



Re- accredited with A ++ Grade (CGPA 3.65) by NAAC
Category- I University Status awarded by UGC

No. AAMS_UGS/ICC/2024-25/199

Date: 03rd January, 2025


CIRCULAR:-

Attention of all the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head University Departments is invited to this office Circular No. AAMS_UGS/ICC/2024-25/04 dated 11th June, 2023 relating to the NEP UG & PG Syllabus.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Bachelor of Management Studies at its meeting held on 30th November, 2024 and subsequently passed by the Board of Deans at its meeting held on 30th November, 2024 vide item No. 1 (b) have been accepted by the Academic Council at its meeting held on 04th December, 2024 vide item No. 7.13 (R) and that in accordance therewith the Bachelor of Management Studies (BMS) Sem. I & II is revised as per appendix (NEP 2020) with effect from the academic year 2024-25.

(The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
03rd January, 2024


(Dr. Prasad Karande)
REGISTRAR

To,

The Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

AC 7.13 (R)/04/12/2024

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Commerce & Management,
- 3) The Chairman, Ad-hoc Board of Studies in Bachelor of Management Studies,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanagari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

Copy forwarded for information and necessary action to :-	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), dr@eligi.mu.ac.in
2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari dr.verification@mu.ac.in
4	The Deputy Registrar, Appointment Unit, Vidyanagari dr.appointment@exam.mu.ac.in
5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) eau120@fort.mu.ac.in He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rapc@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, ar.seask@mu.ac.in
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentre@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), Dlleuniversityofmumbai@gmail.com

Copy for information :-

1	P.A to Hon'ble Vice-Chancellor, vice-chancellor@mu.ac.in
2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in
3	P.A to Registrar, registrar@fort.mu.ac.in
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in

To,

1	The Chairman, Board of Deans pvc@fort.mu.ac.in
2	Faculty of Humanities, Dean 1. Prof.Anil Singh Dranilsingh129@gmail.com Associate Dean 2. Dr.Suchitra Naik Naiksuchitra27@gmail.com 3.Prof.Manisha Karne mkarne@economics.mu.ac.in
	Faculty of Commerce & Management, Dean 1. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in Associate Dean 2. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu 3. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

	<p>Faculty of Science & Technology</p> <p>Dean</p> <p>1. Prof. Shivram Garje ssgarje@chem.mu.ac.in</p> <p>Associate Dean</p> <p>2. Dr. Madhav R. Rajwade Madhavr64@gmail.com</p> <p>3. Prin. Deven Shah sir.deven@gmail.com</p>
	<p>Faculty of Inter-Disciplinary Studies,</p> <p>Dean</p> <p>1. Dr. Anil K. Singh aksingh@trcl.org.in</p> <p>Associate Dean</p> <p>2. Prin. Chadrashekhhar Ashok Chakradeo cachakradeo@gmail.com</p>
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
5	The Director, Board of Students Development, dsd@mu.ac.in@gmail.com DSW directr@dsw.mu.ac.in
6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

AC- 04/12/2024

Item No.-7.13 (R)

As Per NEP 2020

University of Mumbai



Title of the program

- A- U.G. Certificate in BMS (Bachelor of Management Studies) (AICTE) 2024-25
- B- U.G. Diploma in BMS (Bachelor of Management Studies) (AICTE) 2025-26
- C- B.Com. BMS (Bachelor of Management Studies) (AICTE) 2026-27
- D- Bachelors of Management Studies (Honors) 2027-28
- E- Bachelors of Management Studies (Honors with Research) 2028-29

Revised Syllabus for

Semester – Sem I to II

Ref: 16th May 2023 and April 2024 for Credit Structure of UG

**(With effect from the academic year 2024-25
Progressively)**

University of Mumbai



(As per NEP 2020)

Sr.No.	Heading	Particulars	
1	Title of program O: CU-523A	A	U.G. Certificate in BMS (Bachelor of Management Studies) (AICTE)
	O: CU-523B	B	U.G. Diploma in BMS (Bachelor of Management Studies) (AICTE)
	O: CU-523C	C	Degree in B.Com. BMS (Bachelor of Management Studies) (AICTE)
	O: CU-523D	D	Bachelors of Management Studies (Honors)
	O: CU-523E	E	Bachelors of Management Studies (Honors With Research)
2	Eligibility O: CU-524A	A	10+2 (A learner must have completed HSC or equivalent with 45% for General Category and 40% for Reserve Category in One Attempt) or Passed Equivalent Academic Level 4.0 with CGPA equivalent to 45%.
	O: CU-524B	B	Under Graduate Certificate in Management Studies or Passed Equivalent Academic Level 4.5
	O: CU-524C	C	Under Graduate Diploma in Management Studies or Passed Equivalent Academic Level 5.0
	O: CU-524D	D	Bachelors of Management Studies with minimum CGPA of 7.5 or Passed Equivalent Academic Level 5.5
	O: CU-524E	E	Bachelors of Management Studies with minimum CGPA of 7.5 or Passed Equivalent Academic Level 5.5
3	Duration of program R: CU-556	A	One Year
		B	Two Years
		C	Three Years
		D	Four Years
		E	Four Years
4	Intake Capacity R: CU-557	60	

5	Scheme of Examination R: CU-558	NEP 50% Internal 50% External, Semester End Examination Individual Passing in Internal and External Examination	
6	Standards of Passing R: CU-559	40%	
7	Credit Structure Sem. I - R: CU-560A Sem. II - R: CU-560B	Attached herewith	
	Credit Structure Sem. III - R: CU-560C Sem. IV - R: CU-560D		
	Credit Structure Sem. V - R: CU-560E Sem. VI - R: CU-560F		
8	Semesters	A	Sem I & II
		B	Sem I, II, III & IV
		C	Sem I, II, III, IV, V & VI
		D	Sem I, II, III, IV, V, VI, VII & VIII
		E	Sem I, II, III, IV, V, VI, VII & VIII
9	Program Academic Level	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.5
10	Pattern	Semester	
11	Status	New	
12	To be implemented from Academic Year Progressively	From Academic Year: 2024-25	


Sign of the BOS Chairman
Prof. Dr. Kanchan
Fulmali

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

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

Preamble

1) Introduction

Bachelor of Management Studies Program or BMS is an undergraduate program for management studies. The new curriculum of BMS will offer students' core papers that help build their foundation in management. The mandatory core courses will equip students to understand how organizations work, how they are managed, and sensitize students towards national and international environments. The opportunity to Minor in Finance/ Marketing/ Human Resource will enhance the functional capabilities of learners. The choice of open electives and skill enhancement courses enables students to pursue an area of their interest. The contents of each course have been carefully designed to prepare students with knowledge and skill sets that will not only make them industry ready but also foster entrepreneurial and innovative thinking. Students centered learning focuses on skills and practices that enable lifelong learning and independent problem-solving. The BMS program will help students in making an informed decision regarding the goals that they wish to pursue in further education and life.

1) Introduction

A bachelor's in Business Management program is designed to prepare students for careers in management, finance, accounting, human resource or other fields related to business. A bachelor's degree helps the learner to establish a fundamental understanding of business and how various aspects of it apply to the real world. BMS program exposes students to a range of core subjects and allows students to specialize in a specific business-related academic discipline or disciplines. The BMS degree also develops a student's managerial, communication skills, and business decision-making capabilities. The program also incorporates on-the-job training and practical experience in the form of case projects, presentations, internships, industrial visits, and interaction with established industry experts.

2) Aims and Objectives

- The broad aims and objectives of the BMS program are to build following skills and competencies in the students:
- Domain knowledge: The program intends to help the students to apply sound domain knowledge and competence in Management studies with respective techniques and theories constructively.
- Communication skills: The programme develops and puts into practice effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language.
- Critical thinking, analytical and Cognitive ability: The program enables the students to analyse, interpret, evaluate and present texts.
- Research skills: The program helps to identify, select, organize and use research techniques to carry out research and value intellectual property rights.
- Use of modern tools: The program helps to choose and use basic computer applications and social media.
- Environment and society: The program focuses to serve and assist in socially/ environmentally useful and productive work.

- Respect for others: The program enables students to show sensitivity for the underprivileged, the differently abled and the discriminated and understand gender diversity, differences and display conflict management skills.
- Ethics: The program discusses and assesses basic human values and business ethics.
- Individuality, team work and project management: The program enables student to develop professionalism, organizational skills and employability skills, make decisions, put into practice self-, time- and change management and solve problems.

3) Learning Outcomes

The Programme Specific Learning Outcomes of BMS are:

- The students will be able to interpret and evaluate concepts and theories in General Management subjects.
- The students will be able to specialize in their fields of interest, viz., Finance, Marketing and Human Resources, to develop specialist managerial capabilities.
- The program will enable students to use basic computer applications and social media.
- The students will develop effective academic and creative writing, oral communication, reading and presentation skills and use appropriate body language in business settings.
- The students will get equipped with the skills in identifying ethical principles and practices to be adopted in Managerial level jobs.
- The students will be able to design research proposals and submit project report based on the interests in their studies.
- The students will learn to translate classroom learning into real world experiences and problem solutions.
- The students will be able to apply reasoning for assessing societal issues that can be addressed in education and takes responsibility for initiating change.
- in Managerial level jobs.
- The students will be able to design research proposals and submit project report based on the interests in their studies.
- The students will learn to translate classroom learning into real world experiences and problem solutions.
- The students will be able to apply reasoning for assessing societal issues that can be addressed in education and takes responsibility for initiating change.

2) Any other point (if any)

3) Credit Structure of the Program (Sem I, II, III & IV) (Table as per Parishisht2 with sign of HOD and Dean)

Sem. I & II Credit Structure

R: _____ A

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, R P	Cum. Cr. / Sem.	Degree/Cum. Cr.
		Mandatory	Electives							
4.5	I	6(4+2) Principles of Management I (4)	Foundation of Human Skills (2)	-	2+2 Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	VSC:2 ; SEC:2 Introduction to IT for Management Education (2) (VSC) Digital Literacy (2) (SEC) (2)	AEC: 2, VEC: 2, IKS: 2 IKS as per Vertical 5 'IKS' Provided by University (2) AEC as per Vertical 5 'AEC' Provided by University. (2) (AEC); VEC as per Vertical 5 'VEC' Provided by University. (2) (VEC)	(2)	22	UG Certificate 4

II	6(1*4+1*2) Accounting for Managerial Decision (4) Introduction to Business Mathematics (2)		2 Minor as per Vertical 2 'Minor' Provided by University. (2) (Minor)	2+2 Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	Advance Excel for Managers (Theory) (VSC:2) Advance Excel for Managers (Practical) (SEC:2)	AEC: 2, VEC: 2 IKS as per Vertical 5 'IKS' Provided by University (2) (IKS); AEC as per Vertical 5 'AEC' Provided by University. (2) (AEC); VEC as per Vertical 5 'VEC' Provided by University. (2) (VEC)	CC:2 CC as per vertical 6 Provided by University (2) (CC/NSS/NCC/Sports/Extension work)	22
CumCr.	12	-	2	8	4+4	4+4+2	4	44

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits score NSQF course/ Internship OR Continue with Major and Minor

Sem. III & IV Credit Structure

R: _____ B

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/Cum. Cr.
		Mandatory	Electives							
5.0	III	8(1*4 + 2*2) Business Economics (4) And (HR) Introduction to HR (2) Recruitment and Selection (2) OR (Marketing) Introduction to Marketing (2) Sales and Distribution Management (2) OR (Finance) Introduction to Finance (2) Basics of Financial Services (2)		4 Minor as per Vertical 2 'Minor' Provided by University. (4) (Minor)	2 Open Elective as per Vertical 3 'Open Elective Basket' Provided by University	VSC:2, VSC; SEC:2 (HR) OB and HRM (2) OR (Marketing) Consumer Behavior (2) OR (Finance) Equity and Debt Markets (2)	AEC:2 AEC as per Vertical 5 Provided under University Basket	FP:2C C:2 CC as per vertical 6 provided under University Basket (CC 2) (CC/ NSS/ NCC/ Sports /Extension work) and FP (FP 2)	22	UG Diploma 8
	IV	8(2*4) Production and Total Quality Management (4) Introduction to RM (2) and (HR)		4 Minor as per Vertical 1 2 'Minor' Provided by University. (4) (Minor)	2 Open Elective as per Vertical 3 'Open	SEC:2 (HR) Performance Management and Career Planning (2) OR (Marketing)	AEC:2 AEC as per Vertical 5 Provided under University Basket	Comm unity Engage ment Project/ (2) (CEP:2	22	

	Human Resource Planning (2) OR (Marketing) Rural Marketing (2) OR (Finance) Strategic Financial Management (2)			Elective Basket Provided by University or SWAYAM Course (2)	Tourism Marketing (2) OR (Finance) Risk Management (2)) CC - CC as per vertical 6 as provided under University Basket (CC 2) (CC/NCSS/NC C/Sports/Extension work)	
CumCr.	28		10	12	6+6	8+4+2	8+4	88

Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor

Sem. V & VI Credit Structure

R: _____ C

BMS Under Graduate Programs in University

Level	Semester	Major		Minor	O E	VSC, SEC (VSEC)	AEC, VEC, IKS	OJT, FP, CEP, CC, RP	Cum. Cr. / Sem.	Degree/ Cum. Cr.
		Mandatory	Electives							
5.5	V	10(2*4+1*2) Logistics and Supply Chain Management (4) Environmental Management and SDG (4) (HR) Strategic HRM (2) OR (Marketing) CRM (2) OR (Finance) Innovative Financial Services (2)	4 (HR) Talent and Competency Management (4) Or (Marketing) Product and Brand management (4) OR (Finance) Investment Analysis and Portfolio Management (4)	4 Minor as per Vertical 2 'Minor' available on University of Mumbai's website. (4) (Minor)		VSC, SEC :2 (HR) OD and Change management (2) or (Marketing) Integrated Marketing Communication & Advertising (2) OR (Finance) Commodity and Derivatives (2)		FP/CE P:2 Field project in Major / Minor with primary data collection by students (2) (FP)	20-22	UG Degree 12 0-132
	VI	10(2*4+1*2) Entrepreneurship Management (4) Operations Research (4) and (HR) Workforce Diversity and Inclusion (2) or (Marketing) Service Marketing (2) OR (Finance) Structured Finance (2)	4 (HR) Employee Compensation and Benefits (4) or (Marketing) Retail management (4) OR (Finance) Financial Markets and Institutions (4)	Minor as per Vertical 2 'Minor' available on University of Mumbai's website.				OJT: 4	20-22	

