically

### *Scope of the Assignment*



### *Expectations of the Assignment Report*

- 1) Learner will have to complete one assignment in every semester.
- 2) The Report must be of 1000 words (excluding diagrams & graphs) typed
- 3) Please use-
  - a. Font: Times New Roman 12 point
  - b. Margins: 1 inch on all sides
  - c. Paragraph indentation: 0.5 inches
  - d. Left justification; one space between sentences
- 4) References made must be cited in the last page of the Report.
- 5) The first page of the Report must have the following information:
  - a. Name of the learner
  - b. Roll Number of the learner
  - c. Name of the Program
  - d. Division (if applicable)
  - e. Semester
  - f. Course
  - g. Title of the assignment

## Annexure II Guidelines for Book Review

**Objective:**

*To hone learners reading skills*

**Expectations from the learner:**

- 1) Learner can select fiction or non-fiction for review.
- 2) **Learner must take a prior permission from the teacher and register the book that she/he wants to review.**
- 3) The book review report must be typed and should not exceed 1000 words.
- 4) Please use-
  - a. Font: Times New Roman 12 point
  - b. Margins: 1 inch on all sides
  - c. Paragraph indentation: 0.5 inches
- 5) The format of the book review report should be as given below:

Name of the Learner	
Program	
Semester	
Roll Number	
Division, if any	

### About the Book

Title of the Book	
Name of the Author(s)	
Genre	
Publisher	
Place of Publication	
Number of pages	
Year of Publication	
Price of the book	

- 6) The scope of the book review can be as given below:

<b>Outline the main ideas of the book</b>	
a) The book is about	
b) The book argues that	
<b>Analysis:</b>	
Critically state what you	



like and do not like about the book. This can include: a) The level of difficulty b) Methodology used c) Evidence provided	
<b>Conclusion:</b> a) restate your arguments b) summarize your recommendations  <ul style="list-style-type: none"> <li>• You must read              this book              because</li> <li>• Do not read this              book because</li> </ul>	

*End of the document.*



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Elective Courses (EC) : Financial Accounting - II**

**Course Code: TCC.UFMII01**



<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – II</b>	
<b>Course Name: Financial Accounting - II</b>		<b>Course Code: TCC.UFMII01</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Shares and Debentures</b>	<b>15</b>
	Issue of Shares & Debentures: Types of Shares & Debentures (in India) Accounting Treatments for issue of shares & debentures with new market and SEBI rules	
<b>2</b>	<b>Corporate Accounting</b>	<b>15</b>
	Capitalisation of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form.	
<b>3</b>	<b>Share Valuation</b>	<b>15</b>
	Valuation of Shares, Redemption of Preference Shares & own debentures, Investment Accounting	
<b>4.</b>	<b>Indian Accounting Standards</b>	<b>15</b>
	AS, GAAP & their impact on Income Statement & B/S. Latest Development: Computerization of accounting & accounting	

### **Reference Books:**

- *Accounting Principles* by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
- *Financial Accounting* by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
- *Financial Accounting* by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- *Introduction to Accountancy* by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
- *Advance Accounts* by Shukla and 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 and Co. Ltd. Mumbai
- *Financial Accounting* by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
- *Financial Accounting for Management* by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
- *Financial Accounting* by P.C. Tulsian, Pearson Publications, New Delhi



**EVALUATION PATTERN**  
**Continuous Evaluation (Internal Assessment)**

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
 (16 Marks)

**Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <p style="text-align: center;"><b>OR</b></p> B. Full Length Practical Question (15 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <p style="text-align: center;"><b>OR</b></p> B. Full Length Practical Question (15 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <p style="text-align: center;"><b>OR</b></p> B. Full Length Practical Question (15 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Elective Courses (EC) : Principles of Management**

