Dr. Homi Bhabha State University

Mumbai

Bachelor of Commerce (Banking and Insurance)

(BBI - Hon.)

Three Years Integrated Programme

Six Semesters

F.Y.BBI.

Sem. I & Sem. II

Course Structure

Under Choice Based Credit, Grading & Semester System

To be implemented from A.Y. 2021-22

Board of Studies in Banking and Insurance

Faculty of Commerce & Management

Bachelor of Commerce (Banking and Insurance) (Hon.) Programme

Under Choice Based Credit, Grading & Semester System

F.Y.BBI. Sem. I & II with Credits

(To be implemented from A.Y. 2021-22)

DISTRIBUTION OF CREDITS FOR
B.COM. (BANKING & INSURANCE) (BBI) (HON.) PROGRAMME

SEM.	CC	AC	SC/SE	DC/DE	GE	PR	TOTAL
SEM. I	20 (5 Co. X 4 Cr.)	02 (1 Co. X 2 Cr.)	--	--	--	--	22
SEM. II	20 (5 Co. X 4 Cr.)	02 (1 Co. X 2 Cr.)	--	--	--	--	22
SEM. III	12 (3 Co. X 4 Cr.)	--	04 (1 Co. X 4 Cr.)	08 (2 Co. X 4 Cr.)	--	--	24
SEM. IV	12 (3 Co. X 4 Cr.)	--	04 (1 Co. X 4 Cr.)	08 (2 Co. X 4 Cr.)	--	--	24
SEM. V	12 (3 Co. X 4 Cr.)	--	--	08 (2 Co. X 4 Cr.)	02 (1 Co. X 2 Cr.)	04 (1 Co. X 4 Cr.)	26
SEM. VI	12 (3 Co. X 4 Cr.)	--	--	08 (2 Co. X 4 Cr.)	02 (1 Co. X 2 Cr.)	04 (1 Co. X 4 Cr.)	26
TOTAL	88	04	08	32	04	08	144
Course	22	02	02	08	02	02	38

Note:

(1) *CC = Core Course, AC = Ability Enhancement Compulsory Course, SE = Skill Enhancement Elective Course, SC = Skill Enhancement Compulsory Course, DC = Discipline Specific Compulsory Course, DE = Discipline Specific Elective Course, GE = Generic Elective Course, PR = Project Work.*

(2) *Co. = Course and Cr. = Credit(s).*

Semester - I

F.Y.BBI. (Semester I)

Sr. No.	Subject Title	Credits	Subject Code	Evaluation			Workload in Hrs.	
				EX. Marks	IN. Marks	Total	PW	PS
A - Core Courses (CC)								
1	Financial Markets and Services in India	4	BCBICC101T	80	20	**100**	4	60
2	Financial Accounting – I	4	BCBICC102T	80	20	**100**	4	60
3	Business Economics – I	4	BCBICC103T	80	20	**100**	4	60
4	Quantitative Methods – I	4	BCBICC104T	80	20	**100**	4	60
5	Foundation Course – I	4	BCBICC105T	80	20	**100**	4	60
B – Ability Enhancement Compulsory Course (AC)								
6	Environmental Science	2	BCBIAC101T	40	10	**50**	2	30
	TOTAL	**22**		**440**	**110**	**550**	**22**	**330**

PW = Per Week, PS = Per Semester

Core Course (CC)

1. BCBICC101T – Financial Markets and Services in India

Prelude:

Class:	F.Y.BBI
Semester:	Semester – I
Subject Code:	BCBICC101T
Course Title:	Financial Markets and Services in India
Course Objectives:	• To familiarize students with the structure of Indian financial system. • To expose students to various financial services.
Learning Outcomes:	• Learner will understand the Indian financial system and its components. • Learner will be able to comprehend various financial services.
Committee:	• Dr. Khushpat S. Jain • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Financial Markets and Services in India

Course Contents:

Module	Description	No. of Lectures
I	**Introduction to Indian Financial System**	15
	1.1 Financial System – Concept, Importance and Structure	
	1.2 Financial Services – Concept, Types	
	1.3 Banking Industry – Concept and Structure	
	1.4 Commercial Banks – Meaning and Functions	
	1.5 Central Bank – Meaning and Functions	
	1.6 Insurance Industry – Concept and Structure	
II	**Components of Financial Market**	15
	2.1 Money Market – Concept and Components	
	2.2 Capital Market – Meaning and Components	
	2.3 New Issue Market – Concept and Methods of Accessing	
	2.4 Secondary Market – Concept and Functions	
	2.5 NSE, BSE and OTCEI	
	2.6 SEBI – Role and Functions	
III	**Understanding Financial Services – I**	15
	3.1 Merchant Banking – Concept and Functions	
	3.2 Mutual Funds – Concept, Factors Responsible for MF Growth and Types	
	3.3 Leasing – Concept, Advantages, Classification, Leasing in India	
	3.4 Venture Capital – Concept, Features, Methods, VCFs in India	
	3.5 Derivatives – Concept, Participants and Types	
	3.6 Letter of Credit – Concept and Types	
IV	**Understanding Financial Services – II**	15
	4.1 Loan syndication – Concept and Participants	
	4.2 Micro Finance – Concept, Role and Importance	
	4.3 Factoring – Concept, Types and Advantages	
	4.4 Forfeiting – Concept and Process	
	4.5 Depository Services – DEMAT, REMAT, Participants, Custodial Services	
	4.6 Credit Rating – Concept, Advantages and Credit Rating Agencies in India	

Suggested References:

(1) *Essentials of Business Finance - RH. Srivastava, Himalaya*

(2) *Management of Financial Institution - R. .N. Srivastava, Himalaya*

(3) *Investment Management - Preeti Singh, Himalaya.*

(4) *Indian Financial System (Vol. I & II) B.D. Ghonasgi & Maloti Anagol*

(5) *Indian Financial System M.Y. Khan, Tata Mcgrow Hill.*

(6) *Financial Institutions in India - Vadilal Dagli, Mumbai.*

(7) *Financial Institutions in Indian Markets - L. M. Bhole,Tata Mcgrow Hill*

(8) *Financial Services in India - M.Y. Khan, Tata Macgrow Hill.*

(9) *Structure of Financial Institutions - V,V. Bhatt, Varadeo*

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

      Multiple Choice Questions, True of False, Match the Column

                            OR

      Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

2. BCBICC102T – Financial Accounting – I

Prelude:

Class:	F.Y.BBI
Semester:	Semester – I
Subject Code:	BCBICC102T
Course Title:	Financial Accounting – I
Course Objectives:	• To familiarize students with basics of accounting. • To develop skills in book-keeping and accounting.
Learning Outcomes:	• Learner will understand the basic of accounting. • Learner will develop necessary skills in book-keeping and accountancy.
Committee:	• Dr. Khushpat S. Jain • Dr. Saumitra Sawant • Smt. Smita Kuntey • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Financial Accounting – I

Course Contents:

Module	Description	No. of Lectures
I	**Introduction to Accounting**	15
	1.1 Meaning of Book-keeping and Accounting, Basic Accounting Terminology, Accounting Concepts, Conventions and Principles	
	1.2 Double Entry System, Classifications of Accounts, Rules of Debit and Credit.	
	1.3 Journal Entries and Ledger and Preparation of Trial Balance	
II	**Classification of Income & Expenses & Accounting Standards**	15
	2.1 Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs)	
	2.2 Classifications of Income, Expenditure and Receipts on the basis of Capital and Revenue	
	2.3 Introduction to Bank Reconciliation Statement and Errors and their Rectification	
	2.4 Accounting Standard 1, 2, 6, 8, 9, 10 and Understanding Fair Value Concept	
III	**Preparation of Final Accounts**	15
	3.1 Trading Account, Profit and Loss Account, Balance Sheet and Adjustment Entries	
	3.2 Introduction to Accounts of Non-Profit Organizations	
IV	**Issue of Shares, Stock Valuation & Hire purchase**	15
	4.1 Introduction to Issue of Shares	
	4.2 Stock Valuation (FIFO and Weighted Average Method only)	
	4.3 Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession)	
	4.4 Introduction to Depreciation: Fixed Installment Method, Written Down Value Method, Change of method.	
	4.5 Valuation of Goodwill (problems based on average profit method and super profit method only)	

Suggested References:

(1) Introduction to Accountancy, T.S. Grewal, S. Chand & Co.
(2) Double Entry Book Keeping- J. R. Batliboi.
(3) Double Entry Book Keeping - M. M. Chokshi
(4) Advanced Accounts -Shukia & Grewal (S.Chand & Co.)
(5) Advanced Accountancy - R.L.Gupta & M. Radhaswamy
(6) Accounting Standards -Institute of Chartered Accountants of India. New Delhi
(7) Gupa S.C. & Shukla, M C: Advanced Accounts Vol.1. New Delhi. S. Chand & Company Ltd.
(8) Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
(9) Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY ONE of the following: 16 Marks

> Two Questions based on Module I

Q.2 Answer ANY ONE of the following: 16 Marks

> Two Questions based on Module II

Q.3 Answer ANY ONE of the following: 16 Marks

> Two Questions based on Module III

Q.4 Answer ANY ONE of the following: 16 Marks

> Two Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

> Multiple Choice Questions, True of False, Match the Column
>
> OR
>
> Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

3. BCBICC103T – Business Economics – I

Prelude:

Class:	F.Y.BBI
Semester:	Semester – I
Subject Code:	BCBICC103T
Course Title:	Business Economics – I
Course Objectives:	• To make student understand the concept of Business Economics. • To make the student understand the important content of Micro Economics. • To make student understand the topics of demand, supply and production in a firm.
Learning Outcomes:	• Learner will be able to understand the concept of Business Economics and Micro Economics. • Learner will develop an understanding of demand, supply and production in firm.
Committee:	• Dr. Khushpat S. Jain • Dr. Riteshkumar Singhal • Dr. Anil Chougule • Mr. Rajendra Mali • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Business Economics – I

Course Contents:

Module	Description	No. of Lectures
I	**Introduction**	15
	1.1 Scope and Importance of Business Economics	
	1.2 Basic Tools Opportunity Cost Principle, Incremental and Marginal Concepts.	
	1.3 Basic Economic Relations – Functional Relations.	
	1.4 Equations – Total, Average and Marginal Relations.	
	1.5 Use of Marginal Analysis in Decision-making.	
	1.6 Basics of Market Demand, Market Supply and Equilibrium Price – Shifts in the Demand and Supply Curves and Equilibrium	
II	**Demand Analysis**	15
	2.1 Demand Function – Nature of Demand Curve under Different Markets.	
	2.2 Meaning, Significance, Types and Measurement of Elasticity of Demand (Price, Income Cross and Promotional), Relationship between Price Elasticity of Demand and Revenue Concepts.	
	2.3 Demand Estimation and Forecasting – Meaning and Significance, Methods of Demand Estimation, Survey and Statistical Methods (Numerical Examples on Trend Analysis and Simple Linear Regression)	
III	**Supply and Production Decisions**	15
	3.1 Production Function: Short-run Analysis with Law of Variable Proportions	
	3.2 Production Function with Two Variable Inputs, Iso-quants, Ridge Lines and Least Cost Combination of inputs	
	3.3 Long-run Production Function and Laws of Returns to Scale	
	3.4 Expansion Path – Economies and Diseconomies of Scale & Economies of Scope	
IV	**Cost of Production**	15
	4.1 Cost Concepts – Accounting Cost and Economic Cost, Implicit and Explicit Cost, Social and Private Cost, Historical Cost and Replacement Cost, Sunk Cost and Incremental Cost, Fixed and Variable Cost, Total, Average and Marginal Cost.	
	4.2 Cost Output Relationship in the Short Run and Long Run (Hypothetical Numerical Problems to be discussed).	
	4.3 Extension of Cost Analysis: Cost Reduction through Experience – LAC and Learning Curve and Break-Even Analysis (with Business Application).	