			(4) (Minor)					
Cum Cr.	48	8	18	12	8+6	8+4+2	8+6+4	132

Exit option: Award of UG Degree in Major with 120-132 credits OR Continue with Major and Minor

VII	14(3*4+1*2) Strategic Management (4) E-Commerce (4) Business ethics (4) Business ethics in practice (2)	4 (HR) Global HRM (4) Or (Finance) International Finance (4) Or (Marketing) International marketing (4) OR (Marketing) International marketing (4)						20-22
VIII	14(3*4+1*2) Business Analytics (4) Conflict and Negotiation Management (4) Design Thinking and Lateral Innovation (4) CSR (2)	4 Organization Structure Theory and Design (4) OR Mergers, Acquisitions and Corporate Valuations (4) OR Marketing Research (4)					OJT :4	20-22
Cum .Cr	60-76	16	16	18-20+4	12	8-10+6	8+4+2	8+6+8

Four Year UG Honours Degree in Major and Minor with 160-176 credits

6. 0	VII	8-10 (2*4+2 or 2*4)	4	RM:4				RP:4	20-22	UG Honors with Researc h Degree 160-176	
	VIII	8-10 (2*4+2 or 2*4)	4					RP:8	20-22		
	CumCr	52-68	16	18 -20 +4	12	8-10 +6	8+4+2	8+6+4+12	160-176		



**Sign of the BOS Chairman
Prof. Dr. Kanchan Fulmali
BOS in BMS**

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

Sem. - I

Mandatory 1

Programme Name: BMS (Bachelor of Management Studies) (AICTE)

Course Name: Principles of Management -I

Total Credits: 04

Total Marks :100

Internal assessment :40 Semester End Examination:60

Learning Objectives:

- To introduce students to basic concepts of Management
- To train students in thinking on application of concepts of Management

Course Outcomes:

CO1) Student will be able to understand and discuss emerging concepts of green management

CO2) Student will be able to outline basic concepts of Management

CO3) Student will be able to summarize and give examples of planning process and steps in planning process; Decision Making steps and process; Organizing steps and process; Controlling process in Management

CO4) Student will be able to classify Leadership styles and related give examples

Unit 1: Nature of Management

- Management: Concept, Significance, Role & Skills, Levels of Management, Concepts of POSDCORB, Managerial Grid.
- Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach.

Unit II: Planning and Decision Making

- **Planning:** Meaning, Importance, Elements, Process, Limitations and MBO.
- **Decision Making:** Meaning, Importance, Process, Techniques of Decision Making

Unit III: Organising

- **Organizing:** Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations
- **Departmentation:** Meaning, Basis and Significance
- **Span of Control:** Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization
- **Delegation:** Authority & Responsibility relationship

Unit IV: Directing, Leadership, Coordination and Controlling

- **Directing:** Meaning and Process
- **Leadership:** Meaning, Styles and Qualities of Good Leader
- **Coordination** as an Essence of Management
- **Controlling:** Meaning, Process and Techniques
- **Recent Trends:** Green Management & CSR

Reference Books

- 1.Principles of Management , Ramasamy , Himalaya Publication , Mumbai*
- 2.Principles of Management , Tripathi Reddy , Tata Mc Grew Hill*
- 3.Management Text &Cases , VSP Rao , Excel Books, Delhi*
- 4.Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya*
- 5.Essentials of Management , Koontz II & W , Mc. Grew Hill , New York*

Mandatory 1

Programme Name: BMS (Bachelor of Management Studies) (AICTE)

Course Name: Foundation of Human Skills

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objectives:

- To train students on perspectives of Human Skills and application of same in Management

Course Outcomes:

CO1) Student will be able to outline perspectives of Human nature: Individual behaviour; personality; attitude.

CO2) Student will be able to explain, summarize, and give examples of 'Thinking & Learning'.

CO3) Student will be able to explain meaning and importance of IQ/EQ and SQ at work place

CO4) Student will be able to break-down group behaviour contexts

CO5) Student will be able to compare and contrast/ argue / justify

CO6) Student will be able to explain and give examples of organizational processes and role of group.

Unit I: Understanding of Human Nature

- **Individual Behaviour:** Concept of a man, individual differences, factors affecting individual differences, Influence of environment.
- **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation , self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions.
- **Thinking, learning and perceptions:** Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type (IQ, EQ, SQ, at work place), Perception features and factor influencing individual perception

Unit II: Introduction to Group Behaviour

● Introduction to Group Behaviour

- **Group Dynamics:** Nature, types, group behaviour model (roles, norms, status, process, structures).
- **Team effectiveness:** nature, types of teams, ways of forming an effective team, [Setting goals.]
- **Organizational processes and system.**
- **Power and politics:** nature, bases of power, politics nature, types, causes of organizational politics, political games.
- **Organizational conflicts and resolution:** Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.

Reference Books:

- *Organisational behaviour, S.Robbins, Prentice Hall*
- *Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill*
- *Organisational behaviour, Fred Luthans, McGrawhill,New York*
- *Organisational behaviour, K.Aswathappa, Himalaya Publishing House*
- *Essentials of management, Koontz,Harold, Tata McGrawhill*

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Statistics	
UG First Year Programme	
Semester - I	
Title of Paper	Credits 2
I) Introduction to Basic Statistics-I	2 credit
II)	
III)	
From the Academic Year	2024-25

Semester-I
Open Electives-I
Name of the course: Introduction to Basic Statistics-I

Sr. No	Heading	Particulars
1	<p>Description the course :</p> <p>Including but Not limited to :</p>	<p>Introduction:</p> <p>Introduction to Basic statistics-I course is focuses on basic statistics such as collection of data and how to measure variables on different scale. Student will equip with to identify the scale of measurement and analyze elementary statistical analysis through graphical presentation. Also student will learn to identify nature of the data through statistical methods. This course mainly emphasizes the method of collecting data, summarizing and presenting data, and drawing inferences from the data.</p> <p>This course will be useful for science, humanity and commerce faculty. This course will be offered other than science faculty students which will be very useful to gain knowledge about basic statistics in their field. This course will be applicable to various field to analyze their basic data structure.</p> <p>This course is focuses practical as well as theoretical aspects of basic statistics along with subjects from psychology, Economics, sociology, commerce, Computers , Mathematics , IT etc.</p> <p>There is growing demand for highly skilled statisticians in the 21st century in many fields including government, banking sector, health sciences, veterinary sciences, agricultural sciences, business, and social sciences etc</p>
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)

5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: Students will be able to, <ol style="list-style-type: none"> 1. Understand the meaning of Statistics and scope of Statistics. 2. Understand techniques of data collection and its presentation. 3. Compute various measures of central tendencies to know the entire data by a centralized single value. 4. Understand spread and variation of data using various techniques of measure of dispersion. 5. Understand the behavior of data using skewness and kurtosis and study the nature of probability curve. 	
8	Course Outcomes: : on successful completion of the course Students Should be able to, <ol style="list-style-type: none"> 1. Calculate arithmetic mean and its applicability 2. Differentiate between qualitative and quantitative data through scale of measurement. 3. Construct graphs and diagrams from data and interpret the result. 4. Compute Skewness and Kurtosis of the data to describe nature of data distribution. 	

9	Modules:-	Lect ures
	Module 1: Classification, Tabulation and Presentation of data.	
	<ul style="list-style-type: none"> • Definition and scope of Statistics • Types of data: Qualitative and Quantitative data, Geographical data, Time series data and Crosssection data • Measurement of scales: Nominal, Ordinal, Interval and Ratio. • Primary data and Secondary data • Classification and Tabulation (One way and Two way). • Frequency distributions: Uni-variate and Bi-variate • Diagrammatic representation of data 	15

<p>Simple bar diagram, Multiple bar diagram, Subdivided bar diagram and Pie-chart</p> <ul style="list-style-type: none"> Graphical representation of data Histogram, Frequency Polygon, Frequency Curve, Cumulative frequency curve (Less than and more than type). 	
<p>Module 2: Measures of central tendency and Measures of Dispersion</p>	<p>15</p>
<p>Measures of central tendency</p> <ul style="list-style-type: none"> Concept and Requirements of good measures of central tendency. Arithmetic mean (Simple, weighted mean, combined mean)for grouped and un-grouped data, Merits, demerits and its applicability Positional averages: Median, Mode, and Quartiles (for grouped and un-grouped data) Merits, demerits and its applicability Graphical representation of mode, median and Quartiles. Empirical relation between mean, median and mode (Only statement) <p>Measures of Dispersion</p> <ul style="list-style-type: none"> Concept and requirements of good measures of dispersion. Absolute and Relative measures of dispersion: Range, Quartile Deviation , Mean absolute deviation, Variance and Standard deviation (for grouped and un-grouped data) Merits, demerits and its applicability Raw moments and central moments , relation between them upto order four (only statement). Measures of Skewness and Kurtosis: Karl Pearson's measure of Skewness , <ul style="list-style-type: none"> Measures of skewness and kurtosis based on moments.(Only formulae) and their interpretation 	

Reference Books

- David S. : Elementary Probability, Cambridge University Press.
- Hoel P.G. : Introduction to Mathematical Statistics, Asia Publishing House.
- Hogg R.V. and Tannis E.P. : Probability and Statistical Inference. McMillan Publishing Co. Inc.
- Pitan Jim : Probability, Narosa Publishing House.
- Goon A.M., Gupta M.K., Dasgupta B. : Fundamentals of Statistics, Volume II :The World Press Private Limited, Calcutta.
- Mukhopadhyay P. An Introduction to the Theory of Probability, World Scientific Publishing Company, 2011.
- Grewal P. S, Methods of Statistical Analysis, Sterling Publishers, 1990
- S.C. Gupta and V.K. Kapoor, Fundamentals of Mathematical Statistics, Sultan Chand and Sons

Format of Question Paper:

Internal Continuous Assessment: (20 marks)

Assignment/viva Quizzes, Class Tests, presentation, project, assignment etc	Class Test	Total
05	15	20

Semester End Examination: (30 marks)

Semester End Examination will be of 30 marks of 01 hour duration covering entire syllabus of the semester. All questions are Compulsory.

Theory Question Paper Pattern:

Q 1	Attempt any one question out of two questions (Module I and II)	Max. marks: 10
Q 2	Attempt any two questions out of three questions (Module I)	Max. marks: 10
Q 3	Attempt any two questions out of three questions (Module II)	Max. marks: 10

**Sign of the BOS
Chairman
Dr. Santosh Gite
Board of Studies in
Statistics**

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

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

AC – 20.04.2024
Item No. – 5.4 (N) Sem I (7b)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Psychology	
UG First Year Programme	
Semester	I
Title of Paper	Credits 2/ 4
I) Stress Management II	2
From the Academic Year	2024-25

OE2: Stress Management II

Sr. No.	Heading	Particulars
1	Description the course: Including but Not limited to:	The course is designed to understand stress, response to stress, coping and various coping mechanisms that people in general use in various settings in life. It introduces to a important connection between stress and stress management with physical and mental health. The course provides a guideline for managing stress in work, family and personal life. It also tries to bring upon aspects of Indian life and its association with stress and its management. Various interventions discussed are useful for people in general and psychologist and in particular. The four units include stress and stress psychophysiology and Stress and Illness/Disease and Intervention; Intrapersonal and interpersonal life-situation Interventions and Relaxation techniques; Exercise and strategies for decreasing stressful behaviors and Occupational Stress; Stress: Family and Elderly
2	Vertical :	Major/Minor/ Open Elective / Skill Enhancement / Ability Enhancement/Indian Knowledge System
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: 1) To make the students aware of the practical applications of the various concepts in Stress Management in daily life, in the Indian context 2) Understand role of Exercise and strategies for decreasing stressful 3) To learn about psychophysiology and Stress and Illness/Disease 4) To understand the concept of Exercise and strategies for decreasing stressful behaviors and Occupational Stress 5) To learn about the impact of stress on family and elderly and role of family.	

8	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1) Students describe various types of occupational stress and its impact. 2) Students can demonstrate various techniques to deal with the occupational stress. 3) Students can compare different types of stressors and contrast to them to different kind of situations. 4) Students can evaluate role of family and elderly with reference to stress. <p>Students can describe different interventions for family, an interview with reference to stress.</p>
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9	<p>Modules:-</p>
	<p>Module 1: Exercise and strategies for decreasing stressful behaviors and Occupational Stress (15 Hours)</p> <ol style="list-style-type: none"> 1. Exercise and Health, the Healthy Way to Exercise, Principles of Exercise, Assessing Cardio-respiratory Fitness, Starting an Exercise Program, Choosing an Exercise Program, Exercise and the elderly, Where to get more information, Exercise – keep it going 2. Strategies for decreasing stressful behaviors: Health and lifestyle behaviours, health-behaviour assessment, selected lifestyle behaviours, barriers to action, locus of control, various methods for decreasing stressful behaviours, application of behaviour change techniques 3. Occupational Stress Cycle, What is occupational stress, Why is occupational stress of concern, Gender and occupational stress, Disease and Occupational Stress, Occupational Stressors 4. The Workaholic, Burnout, Women and Work Outside the Home, Sexual Harassment at Work, Working in the Home. Interventions. Managing Occupational Stress
	<p>Module 2: Stress: Family and Elderly (15 Hours)</p> <ol style="list-style-type: none"> 1. The Family, Marriage, Cohabitation, Divorce, Single-Parent Families, Nuclear and Joint families. Urban and Rural families. Gay and lesbian families. Family Stressors 2. A Model of Family Stress, Interventions for family. 3. The Elderly: A Description, Test of Knowledge About the Elderly, Adjustment in the Later Years, Exercise and the elderly 4. Retirement, Care-giving; Death, Dying and Grief. Interventions for elderly and family.
10	<p>Text Books:</p> <p>Greenberg, J. S. (2008). Comprehensive Stress Management. (10th ed). New York: McGraw Hill publications.</p>

11	Reference Books: 1) Olpin, M. & Hesson, M. (2021). Stress Management for Life: A Research-Based Experiential Approach. 5th Edition 2) Bam, B. P. (2008). Winning Habits: Techniques for Excellence in Sports. New Delhi: Pearson Power, Dorling Kindersley India pvt ltd. 3) Hariharan, M., & Rath, R. (2008). Coping with Life Stress: The Indian Experience. New Delhi: Sage publications India pvt ltd. 4) Rice, P.L. (1999). Stress and Health. (3rd ed). Brooks/Cole publishing co.	
12	Internal Continuous Assessment: 40% 20 Marks	External, Semester End Examination 60% Individual Passing in Internal and External Examination 30 Marks
13	Continuous Evaluation through: (20 marks) a) Question Paper Pattern for Class Test Examination (10 Marks) 1. Fill in the Blanks/ match pairs/ MCQ/True False (All are compulsory): 5 Marks 2. Short Notes (Any Three out of Five) 5 Marks b) Completion of following activities as a part of CIE (10 Marks) Classroom Presentations/ Assignments /Movie Review / Essay Submission/ Book review/ Field Visit Report / Educational Activity Report/ Presentation / Role play/ creative writing assignment: 10 Marks	
14	(B) External / Semester End Examination Marks: 30 Time: 1 Hours Each question is for 15 marks. Two out of Three questions to be attempted. Q.1 Fill in the blanks (Based on all units). Marks 15 Q.2 Essay Type Questions (Based on Unit I). Marks 15 Q.3 Essay Type Questions (Based on Unit II). Marks 15	

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Dean
Name of the Faculty

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Name of the Faculty

VSC/SEC

Programme Name: BMS (Bachelor of Management Studies)(AICTE)

Course Name: Information Technology in Management Education

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objectives:

- The objective of this course is to introduce students to basic concepts and tools of Digital Literacy

Course Outcomes

CO1) Student will be able to outline IT concepts applicable to Management

CO2) Student will be able to explain give examples of success and failure of IT application in companies.

