

Sem - IV

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper: Financial Accounting - IV

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	<p>This comprehensive course provides an in-depth understanding of corporate accounting practices and financial operations under the Companies Act, 2013. Designed for accounting and finance students, the program covers essential aspects of company financial statements preparation, redemption of preference shares and debentures, and buy-back of securities. Through practical problem-solving and case studies, students gain hands-on experience in preparing statutory financial documents in compliance with Schedule III requirements.</p> <p>The course holds significant relevance in today's corporate environment, where adherence to statutory financial reporting norms is crucial. Participants will develop specialized skills in handling complex corporate transactions, making them valuable assets for accounting firms, corporate finance departments, and regulatory compliance roles. The curriculum's practical orientation ensures immediate applicability in real-world scenarios, particularly in public accounting practices and corporate financial reporting.</p>
2	Vertical:	Major
3	Type:	Theory

4	Credit:	4 credits (1 credit = 15 Hours for Theory)
5	Hours Allotted:	60 Hours
6	Marks Allotted:	100 Marks
7	Course Objectives: <ul style="list-style-type: none"> • To evaluate and prepare the financial statements of a company prepared according to Schedule III of the Companies Act, 2013, to assess its financial health. • To calculate the minimum fresh issue of shares required to redeem preference shares, demonstrating an understanding of the provisions of Section 55 of the Companies Act, 2013. • To explain the provisions of Section 71 (1) and (4) of the Companies Act, 2013, and apply the Companies Rules to calculate the Debenture Redemption Reserve (DRR) and redemption procedure. • To explain the provisions Section 68 and 70 of the Companies Act, 2013 and comprehend the accounting treatment of buy back of securities. 	
8	Course Outcomes: <ul style="list-style-type: none"> • The learners will be able to prepare a complete set of financial statements, including the Profit and Loss Statement and Balance Sheet, for a given company based on provided data and in compliance with Schedule III of the Companies Act, 2013. • The learner will be able to prepare journal entries and balance sheet to reflect the redemption of preference shares using the appropriate methods and accounting treatment. • The learner will be able to construct journal entries, ledger accounts, and a partial balance sheet to record the redemption of debentures using different methods • The learner will be able to construct journal entries, ledger accounts, and a balance sheet to record the buyback of securities. 	

Note: Use the latest amendments as available pertaining to latest previous year.

Modules: - 04

Module 1: Introduction to Company Accounts

- Meaning of Company, Types of Company, Maintenance of Books of Accounts
- List of Statutory Books to be maintained by Public Company under Companies Act 2013.
- Financial Statements of the Company:
- Schedule III of the Companies Act, 2013
- Preparation of Profit and Loss Statement Part II of Schedule III
- Preparation of Balance Sheet Part I of Schedule III
- Preparation of Final accounts of the Company

Module 2: Redemption of Preference Shares

- Meaning of Redemption and the purpose of issuing redeemable preference shares
- Provisions of the Companies Act, 2013 regarding preference shares and their redemption.
- Methods of redemption of fully paid-up preference shares by i) Fresh issue of shares; ii) Capitalisation of divisible or undistributed profits and iii) Combination of both i) and ii)
- Understanding Creation of Capital Redemption Reserve
- Accounting treatment for redemption of i) fully paid-up preference shares; ii) partly called-up preference shares; and iii) fully called-up but partly paid-up preference shares.
- Problem sums based on Redemption of Preference Shares

9

Module 3: Redemption of Debentures

- Meaning of Redemption of Debentures
- Requirement of creation of a Debenture Redemption Reserve and creation of Debenture Redemption Fund (making investment for purpose of redemption of debentures)
- Various methods of redemption of debentures.
- Accounting treatment of redemption of debentures
- Problem sums based on redemption of debentures

Module 4: Buy-Back of Securities

- Meaning of Buy-Back of Securities
- Accounting treatment of buy-back of securities
- Provisions of the Companies Act regarding buy-back of securities
- Problem sums based on Buy-Back of Securities

Reference Books:

1. Introduction to Accountancy T.S. Grewal S. Chand and Co. (P) Ltd., New Delhi
2. Advanced Accounts Shukla and Grewal S. Chand and Co. (P) Ltd., New Delhi
3. Advanced accountancy R.L. Gupta and M. Radhaswamy S. Chand and Co. (P) Ltd., New Delhi
4. Modern Accountancy Mukerjee and Hanif Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Jain, S. P., & Narang, K. L. (2018). Advanced accountancy (10th ed.). Kalyani Publishers.
6. Tulsian, P. C. (2018). *Corporate accounting*. S. Chand Publishing.
7. Ruchi, G., & Chaturvedi, R. (2019). *Accounting for management*. Taxmann Publications.
8. Maheshwari, S. N., & Maheshwari, S. K. (2018). *Corporate accounting*. Vikas Publishing House.