**Course Code: TCC.UFMII02**



<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – II</b>	
<b>Course Name: Principles of Management</b>		<b>Course Code: TCC.UFMII02</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Introduction</b>	<b>15</b>
	Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges	
<b>2</b>	<b>Planning and decision making</b>	<b>15</b>
	Concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organisation	
<b>3</b>	<b>Organising</b>	<b>15</b>
	Fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership-nature and significance, leading and managing, leadership styles, leadership theories	
<b>4.</b>	<b>Management control</b>	<b>15</b>
	Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques, Recent Trends; Green Management , Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, Mr Dhirubhai Ambani and Sons, Kiran Mazumdar Shaw, Verghese Kurien)	

**Reference Books:**

- *Principles of Management - J. Jayasankar*
- *Business Management - C.B. Gupta*
- *Business Management - N. Premavathy*
- *Principles of Management - L.M. Prasad*
- *Principles of Management - Dinkar Pagare*
- *Principles of Management - P.C. Tripathi & P.N. Reddy.*
- *Essentials of Management - Weihrich and Koontz.*



## EVALUATION PATTERN

### Continuous Evaluation (Internal Assessment)

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
(16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <p style="text-align: center;"><b>OR</b></p> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <p style="text-align: center;"><b>OR</b></p> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <p style="text-align: center;"><b>OR</b></p> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Elective Courses (EC): Business Statistics**

**Course Code: TCC.UFMII03**



<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – II</b>	
<b>Course Name: Business Statistics</b>		<b>Course Code: TCC.UFMII03</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>UNIT. No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Population and sample</b>	<b>15</b>
	Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution, Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar	
<b>2</b>	<b>Measures of Central tendency</b>	<b>15</b>
	Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean	
<b>3</b>	<b>Measures of Dispersion</b>	<b>15</b>
	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation	
<b>4</b>	<b>Correlation and regression (for ungrouped data)</b>	<b>15</b>
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties <ol style="list-style-type: none"> <li>1. Probability</li> <li>2. Binomial Distribution, Poisson Distribution – basic application</li> <li>3. Normal Distribution – basic application</li> </ol>	



<b>5</b>	<b>Linear Programming Problems</b>	<b>15</b>
	Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only	

**Reference Books:**

- *Fundamentals of Statistics*’, Gupta, S.C Himalaya Publishing House.
- *Statistics for Management* Levin, Richard and David S. Rubin Prentice Hall of India.
- *Practical Business Statistics*’, Siegel, Andrew F International Edition
- *Basic Business Statistics: Concepts and Applications* Berenson and Levine Prentice Hall.
- *Statistics: Concepts and Applications* Frank , Harry and Steven C. Althoen,
- *Statistical Methods* Gupta, S.P., and Archana Gupta, Sultan Chand and Sons, New Delhi.
- *Lectures in Business Statistics* ,Dhingra, I.C., and M.P. Gupta Sultan Chand



## EVALUATION PATTERN

### Continuous Evaluation (Internal Assessment)

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40%  
(16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Practical Question (15 Marks) <b>OR</b> B. Full Length Practical Question (15 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Ability Enhancement Courses (AEC): Business Communication II**

**Course Code: TCC.UFMII04**



<b>FYBFM</b>		<b>Semester – II</b>	
<b>Course Name: Business Communication- II</b>		<b>Course Code:</b> <b>Bachelor of Commerce Financial Markets – (TCC.UFMII04)</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>04</b>	
<b>Credits</b>			
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Group Communication</b>	<b>25</b>
	<p><b>Interviews:</b> Group Discussion, Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit, Online</p> <p><b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics, Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda, Resolutions and Minutes of a Meeting,</p> <p><b>Presentations:</b> Principles of Effective Presentation, how to make a Power-Point Presentation</p> <p><b>Committees and Conferences:</b> Importance and Types of Committees, Meaning and Importance of Conference, Organizing a Conference, Modern Methods: Video and Tele-Conferencing</p> <p><b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR, Crisis Management, Press Release</p>	
<b>2</b>	<b>Business Correspondence</b>	<b>15</b>
	<ul style="list-style-type: none"> <li><b>Trade Letters:</b> Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)</li> </ul>	