CO3) Student will be able to use MS Word

CO4) Student will be able to use spreadsheets and presentation software

CO5) Student will be able to create digitally signed documents

CO6) Student should be able to relate and explain the concepts of E-Commerce and M-Commerce

CO7) Student should be able to relate and explain Models of Electronic Funds Transfer, Electronic Data Interchange.

CO8) Student will be able to understand Threats to Computer systems and control measures

Unit -I: Introduction to IT Support in Management and Office Automation using MS-Office

- Information Technology Concepts Concept of Data, Information and Knowledge; ; Concept of Database.
- Introduction to Information Systems and its major components. Types and Levels of Information systems.
- Main types of IT Support systems
- Computer based Information Systems (CBIS), Types of CBIS - brief descriptions and their interrelationships/hierarchies
- Office Automation System(OAS)
- Transaction Processing System(TPS)
- Management Information System(MIS)

- Decision Support Systems (DSS)
- Executive Information System(EIS)
- Knowledge based system, Expert system
- Success and Failure of Information Technology - Failures of Nike and AT&T
- IT Development Trends.
- Major areas of IT Applications in Management
- Open Source Software - Concept and Applications.
- Study of Different Operating Systems. (Windows / Linux/ DOS)
- Basics of Word Document: Creating/Saving of Document Editing and Formatting Features; Designing a title page, Preparing Index, Use of Smart-Art; Cross Reference, Bookmark and Hyperlink. Mail Merge Feature.
- Spreadsheet application (e.g. MS-Excel/openoffice.org): Creating/Saving and editing spreadsheets Drawing charts; Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical; Using Advanced Functions: Use of VLookup/HLookup; Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter), data validation, what-if analysis (using data tables/scenarios), creating sub-totals and grand totals, pivot table/chart, goal seek/solver
- Presentation Software: Creating a presentation with minimum 20 slides with a script. Presenting in different views; Inserting Pictures, Videos, creating animation effects on them Slide Transitions, Timed Presentations; Rehearsal of presentation

Unit II: Email, Internet and its Applications and E-Security

- Introduction to Email: Creating emails; Creating digitally signed documents.
- Use of Outlook: Configuring Outlook, Creating and Managing profile in outlook Sending and Receiving Emails through outlook; Emailing the merged documents. Introduction to Bulk Email software
- Internet: Understanding Internet Technology Concepts of Internet, Intranet, Extranet; Networking Basics, Different types of networks. Concepts (Hubs, Bridges, Routers, IP addresses); Study of LAN, MAN, WAN
- DNS Basics: : Domain Name Registration, Hosting Basics.
- Emergence of E-commerce and M- Commerce: Concept of E-commerce and M-Commerce Definition of E-commerce and M-Commerce; Business models of e-commerce: models based on transaction party (B2B, B2C, B2G, C2B, C2C, E-Governance); Models

based on revenue models, Electronic Funds Transfer, Electronic Data-Interchange.

- Threats to Computer systems and control measures: Types of threats- Virus, hacking, phishing, spyware, spam, physical threats (fire, flood, earthquake, vandalism) Threat Management
- Security on the internet: Network and website security risks Website Hacking and Issues therein. Security and Email

Reference Books:

- ***Information Technology for Management, 6TH ED (With CD)By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)***
- ***Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch Tata McGraw Hill***
- ***Joseph, P.T. : E-commerce An Indian Perspective (Ch- 13, Ch-14)***
- ***Electronic Commerce - Technologies & Applications, Bharat, Bhaskar***

VSC/ SEC

Programme Name: BMS (Bachelor of Management Studies)(AICTE)

Course Name: Digital Literacy

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objectives

- Students should be able to use digital tools and are empowered in reference to Digital

Course Outcome

CO1) Student should be able to define Digital media, SEO and SEM

CO2) Student should be able to explain, summarize, and give examples of Digital Literacy

CO3) Student should be able to illustrate working and use of Digital mediums

CO4) Student should be able to classify methods of social media marketing

CO5) Student should be able to create Social Media Marketing content

Unit I: Introduction to Digital Media & Marketing and SEO & SEM Search Engine Optimization and Search Engine Marketing

- Understanding Digital Media and Marketing
- Advantages of Digital Media Marketing
- Principles of Digital Media Marketing
- Key Concepts in Digital media
- How search Engine works
- Introduction to SEO Optimization
- On Page Optimization (SEO)&Off Page optimization
- What is SEM& Why is SEM
- What is Google Adwords?
- Why Google (SEM) Adwords
- Google networks
- Adwords terminologies
- Campaign types g. Creation of Google Display
- NETWORK (GDN), Display Ads format
- Conversion tracking j. GDN Campaign creation (DEMO) Remarketing
- What are Google shopping Ads

Unit II: Social Media Marketing (SMM) and Web Analytics

- Introduction to Social Media Marketing
- Facebook Marketing (SMM)
- Instagram Marketing
- LinkedIn Marketing
- Twitter Marketing
- SMM Tools
- Creating a successful social media strategy
- Affiliate Marketing
- Introduction to analytics
- Social CRM and analysis
- Google analytics
- Digital Analytics
- Content performance analytics
- Visitor analysis
- Social media analytics

Reference Books:

- *Digital Literacies: Concepts, Policies and Practices (New Literacies and Digital Epistemologies)* ,
by Colin Lankshear (Editor), Michele Knobel (Editor)
- *Understanding Digital Literacies: A Practical Introduction* , by Rodney H. Jones (Author),
Christoph A. Hafner (Author)
- *Digital Literacy* by Paul Gilste

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in English	
UG First Year for B.M.S. Programme	
Semester	I
Title of Paper	Credits
Business Communication Skills I for B.M.S.	02
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	<p>Description the course:</p> <p>Including but Not limited to:</p>	<p>Business Communication Skills I (B.M.S)</p> <p>Business communication is an integral part of the commercial and corporate world. The growth of commercial organizations is directly linked to the effectiveness of their methods of communication with all their stakeholders. The success of an organization is also closely linked to its image building. As a discipline, business communication has changed diametrically and exponentially because of the rapid changes in information technology.</p> <p>In this scenario, it is imperative that all corporate professionals should have command over the various dimensions of business communication including the intentional and unintentional, the verbal and non-verbal, the in-person and the digital.</p> <p>The systematic study of business communication prepares the learners to become capable entrepreneurs, professionals, team-members and managers in today's competitive, networked and digitized business world.</p>
2	Vertical :	Ability Enhancement Course
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks

7	<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To make learners familiar with the basics of business communication theory. 2. To make learners aware of digital communication for personal and business use. 3. To improve learners' understanding of verbal and non-verbal communication. 4. To enable learners with effective business correspondence skills.
8	<p>Course Outcomes:</p> <p>At the end of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Understand the basics and significance of business communication theory. 2. Adapt to and use digital communication methods for personal and business purposes. 3. Grasp and effectively use the nuances of verbal and non-verbal communication. 4. Improve their skills in business correspondence.
9	<p>Modules:- Per credit One module can be created</p> <hr/> <p>Module 1: Introducing the Theory of Business Communication (15 Lectures)</p> <hr/> <ol style="list-style-type: none"> 1. Concept of Communication <ul style="list-style-type: none"> - Definition and meaning of communication - Process of communication - Need of communication - Feedback 2. Communication at the Workplace <ul style="list-style-type: none"> - Channels of communication: Downward, Upward, Horizontal, Grapevine - Methods of communication: Verbal and non-verbal 3. Impact of Digital Technology on Communication <ul style="list-style-type: none"> - Internet-enabled communication; Email - Social media: FaceBook, Twitter, Instagram, WhatsApp

	<p>Module 2: Business Correspondence (15 Lectures)</p> <ol style="list-style-type: none"> 1. - Parts of a business letter - Layouts of a business letter 2. - Job application with bio-data - letter of appointment - letter of appreciation - letter of resignation 3. - Emails: Job application via email - writing and responding to official emails
<p>10</p>	<p>Text Books: N.A.</p>
<p>11</p>	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Ashley, A. <i>A Handbook of Commercial Correspondence</i>. New Delhi: Oxford University Press, 1992. 2. Aswalthapa, K. <i>Organisational Behaviour</i>. Mumbai: Himalaya Publications, 1991. 3. Balan, K.R. and Rayudu, C. S. <i>Effective Communication</i>. New Delhi: Beacon Books, 1996. 4. Bangh, L. Sue, Fryar, Maridell and Thomas David A. <i>How to Write First Class Business Correspondence</i>. N.T.C. Publishing Group USA, 1998. 5. Benjamin, James. <i>Business and Professional Communication Concepts and Practices</i>. New York: Harper Collins College Publishers, 1993. 6. Britt, Deborah. <i>Improving Business Communication Skills</i>. Kendall Hunt Publishing Co., 1992. 7. Bovee Courtland, L. and Thrill, John V. <i>Business Communication Today</i>. McGraw Hill, New York, Taxman Publication, 1989. 8. Drucher, P.F. <i>Technology, Management and Society</i>. London: Pan Books, 1970. 9. Eyre, E.C. <i>Effective Communication Made Simple</i>. Kolkata: Rupa and Co., 1985. 10. Ecouse, Barry. <i>Competitive Communication: A Rhetoric for Modern Business</i>. New Delhi: OUP, 1999. 11. Fisher, Dalmar. <i>Communication in Organisation</i>. Mumbai: Jaico Publishing House, 1999. 12. Frailley, L.E. <i>Handbook of Business Letters</i>. Revised Edn. New Jersey: Prentice Hall Inc., 1982. 13. Flyn, Nancy. <i>The Social Media Handbook</i>. Wiley, 2012. 14. Gartside, L.E. <i>Modern Business Correspondence</i>. Plymouth: McDonald and Evans Ltd, 1980. 15. Ghanekar, A. <i>Communication Skills for Effective Management</i>. Pune: Everest Publishing House, 1996. 16. Labade, Sachin, Katre Deepa et al. <i>Communication Skills in English</i>. Orient Blackswan, Pvt Ltd, 2021. 17. Shainesh, G. and Githa Heggde. <i>Social Media Marketing: Emerging Concepts and Applications</i>. Springer Nature Singapore, 2018.

12	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination :													
13	<p>Continuous Evaluation through:</p> <ul style="list-style-type: none"> • Performance in activities: 10 marks (The class may be divided into batches to conduct the oral activities by creating formal schedule for the same before the semester End Examination.) • Written assignments or projects: 10 marks (Learners will have to write and submit written assignments in a timely manner.) <p>Suggested Activities:</p> <ul style="list-style-type: none"> • Use of social media accounts for purpose of business communication • Making short presentations on given topics • Official letter writing/ email writing exercises • Role play focusing on channels and methods of communication 														
14	<p>Format of Question Paper: for the final examination</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><i>External / Semester End Examination Hours</i></td> <td style="width: 20%; text-align: center;"><i>Marks: 30</i></td> <td style="width: 20%; text-align: right;"><i>Time: 1</i></td> </tr> <tr> <td>Q.1. Essay Type Questions (Any One out of two on Unit I)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> <tr> <td>Q.2. Essay Type Questions (Any One out of two on Unit II)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> <tr> <td>Q.3. Short Notes/Problem (Any Three out of five on all Units)</td> <td></td> <td style="text-align: right;">Marks 10</td> </tr> </table>			<i>External / Semester End Examination Hours</i>	<i>Marks: 30</i>	<i>Time: 1</i>	Q.1. Essay Type Questions (Any One out of two on Unit I)		Marks 10	Q.2. Essay Type Questions (Any One out of two on Unit II)		Marks 10	Q.3. Short Notes/Problem (Any Three out of five on all Units)		Marks 10
<i>External / Semester End Examination Hours</i>	<i>Marks: 30</i>	<i>Time: 1</i>													
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**Sign of BOS Chairman
Prof. Dr. Shivaji Sargar
Board of Studies in
English**

**Sign of the Offg.
Associate Dean
Dr. Suchitra Naik
Faculty of
Humanities**

**Sign of the Offg.
Associate Dean
Dr. Manisha Karne
Faculty of
Humanities**

**Sign of the Dean
Prof. Dr. Anil Singh
Faculty of
Humanities**

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Item No. –

As Per NEP 2020

University of Mumbai



Syllabus for Basket of VES	
Board of Studies in Value Education	
UG First Year Programme	
Semester	I
Title of Paper	Credits 2
I) Environmental Management & Sustainable Development -I	
From the Academic Year	2024-25