Suggested References:

(1) Mehta, P.L.: Managerial Economics – Analysis, Problem & Cases, S. Chand & Sons, Delhi, 2000
(2) Hirchey .M., Managerial Economics, Thomson South Western (2003)
(3) Salvatore, D., Managerial Economics in a Global Economy, Thomson South Western (2001)
(4) Frank R.H, Bernanke. B.S., Principles of Economics (Tata McGraw Hill (ed.3)
(5) Gregory Mankiw., Principles of Economics, Thomson South Western, 2002
(6) Samuelson &Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)
(7) Pal Sumitra, Managerial Economics – Cases and Concepts (Macmillan, New Delhi,2004)

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Riteshkumar Singhal	Member
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

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Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

 Q.1 Answer ANY TWO of the following: 16 Marks

     Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

     Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

     Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

     Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

     Multiple Choice Questions, True of False, Match the Column

                    OR

     Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

4. BCBICC104T – Quantitative Methods – I

Prelude:

Class:	F.Y.BBI
Semester:	Semester – I
Subject Code:	BCBICC104T
Course Title:	Quantitative Methods – I
Course Objectives:	• To introduce students to basic statistical tools useful for data analysis.
Learning Outcomes:	• Learner will be able to understand basic statistical tools of data analysis.
Committee:	• Dr. Khushpat S. Jain • Dr. N. S. Pandharikar • Dr. S. S. Dhure • Smt. V. S. Yeole • Dr. Sunil Singh • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Quantitative Methods – I

Course Contents:

Module	Description	No. of Lectures
I	**Frequency Distribution, Data Representation & Measures of Central Tendency**	15
	1.1 Organizing Data, Frequency Distribution, Measure of Central tendency, Organisation of Data, Preparation of Frequency Distribution, Graphical and Diagrammatic Representation, Histogram, Frequency Polygon and Ogives	
	1.2 **Measures of Central Tendency:** Definition of Average, Types of Averages: Arithmetic Mean, Median, and Mode for Grouped as well as Ungrouped Data, Quartiles, Deciles and Percentiles, Using Ogive locate Median and Quartiles. Using Histogram locate Mode. Combined and Weighted Mean	
	1.3 **Measures of Dispersions**: Concept and Idea of Dispersion. Various measures Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance, Combined Variance.	
II	**Correlation and Regression Analysis**	15
	2.1 **Correlation Analysis:** Meaning, Types of Correlation, Determination of Correlation: Scatter Diagram, Karl Pearson's Method of Correlation Coefficient (Excluding Bivariate Frequency Distribution Table) and Spearman's Rank Correlation Coefficient.	
	2.2 **Regression Analysis:** Meaning, Concept of Regression Equations, Slope of the Regression Line and its interpretation. Regression Coefficients (excluding Bivariate Frequency Distribution Table), Relationship between Coefficient of Correlation and Regression Coefficients, Finding the Equations of Regression Lines by Method of Least Squares.	
III	**Time Series Analysis and Index Number**	15
	3.1 **Time Series Analysis:** Concepts and Components of a Time Series. Representation of trend by Freehand Curve Method, Estimation of Trend using Moving Average Method and Least Squares Method (Linear Trend only). Estimation of Seasonal Component using Simple Arithmetic Mean for Additive Model only (For Trend Free Data only). Concept of Forecasting using Least Squares Method.	
	3.2 **Index Number:** Concept and usage of Index numbers, Types of Index numbers, Aggregate and Relative Index Numbers, Lasperye's, Paasche's, Dorbisch-Bowley's, Marshall-Edgeworth and Fisher's ideal index Numbers, Test of Consistency: Time Reversal Test and Factor Reversal Test. Chain Base Index Nos. Shifting of Base year. Cost of Living Index Numbers, Concept of Real Income, Concept of Wholesale Price Index Number. (Examples on missing values should not be taken)	
IV	**Probability Theory and Decision Theory**	15
	4.1 **Probability Theory :** Concept of Random Experiment/Trial and Possible Outcomes; Sample Space and Discrete Sample Space; Events their types, Algebra of Events, Mutually Exclusive and Exhaustive Events,	

Complimentary Events. Classical definition of Probability, Addition Theorem (without proof), Conditional Probability. Independence of Events. Simple Examples.

4.2 **Decision Theory:** Decision-making Situation, Decision-maker, Courses of Action, States of Nature, Pay-off and Pay-off Matrix; Decision-making under Uncertainty, Maximin, Maximax, Minimax Regret and Laplace Criteria; Simple examples to find optimum decision. Formulation of Payoff Matrix. Decision making under Risk, Expected Monetary Value (EMV); Decision Tree; Simple Examples based on EMV. Expected Opportunity Loss (EOL), Simple examples based on EOL.

Suggested References:

(1) *Fundamentals of Statistics - D. N. Elhance,*
(2) *Statistical Methods - S.G. Gupta (S. Chand & Co.*
(3) *Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)*
(4) *Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.*
(5) *Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan -Prentice Hall of India.*
(6) *Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited*
(7) *Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons*
(8) *Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co.*

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

      Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

      Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

      Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

5. BCBICC105T – Foundation Course – I

Prelude:

Class:	F.Y.BBI
Semester:	Semester – I
Subject Code:	BCBICC105T
Course Title:	Foundation Course – I
Course Objectives:	• To create social awareness among the students. • To understand Indian culture and traditions. • To understand the Constitution of India.
Learning Outcomes:	• Learner will understand the Indian Constitution and culture and tradition. • Learner will become socially aware and responsible.
Committee:	• Dr. Khushpat S. Jain • Dr. Riteshkumar Singhal • Dr. Anil Chougule • Mr. Rajendra Mali • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Foundation Course – I

Course Contents:

Module	Description	No. of Lectures
I	**Overview of Indian Society**	15
	1.1 Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender	
	2.1 Appreciate the concept of linguistic diversity in the Indian context	
	2.2 Understand regional variations w.r.t rural, urban and tribal characteristics	
	2.3 Understanding the concept of diversity as difference	
II	**Concept of Disparity – 1**	15
	2.1 Understand the concept of disparity as arising out of stratification and inequality	
	2.2 Explore the disparities arising out of gender w.r.t to violence against women, female foeticide (declining sex ratio) and portrayal of women in media	
	2.3 Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	
	2.4 Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof	
	2.5 Understand inter-group conflicts arising out of communalism	
	2.6 Examine the causes and effects of conflicts arising out of regionalism and linguistic differences	
III	**The Indian Constitution**	15
	3.1 Philosophy of the Constitution as set out in the Preamble	
	3.2 The structure of the Constitution – the Preamble, Main Body and Schedules	
	3.3 Fundamental Duties of the Indian Citizen	
	3.4 Tolerance, Peace and Communal Harmony as crucial values in strengthening the social fabric of Indian society	
	3.5 Basic features of the Constitution.	
IV	**Significant Aspects of Political Processes**	15
	4.1 The party system in Indian politics;	
	4.2 Local self-government in urban and rural areas;	
	4.3 73rd and 74th Amendments and their implications for inclusive politics;	
	4.4 Role and significance of women in politics.	

Suggested References:

(1) *Indian Society and Culture, Vinita Padey, Rawat Pub (2016)*
(2) *National Humana rights commission - Disability Manual*
(3) *Regional Inequalities in India, Bhat L S SSRD- New Delhi*
(4) *The Constitution of India, P M Bakshi 2011*
(5) *The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub*
(6) *Politics in India: structure, Process and Policy Subrata Mitra, Rouutlege Pub*
(7) *Politics in India, Rajani Kothari, Orient Black Swan*

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Riteshkumar Singhal	Member
Dr. S.M. Hasan	

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Project Work on ONE of the following topics:

(1) Growing Social Problems in India (2) Substance Abuse – Impact on Youth and Challenges for the Future (3) HIV/AIDS – Awareness, Prevention, Treatment and Services (4) Problems of the Elderly – Causes, Implications and Response (5) Issue of Child Labour – Magnitude, Causes, Effects and Response (6) Child Abuse – Effects and Ways to Prevent (7) Trafficking of Women – Causes, Effects and Response

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

Multiple Choice Questions, True of False, Match the Column

OR

Explain the following concepts: (ANY 8 out of 10 Questions)

Ability Enhancement Compulsory Course (AE)

6. BCBIAC101T – Environmental Science

Prelude:

Class:	F.Y.BBI.
Semester:	Semester – I
Subject Code:	BCBIAC101T
Course Title:	Environmental Science
Course Objectives:	• To make students learn how life on Earth has survived and thrived. • To understand how humans interact with the environment, and find ways to deal with environmental problems and live more sustainably. • To develop a world in which persons are aware of and concerned about environment and the problems associated with it, and committed to work individually as well as collectively towards solutions of current problems and prevention of future problems.
Learning Outcomes:	• Learner will be able to understand how life on the Earth has survived and thrives. • Learner will be able to interaction between humans and their environment and means of sustainable co-existence. • Learner will develop concern for environment and will prepare him to solve environment problems individually and collectively.
Committee:	• Dr. Khushpat S. Jain • Dr. Radhika Iyer • Dr. S.M. Hasan • Dr. Jharna Karla
Total Credits:	2
Total Marks:	50 (Theory – 40 Marks and Internal – 10 Marks)
Total Lectures:	30

Environmental Science

Course Contents:

Module	Description	No. of Lectures
I	**Introduction to Environmental Science**	7
	1.1 Definition, Scope and Importance, Need for Public Awareness, Institutions in Environment, People in Environment	
	1.2 Natural Resources: Renewable and Non-renewable Resources. Natural Resources and Associated Problems, Role of an Individual in the Conservation of Natural Resources, Concept of Sustainability and Sustainable Development.	
	1.3 Concept of Ecosystem, Structure and Function of Ecosystem, Producers, Consumers and Decomposers. Energy Flow in an Ecosystem: Food Chain, Food Web and Ecological Succession.	
II	**Biodiversity and Conservation**	7
	2.1 Levels of Biological Diversity: Genetic, Species and Ecosystem Diversity; Biogeographic Zones of India; Biodiversity Patterns and Global Biodiversity Hot Spots	
	2.2 India as a Mega-biodiversity Nation; Endangered and Endemic Species of India, Threats to Biodiversity: Habitat Loss, Poaching of Wildlife, Man-wildlife Conflicts, Biological Invasions; Conservation of Biodiversity.	
III	**Pollution, its Impact and Environmental Policies and Practices**	8
	3.1 Environmental Pollution: Types, Causes, Effects and Controls; Air, Water, Soil and Noise Pollution.	
	3.2 Climate Change, Global Warming, Ozone Layer Depletion, Acid Rain and impacts on human communities and agriculture.	
	3.3 Nuclear Hazards and Human Health Risks. Solid Waste Management: Control Measures of Urban and Industrial Wastes.	
	3.4 Environment Laws, Nature Reserves, Tribal Populations and Rights.	
IV	**Human Communities and Environmental Ethics**	8
	4.1 Human Population Growth: Impacts on Environment, Human Health and Welfare. Resettlement and Rehabilitation of Project affected Persons.	
	4.2 Disaster Management: Floods, Earthquake, Cyclones and Landslides. Environmental Movements: Chipko, Silent Valley, Bishnois of Rajasthan.	
	4.3 Environmental Ethics: Role of Religions and Cultures in Environmental Conservation. (Recent case studies in Indian Context and Global Context should be used)	

Suggested References:

1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press.
3. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.