	<ul style="list-style-type: none"> <li>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</li> </ul>	
<b>3</b>	<b>Language and Writing Skills</b>	<b>20</b>
	<p><b>Reports and Business Proposals:</b> Parts, Types, Feasibility Reports, Investigative Reports, Drafting of Business Proposals</p> <p><b>Summarization:</b> Identification of main and supporting/sub points, Presenting these in a cohesive manner</p> <p><b>Activities:</b> Mock Group Discussion, Book Reviews, Mock Interviews, Presentations</p>	

### Continuous Evaluation (CE) Test Pattern:

1.	Spoken English/ Writing Articles/ Book Reviews/ Case Studies/ Assignment Writing (Essay, Poems, Self-Introduction, etc.)	15 Marks
2.	Presentation/ Book Review/ Remedial Grammar/ Speech/ Mock Interviews/ Group Communication/ Conversational Skills	15 Marks
3.	Online MCQ Test	10 Marks
<b>Total Marks</b>		<b>40 Marks</b>

### Reference Books:

- Ashley, A (1992) *A Handbook Of Commercial Correspondence*, Oxford University Press.
- Aswalthapa, K (1991) *Organisational Behaviour*, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) *Effective Credit Management*, MMC School of Management, Mumbai.
- Balan, K.R. and Rayudu C.S. (1996) *Effective Communication*, Beacon New Delhi.
- Bangh, LSue, Fryar, Maridell and Thomas David A. (1998) *How to Write First Class Business Correspondence*, N.T.C. Publishing Group USA.
- Banerjee, Bani P (2005) *Foundation of Ethics in Mangement* Excel Books



*10. Businessworld Special Collector's Issue: Ethics and the Manager*

- *Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.*
- *Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.*
- *Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.*
- *Bisen, Vikram and Priya, New Age International (P) Ltd., Publishers (2009) Business Communication*
- *Bovee, Thill and Raina, 14<sup>th</sup> edn., 2018. Business Communication Today*
- *Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H., New Delhi.*
- *Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.*
- *Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.*
- *Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.*
- *Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.*
- *French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New Delhi.*
- *Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill*
- *Ghanekar, A (1996) Communication Skills for Effective Management. Everest Publishing House, Pune.*
- *Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly*
- *Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line*
- *Kelly M. Quintanilla and Shawn T. Wahl. Business and Professional Communication: Keys for Workplace Excellence*
- *Lesiker, Flatley, Rentz, Lentz and Pande, 13<sup>th</sup> edn., 2015 Business Communication: Connecting in a Digital World*
- *Lesikar, Raymond V and Pettit, John D. (1994) Business Communication: Theory and*



*Application, D a m e P u b l i c a t i o n s*

- *Ludlow, Ron and Fergus Panton (1995) The Essence of Effective Communication, Prentice , New Delhi.*
- *M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill*
- *Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.*
- *Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company*
- *Monippalli, M.M. (1997),The Craft of Business Letter Writing, T.M.H. New Delhi.*
- *Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.*
- *Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for BusinessSchools and Corporate Leaders Prentice Hall of India Pvt., Ltd*
- *Raman, Meenakshi and Prakash Singh, OUP (2012) Business Communication, second edn.*
- *Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and CasesTata McGraw Hill Public Company Limited*
- *Shekhar, R.C (1997) Ethical Choices in Business Response Books*
- *Stephenson, James (1988) Principles and Practice of Commercial*



**Continuous Evaluation (CE) Test Pattern:**

1.	Spoken English/ Writing Articles/ Book Reviews/ Case Studies/ Assignment Writing (Essay, Poems, Self-Introduction, etc.)	15 Marks
2.	Presentation/ Book Review/ Remedial Grammar/ Speech/ Mock Interviews/ Group Communication/ Conversational Skills	15 Marks
3.	Online MCQ Test	10 Marks
<b>Total Marks</b>		<b>40 Marks</b>