Name of the Course: **Environmental Management & Sustainable Development -I**

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p>Environmental awareness transcends academic boundaries. This course transcends academic boundaries, equipping you with a foundational understanding of ecosystems, biodiversity, and the human impact on natural resources and climate. Students will learn about critical issues like pollution and explore solutions for a sustainable future.</p> <p>The knowledge you gain here connects with diverse fields such as biology, economics, and even engineering. It is a foundation for further exploration in environmental science, conservation biology, and environmental policy.</p> <p>This course ignites your interest in environmental issues and opens doors to exciting careers in environmental management, conservation, and sustainable development – fields with growing demand across industries.</p> <p>Prepare for an interactive learning experience through engaging lectures, stimulating group discussions, and insightful case studies examining real-world environmental challenges and solutions.</p>
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits / (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To create and disseminate knowledge to the students about environmental problems at local, regional and global scale. 2. To introduce about ecosystems, biodiversity and to make aware for the need of conservation. 3. To sensitize students towards environmental concerns, issues, and impacts of 	

	<p>human population.</p> <p>4. To prepare students for successful career in environmental departments, research institutes, industries, consultancy, and NGOs, etc.</p>
8	<p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. Use principles of Environmental Science for explaining sustainable development and its related ethical concerns 2. Display scientific perspective for issues confronting our present day environment. 3. Analyze the national and global environmental issues relating air, water, soil, and land use, biodiversity, and pollution. 4. Explain the Role of an individual in relation to human population and environmental pollution.
9	<p>Modules:-</p> <p>Unit I: Ecosystems, Biodiversity and Conservation (8 lectures)</p> <p>Introduction, structure, and function of ecosystems; Energy flow: food chains, food webs and ecological succession. Case studies of the following:</p> <ol style="list-style-type: none"> a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) <ol style="list-style-type: none"> 1. Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns 2. India as a mega-biodiversity nation; Endangered and endemic species of India 3. Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. 4. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value. <p>Unit II: Natural Resources and Sustainable Development (7 lectures)</p> <p>Overview of natural resources: Definition of resource; Classification of natural resources- biotic and abiotic, renewable and non-renewable.</p> <p>Biotic resources: Major type of biotic resources- forests, grasslands, wetlands, wildlife and aquatic (fresh water and marine); Microbes as a resource; Status and challenges.</p> <p>Water resources: Types of water resources- fresh water and marine resources; Availability and use of water resources; Environmental impact of over-exploitation, issues and challenges; Water scarcity and stress; Conflicts over water.</p> <p>Soil and mineral resources: Important minerals; Mineral exploitation; Environmental problems due to extraction of minerals and use; Soil as a resource and its degradation.</p> <p>Energy resources: Sources of energy and their classification, renewable and non-renewable sources of energy; Conventional energy sources- coal, oil, natural gas, nuclear energy;</p>

	<p>Non-conventional energy sources- solar, wind, tidal, hydro, wave, ocean thermal, geothermal, biomass, hydrogen and fuel cells; Implications of energy use on the environment.</p> <p>Introduction to sustainable development: Sustainable Development Goals (SDGs)-</p>
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	targets and indicators, challenges and strategies for SDGs.
	Unit III: Human Communities and the Environment (8 lectures)
	<ol style="list-style-type: none"> 1. Human population growth: Impacts on environment, human health and welfare. 2. Resettlement and rehabilitation of project affected persons; case studies. 3. Disaster management: floods, earthquake, cyclones and landslides. 4. Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan. 5. Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. 6. Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi).
	Unit IV: Environmental Issues; Local, Regional, and Global (7 lectures)
	<p>Environmental issues and scales: Concepts of micro-, meso-, synoptic and planetary scales; Temporal and spatial extents of local, regional, and global phenomena.</p> <p>Pollution: Impact of sectoral processes on Environment, Types of Pollution- air, noise, water, soil, municipal solid waste, hazardous waste; Transboundary air pollution; Acid rain; Smog.</p> <p>Land use and Land cover change: land degradation, deforestation, desertification, urbanization.</p> <p>Biodiversity loss: past and current trends, impact.</p> <p>Global change: Ozone layer depletion; Climate change.</p>
10	<p>Text Books</p> <ol style="list-style-type: none"> 1. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006. 2. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders. 3. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi. 4. Chiras, D. D and Reganold, J. P. (2010). Natural Resource Conservation: Management for a Sustainable Future. 10th edition, Upper Saddle River, N. J. Benjamin/Cummins/Pearson. 5. John W. Twidell and Anthony D. (2015). Renewable Energy Sources, 3rd Edition, Weir Publisher (ELBS) 6. Singh, J.S., Singh, S.P. & Gupta, S.R. 2006. Ecology, Environment and Resource Conservation. Anamaya Publications https://sdgs.un.org/goals 7. Down to Earth, Centre of Science and Environment ®. 8. Hawkins R. E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Bombay ®. 9. Harper, Charles L. (2017) Environment and Society, Human Perspectives on Environmental Issues 6th Edition. Routledge. 10. Rajagopalan, R. (2011). Environmental Studies: From Crisis to Cure. India: Oxford University Press. 11. Harris, Frances (2012) Global Environmental Issues, 2nd Edition. Wiley-Blackwell.

11	<p>Reference Books</p> <ol style="list-style-type: none"> 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. 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.
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	<p>5. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.</p> <p>6. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.</p> <p>7. Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.</p> <p>8. Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton.</p> <p>9. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press.</p>	
12	Internal Continuous Assessment: 40%	Semester End Examination: 60%
13	<p>Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, Visits, assignment etc. (at least 4)</p>	
14	<p>Format of Question Paper: for the final examination For OE: External - 30 Marks (2 Credits) Internal - 20 Marks Question Paper Format for 30 Marks Format of Question Paper: 30 Marks per paper Semester End Theory Examination:</p> <p>1. Duration - These examinations shall be of one hour duration.</p> <p>2. Theory question paper pattern:</p> <p>a. There shall be 04 questions each of 10 marks out of which students will attempt ANY THREE</p>	

Signature:
Prof. Kavita Laghate
Chairman of Board of Studies in Value Education

AC – 28.06.2024
Item No. – 8.1 (N)

As Per NEP 2020

University of Mumbai



Syllabus for Indian Knowledge System	
Board of Studies in Indian Knowledge System	
UG First Year Programme	
Semester	I OR II
Title of Paper	Credits 2 for either I or II Semester
D) Indian Knowledge System	
From the Academic Year	2024-2025

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.
2	Vertical :	Major/Minor/Open Elective /Skill Enhancement / Ability Enhancement/Indian Knowledge System (Choose By \checkmark)
3	Type :	Theory / Practical
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: (List some of the course objectives)	<ol style="list-style-type: none"> 1. To sensitize the students about context in which they are embedded i.e. Indian culture and civilisation including its Knowledge System and Tradition. 2. To help student to understand the knowledge, art and creative practices, skills and values in ancient Indian system. 3. To help to study the enriched scientific Indian heritage. 4. To introduce the contribution from Ancient Indian system & tradition to modern science & Technology.
8	Course Outcomes: (List some of the course outcomes)	<ol style="list-style-type: none"> 1. Learner will understand and appreciate the rich Indian Knowledge Tradition 2. Lerner will understand the contribution of Indians in various fields 3. Lerner will experience increase subject-awareness and self-esteem 4. Lerner will develop a comprehensive understanding of how all knowledge is ultimately intertwined
9	Modules:-	
	Module 1: (10 Hours)	
		<ol style="list-style-type: none"> 1. Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System) 2. Why IKS? (Macaulay's Education Policy and its impact, Need of revisiting Ancient Indian Traditions) 3. Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE) 4. Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres) 5. Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.)

Module 2: (10 Hours)			
<ol style="list-style-type: none"> 1. Medicine (Ayurveda) 2. Alchemy 3. Mathematics 4. Logic 5. Art of Governance (Arthashastra) 			
Module 3: (10 Hours) (Select Any FIVE out of the following)			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 1. Aesthetics 2. Town Planning 3. Strategic Studies 4. Krishi Shastra 5. Vyakaran & Lexicography 6. Natyashastra 7. Ancient Sports 8. Astronomy </td> <td style="width: 50%; border: none;"> <ol style="list-style-type: none"> 9. Yoga and Wellbeing 10. Linguistics 11. Chitrasutra 12. Architecture 13. Taxation 14. Banking 15. Trade and Commerce </td> </tr> </table>		<ol style="list-style-type: none"> 1. Aesthetics 2. Town Planning 3. Strategic Studies 4. Krishi Shastra 5. Vyakaran & Lexicography 6. Natyashastra 7. Ancient Sports 8. Astronomy 	<ol style="list-style-type: none"> 9. Yoga and Wellbeing 10. Linguistics 11. Chitrasutra 12. Architecture 13. Taxation 14. Banking 15. Trade and Commerce
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10	Reference Books <ol style="list-style-type: none"> 1. Concise history of science in India- D.M. Bose, S.N Sen, B.V. Subbarayappa. 2. Positive sciences of the Ancient Hindus- Brajendranatha seal, Motilal Banrasidas, Delhi 1958. 3. History of Chemistry in Ancient India & Medieval India, P.Ray- Indian Chemicals Society, Calcutta 1956 4. Charaka Samhita- a scientific synopsis, P. Ray & H.N Gupta National Institute of Sciences of India, New Delhi 1965. 5. MacDonnell A.A- History of Sanskrit literature 6. Winternitz M- History of Indian Literature Vol. I, II & III 7. Dasgupta S.N & De S.K- History of Sanskrit literature Vol. I. 8. Ramkrishna Mission- cultural heritage of India Vol. I, II & III. 9. Majumdar R. C & Pushalkar A.D- History & culture of the Indian people, Vol. I, II & III. 10. Keith A.B- History of Sanskrit literature. 11. Varadachari V- History of Sanskrit literature Chaitanya Krishna- A new History of Sanskrit 		
11	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Continuous Internal Assessment: 20 Marks</td> <td style="width: 50%;">Semester End Examination : 30 Marks</td> </tr> </table>	Continuous Internal Assessment: 20 Marks	Semester End Examination : 30 Marks
Continuous Internal Assessment: 20 Marks	Semester End Examination : 30 Marks		
12	Continuous Evaluation through: Assignment/ Presentations/ Projects (Group/Individual) / Field Visit Report 10 Marks, class Test / MCQ Test 5 Marks, Overall Conduct and Class Participation 5 Marks		
13	Format of Question Paper: for the final examination Q1. Attempt any TWO Questions out of FIVE. 6 Marks Q2. Attempt any THREE Questions out of FIVE 12 Marks Q3. Attempt any THREE Questions out of FIFTEEN. 12 Marks		



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Chairman
Name of the
Chairman
Name of the BOS**

**Sign of the
Offg. Associate Dean
Name of the Associate
Dean
Faculty of Interdisciplinary Studies
Name of the Faculty**

**Sign of the
Offg. Dean
Name of the Offg. Dean
Faculty of
Interdisciplinary Studies
Name of the Faculty**

AC –28/06/204

Item No. – 5.6 (N)

University of Mumbai



Syllabus for Extension Work in Vertical VI - CC

Board of Studies in Extension Work

UG First Year Program

Semester

I

Title of Paper

Credit

Extension Work

2

From the Academic Year

2024-25

Introduction

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

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

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

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

Aim of Extension Work under NEP:

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

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

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

Key objectives of Extension Work under NEP:

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

Extension Work Activities:

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

THE EXTENSION DIMENSION (Reach to Unreached)

The college students are enrolled for extension work and perform various activities for the **social awareness based on various issues / problems in the society such as Save Girl Child, Pollution, Aids, Global Warming, Environment, Tree Plantation, Importance of Education, Illiteracy, Child Labour, Dowry Deaths, Malnutrition, Watershed Management and so many.** The students are creating awareness about these social problems / issues through various activities such as Street Play, Exhibition, Poster Making, Songs, Speech, Survey, Elocution, and participation in Seminar & Conferences. For this purpose, students are going to remote areas and involve the community and make them aware of our role in eradicating social problems faced by the society and trying to convince the people human duties as an ideal citizen.

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers extension work projects encompassing social issues for the student. There are many Extension Work Projects being offered by the department under the two different units for enhancing the employability and IT skills of the student. The projects are given below, for which the details are available on DLLE website at www.mudlle.ac.in.

I) Vocational Career Oriented Projects

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]
4. Skill Development (SD)

II) Community Oriented Projects

1. Population Education Club (PEC)
2. Survey Research
3. Education for All (EFA- NIOS, IDOL)
4. Environment Education
5. Civic Sense (CS)
6. Consumer Guidance

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

ACTIVITIES FOR SEMESTER I = TOTAL 2 Credits

Sr. No.	Unit / Activities	No. of Lectures
1	<p><u>Exhibit your talent (Talent Search Program)</u></p> <p>Talent Search: Need, Aim and Objectives, Nurturing Talent. Usefulness in Extension Work.</p> <p><u>Organizing Talent Search Program.</u></p> <p>The Extension Work Teacher will orient the learners and organize such program during lecture hours.</p> <p style="padding-left: 40px;">A talent search program is a critical component of modern human resource management that compel sensitization of self-awareness. By systematically identifying, attracting, and nurturing talent, the colleges can build a workforce that is capable, diverse, and aligned with their strategic goals to achieve objectives of extension work.</p> <p style="padding-left: 40px;">The following talents / skills are expected from learners to conduct training, extension work and field outreach activities. (Organization, Crowd control, Storytelling, Stage performance (singing, acting, musical instrument playing), Script writing, Poetry composition, Drawing & painting, Collage, Drafting and writing report, PPT presentation and Video Making.</p>	<p>Total 8 Lectures including guidance for preparations and actual conduct of program.</p>
2	<p><u>Organizing & Participation in Training Session and Note Making</u></p> <p>Every learner should attend the training session organized by their college for orientation of annual extension work program. Attendance is compulsory.</p> <p>In this session the learners will be oriented about all the extension work topics / activities as enlisted followed by question-and-answer session.</p> <p>The learner must read resource material and guidelines carefully</p>	