4. *Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge. 4. Gleick, P. H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press.*

5. *Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science.*

6. *McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books. 8. McNeill, John R. 2000. Something New Under the Sun: An Environmental History*

Evaluation Pattern:

Internal Examination:	10
External Examination:	40
Total Marks:	**50**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Radhika Iyer	Member
Dr. S.M. Hasan	Member
Dr. Jharna Karla	Member

Chairperson of Board of Examinations will co-opt other members on the Board.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – **Project Work, Presentation or Poster Presentation** on the following Ecosystems:

(a) Forest Ecosystem
(b) Grassland Ecosystem
(c) Desert Ecosystem
(d) Aquatic Ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Paper Pattern:

Total Marks: 40 Marks   **Duration:** 1 Hr. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY ONE of the following: 8 Marks
    TWO Questions based on Module I

Q.2 Answer ANY ONE of the following: 8 Marks
    TWO Questions based on Module II

Q.3 Answer ANY ONE of the following: 8 Marks

     TWO Questions based on Module III

Q.4 Answer ANY ONE of the following: 8 Marks

     TWO Questions based on Module IV

Q.5 Objective Questions OR Concepts: 8 Marks

     Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

     Explain the following concepts: (ANY 4 out of 6 Questions)

Semester - II

F.Y.BBI. (Semester II)

Sr. No.	Subject Title	Credits	Subject Code	Evaluation			Workload in Hrs.	
				EX. Marks	IN. Marks	Total	PW	PS
A - Core Courses (CC)								
1	Fundamentals of Banking & Insurance	4	BCBICC201T	80	20	100	4	60
2	Financial Accounting – II	4	BCBICC202T	80	20	**100**	4	60
3	Business Economics – II	4	BCBICC203T	80	20	**100**	4	60
4	Quantitative Methods – II	4	BCBICC204T	80	20	**100**	4	60
5	Foundation Course – II	4	BCBICC205T	80	20	**100**	4	60
B – Ability Enhancement Compulsory Course (AC)								
6	Business Communication	2	BCBIAC201T	40	10	**50**	2	30
	TOTAL	**22**		**440**	**110**	**550**	**22**	**330**

PW = Per Week, PS = Per Semester

Core Course (CC)

1. BCBICC201T – Fundamentals of Banking & Insurance

Prelude:

Class:	F.Y.BBI
Semester:	Semester – II
Subject Code:	BCBICC201T
Course Title:	Fundamentals of Banking & Insurance
Course Objectives:	• To familiarize students to the Indian banking system and Indian insurance sector. • To introduce students to some fundamental aspects of banking sector and insurance sector.
Learning Outcomes:	• Learner will be able to understand some basic aspects of Indian Banking and Insurance sectors.
Committee:	• Dr. Khushpat S. Jain • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Fundamentals of Banking & Insurance

Course Contents:

Module	Description	No. of Lectures
I	**Indian Banking System**	15
	1.1 Banking Systems – Concept, Unit Banking, Branch Banking, Unit Banking *vs.* Branch Banking, Other Banking Systems	
	1.2 Indigenous Banking, Regional Rural Banks, Co-operative Banks, Micro-finance, Priority Sector Lending, Role of NABARD, Development Finance Institutions, State Financial Corporations, SIDBI	
	1.3 Banking Sector Reforms in India 1991 & 1998 and Capital Adequacy Norms	
	1.4 Banking Innovations –Credit Card and Debit Card – Meaning and Types, Off-shore Banking, E-banking and its Forms, Advantages of e-banking and Constraints to e-banking	
II	**Fundamentals of Banking**	15
	2.1 Banker-Customer Relationship – Meaning, Nature, Types of Customers and Modes of Operations, Types of Bank Accounts, Procedures and Precautions for Opening Bank Accounts	
	2.2 Cheque – Meaning and Types, Crossing of Cheques – Meaning and Types, Duties and Obligations of the Payee Banker, Consequences of Wrongful Dishonour of Cheques, Duties, Responsibilities and Liabilities of Collecting Bank and Statutory Protection to Collecting Bank.	
	2.3 Meaning of Loans and Advances, Forms of Loans and Advances. Principles of Sound Lending and Modes of Creating Charge.	
	2.4 Recent Trends in Banking – Electronic Payment Services – E Cheques, Real Time Gross Settlement (RTGS), Electronic Funds Transfer (EFT), Electronic Clearing Service (ECS), Automatic Teller Machine (ATM), Point of Sale Terminal, Tele Banking and Electronic Data Interchange (EDI)	
III	**Fundamentals of Life Insurance**	15
	3.1 Meaning of Life Insurance, Practical Aspects of Life Insurance, Procedure for Issuing Life Insurance Policy, Issue of Duplicate Life Insurance Policy	
	3.2 Nomination in Life Insurance Policy, Assignment of Life Insurance Policy, Surrender Value of Life Insurance Policy, Revival of Life Insurance Policy	
	3.3 Meaning of Claim Settlement, Settlement of Claim on Maturity, Settlement of Claims on Death of the Insured, Documents required in Case of Early Death Claim, Policy Loans	
	3.4 Regulation of Insurance in India and Insurance Regulatory and Development Authority of India, 1999	
IV	**Fundamentals of Non-life Insurance**	15
	4.1 Meaning of Non-life Insurance, Types of Products offered by Non-life Insurance Companies	
	4.2 Meaning of Fire Insurance, Scope of Fire Insurance, Types of Fire Insurance Policies	

	4.3 Meaning of Marine Insurance, Scope of Marine Insurance, Types of Marine Insurance Policies	
	4.4 Meaning of Health Insurance, Health Insurance Policies, Importance of Health Insurance in India	
	4.5 Meaning of Social Insurance, Social Insurance Schemes, Meaning of Rural Insurance, Rural Insurance Schemes	

Suggested References:

(1) *Modern Banking- R.S. Sayers*

(2) *Life insurance Corporates as Financial Institutions, IIC Associates of America.*