**Semester End Examination (SEE)  
Question Paper Pattern Self Financing Course  
(Theoretical Courses) Business Communication –II (Minimum Passing Marks: 24)**

*Maximum Marks 60*

*Duration: 2 Hrs.*

*All Questions are Compulsory and carry 15 Marks each.*

Q. No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 <b>(* Multiple Choice /True or False / Match the columns/ Fillin the Blanks)</b>	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question  <b>OR</b>	07 Marks 08 Marks
Q-2	<b>Short Notes</b> To be asked 05 To be answered 03	15 Marks





**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Skill Enhancement Courses (SEC): Foundation Course II**

**Course Code: TCC.UFMII05**



<b>B.Com. in Financial Markets (B.F.M.)</b>		<b>Semester – II</b>	
<b>Course Name: Foundation Course- II</b>		<b>Course Code: TCC.UFMII05</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>3</b>	
<b>Credits</b>		<b>2</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Globalisation and Indian Society</b>	<b>07</b>
	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.	
<b>2</b>	<b>Human Rights</b>	<b>10</b>
	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	
<b>3</b>	<b>Ecology</b>	<b>10</b>
	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; Sustainable development- concept and components; poverty and environment on the theory.	
<b>4.</b>	<b>Understanding Stress and Conflict</b>	<b>10</b>
	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	
<b>5.</b>	<b>Managing Stress and Conflict in Contemporary Society</b>	<b>08</b>
	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; Importance of Counselling	



### Reference Books:

- *A decade of economic reforms in India (The past, the present, the future)*-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
- *Impact of the policies of WTO on Indian agriculture* - S. Nehru, Serial Pub. (2012)
- *Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur , Anmol Pub. (1995)*
- *Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub.(2007)*
- *Universal Human Rights : In theory and practice, Jack Donnelly, (2014)*
- *Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)*
- *Ecology and environment – Benu Singh, Vista International Pub. (2006)*
- *Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)*
- *Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)*



## **Evaluation Pattern**

### **Continuous Evaluation (CE)**

The Continuous evaluation will consist of one class test of 10 marks and a Fieldwork-based project work and assignment or presentation or report-writing of 15 marks each.

### **Semester End Examination (SEE)**

#### **Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

<b>Question No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	A. Fill in the blanks: (From All Modules) B. State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I) A. B.	10 Marks
Q-3	Attempt any ONE of the following: (From Module II) A. B.	10 Marks
Q-4	Attempt any ONE of the following: (From Module III) A. B.	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV) A. B.	10 Marks
Q-6	Attempt any ONE of the following: (From Module V) A. B.	10 Marks



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Core Courses (CC): Environmental Science**

**Course Code: TCC.UFMII06**



<b>Bachelor of Commerce (Financial Markets)</b>		<b>Semester – II</b>	
<b>Course Name: Environmental Science</b>		<b>Course Code: TCC.UFM II 06</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>3</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module. No</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Environment: An overview</b>	<b>15</b>
	Environment- structure, components and typology Ecosystem as part of environment- Functioning and levels of organisation; Biodiversity- Classification, value, threats to biodiversity	
<b>2</b>	<b>Natural Resources</b>	<b>15</b>
	Definition, importance and classification of natural resources Utilisation o and conservation of water, forest, and energy resources. Issues associated with natural resources	
<b>3</b>	<b>Environment and Economic Activities</b>	<b>15</b>
	Economic activities-nature and pattern- primary, secondary and tertiary Environmental problems associated with economic activities Case studies with reference to India	
<b>4.</b>	<b>Environment Management</b>	<b>15</b>
	Environment management- Concept, need and relevance of environmental education (Use of Environmental Calendar to create awareness about the Conservation of Environment). Environmental Impact Assessment, Environmental audit Role of technology in Environment Management- GIS, GPS, Remote sensing astools	

**Reference Books:**

1. *Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan*
2. *Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad,*
3. *Environmental Management, Dr Swapan C Deb- Jaico*
4. *Principles of Environmental Science, W Cunningham & M Cunningham*



## **EVALUATION PATTERN**

### **Continuous Evaluation (CE)**

The Continuous evaluation will consist of one class test of 10 marks and a Fieldwork-based project work and assignment or presentation or report-writing of 15 marks each.