	<p>and understand the structure of Extension Work under NEP 2020 and accordingly plan for participation in various programs, college level and field outreach activities as given below. Documentation of the activity and report preparation needs to be completed by the learners.</p>	
3	<p><u>Self- Introductory Video / Stage Performance</u></p> <p>All learners enrolled in Extension Work subject can make self-introductory video or stage performance (3-4 minutes duration) stating his / her name, college, areas of interest, reason to join Extension Work, goals, why did he / she choose the particular topic /activity, how will he/she perform & achieve his/her objectives etc. followed by 2-page report writing to be submitted to college. Report writing proforma to be prepared by college.</p> <p>In this session the learners will be oriented about making self-introductory video/ stage performance, prior preparations, grooming styles and presentation skills, practice sessions and other requirements.</p>	
4	<p><u>Participation in Activities /Programs</u> as given below.</p> <p>- Organize and participate in activities / programs related to five enlisted social issues / government policies. The Learners will be oriented to following activities and motivated to participate in:</p> <ol style="list-style-type: none"> 1. Seminar /conferences, discussion sessions, debate, rallies 2. Competitions (essay/creative writing, elocution, poster/ video/ rangoli making etc.- Minimum 2 competitions) 3. Extension Work group activities of other groups in the college. 4. Prepare your PPT, design your posters / charts. 5. Survey / short term academic courses / innovative programs. <p>Learners should perform and <u>participate in above activities (Minimum 3)</u> related to enlisted topics and strictly follow the guidelines. All the activities / programs must be related to extension work topics to fulfil the DLLE objectives.</p>	<p>20 Lectures including guidance for practice session, preparations and actual conduct of program.</p>

	<p>The learners will be oriented about <u>any 5 Topics</u> selected by college for awareness under Extension Work. The college may select more than 5 topics if the enrolment of learners is more than 200. The learners will participate in above activities based on these topics selected by college.)</p> <ol style="list-style-type: none"> 1. Maharashtra Policy for women. 2. Status of women in India. / Women achievers of modern India 3. Banking procedures. 4. Legal procedures. 5. Violence against women / Laws protecting women/ Inheritance laws. 6. Child Labour. 7. Environment- pollution and its effect / Save Trees and Natural Resources 8. Water Harvesting. 9. Pollution (Noise pollution / industrial pollution etc.) 10. Issues related to LGBT. 11. HIV –AIDS / Covid 19 etc. 12. Consumer Awareness (Act 2019), Need and Importance 13. E-waste management 14. Stress and Harassment. 15. Global warming 16. Importance of Ethics and Values 17. Old Age Homes / Status of Senior Citizens 18. Distance Education Opportunities 19. First Aid Awareness 20. Election Literacy / Voting rights / Human Rights 	
5	<p><u>Report Writing and Final submission of assignment / report</u></p> <p>The learners will be oriented to prepare final assignment / report of the activities to the college. Present report during the college program. Proforma of Report to be prepared by college.</p> <ul style="list-style-type: none"> - College will organize a program in the hall / classroom for all learners and give them opportunity to present their assignment 	2 Lectures

	/ report with PPT presentation followed by question answer session / test / interview by the college.	
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Evaluation Pattern

Internal Assessment

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

External Assessment

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

Question Paper Pattern

Time: 1.00 Hours

Total Marks 30

Instructions: 1. All questions are compulsory.

2. Figures to the right indicate maximum marks.

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

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

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

References:

- Guidelines for Extension Work published by Department of Lifelong Learning and Extension, University of Mumbai.
- Agricultural Extension: Principles and Methods" by "Ray V. Herren (2008)
- Agricultural Extension by G. S. R. Murthy (2010)
- Introduction to Agricultural Extension by S. S. Acharya (2015)
- Agricultural Extension in Developing Countries by R. W. Snapp (2012)
- Extension Communication and Management by B. M. Panda (2016)

**Sign of BOS Chairman
Prof. Kunal Jadhav
Ad-hoc Board of
Studies in Extension
Work**

**Sign of the Offg.
Associate Dean
Dr. Suchitra Naik
Faculty of
Humanities**

**Sign of the Offg.
Associate Dean
Dr. Manisha Karne
Faculty of
Humanities**

**Sign of the Dean
Prof. Dr. Anil Singh
Faculty of
Humanities**

Sem. – II

Mandatory 1

Programme Name: B. Com (Bachelor of Management Studies)(AICTE)

Course Name: Accounting for Managerial Decisions

Total Credits: 04

Total Marks :100

Internal assessment :40 Semester End Examination:60

Learning Objectives:

- To gain understanding of various aspects of Financial statements.
- To gain understanding of basic aspects of accounting applicable to Managerial Decision Making.

Course Outcomes:

CO1) Understanding the nature and role of the principal financial statements (i.e., the Income Statement, the Statement of Financial Position, the Statement of Cash Flows

CO2) Understanding of the accounting process and fundamental accounting principles that underpin the development of financial statements.

CO3) Analyse and interpret financial statements

CO4) Assessment of the financial performance and position of a company by combining financial analysis with other related business information

CO5) Application of course concepts for analysing and reaching common business management decisions from a financial perspective

Unit 1: Analysis and Interpretation of Financial statements (15 Hours)

- Study of balance sheet of limited companies. Study of Manufacturing, Trading, Profit and Loss A/c of Limited Companies
- Vertical Form of Balance Sheet and Profit & Loss A/c-Trend Analysis, Comparative Statement & Common Size

Unit 2: Ratio analysis and Interpretation (15 Hours)

- Ratio analysis and Interpretation(based on vertical form of financial statements)including conventional and functional classification restricted to:
- Balance sheet ratios: Current ratio, Liquid Ratio, Stock Working capital ratio, Proprietary ratio, Debt Equity Ratio, Capital Gearing Ratio.

- Revenue statement ratios: Gross profit ratio, Expenses ratio, Operating ratio, Net profit ratio, Net Operating Profit Ratio, Stock turnover Ratio, Debtors Turnover , Creditors Turnover Ratio
- Combined ratios: Return on capital Employed (including Long term borrowings), Return on Proprietors fund (Shareholder fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio,
- Different modes of expressing ratios:-Rate, Ratio, Percentage, Number. Limitations of the use of Ratios.

Unit 3: Cash flow statement (15 Hours)

- Preparation of cash flow statement (AccountingStandard-3(revised))

Unit 4: Working capital (15 Hours)

- Working capital-Concept, Estimation of requirements in case of Trading & Manufacturing Organizations.
- Receivables management-Meaning &Importance, Credit Policy Variables, methods of Credit Evaluation(Traditional and Numerical- Credit Scoring); Monitoring the Debtors Techniques [DSO, Ageing Schedule]

Reference Books

- *Srivastava R M, Essentials of Business Finance, Himalaya Publications*
- *Anthony R N and Reece JS. Accounting Principles ,HoomwoodIllinos , Richard D. Irvin*
- *Bhattacharya SK and Dearden J. - Accounting for Management. Text and Cases , New Delhi.*
- *Hingorani NL and ramanthan AR - Management Accounting , New Delhi*
- *Ravi M. Kishore , Advanced management Accounting , Taxmann , NewDelhi*
- *Maheshwari SN - Management and Cost Accounting , Sultan Chand , New Delhi*
- *Gupta , SP - Management Accounting , Sahitya Bhawan , Agra .*

Mandatory 1

Programme Name: BMS (Bachelor of Management Studies)(AICTE)

Course Name: Introduction to Business Mathematics

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objective

- Describe mathematical relations and functions
- Explain the relevance and use of different quantitative models and functions in solving business problems

Course Outcome

CO1) Apply different quantitative models in solving business problems

CO) Describe mathematical relations and functions used in business settings

CO3) Use mathematical tools to make business decisions

Unit 1: Elementary Financial Mathematics (15 Hours)

- Simple and Compound Interest: Interest compounded once a year, more than once a year, continuous, nominal and effective rate of interest
- Annuity-Present and future value-sinking funds
- Depreciation of Assets: Equated Monthly Installments (EMI)- using flat interest rate and reducing balance method.
- Functions: Algebraic functions and the functions used in business and economics, Break Even and Equilibrium point.
- Permutation and Combination: (Simple problems to be solved with the calculator only)

Unit 2: Matrices and Determinants (15 Hours)

- Matrices: Some important definitions and some important results. Matrix operation (Addition, scalar multiplication , matrix multiplication, transpose of a matrix)
- Determinants of a matrix of order two or three: properties and results of Determinants
- Solving a system of linear equations using Cramer's rule
- Inverse of a Matrix (up to order three) using ad-joint of a matrix and matrix inversion method
- Case study: Input Output Analysis

Reference Books:

- ***Mathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge low price editions, 2000.***
- ***Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.***
- ***Business Mathematics, J.K. Singh, 2009, Himalaya Publishing House.***
- ***Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.***
- ***Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGrawHill Publishing Company Ltd***
- ***Business Mathematics by Dr.AmarnathDikshit&Dr.Jinendra Kumar Jain.***
- ***Business Mathematics by Bari - New Literature publishing company, Mumbai***

As Per NEP 2020

University of Mumbai



Syllabus for Basket of Minor	
Board of Studies in Business Economics	
UG First Year Programme	
Semester = II	A) Semester - II
Title of Paper	Credits 2/ 4
I) Introduction to Business Economics	4
II) -----	-
III) -----	-
From the Academic Year	2024 - 2025

MINOR - II

Programme Name: B. Com. (Business Economics)

Course Name: Introduction to Business Economics

Total Credit: 2

University Assessment: 50 Marks

Pre-Requisite: This course provides a basic introduction of Business Economics with particular emphasis on basic tool to understand the subject along with theoretical concepts.

Course Objectives:

- To provide students with a comprehensive understanding of the scope and importance of business economics.
- To enable students to analyze demand and elasticity and market equilibrium, along with the forces behind demand and supply curves and the dynamics of different market forms.
- To develop students' skills in calculating and applying price, income, and cross elasticity of demand, addressing major economic issues.
- To equip students with the knowledge and tools to comprehend economic problems and solutions.

Course Outcome:

CO1: Demonstrate a profound understanding of the scope and importance of business economics, including the ability to analyze economic principles and relations, and apply basic tools in economic scenarios.

CO2: Analyze and interpret demand, elasticity, and market dynamics, showcasing proficiency in understanding the forces influencing demand and supply curves, and the equilibrium in different market structures.

CO3: Apply elasticity concepts to major economic issues, illustrating the ability to calculate and interpret price, income, and cross-elasticity of demand, and assess the paradoxes related to economic variables.

CO4: Develop problem-solving skills in economics, demonstrating a clear understanding of opportunity cost, production possibility frontier, and the role of market mechanisms in resolving economic challenges and achieving equilibrium.

Modules	Units	Lecture Hours
1. Scope and Importance of Business Economics	<p>Introduction to Economics, Nature and Scope, Micro and Macro Economics, Positive and Normative Economics, Meaning of Business Economics, Scope and Importance of Business Economics,</p> <p>Scarcity And Efficiency, Different Types of Firms, The Three Problems of Economic Organizations, Society's Technological Possibilities, Opportunity Cost, The Production Possibility Frontier.</p> <p>Basic Tools Principle-Incremental and Marginal Concepts. Basic Economic Relations - Functional Relations: Equations- How to Read Graphs- Curve- Shifting and Movement along the Curve, Slopes and Lines, Total, Average and Marginal relations</p>	15
2. Demand Analysis and Elasticity	Law of Demand - The Demand Schedule The Demand Curve, Market Demand, Forces behind the Demand Curve, Shifts in	15

	Demand – Law of Supply - The Supply Curve Forces behind the Supply Curve - Shifts in Supply - Market Mechanism – Market Equilibrium with Demand and Supply, How the Market Solve the Three Economic Problems.	
	Price Income and Cross Elasticity of Demand - Calculating Elasticities, Applications to Major Economic Issues - The Paradox of the Bumper Harvest.	
	Forms of Markets - Meaning and Characteristics, Nature of Demand Curve Under Different Markets	

Reference Books:

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)

INTERNAL CONTINUOUS ASSESSMENT: 40% (20 MARKS)

Continuous evaluation pattern		
1	Class Test based on objectives on-line/offline	10 marks
2	Assignment / Project / Presentation	10 marks
3	Book review / Newspaper review (in any language) / Case Study writing	10 marks
	Take best of TWO out of THREE from above	20 Marks

SEMESTER END EXAMINATION: 30 MARKS

Format of Question Paper		
Time: 1 Hour		Marks: 30
Note: 1. Attempt any Two questions out of Three. 2. Figures to the right indicate full marks.		
Q1	Answer the following question (Any 1)	10 Marks
A.		
B.		
Q2	Answer the following question (Any 1)	10 Marks
A.		
B.		
Q2	Write Short Notes (Any 2 out of 3) (5 Marks Each)	10 Marks
A.		
B.		
C.		

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

Sign of the
Offg. Associate Dean
Dr. Ravikant
Balkrishna Sangurde
Faculty of Commerce

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

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Offg. Dean
Prof. Kavita Laghate
Faculty of
Commerce &
Management

As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE	
Board of Studies in Statistics	
UG First Year Programme	
Semester - II	
Title of Paper	Credits 2
I) Introduction to Basic Statistics-II	2 credit
II)	
III)	
From the Academic Year	2024-25

Open Elective-I
Name of the Course: Introduction to Basic Statistics-II

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p>Introduction:</p> <p>Introduction to Basic Statistics-II course is focuses on to equip students with basic theory of probability and standard discrete distributions. Student will learn basic elementary probability theory, discrete random variables and continuous random variables. Also students will be acquiring knowledge about correlation and predictive analysis.</p> <p>This course will be useful for science, humanity and commerce faculty. This course will be offered other than science faculty students which will be very useful to gain knowledge about basic statistics in their field. This course will be applicable to various field to analyze their basic data structure.</p> <p>This course is focuses practical as well as theoretical aspects of basic statistics along with subjects from psychology, Economics, sociology, commerce, Computers , Mathematics , IT etc.</p> <p>There is growing demand for highly skilled statisticians in the 21st century in many fields including government, banking sector, health sciences, veterinary sciences, agricultural sciences, business, and social sciences etc</p>
2	Vertical :	Minor
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks

7	<p>Course Objectives: : Students will be able to,</p> <ol style="list-style-type: none"> 1. Understand difference between random and non-random experiment. 2. Understand the concept of probability and its applications 3. Understand the meaning of continuous and discrete random variable. 4. Understand discrete distributions and their properties. 5. Solve the examples on probability and probability distributions. 						
8	<p>Course Outcomes: On successful completion of this course Students Should be able to,</p> <ol style="list-style-type: none"> 1. Identify the types of events 2. Calculate probabilities and conditional probabilities. 3. Apply the concept of probability in real-life situations. 4. Compute the expectation of the uni-variate discrete random variable. 5. Write probability mass functions (p.m.f.) of various discrete distribution and their real-life applications. 6. Understand the concept and difference between correlation and regression 						
9	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="256 1157 1341 1241" style="text-align: left;">Modules:-</th> <th data-bbox="1341 1157 1446 1241" style="text-align: center;">Lect ures</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1241 1341 1314">Module 1: Elementary Probability Theory</td> <td data-bbox="1341 1241 1446 1314"></td> </tr> <tr> <td data-bbox="256 1314 1341 1988"> <ul style="list-style-type: none"> • Definitions: Trial, random and non-random experiment, sample point and sample space. • Definition of an event and different types of events: complementary event, equally likely events, certain event, impossible event, independent events, mutually exclusive and exhaustive events. • Different definitions of Probability: Classical (Mathematical), Empirical(Statistical) and Axiomatic definitions of Probability. • Conditional probability. • Theorems (without proof) and their applications: <ol style="list-style-type: none"> i. Addition theorem on probability for two and three events ii. Multiplication theorem on probability for two events. iii. Bayes' theorem. <p>Simple examples based on all concepts.</p> <ul style="list-style-type: none"> • Random variable: discrete and continuous random variables. </td> <td data-bbox="1341 1314 1446 1988" style="text-align: center; vertical-align: top;">15</td> </tr> </tbody> </table>	Modules:-	Lect ures	Module 1: Elementary Probability Theory		<ul style="list-style-type: none"> • Definitions: Trial, random and non-random experiment, sample point and sample space. • Definition of an event and different types of events: complementary event, equally likely events, certain event, impossible event, independent events, mutually exclusive and exhaustive events. • Different definitions of Probability: Classical (Mathematical), Empirical(Statistical) and Axiomatic definitions of Probability. • Conditional probability. • Theorems (without proof) and their applications: <ol style="list-style-type: none"> i. Addition theorem on probability for two and three events ii. Multiplication theorem on probability for two events. iii. Bayes' theorem. <p>Simple examples based on all concepts.</p> <ul style="list-style-type: none"> • Random variable: discrete and continuous random variables. 	15
Modules:-	Lect ures						
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<p>Definition and properties of probability mass function . cumulative distribution function.</p> <ul style="list-style-type: none"> • Expectation and variance of a random variable. Theorems and properties on Expectation and variance of random variables without proof. • Raw and Central moments (definition only) and their relationship. (up to order four). • Joint probability mass function of two discrete random variables. Covariance 	
<p>Module 2: Correlation and Regression Analysis.</p>	<p>15</p>
<ul style="list-style-type: none"> • Correlation analysis: Meaning, types of correlation • Scatter Diagram, product moment or Karl Pearson's correlation coefficient and its properties. • Spearman's Rank correlation (With and without ties) • Concept of linear regression, Principle of least squares, fitting of regression lines by method of least squares. • Properties of regression equations. • Relation between regression coefficients and correlation coefficient. • Concept and use of coefficient of determination (R^2). • Introduction of discrete distributions- Discrete Uniform distribution, Binomial distribution, Poisson distribution and their characteristics (without proof) formulae) and their interpretation 	
<p>Reference Books</p> <ul style="list-style-type: none"> • David S. : Elementary Probability, Cambridge University Press. • Hoel P.G. : Introduction to Mathematical Statistics, Asia Publishing House. • Hogg R.V. and Tannis E.P. : Probability and Statistical Inference. McMillan Publishing Co. Co. Inc. • Pitan Jim : Probability, Narosa Publishing House. • Goon A.M., Gupta M.K., Dasgupta B. : Fundamentals of Statistics, Volume II :The World Press Private Limited, Calcutta. 	

- Mukhopadhyay P. An Introduction to the Theory of Probability, World Scientific Publishing Company, 2011.
- Grewal P. S, Methods of Statistical Analysis, Sterling Publishers, 1990
- S.C. Gupta and V.K. Kapoor, Fundamentals of Mathematical Statistics, Sultan Chand and Sons

Format of Question Paper:

Internal Continuous Assessment: (20 marks)

Assignment/viva Quizzes, Class Tests, presentation, project, assignment etc	Class Test	Total
05	15	20

Semester End Examination: (30 marks)

Semester End Examination will be of 30 marks of 01 hour duration covering entire syllabus of the semester. All questions are Compulsory.

Theory Question Paper Pattern:

Q 1	Attempt any one question out of two questions (Module I and II)	Max. marks: 10
Q 2	Attempt any two questions out of three questions (Module I)	Max. marks: 10
Q 3	Attempt any two questions out of three questions (Module II)	Max. marks: 10

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Board of Studies in
Statistics**

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Faculty of Science &
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Syllabus for Basket of OE -1, SEM II	
Board of Studies in <u>Sociology</u> (OE -1)	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2
Basic Concepts in Research	2 Credits
From the Academic Year	2024-2025

Semester- II Open Electives (OE)-1

Basic Concepts in Research

Sr. No.	Heading	Particulars
1	Description of the course :	The course aims to familiarize students with the basic concepts in social research. Students will explore both quantitative and qualitative research and learn various steps in research process and conceptualization of research ideas. The course will equip students with necessary skills to engage in research in future.
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: 1. Introduce basic concepts in research methodology in the social sciences. 2. Address issues related to selecting a research problem. 3. Discuss techniques and tools essential for completing a research project.	
8	Course Outcomes: After completion of the course, learners would be able to: 1. Understand and comprehend the basics in research methodology. 2. Apply research methodology concepts to research and project work. 3. Select an appropriate research design based on the research problem.	

9	<p>Modules:-</p> <p>Module 1: Introduction to Research</p> <ol style="list-style-type: none"> 1. Definition and purpose of research 2. Qualitative research 3. Quantitative research 4. The research process: from idea to publication <p>Module 2: Research Design</p> <ol style="list-style-type: none"> 1. Experimental research designs 2. Exploratory research designs 3. Preparing research proposals: Selection of the topic, Review of literature, Identifying Objectives of the Study, preparing Research Questions 4. Formulation of Hypothesis
10	<p>References:</p> <ol style="list-style-type: none"> 1. Booth, W. C. Colomb, G. G. and Williams, J. M. (2016). <i>The Craft of Research</i>. 4th edition, University of Chicago Press. 2. Bryman, Alan. (2018). <i>Social Research Methods</i>, London: OUP. 3. Creswell, J.W.(2014). <i>Research Methods: A Practical Guide</i>. 9th Edition, Pearson 4. Creswell, J.W.(2014). <i>Research Methods: A Practical Guide</i>. 9th Edition, Pearson. 5. Creswell, J.W. and Creswell, D. J. (2017). <i>Research Design: Qualitative, Quantitative, and Mixed Methods Approaches</i> , 5th edition, SAGE Publications. 6. Creswell, J.W. and Creswell, D. J. (2017). <i>Research Design</i>, New Delhi: SAGE Publications. 7. Ghosh, B.N. (1984). <i>Scientific Method and Social Research</i>, New Delhi: Sterling. 8. Goode, W. J. and Hatt, P. K. (1952). <i>Methods in Social Research</i>, New York: Mc Graw-Hill Book Co. 9. Gupta, S. P. (2012). <i>Statistical Methods</i>, New Delhi: Sultan Chand & Sons. 10. Kothari, C.R. (2004). <i>Research Methodology: Methods and Techniques</i>. New Delhi: New Age International. 11. McNaab, D. (2010). <i>Research Methods for political Science</i>, New York. Routledge. 12. King, G. & et al. (1994). <i>Designing Social Inquiry; Scientific Interference in Social Research</i>, Princeton: Princeton University Press. 13. Mycoff, J. D. (2019). <i>Working with Political Science Research Methods</i>, London: Sage Publications. 14. Pierce, R. (2008). <i>Research methods In Politics: A Practical Guide</i>, New Delhi: Sage Publications. 15. O’Leary, Z. (2010). <i>The Essential Guide to Doing Your Research Project</i>, New Delhi: Sage Publications. 16. Sharma, Prasad and Satyanarayan, P. (1983). (Ed). <i>Research Methods in Social Sciences</i>, New Delhi. Sterling. 17. Somek, B. and Lewin, C. (2005). <i>Research Methods in the Social Sciences</i>, New Delhi. Sage Publications

<p>11</p>	<p>Internal Evaluation : 20 Marks 1-Classroom Presentations/ Assignments - 10 Marks 2-Essay Submission/ Book review/ 10 Marks Field Visit Report / Educational Activity Report</p>
<p>12</p>	<p>Format of Question Paper: for the final examination Time: 1hour Marks: 30 NoteQ.1. Essay Type Questions (Based on Unit I).Marks 15 Q.2. Essay Type Questions (Based on Unit II).Marks 15 Q.3. Short Notes/Problem(Attempt any two out of four Based on all Units).Marks 15</p>

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Dean
Name of the Associate Dean
Name of the Faculty**

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Name of the Faculty**

VSC/ SEC

Programme Name: BMS (Bachelor of Management Studies)(AICTE)

Course Name: Advance Excel for Manager (Theory)

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objectives:

- a) To develop background understanding of Excel based computation skills.
- b) To obtain background knowledge of Excel tools for improved critical thinking, decision-making, and problem-solving skills

Course outcome:

CO1) Understanding use of advanced Excel functions and productivity tools to assist in developing worksheets

CO2) Understanding use of data lists using Outline, Autofilter and PivotTables

CO3) Understanding use of consolidation to summarise and report results from multiple worksheets

CO4) Understanding use of Hyperlinks to move around worksheets.

Unit I: Introduction to MS Excel, Advanced Navigation, Cell Management & Formatting

- The Excel user interface, Working with MS Excel workbook
- Worksheet Management
- Basic Excel terminologies
- Essential navigational controls
- Basic data entry with spreadsheets, cell formatting, borders, etc.
- Protecting Cell & Sheet - importance of Protecting Cell & Sheet

Unit II: Hot keys, Advance Functions, Conditional Formatting, Introduction to Macros

- Shortcut Keys
- Basic Functions, Lookup Functions, Logical If Functions, Financial Functions, Statistical Functions Text Functions, etc
- Modifying worksheets with color
- Conditional Formatting and IF Conditions

- Recording macros that involve formatting & calculations

Reference Books:

- ***Information Technology for Management, 6TH ED (With CD) By Efrain Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)***
- ***Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch***
- ***Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)***
- ***Electronic Commerce - Technologies & Applications. Bharat,Bhaskar***

VSC/ SEC

Programme Name: BMS (Bachelor of Management Studies)(AICTE)

Course Name: Advance Excel for Manager (Data Analysis)

Total Credits: 02

Total Marks :50

Internal assessment :20 Semester End Examination:30

Learning Objectives:

1. To develop Excel based computation skills.
2. To obtain improved critical thinking, decision-making, and problem-solving skills based on Excel tools

Course Outcomes

CO1) Use advanced Excel functions and productivity tools to assist in developing worksheets

CO2) Manipulate data lists using Outline, Autofilter and PivotTables

CO3) Use Consolidation to summarise and report results from multiple worksheets

CO4) Record repetitive tasks by creating Macros

CO5) Use Hyperlinks to move around worksheets.

Unit I: Data Analysis through Charts & Graphs

- Shapes, SmartArt, Creating charts and graphs.
- Creating PivotTables, manipulating Pivot Table, changing calculated value fields, PivotTable Styles
- Grouping, sorting and filtering Pivot Tables, Working with Pivot Charts, use of sliders

Unit II: Data Analysis through Excel, Security & Printing

- What If Analysis
- Using Solver, Linear Programming problem, Transportation Problem, scheduling, Investment Decisions, XLMiner, statistical analysis through XL-Miner
- Securing & Protecting Spreadsheets
- Proofing and Printing

Reference Books:

- *Information Technology for Management, 6TH ED (With CD) By Efraim Turban, Dorothy Leidner, Ephraim Mclean, James Wetherbe (Ch1, Ch2)*
- *Microsoft Office Professional 2013 Step by Step By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch*
- *Tata McGraw Hill Joseph, P.T. : E-commerce An Indian Perspective (Ch-13,Ch-14)*

- ***Electronic Commerce - Technologies & Applications. Bharat, Bhaskar***

Scheme of Assessments for courses of 4 credits (100 Marks)

- The Semester End Examination will be conducted for 60 Marks.
- Internal Assessments will be conducted for 40 Marks.
- The allocation of 40 marks shall be on any three of the following basis :-

Class test, quizzes, mid semester test, project, term paper, presentation etc may be conducted for 40 marks internal continuous assessment.

Note: A Student has to separately secure minimum 40% marks (i.e 24 out of 60) in the internal assessments and secure minimum 40% marks (i.e 16 out of 40) in the Semester End Examination in every course to be declared as Pass.

Scheme of Assessments for courses of 2 credits (50 Marks)

- The Semester End Examination will be conducted for 30 Marks.
- Internal Assessments will be conducted for 20 Marks.
- The allocation of 20 marks shall be on any three of the following basis :-

Class test, quizzes, mid semester test, project, term paper, presentation etc

Note: A Student has to separately secure minimum 40% marks (i.e 12 out of 30) in the internal assessments and secure minimum 40% marks (i.e 8 out of 20) in the Semester End Examination in every course to be declared as Pass.

Scheme of Assessments for courses of 2 credits (50 Marks) Co-Curricular Course

Academia-Industry Relevant Activities 2 credits (50 Marks)

- The Student needs to submit written report on the activities he/she has participated during the semester at the Semester end which will be evaluated by the faculty for 30 Marks
- Internal Assessment will be conducted for 20 Marks:
- The Allocation of 20 marks shall be on successful participation in any 3 of the following basis
 1. Industry Lecture, Seminars, Symposium, and Workshop
 2. Entrepreneurship activities
 3. One day/ half Day industrial visits
 4. Any other similar industry-academia activity

Field Project 2 credits (50 Marks)

- Report submission of minimum 40-50 pages
- Students need to complete primary data based field projects in any area of Major or Minor

of the BMS program.