(3) *Modern Life Insurance, M J Oster and W, Robert, Macmillan NY*

(4) *Capital Market in a Planned Economy, NCAERT, Delhi,*

(5) *Banking In India. S.G. Panandikar, Worali, Mumbai.*

(6) *Life Insurance Corporation of India. Vol.1. II & Ill Mishra M.N.*

(7) *Life Insurance Corporation Act, 1956.*

(8) *Insurance Regulatory Development Act, 1999*

(9) *Globalisation Indian Financial Markets - Tandon R.K. Gupta S.L.*

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	**Designation**
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

 Q.1 Answer ANY TWO of the following: 16 Marks

        Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

    Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

    Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

2. BCBICC202T – Financial Accounting - II

Prelude:

Class:	F.Y.BBI
Semester:	Semester – II
Subject Code:	BCBICC202T
Course Title:	Financial Accounting – II
Course Objectives:	• To familiarize students to the Indian banking system and Indian insurance sector. • To introduce students to some fundamental aspects of banking sector and insurance sector.
Learning Outcomes:	• Learner will be able to understand some basic aspects of Indian Banking and Insurance sectors.
Committee:	• Dr. Khushpat S. Jain • Dr. Saumitra Sawant • Smt. Smita Kuntey • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Financial Accounting - II

Course Contents:

Module	Description	No. of Lectures
I	**Valuation of Goodwill and Shares**	15
	1.1 Valuation of Goodwill – Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method	
	1.2 Valuation of Shares – Intrinsic Value Method, Yield method and Fair Value Method	
II	**Buyback of Equity Shares**	15
	2.1 Company Law/Legal Provisions (including related restrictions, power, transfer to capitalredemption reserve account and prohibitions)	
	2.2 Compliance of conditions including sources, maximum limits and debt equity ratio	
III	**Redemption of Preference Shares**	15
	3.1 Company Law/Legal Provisions (including related restrictions, power, transfer to capitalredemption reserve account and prohibitions)	
	3.2 Company Law/Legal Provisions for redemption of preference shares in Companies Act	
	3.3 Sources of redemption including divisible profits and proceeds of fresh issue of shares, Premium on redemption from security premium and profits of company, Capital Redemption Reserve A/C - Creation and Use	
IV	**Redemption of Debentures**	15
	4.1 Redemption of debentures by payment from sources including out of capital and/or out of profits.	
	4.2 Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy.	
	4.3 Redemption of debentures by conversion into new class of shares or debentures with options – including at par, premium and discount	

Suggested References:

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

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

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

(4) Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai

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

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

(7) Compendium of Statement and Standard of Accounting, ICAI

(8) Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai

(9) Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY ONE of the following: 16 Marks

    Two Questions based on Module I

Q.2 Answer ANY ONE of the following: 16 Marks

    Two Questions based on Module II

Q.3 Answer ANY ONE of the following: 16 Marks

    Two Questions based on Module III

Q.4 Answer ANY ONE of the following: 16 Marks

    Two Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

    Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

    Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

3. BCBICC203T – Business Economics – II

Prelude:

Class:	F.Y.BBI
Semester:	Semester – II
Subject Code:	BCBICC203T
Course Title:	Business Economics – II
Course Objectives:	• To make student understand the concept of Business Economics • To make the student understand the important content of Micro Economics • To make student understand the topics of perfect competition, monopoly as extremes of economic structure.
Learning Outcomes:	• Learner will understand the broader issues of Micro Economics • Learner will be able to understand application of Micro Economics in problem solving.
Committee:	• Dr. Khushpat S. Jain • Dr. Riteshkumar Singhal • Dr. Anil Chougule • Mr. Rajendra Mali • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Business Economics – II

Course Contents:

Module	Description	No. of Lectures
I	**Market Structure: Perfect Competition and Monopoly**	15
	Perfect Competition: Perfect Competition and Monopoly Models as two extreme cases – Profit Maximisation and the Competitive Firm's Supply Curve – Short-run and Long-run Equilibrium of a Firm and of Industry **Monopoly:** Monopoly, Sources of Monopoly Power, Short-run and Long-run Equilibrium of a Firm under Monopoly	
II	**Pricing and Output Decisions under Imperfect Competition**	15
	Monopolistic Competition: Competitive and Monopolistic elements of monopolistic competition, Equilibrium of firm under monopolistic competitions, monopolistic verses perfect competition, excess capacity and inefficiency, debate over role of advertising (topics to be taught using case studies from real life examples) **Oligopolistic Market**: Key attributes of oligopoly- Collusive and non-collusive oligopoly market, Price rigidity, Cartels and Price Leadership Models (with practical examples)	
III	**Pricing Practices**	15
	Cost-oriented Pricing Methods: Cost–plus (Full Cost)/Mark-up Pricing, Marginal Cost Pricing, Mark-up Pricing, Discriminating Pricing, Multiple-product Pricing, Transfer Pricing (case studies on how pricing methods are used in business world)	
IV	**Evaluating Capital Projects**	15
	Meaning and Importance of Capital Budgeting, Steps in Capital Budgeting, Techniques of Investment Appraisal: Payback Period Method, Net Present Value Method and Internal Rate of Return Method (with numerical examples), Case Study Solving	

Suggested References:

(1) Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)

(2) Hirchey .M., Managerial Economics, Thomson South western (2003)

(3) Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)

(4) Frank R.H, Bernanke.B.S.,Principles of Economics (Tata McGraw Hill (ed.3)

(5) Gregory Mankiw., Principles of Economics, Thomson South western (2002)

(6) Samuelson &Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)

(7) Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Riteshkumar Singhal	Member
Dr. S.M. Hasan	

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

    Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

    Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

    Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

4. BCBICC204T – Quantitative Methods – II

Prelude:

Class:	F.Y.BBI
Semester:	Semester – II
Subject Code:	BCBICC204T
Course Title:	Quantitative Methods – II
Course Objectives:	• To develop skills for practical application of mathematics and statistics in day to day life.
Learning Outcomes:	• Learner will be able to make use of mathematics and statistics in decision-making.
Committee:	• Dr. Khushpat S. Jain • Dr. N. S. Pandharikar • Dr. S. S. Dhure • Smt. V. S. Yeole • Dr. Sunil Singh • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Quantitative Methods – II