### **Semester End Examination (SEE)**

#### **Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

<b>Q.No.</b>	<b>Particular</b>	<b>Marks</b>
Q-1	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) OR c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) OR c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) OR c. Full Length Practical Question (8 marks) d. Full Length Practical Question (7 marks)	15 Marks
Q-4	Attempt the following: a. Full Length Practical Question (8 marks) b. Full Length Practical Question (7 marks) OR Short Notes (Any three out of five)	15 Marks

**Note: Practical question of 15 marks may be divided into two sub questions of 7/8 marks and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory questions may be asked.**



**Programme: Bachelor of Commerce (Financial Markets)**

**Semester: II**

**Core Courses (CC): Computer Skills I**

**Course Code: TCC.UFMII07**



<b>First Year Bachelor of Commerce (Financial Markets)</b>		<b>Semester – II</b>	
<b>Course Name: Computer Skills I</b>		<b>Course Code: TCC.UFMII07</b>	
<b>Periods per week (1 Period is 48 minutes)</b>		<b>4</b>	
<b>Credits</b>		<b>03</b>	
		<b>Hours</b>	<b>Marks</b>
<b>Evaluation System</b>	<b>Semester End Examination</b>	<b>2</b>	<b>60</b>
	<b>Continuous Evaluation</b>		<b>40</b>

<b>Module No.</b>	<b>Details</b>	<b>No. of Lectures</b>
<b>1</b>	<b>Computer Hardware</b>	<b>15</b>
	Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, its speed-machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers, Different types of processors and its emerging technologies	
<b>2</b>	<b>Windows</b>	<b>15</b>
	Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts, Installing Windows Operating system	
<b>3</b>	<b>Internet</b>	<b>15</b>
	What is internet, most popular internet services , functions of internet like email, WW, FTP, UseNet, Instant messaging, internet telephony, using address book,working with task list, scheduling appointments, reminders, events, Cloud Computing	
<b>4.</b>	<b>Word – 2013</b>	<b>15</b>



	Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents	
<b>5.</b>	<b>Excel- 2013</b>	<b>15</b>
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting, Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function	

**Reference Books:**

- *Office 2013 complete reference - Stephen L. Nelson*
- *Quick course in Micro-soft office - Joyce Cox, Polly Orban*
- *Mastering Office 2013 - Gimi Couster*
- *Fundamentals of Computers- Rajaram V- Prentice Hall*
- *Computers Today- Sanders, Donald- Mc Graw Hill*
- *Computers- Subramaniam N- wheeler*
- *Computers in Business- Saners D Mc Graw hills*
- *Quick course in Micro-soft office - Joyce Cox, Polly Orban*
- *Woody Leonhard, using Microsoft Office, Pearson*
- *PC Software Made Simple-R.K. Taxali*



## EVALUATION PATTERN

### Continuous Evaluation (Internal Assessment)

The Continuous Evaluation will consist of

	<b>Total Marks</b>
Assignment	15 Marks
Presentation	15 Marks
Objective Questions	10 Marks
<b>Total</b>	<b>40 Marks</b>

Attendance Compulsory in all the three above components and Minimum Passing Percentage is 40% (16 Marks)

### **Semester End Examination Question Paper Pattern (Minimum Passing Marks: 24)**

Maximum Marks: 60

Duration: 2 Hours

All Questions are Compulsory carrying 15 Marks each.

<b>Q.No</b>	<b>Particular</b>	<b>Marks</b>
Q-1	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	<b>Attempt the following:</b> A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) <b>OR</b> C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	<b>Attempt any three of the following:</b> A. B. C. D. E.	15 Marks

**Note:** Two sub questions of 7/8 Marks can be a one question of 15 Marks.