- The institute will have to assign a faculty mentor
- The evaluation of the course will be based on the project report submitted by the student followed by viva-voce examination
- 30 marks external examiner for viva/presentation- 20 marks for report

AC – 20.04.2024
Item No. – 5.6 (N) Sem II (1a)

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in Marathi	
UG First Year Programme	
Semester	II
Title of Paper	Credits
लेखन कौशल्ये १- (कार्यालयीन लेखनव्यवहार आणि पत्रव्यवहार)	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p style="text-align: center;">लेखन कौशल्ये१- (कार्यालयीन लेखनव्यवहार आणि पत्रव्यवहार)</p> <p>लेखन ओळख ते लेखन कौशल्य हा बराच मोठा प्रवास आहे. वाचन आणि लेखनाच्या सरावाने, लेखन कौशल्य विकसित करता येते. बहुतेक वेळा आपण मिळवलेले ज्ञान हे लिखित स्वरूपात मांडावे लागते. त्यासाठी आपण लेखन कौशल्याचे योग्य उपयोजन करतो. लेखन म्हणजे मजकूर तंतोतंत उतरवणे नव्हे. एखादे निवेदन, वृत्त, निबंध, पुस्तकाची टिपणे, अर्ज यांसाठी लेखन आवश्यक असते. कार्यालयीन पत्रव्यवहार, कार्यवृत्ते, नोंदी, जाहिरात, टिप्पणी ही सर्व उपयोजित लेखन कौशल्ये आहेत. कार्यालयीन पत्रव्यवहार करणे हे एक वेगळ्या प्रकारचे कौशल्य आहे. त्यातील काही उपयोजन कौशल्यांचा विचार या अभ्यासपत्रिकेत अपेक्षित आहे. कार्यालयीन लेखन व्यवहार आणि पत्रव्यवहार या अभ्यासपत्रिकेत शिकविला जाईल.</p>
2	Vertical :	Ability Enhancement Course
3	Type :	Theory + Practical
4	Credit:	02 (1 credit = 15 Hours for Theory in a semester)
5	Hours Allotted :	30
6	Marks Allotted:	50
7	Course Objectives: (List some of the course objectives) १. कार्यालयीन लेखन व्यवहार स्वरूप समजावून सांगणे. २. कार्यालयीन पत्रव्यवहाराचे स्वरूप समजावून सांगणे. ३. प्रभावी कार्यालयीन लेखनासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे.	
8	Course Outcomes: (List some of the course outcomes) १. विद्यार्थ्यांना कार्यालयीन लेखन व्यवहाराचे स्वरूप समजेल. २. विद्यार्थ्यांना कार्यालयीन पत्रव्यवहाराचे स्वरूप समजेल. ३. प्रभावी कार्यालयीन लेखनासाठी आवश्यक असणाऱ्या तंत्रांचा विद्यार्थ्यांना परिचय होईल.	
9	Modules:- Per credit One module can be created घटक एक घटक एक : कार्यालयीन लेखनव्यवहार - १. जाहीर निवेदन आणि माहितीपत्रक २. इतिवृत्त लेखन ३. टिप्पणी लेखन (६० मिनिटांच्या १५ तासिका) श्रेयांकन १.	

घटक दोन : घटक दोन : पत्रव्यवहार -२	
<p>१.कार्यालयीन/प्रशासनिक पत्र</p> <p>२. नोकरीसाठी अर्जलेखन</p> <p>३. पत्रात्मक लेखन : नवी रूपे (शुभेच्छा, निमंत्रण)</p> <p>(६० मिनिटांच्या १५ तासिका) श्रेयांकन १.</p>	
10	Text Books: N.A.
11	Reference Books: संदर्भसूची : <ol style="list-style-type: none"> १. प्रशासनिक लेखन, भाषा संचालनालय, महाराष्ट्र शासन, मुंबई, १९६६ २. भाषिक सर्जन आणि उपयोजन, राजन गवस, अरुण शिंदे, गोमटेश्वर पाटील, दर्या प्रकाशन, पुणे, २०१२ ३. परब प्रकाश, व्यावहारिक मराठी, मिथुन प्रकाशन, डोंबिवली पूर्व, मुंबई, १९८९ ४. नाईक सदानंद, राजभाषा मराठी, व्यावहारिक मराठी, प्रका-नागरी सेवा प्रबोधिनी, मुंबई, २००२ ५. तावरे स्नेहल (संपा.), व्यावहारिक मराठी, स्नेहवर्धन प्रकाशन, पुणे, चौथी आवृत्ती, २०११ ६. केतकी मोडक, संतोष शेणई, सुजाता शेणई (संपा.), उपयोजित मराठी, पद्मगंधा प्रकाशन, २०१२ ७. नसीराबादकर ल. रा., व्यवहारिक मराठी, भाषा विकास संशोधन संस्था, कोल्हापूर २०२३
12	Internal Continuous Assessment: 40%
	External, Semester End Examination 60% Individual Passing in Internal and External Examination
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. (at least 3)
	अंतर्गत चाचणी परीक्षा : २० गुण चाचणी परीक्षा /लेखी/ ऑनलाईन/ प्रकल्प/ गृहपाठ - २० गुण
14	Format of Question Paper: for the final examination बहिर्गत परीक्षा ३० गुण (वेळ एक तास) <ul style="list-style-type: none"> ● एकूण तीन प्रश्न विचारावेत. ● प्रत्येक घटकावर अंतर्गत पर्याय असलेले प्रत्येकी १० गुणांचे दोन प्रश्न विचारावेत. ● तिसरा प्रश्न हा घटक १ आणि २ वर आधारित अंतर्गत पर्यायासह दोन टीपा/लघुप्रश्न स्वरूपाचा असावा.

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Name of the Associate
Dean
Name of the Faculty

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Name of the Offg. Dean
Name of the Faculty

As Per NEP 2020

University of Mumbai



Syllabus for Basket of AEC	
Board of Studies in HINDI	
UG First Year Programme	
Semester	II
Title of Paper	Credits
हिन्दी भाषा : कौशल के आधार	2
From the Academic Year	2024-25

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p style="text-align: center;">हिन्दी भाषा : कौशल के आधार</p> <p>हिंदी राजभाषा होने के साथ-साथ भारत में बोलीजने वाली एक प्रमुख भाषा है। भारत के अधिकांश निवासी और यहां तक कि भारत के बाहर बसनेवाले भारतवंशी भी अपने दैनिक आपसी वार्तालाप, कार्य-व्यवहार में हिंदी भाषा का ही प्रयोग करते हैं। विश्व की प्रमुख पांच भाषाओं के अंतर्गत हिंदी का अस्तित्व है, इस दृष्टि से हिंदी को लेकर विभिन्न प्रकार के कौशल सीखे और सिखाए जा सकते हैं। विद्यार्थियों के लिए हिंदी एक सामान्य भाषा होने के साथ विशेष भाषा तब बन जाती है जब वह हिंदी के माध्यम से अपने कौशल में अभिवृद्धि करें, हिंदी के माध्यम से रोजगार के कई अवसरों को प्राप्त करें। इस दृष्टि से पाठ्यक्रम अत्यंत लाभवर्धक और उपयोगी सिद्ध होगा। हिंदी भाषा में कौशल विकास की असीम संभावनाएं हैं और कौशल के विभिन्न आयाम जुड़े हुए हैं जो अलग-अलग दिशाओं में देखे जा सकते हैं। पाठ्यक्रम विद्यार्थियों में लेखन, वाचन कौशल की अभिवृद्धि करने के साथ रोजगारपरक अवसर प्रदान करता है।</p>
2	Vertical :	Open Elective
3	Type :	Theory
4	Credit:	2 credits (1 credit = 15 Hours for Theory in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: (List some of the course objectives) <ol style="list-style-type: none"> 1. विद्यार्थियों को लेखन, वाचन कौशल का ज्ञान देना एवं रोजगार के अवसरों से जोड़ना। 2. विद्यार्थियों को लेखन, वाचन कौशल से परिचय करते हुए अभिव्यक्ति की शैलियों का विकास करना। 3. विद्यार्थियों को भाषण कला के विविध रूपों को समझाना, मौलिकता में अभिवृद्धि लाना एवं विशेषज्ञता दिलाना। 4. विद्यार्थियों को श्रवण कौशल की विशेषताओं से परिचय कराते हुए श्रवण कौशल के लाभों से अवगत कराना। 	

8	<p>Course Outcomes: (List some of the course outcomes)</p> <p>CO-1) विद्यार्थियों को लेखन, वाचन कौशल के ज्ञान प्राप्ति के साथ मौलिक अभिव्यक्ति में बदलाव आएगा।</p> <p>CO-2) विद्यार्थियों का लेखन, वाचन कौशल द्वारा मानसिक विकास होगा, पठन-शक्ति, शैली का विकास होगा।</p> <p>CO-3) विद्यार्थियों को लेखन, भाषण कौशल से भाषिक-शक्ति, शैलियों का संवर्धन होगा विशेषज्ञता आएगी।</p> <p>CO-4) विद्यार्थियों को लेखन, वाचन, श्रवण, भाषण कौशल की विशेषताओं और उपयोगिता का ज्ञान प्राप्त होगा।</p>									
9	<p>Modules:-</p> <table border="1" data-bbox="248 695 1518 1438"> <thead> <tr> <th data-bbox="248 695 467 751">इकाई</th> <th data-bbox="467 695 1255 751">पाठ</th> <th data-bbox="1255 695 1518 751">व्याख्यान संख्या</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 751 467 1098">इकाई -1</td> <td data-bbox="467 751 1255 1098"> 1. लेखन कौशल का अर्थ एवं स्वरूप 2. लेखन कौशल की उपयोगिता एवं महत्व 3. लेखन कौशल की विधियाँ 4. लेखन कौशल के भेद एवं विशेषताएँ 5. वाचन कौशल का अर्थ, स्वरूप एवं विशेषताएँ 6. वाचन कौशल की उपयोगिता 7. वाचन कौशल की विधियाँ एवं विशेषताएँ </td> <td data-bbox="1255 751 1518 1098">व्याख्यान- 15 क्रेडिट- 01</td> </tr> <tr> <td data-bbox="248 1098 467 1438">इकाई -2</td> <td data-bbox="467 1098 1255 1438"> 8. भाषण कौशल का अर्थ एवं स्वरूप 9. भाषण कौशल का महत्व एवं उपयोगिता 10. भाषण कौशल की विशेषताएँ 11. भाषण कौशल की विधियाँ 12. श्रवण कौशल का अर्थ एवं स्वरूप 13. श्रवण कौशल का महत्व एवं उपयोगिता 14. श्रवण कौशल की विशेषताएँ </td> <td data-bbox="1255 1098 1518 1438">व्याख्यान- 15 क्रेडिट- 01</td> </tr> </tbody> </table>	इकाई	पाठ	व्याख्यान संख्या	इकाई -1	1. लेखन कौशल का अर्थ एवं स्वरूप 2. लेखन कौशल की उपयोगिता एवं महत्व 3. लेखन कौशल की विधियाँ 4. लेखन कौशल के भेद एवं विशेषताएँ 5. वाचन कौशल का अर्थ, स्वरूप एवं विशेषताएँ 6. वाचन कौशल की उपयोगिता 7. वाचन कौशल की विधियाँ एवं विशेषताएँ	व्याख्यान- 15 क्रेडिट- 01	इकाई -2	8. भाषण कौशल का अर्थ एवं स्वरूप 9. भाषण कौशल का महत्व एवं उपयोगिता 10. भाषण कौशल की विशेषताएँ 11. भाषण कौशल की विधियाँ 12. श्रवण कौशल का अर्थ एवं स्वरूप 13. श्रवण कौशल का महत्व एवं उपयोगिता 14. श्रवण कौशल की विशेषताएँ	व्याख्यान- 15 क्रेडिट- 01
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इकाई -2	8. भाषण कौशल का अर्थ एवं स्वरूप 9. भाषण कौशल का महत्व एवं उपयोगिता 10. भाषण कौशल की विशेषताएँ 11. भाषण कौशल की विधियाँ 12. श्रवण कौशल का अर्थ एवं स्वरूप 13. श्रवण कौशल का महत्व एवं उपयोगिता 14. श्रवण कौशल की विशेषताएँ	व्याख्यान- 15 क्रेडिट- 01								
10	<p>संदर्भ ग्रंथ सूची -</p> <ol style="list-style-type: none"> 1. हिंदी भाषा शिक्षण के विविध आयाम - प्राध्यापक डॉ. राठौर, किनले एडिशन 2. अभिनव पत्र लेखन - डॉ अनिल सिंह 3. हिंदी के व्यावहारिक रूप - डॉ संतोष मोटवानी, परिदृश्य प्रकाशन, मुंबई 4. हिंदी भाषा लेखन कौशल - गुलीबाबा पब्लिकेशन प्राइवेट लिमिटेड 									

11	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination
12	<p>Continuous Evaluation through: <u>मूल्यांकन प्रारूप</u> आंतरिक मूल्यांकन- 20- अंक</p> <p>रचनात्मक कार्य, प्रकल्प इत्यादि- 10 अंक, कक्ष शिक्षण के दौरान सहभागिता इत्यादि - 05 अंक अकादमिक, व्यावसायिक एवं कौशल संवर्धन गतिविधियाँ- 05 अंक कुलयोग -20 अंक</p>	
13	<p>Format of Question Paper: <u>बाह्य मूल्यांकन- लिखित परीक्षा- 30- अंक</u></p> <p><u>निम्नलिखित तीन में से किन्हीं दो प्रश्नों के उत्तर लिखिए</u></p>	<p>परीक्षा अवधि- 01 घंटा</p> <p><u>30 अंक</u></p> <p>कुलयोग- 30 अंक</p>



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AC –
Item No. –

As Per NEP 2020

University of Mumbai



Syllabus for Basket of VES	
Board of Studies in Value Education	
UG First Year Programme	
Semester	II
Title of Paper	Credits 2
I) Environmental Management & Sustainable Development -II	
From the Academic Year	2024-25

**Name of the Course: Environmental Management
& Sustainable Development -II**

Sr. No.	Heading	Particulars
1	Description the course : Including but Not limited to :	<p>This introductory course explores the interconnectedness of our environment and the challenges it faces. Designed for students from all faculties, it equips you with a foundational understanding of:</p> <ul style="list-style-type: none"> • Ecosystems and biodiversity: Explore the intricate web of life on Earth and the importance of species diversity. • Human impact: Analyse how human activities affect natural resources, climate, and pollution. • Sustainability: Discover principles for living in harmony with the environment and meeting our needs without compromising future generations. <p>Regardless of major, environmental awareness is crucial. This course empowers learner to:</p> <ul style="list-style-type: none"> • Become an informed citizen: Make responsible choices and advocate for environmental protection. • Understand complex environmental issues: Gain a holistic view of challenges like climate change and pollution. <p>Explore solutions and career paths: Discover potential careers in environmental management, conservation, or sustainable development.</p>
2	Vertical :	Open Elective
3	Type :	Theory / Practical
4	Credit:	2 credits / (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester)
5	Hours Allotted :	30 Hours
6	Marks Allotted:	50 Marks
7	<p>Course Objectives:</p> <p>1. To create and disseminate knowledge to the students about environmental problems at local, regional and global scale.</p> <p>2. To introduce about ecosystems, biodiversity and to make aware for the need of</p>	