Course Contents:

Module	Description	No. of Lectures
I	**Shares and Mutual Funds**	15
	1.1 **Shares:** Concept of Share, Face Value, Market Value, Dividend, Equity Shares, Preferential Shares, Bonus Shares. Simple Examples.	
	1.2 **Mutual Funds:** Simple Problems on Calculation of Net Income after considering Entry Load, Dividend, Change in Net Asset Value (N.A.V.) and Exit Load. Averaging of Price under the Systematic Investment Plan (S.I.P.)	
II	**Permutation and Combination and Linear Programming Techniques**	15
	2.1 **Permutation and Combination:** Factorial Notation, Fundamental Principle of Counting, Permutation as Arrangement, Simple Examples, Combination as selection, Simple Examples, Relation between ^nC_r and ^nP_r Examples on Commercial Application of Permutation and Combination.	
	2.2 **Linear Programming Problem:** Sketching of Graphs of (i) Linear Equation $Ax + By + C = 0$ (ii) Linear Inequalities. Mathematical Formulation of Linear Programming Problems upto 3 Variables. Solution of Linear Programming Problems using Graphical Method up to Two Variables.	
III	**Functions, Derivatives and Their Applications**	15
	3.1 **Functions:** Concept of Real Functions: Constant Function, Linear Function, x^n, e^x, a^x, $\log x$. Demand, Supply, Total Revenue, Average Revenue, Total Cost, Average Cost and Profit Function. Equilibrium Point, Break-even Point.	
	3.2 **Derivative of Functions:** Derivative as rate measure, Derivative of x^n, e^x, a^x, $\log x$. Rules of Derivatives: Scalar Multiplication, Sum, Difference, Product, Quotient (Statements only), Simple Problems. Second Order Derivatives. Applications: Marginal Cost, Marginal Revenue, Elasticity of Demand. Maxima and Minima for Functions in Economics and Commerce.	
IV	**Interest and Annuity:**	15
	4.1 **Interest:** Simple Interest, Compound Interest (Nominal and Effective Rate of Interest). Calculations involving up to 4 time periods.	
	4.2 **Annuity:** Annuity Immediate and its Present value, Future Value. Equated Monthly Installments (EMI) using Reducing Balance Method and Amortization of Loans. Stated Annual Rate and Affective Annual Rate Perpetuity and its Present Value. Simple Problems involving up to 4 time periods.	

Suggested References:

(1) *Mathematics for Economics & Finance by Martin Anthony & Norman Biggs.*
(2) *Fundamentals of Statistics - D. N. Elhance,*
(3) *Statistical Methods - S.G. Gupta (S. Chand & Co.*
(4) *Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)*
(5) *Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.*
(6) *Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan -Prentice Hall of India.*

(7) Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited

(8) Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons

(9) Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. S.M. Hasan	Member

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Class Test, Group Project, Group Discussion, Presentations, Debates/Quiz, Field Survey (Report) and Poster Presentation.

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

 Q.1 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

Multiple Choice Questions, True of False, Match the Column

OR

Explain the following concepts: (ANY 8 out of 10 Questions)

Core Course (CC)

5. BCBICC205T – Foundation Course – II

Prelude:

Class:	F.Y.BBI
Semester:	Semester – II
Subject Code:	BCBICC205T
Course Title:	Foundation Course – II
Course Objectives:	• To understand the concept of globalization • To create awareness about ecology • To understand the issue of stress and conflict.
Learning Outcomes:	• Learner will be able to understand the social issues like impact of globalization, importance of ecology and management of stress and conflict.
Committee:	• Dr. Khushpat S. Jain • Dr. Riteshkumar Singhal • Dr. Anil Chougule • Mr. Rajendra Mali • Dr. S.M. Hasan
Total Credits:	4
Total Marks:	100 (Theory – 80 Marks and Internal – 20 Marks)
Total Lectures:	60

Foundation Course – II

Course Contents:

Module	Description	No. of Lectures
I	**Globalisation and Indian Society**	15
	1.1 Understanding the Concepts of liberalisation, Privatization and Globalisation	
	1.2 Growth of Information Technology and Communication and its impact manifested in everyday life	
	1.3 Impact of Globalization on industry, Changes in employment and increasing migration	
	1.4 Changes in agrarian sector due to globalization, Rise in corporate farming and increase in farmers' suicides	
II	**Human Rights**	15
	2.1 Concept of Human Rights – Origin and evolution of the concept	
	2.2 The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution	
III	**Ecology**	15
	3.1 Importance of Environment Studies in the current developmental context	
	3.2 Understanding the concepts of Environment, Ecology and their interconnectedness	
	3.3 Environment as natural capital and connection to quality of human life	
	3.4 Environmental Degradation – Causes and impact on human life	
	3.5 Sustainable development – Concept and components	
	3.6 Poverty and environment	
IV	**Understanding and Managing Stress and Conflict**	15
	4.1 Causes of stress and conflict in individuals and society	
	4.2 Agents of socialization and role played by them in developing the individual	
	4.3 Significance of values, ethics and prejudices in developing the individual	
	4.4 Stereotyping and prejudice as significant factors causing conflicts in society	
	4.5 Aggression and violence as the public expression of conflict.	
	4.6 Types of conflicts and coping mechanisms for managing individual stress	
	4.7 Maslow's theory of self-actualisation	
	4.8 Different methods of responding to conflicts in society	
	4.9 Conflict-resolution and efforts towards building peace and harmony in society	

Suggested References:

(1) *Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)*
(2) *Social Problems in India, Ram Ahuja, Rawat Pub (2014)*
(3) *Rural, Urban Migration: Trends, Challenges and Strategies, S Rajagopalan, ICFAI- 2012*
(4) *Urbanization in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)*
(5) *Problems of Communalism in India, Ravindra Kumar Mittal Pub*
(6) *Combating Communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub*

Evaluation Pattern:

Internal Examination:	20
External Examination:	80
Total Marks:	**100**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Riteshkumar Singhal	Member
Dr. S.M. Hasan	

Chairperson of Board of Examination will co-opt other members of the Board of Examination.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) – Project Work on ONE of the following topics:

(1) Increasing urbanisation, problems of housing, health and sanitation, (2) Changing lifestyles and impact on culture in a globalised world (3) Farmers' suicides and agrarian distress (4) Debate regarding Genetically Modified Crops (5) Development projects and Human Rights violations (6) Increasing crime/suicides among youth

Paper Pattern:

Total Marks: 80 Marks   **Duration:** 2 Hrs. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY TWO of the following: 16 Marks

> Three Questions based on Module I

Q.2 Answer ANY TWO of the following: 16 Marks

> Three Questions based on Module II

Q.3 Answer ANY TWO of the following: 16 Marks

> Three Questions based on Module III

Q.4 Answer ANY TWO of the following: 16 Marks

> Three Questions based on Module IV

Q.5 Objective Questions OR Concepts: 16 Marks

> Multiple Choice Questions, True of False, Match the Column

<div align="center">OR</div>

> Explain the following concepts: (ANY 8 out of 10 Questions)

Ability Enhancement Compulsory Course (AE)

6. BCBIAC201T – Business Communication

Prelude:

Class:	F.Y.BBI.
Semester:	Semester – II
Subject Code:	BCBIAC201T
Course Title:	Business Communication
Course Objectives:	• To develop awareness about the complexity of the communication process. • To develop effective listening skills in students so as to enable them to comprehend instructions and become a critical listener. • To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups. • To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centred manner. • To develop ability to communicate effectively with the help of electronic media.
Learning Outcomes:	• Learner will able to understand the complexities of communication process. • Learner will develop communication, listening and writing skills. • Learner will be able to make effective use of electronic media.
Committee:	• Dr. Khushpat S. Jain • Dr. Radhika Iyer • Dr. S.M. Hasan • Dr. Jharna Karla
Total Credits:	2
Total Marks:	50 (Theory – 40 Marks and Internal – 10 Marks)
Total Lectures:	30

Business Communication

Course Contents:

Module	Description	No. of Lectures
I	**Introduction**	5
	1.1 Evolution of Communication, Importance of Communication, Process of Communication, Types of Communication (Verbal & Non Verbal), Different Forms of Communication, Grapevine Communication	
	1.2 Barriers to Communication, Causes, Linguistic Barriers, Psychological Barriers, Semantic Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.	
	1.3 Measures to Overcome Barriers to Effective Communication.	
	1.4 Listening: Importance of Listening Skills, Cultivating Good Listening Skills	
II	**Business Correspondence**	5
	2.1 Fundamental of Business Letter Writing, Formats or Layouts of Business Letters, Types of Business Letter, Inquiry Letter, Complaint Letter Persuasive Letter, Proposal	
	2.2 Report Writing, Components of Report	
	2.3 Conduct of Meeting, Agenda, Notice, Notes, Minutes, Office Memorandum, Office Orders, Press Release	
	2.4 Letters under Right to Information (RTI) Act	
III	**Trade Letters and PR Presentation**	10
	3.1 Inquiry, Order, Credit and Status Enquiry, Complaints, Claims, Adjustments, Collection Letters	
	3.2 Meaning Functions of PR Department, External and Internal Measures of PR	
	3.3 Oral Presentation Importance, Characteristics, Presentation Plan, Power Point Presentation, Visual Aids.	
IV	**Technology and Business Communication**	10
	4.1 Role, effects and advantages of technology in Business Communication like Email, Text Messaging, Instant Messaging and Modern Techniques like Video conferencing, Social networking and Blogging	
	4.2 Strategic importance of e-communication.	
	4.3 Emerging Trends in Corporate and Business Communication	
	4.4 Effective Use of Social Media for Marketing and Promotion	
	4.5 Effective Use of Power-Point Presentations	

Suggested References:

1. Kaul, 2009 Business Communication,2e, Prentice Hall India
2. Lesikar, 2015, Basic Business Communication, 13e, Tata McGraw Hill
3. Scot Ober, 2007, Contemporary Business Communication, 7e, Houghton Mifflin
4. John M. Penrose, 2003, Business Communication for Managers: An Advanced Approach, 5e, South-Western publishers Amy Newman, 2015, Business Communication, 9e, Pearson

Evaluation Pattern:

Internal Examination:	10
External Examination:	40
Total Marks:	**50**

Board of Examinations:

Name	Designation
Dr. Khushpat S. Jain	Chairperson
Dr. Radhika Iyer	Member
Dr. S.M. Hasan	Member
Dr. Jharna Karla	Member

Chairperson of Board of Examinations will co-opt other members on the Board.

Standard of Passing:

Minimum Passing Percentage = 40% of the total marks assigned to the Course.

There will be separate passing in Internal and External Examinations.

Internal Assessment:

Continuous Internal Assessment (CIA) may consist of Assignment in Preparing Effective Power Point Presentation and Present it in the Class

Paper Pattern:

Total Marks: 40 Marks   **Duration:** 1 Hr. 30 Min.

N.B.

(1) All questions are compulsory.

(2) Figures to the right indicate full marks.

Q.1 Answer ANY ONE of the following: 8 Marks

　　　TWO Questions based on Module I

Q.2 Answer ANY ONE of the following: 8 Marks

　　　TWO Questions based on Module II

Q.3 Answer ANY ONE of the following: 8 Marks

　　　TWO Questions based on Module III

Q.4 Answer ANY ONE of the following: 8 Marks

　　　TWO Questions based on Module IV

Q.5 Objective Questions OR Concepts: 8 Marks

　　　Multiple Choice Questions, True of False, Match the Column

　　　　　　　　　　　　　　　OR

　　　Explain the following concepts: (ANY 4 out of 6 Questions)