	<p>conservation.</p> <p>3. To sensitize students towards environmental concerns, issues, and impacts of human population.</p> <p>4. To prepare students for successful career in environmental departments, research institutes, industries, consultancy, and NGOs, etc.</p>
8	<p>Course Outcomes:</p> <p>1. Use principles of Environmental Science for explaining sustainable development and its related ethical concerns</p> <p>2. Display scientific perspective for issues confronting our present day environment.</p> <p>3. Analyze the national and global environmental issues relating air, water, soil, and land use, biodiversity, and pollution.</p> <p>4. Explain the Role of an individual in relation to human population and environmental pollution.</p> <p>5. Recognize the importance of collective efforts for environmental sustainability as reflected in various treaties, conventions and laws</p>
9	<p>Modules:-</p> <p>Unit I: Environmental Pollution and Health (8 lectures)</p> <p>Understanding pollution: Production processes and generation of wastes; Assimilative capacity of the environment; Definition of pollution; Point sources and non-point sources of pollution.</p> <p>Air pollution: Sources of air pollution; Primary and secondary pollutants; Criteria pollutants- carbon monoxide, lead, nitrogen oxides, ground-level ozone, particulate matter and Sulphur dioxide; Other important air pollutants- Volatile Organic compounds (VOCs), Peroxyacetyl Nitrate (PAN), Polycyclic aromatic hydrocarbons (PAHs) and Persistent organic pollutants (POPs); Indoor air pollution; Adverse health impacts of air pollutants; National Ambient Air Quality Standards.</p> <p>Water pollution: Sources of water pollution; River, lake and marine pollution, groundwater pollution; water quality parameters and standards; adverse health impacts of water pollution on human and aquatic life.</p> <p>Soil pollution and solid waste: Soil pollutants and their sources; Solid and hazardous waste; Impact on human health.</p> <p>Noise pollution: Definition of noise; Unit of measurement of noise pollution; Sources of noise pollution; Noise standards; adverse impacts of noise on human health.</p> <p>Thermal and Radioactive pollution: Sources and impact on human health and ecosystems.</p> <p>Unit II: Environmental Management (7 lectures)</p> <p>Introduction to environmental laws and regulation: Constitutional provisions- Article 48A, Article 51A (g) and other derived environmental rights; Introduction to environmental legislations on the forest, wildlife and pollution control.</p> <p>Environmental management system: ISO 14001</p> <p>Life cycle analysis; Cost-benefit analysis</p> <p>Pollution control and management; Waste Management- Concept of 3R (Reduce, Recycle and Reuse) and sustainability; Ecolabeling /Ecomark scheme. Introduction to Millennium Development Goals, Sustainable Development Goals, & Mission Life.</p>

	<p>Unit III: Environmental Treaties and Conventions (8 lectures)</p> <p>1) Major International Environmental Agreements: Stockholm Conference on Human Environment, 1972, Ramsar Convention on Wetlands, 1971, Montreal Protocol, 1987, Basel Convention (1989), Earth Summit at Rio de Janeiro, 1992, Kyoto Protocol, 1997, Earth Summit at Johannesburg, 2002.</p> <p>2) Major Indian Environmental Legislations: The Wild Life (Protection) Act, 1972; The Water (Prevention and Control of Pollution) Act, 1974; The Forest (Conservation) Act, 1980; The Air (Prevention and Control of Pollution) Act, 1981; The Environment (Protection) Act, 1986; The Biological Diversity Act, 2002</p>
	<p>Unit IV: Case Studies and Field Survey (7 lectures)</p> <p>The students are expected to be engaged in some of the following or similar identified activities:</p> <ul style="list-style-type: none"> • Discussion on one national and one international case study related to the environment and sustainable development. • Field visits to identify local/regional environmental issues, make observations including data collection and prepare a brief report. • One student one tree initiative. • Documentation of campus biodiversity. • Campus environmental management activities such as solid waste disposal, water management, and sewage treatment.
10	<p>Text Books</p> <ol style="list-style-type: none"> 1. Ahluwalia, V. K. (2015). Environmental Pollution, and Health. The Energy and Resources Institute (TERI). 2. Central Pollution Control Board Web page for various pollution standards. https://cpcb.nic.in/standards/ 3. Masters, G. M., & Ela, W. P. (2008). Introduction to environmental engineering and science (No. 60457). Englewood Cliffs, NJ: Prentice Hall. 4. Jørgensen, Sven Marques, Erik João Carlos and Nielsen, Søren Nors (2016) Integrated Environmental Management, A transdisciplinary Approach. CRC Press. 5. Barrow, C. J. (1999). Environmental management: Principles and practice. Routledge. 6. Theodore, M. K. and Theodore, Louis (2021) Introduction to Environmental Management, 2nd Edition. CRC Press. 7. Richard A. Marcantonio, Marc Lame (2022). Environmental Management: Concepts and Practical Skills. Cambridge University Press. 8. UNEP (2007) Multilateral Environmental Agreement Negotiator's Handbook, University of Joensuu, ISBN 978-952-458-992-5 9. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions & Programmes. https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf 10. Ministry of Environment, Forest and Climate Change (2019) A Handbook on International Environment Conventions & Programmes. https://moef.gov.in/wp-content/uploads/2020/02/convention-V-16-CURVE-web.pdf 11. India Code – Digital repository of all Central and State Acts: https://www.indiacode.nic.in/ 12. University Grants Commission, D.O.No.F. 14-5/2015(CPP-II) dated 2nd August 2019.

12	Internal Continuous Assessment: 40%	Semester End Examination : 60%
13	Continuous Evaluation through: Quizzes, Class Tests, presentation, project, role play, creative writing, Field Visits, Case Studies, assignments, One Student one tree initiative etc. (at least 4)	
14	<p>Format of Question Paper: for the final examination For OE: External - 30 Marks (2 Credits) Internal - 20 Marks Question Paper Format for 30 Marks Format of Question Paper: 30 Marks per paper Semester End Theory Examination:</p> <p>1. Duration - These examinations shall be of one hour and 30 minutes duration. 2. Theory question paper pattern: There shall be 04 questions each of 10 marks out of which students will attempt ANY THREE</p>	

Signature:
Prof. Kavita Laghate
Chairman of Board of Studies in Value Education

AC -28/06/2024

Item No. - 5.7 (N)

University of Mumbai



Syllabus for Extension Work in Vertical VI - CC

Board of Studies in Extension Work

UG First Year Program

Semester

II

Title of Paper

Credit

Extension Work

2

From the Academic Year

2024-25

Introduction

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

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

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

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

Aim of Extension Work under NEP:

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

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

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

Key objectives of Extension Work under NEP:

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

Extension Work Activities:

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

THE EXTENSION DIMENSION (Reach to Unreached)

The college students are enrolled for extension work projects and perform various activities for the **social awareness based on various issues / problems in the society such as Save Girl Child, Pollution, Aids, Global Warming, Environment, Tree Plantation, Importance of Education, Illiteracy, Child Labour, Dowry Deaths, Malnutrition, Watershed Management and so many.** The students are creating awareness about these social problems / issues through various activities such as Street Play, Exhibition, Poster Making, Songs, Speech, Survey, Elocution, and participation in Seminar & Conferences. For this purpose, students are going to remote areas and involve the community and make them aware of our role in eradicating social problems faced by the society and trying to convince the people human duties as an ideal citizen.

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers extension work projects encompassing social issues for the student. There are many Extension Work Projects being offered by the department under the two different units for enhancing the employability and IT skills of the student. The projects are given below for which the details are available on DLLE website at www.mudlle.ac.in

I) Vocational Career Oriented Projects

1. Career Project [CP]
2. Industry Orientation Project [IOP]
3. Anna Poorna Yojana [APY]
4. Skill Development (SD)

II) Community Oriented Projects

1. Population Education Club (PEC)
2. Survey Research
3. Education for All (EFA- NIOS, IDOL)
4. Environment Education
5. Civic Sense (CS)
6. Consumer Guidance

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

ACTIVITIES FOR SEMESTER II = 2 Credits

Sr. No.	Unit	No. of Lectures
1.	<p><u>Organising & Participation in Training Session</u></p> <p>Every learner should attend the orientation / training session organised by their college for orientation of annual extension work program. Attendance is compulsory. In this session the learners will be oriented about the activities to be conducted during the semester followed by question-and-answer session. The learner must read resource material and guideline carefully and plan his / her activities for the semester during academic year.</p>	2 Lectures
2.	<p><u>Participation in Project /Activities</u> (as given below)</p> <p>In this session learners will be oriented about any 5 Topics selected by college (preferably which are not taken in Semester 1) for awareness under Extension Work. The college may select more than 5 topics if the enrolment of learners is more than 200. The learners will participate in activities based on these topics selected by college.)</p> <ol style="list-style-type: none"> 1. Maharashtra Policy for women. 2. Status of women in India. / Women achievers of modern India 3. Banking procedures. 4. Legal procedures. 5. Violence against women / Laws protecting women/ Inheritance laws. 6. Child Labour. 7. Environment- pollution and its effect / Save Trees and Natural Resources 8. Water Harvesting. 	22 Lectures including guidance for practice session, preparations and actual conduct of program.

9. Pollution (Noise pollution / industrial pollution etc.)
10. Issues related to LGBT.
11. HIV –AIDS / Covid 19 etc.
12. Consumer Awareness (Act 2019), Need and Importance
13. E-waste management
14. Stress and Harassment.
15. Global warming
16. Importance of Ethics and Values
17. Old Age Homes / Status of Senior Citizens
18. Distance Education Opportunities
19. First Aid Awareness
20. Voting rights / Human Rights

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

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

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

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

Evaluation Pattern

Internal Assessment

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

External Assessment

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

Question Paper Pattern

Time: 1.00 Hours

Total Marks 30

Instructions: 1. All questions are compulsory.

2. Figures to the right indicate maximum marks.

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

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

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

References:

- Guidelines for Extension Work published by Department of Lifelong Learning and Extension, University of Mumbai.
- Agricultural Extension: Principles and Methods" by "Ray V. Herren (2008)
- Agricultural Extension by G. S. R. Murthy (2010)
- Introduction to Agricultural Extension by S. S. Acharya (2015)
- Agricultural Extension in Developing Countries by R. W. Snapp (2012)
- Extension Communication and Management by B. M. Panda (2016)

**Sign of BOS Chairman
Prof. Kunal Jadhav
Ad-hoc Board of
Studies in Extension
Work**

**Sign of the Offg.
Associate Dean
Dr. Suchitra Naik
Faculty of
Humanities**

**Sign of the Offg.
Associate Dean
Dr. Manisha Karne
Faculty of
Humanities**

**Sign of the Dean
Prof. Dr. Anil Singh
Faculty of
Humanities**

Question Paper Pattern

(Theoretical Courses) (60 Marks)

Maximum Marks: 60 Questions to be set:

05 Duration: 2 Hrs.

All Questions Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions A) Sub Questions to be asked 7 and to be answered any 05 B) Sub Questions to be asked 7 and to be answered any 05 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	10 Marks
Q-2	Full Length Practical Question OR	10 Marks
Q-2	Full Length Practical Question	10 Marks
Q-3	Full Length Practical Question OR	10 Marks
Q-3	Full Length Practical Question	10 Marks
Q-4	Full Length Practical Question OR	10 Marks
Q-4	Full Length Practical Question	10 Marks
Q-5	Full Length Practical Question OR	10 Marks
Q-5	Full Length Practical Question	10 Marks
Q-6	Short Notes To be asked 05 To be answered 02	10 Marks

Question Paper Pattern

(Theoretical Courses) (30 Marks)

Maximum Marks: 30 Questions to be set:

05 Duration: 1 Hrs.

All Questions Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	A) Objective Questions Sub Questions to be asked 7 and to be answered any 05 (*Multiple choice / True or False / Match the columns/Fill in the blanks) B) Short Notes To be asked 03 To be answered 01	5 Marks 05 Marks
Q-2	Full Length Practical Question OR	10 Marks
Q-2	Full Length Practical Question	10 Marks
Q-3	Full Length Practical Question OR	10 Marks
Q-3	Full Length Practical Question	10 Marks

Conversion of Marks to Grades

A 10 Grade Point Scale system will be followed. Each term work module will be evaluated in terms of marks first and then to letter grades as shown below:

Semester GPA/ Program CGPA Semester/ Program	% of Marks	Alpha-Sign/ Letter Grade Result
9.00-10.00	90.0-100	O (Outstanding)
8.00<9.00	80.00<90.00	A+ (Excellent)
7.00<8.00	70.00<80.00	A (Very Good)
6.00<7.00	60.00<70.00	B+ (Good)
5.50<6.00	55.00<60.00	B (Above average)
5.00<5.50	50.00<55.00	C (Average and Pass)
4.00<5.00	40.00<50.00	Pass
Below 4.00	Below 40	F (Fail)
Ab (Absent)	--	Absent

(1) SGPA/ CGPA Calculation

Semester Grade Point Average (SGPA)

$$\text{SGPA (Si)} = \frac{[\sum C_i \times G_i]}{(\sum C_i)}$$

Where, c_i is the number of credits of the i^{th} course and G_i is the grade points scored by the student in the i^{th} course.

Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{[\sum C_i \times S_i]}{(\sum C_i)}$$

Where S_i is the SGPA of the i^{th} semester and c_i is the total number of credits in that semester.

Appendix B

Justification for BMS (AICTE)

1.	Necessity for starting the course:	<ul style="list-style-type: none">• To expose the learners to fundamentals of concept testing in the field of management studies.• To equip the students through a bottom-up approach in understanding the global perspectives of managerial aspects in the economy.• To provide a fillip to employability of learners through exploring the various dimensions of management studies.
2.	Whether the UGC has recommended the course:	Yes Under AICTE
3.	Whether all the courses have commenced from the academic year 2023-24	2024-25
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?:	Yes
5.	To give details regarding the duration of the Course and is it possible to compress the course?:	Yes
6.	The intake capacity of each course and no. of admissions given in the current academic year:	60
7.	Opportunities of Employability / Employment available after undertaking these courses:	Yes



**Sign of the BOS Chairman
Prof. Dr. Kanchan Fulmali**

**Sign of the
Offg. Associate Dean
Prin. KishoriBhagat
Faculty of Commerce
&Management**

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