10

11

Internal Continuous Assessment: 40%

**External, Semester End Examination
60% Individual Passing in Internal
and External Examination**

12

Continuous Evaluation through:

	Assessment/Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	20
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10

Semester End External – 60 Marks

Time – 2 Hours

Attempt any 4 out of 6 questions

Question No.	Questions	Marks
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15
Q.4	Practical/ Theory	15
Q.5	Practical/ Theory	15
Q.6	Practical/ Theory	15

	3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10	<ol style="list-style-type: none">1. Equal Weightage is to be given to all the modules.2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.3. Use of simple calculator is allowed in the examination.4. Wherever possible more importance is to be given to the practical problem.
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Note: Use the latest amendments as available pertaining to latest previous year.

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper: Cost Accounting – II

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	<p>This professional course provides comprehensive training in essential cost accounting methods and their practical applications in business decision-making. The program systematically covers four critical areas of cost management: cost classification and analysis, financial reconciliation, contract costing and process costing. Through a combination of theoretical concepts and practical problem-solving exercises, learners develop specialized skills in cost computation, analysis and reporting that are vital for manufacturing and service organizations.</p> <p>The course holds significant relevance in today's competitive business environment where cost control and optimization are crucial for profitability. Learners will gain hands-on experience in preparing detailed cost sheets, reconciling cost and financial accounts, managing contract costs and implementing process costing systems. These skills are immediately applicable across industries including manufacturing, construction, healthcare and professional services.</p>
2	Vertical:	Major
3	Type:	Theory
4	Credit:	4 credits (1 credit = 15 Hours for Theory)
5	Hours Allotted:	60 Hours

6	Marks Allotted:	100 Marks
7	<p>Course Objectives:</p> <ul style="list-style-type: none"> • To understand various cost classifications and develop expertise in preparing comprehensive cost sheets for different business needs • To analyze the differences between cost and financial accounts and develop reconciliation statements • To apply contract costing principles including progress payments, retention money, and profit recognition on incomplete contracts • To implement process costing systems including treatment of process losses, joint products, and by-products 	
8	<p>Course Outcomes:</p> <ul style="list-style-type: none"> • The learners will be able to classify costs according to functional categories and prepare comprehensive cost sheets tailored to various business scenarios and decision-making requirements. • The learners will be able to identify discrepancies between cost and financial accounts and prepare accurate reconciliation statements to align both accounting systems. • The learners will be able to prepare contract account and other relevant accounting statements. • The learners will be able to execute process costing calculations and prepare the necessary accounts. 	
9	Modules: - 04	
	Module 1: Classification of Costs and Cost Sheets	
	<ul style="list-style-type: none"> • Functional Classification of elements of cost, Cost heads in cost sheet, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre • Cost Sheet, Total Costs and Unit Costs, Different Costs for different purposes • Problems sums based on Preparation of cost sheet & Estimated Cost sheet 	
	Module 2: Reconciliation of Cost and Financial Accounts	
	<ul style="list-style-type: none"> • Meaning, Need and Benefits of Reconciliation of cost and financial accounts • Practical problems based on Reconciliation of cost and financial accounts 	
	Module 3: Contract Costing	

- Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee and Accounting for plant used in a contract
- Accounting treatment of profit on incomplete contracts
- Contract Profit and Balance Sheet preparation, Escalation clause
- Problems sums based on Contract Costing

Module 4: Process Costing

- Meaning of Process Costing, Process loss
- Treatment of Normal, Abnormal Loss and Abnormal Gain in cost accounts
- Joint products and by products
- Problems sums based on Process Costing

Reference Books:

1. Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi
2. Advanced Cost and Management Accounting: Problems and Solutions by V.K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi
3. Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana
1. Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
2. Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi
3. Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai
4. Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi
6. Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta
4. Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai

11	Internal Continuous Assessment: 40%	External, Semester End Examination 60% Individual Passing in Internal and External Examination																																	
12	<p>Continuous Evaluation through:</p> <table border="1" data-bbox="245 323 854 1115"> <thead> <tr> <th data-bbox="245 323 302 380"></th> <th data-bbox="302 323 732 380">Assessment/Evaluation</th> <th data-bbox="732 323 854 380">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 380 302 722">1</td> <td data-bbox="302 380 732 722">Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)</td> <td data-bbox="732 380 854 722">20</td> </tr> <tr> <td data-bbox="245 722 302 947">2</td> <td data-bbox="302 722 732 947">Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)</td> <td data-bbox="732 722 854 947">10</td> </tr> <tr> <td data-bbox="245 947 302 1115">3</td> <td data-bbox="302 947 732 1115">Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)</td> <td data-bbox="732 947 854 1115">10</td> </tr> </tbody> </table>		Assessment/Evaluation	Marks	1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	20	2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	10	3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	10	<p>Semester End External – 60 Marks Time – 2 Hours Attempt any 4 out of 6 questions</p> <table border="1" data-bbox="883 432 1463 900"> <thead> <tr> <th data-bbox="883 432 1052 543">Question No.</th> <th data-bbox="1052 432 1341 543">Questions</th> <th data-bbox="1341 432 1463 543">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="883 543 1052 600">Q.1</td> <td data-bbox="1052 543 1341 600">Practical/ Theory</td> <td data-bbox="1341 543 1463 600">15</td> </tr> <tr> <td data-bbox="883 600 1052 657">Q.2</td> <td data-bbox="1052 600 1341 657">Practical/ Theory</td> <td data-bbox="1341 600 1463 657">15</td> </tr> <tr> <td data-bbox="883 657 1052 714">Q.3</td> <td data-bbox="1052 657 1341 714">Practical/ Theory</td> <td data-bbox="1341 657 1463 714">15</td> </tr> <tr> <td data-bbox="883 714 1052 770">Q.4</td> <td data-bbox="1052 714 1341 770">Practical/ Theory</td> <td data-bbox="1341 714 1463 770">15</td> </tr> <tr> <td data-bbox="883 770 1052 827">Q.5</td> <td data-bbox="1052 770 1341 827">Practical/ Theory</td> <td data-bbox="1341 770 1463 827">15</td> </tr> <tr> <td data-bbox="883 827 1052 900">Q.6</td> <td data-bbox="1052 827 1341 900">Practical/ Theory</td> <td data-bbox="1341 827 1463 900">15</td> </tr> </tbody> </table> <p>Note</p> <ol style="list-style-type: none"> 1. Equal Weightage is to be given to all the modules. 2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory. 3. Use of simple calculator is allowed in the examination. 4. Wherever possible more importance is to be given to the practical problem. 	Question No.	Questions	Marks	Q.1	Practical/ Theory	15	Q.2	Practical/ Theory	15	Q.3	Practical/ Theory	15	Q.4	Practical/ Theory	15	Q.5	Practical/ Theory	15	Q.6	Practical/ Theory	15
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Q.6	Practical/ Theory	15																																	

SEC

Syllabus
B.Com. (Accounting and Finance)
(Sem.- IV)

Title of Paper Mutual Fund Distributor – II

Sr. No.	Heading	Particulars
1	Description of the course: Including but not limited to:	<p>This course provides an in-depth understanding of the legal and operational structure of mutual funds in India along with the regulatory framework that governs them. The first module delves into the organizational setup of mutual funds, covering the roles of sponsors, trustees, AMCs and third-party service providers like custodians and registrars. It also examines the functioning of AMFI (Association of Mutual Funds in India) and its significance in standardizing industry practices.</p> <p>The second module focuses on the legal and compliance aspects, highlighting SEBI's regulatory oversight, due diligence norms for distributors, and mechanisms for investor grievance resolution. Students will learn about AMFI's code of conduct for intermediaries, ensuring ethical sales practices and investor protection.</p> <p>Designed for finance professionals, mutual fund distributors, compliance officers and aspiring investment advisors, this course equips learners with practical insights into regulatory compliance, risk management and investor rights. With India's mutual fund industry expanding rapidly, expertise in legal and regulatory frameworks is essential for careers in asset management, compliance and financial advisory services.</p>

2	Vertical:	SEC
3	Type:	Theory / Practical
4	Credit:	2 credits (1 credit = 15 Hours for Theory)
5	Hours Allotted:	30 Hours
6	Marks Allotted:	50 Marks
7	Course Objectives: <ul style="list-style-type: none"> To understand the legal structure of mutual funds in India, including the roles of key constituents like AMCs, trustees, and service providers. To analyze the regulatory framework governing mutual funds, with a focus on SEBI's role, AMFI's code of conduct, and investor protection mechanisms. 	
8	Course Outcomes: <ul style="list-style-type: none"> The learners will be able to explain the organizational hierarchy of mutual funds in India and the functions of various stakeholders, including asset management companies (AMCs) and distributors. The learners will be able to evaluate performance of mutual fund. 	

Modules: - 04	
Module 1: Legal and Regulatory Framework & Fund Distribution and Channel Management Practices	
9	A. Legal and Regulatory Framework <ul style="list-style-type: none"> Role of Regulators in India Role of Securities and Exchange Board of India: a. Regulatory reforms by SEBI, b. Mutual Funds Regulations, c. Investment restrictions and portfolio diversification norms for mutual fund schemes, d. SEBI Advertisement Code for Mutual Funds, e. Investors' Rights & Obligations Due Diligence Process by AMCs for Distributors of Mutual Funds Investor Grievance Redress Mechanism AMFI Code of Conduct for Intermediaries B. Fund Distribution and Channel Management Practices

- Different kinds of mutual fund distributors - Individual players & non-individual entities
- Modes of distribution
- Pre-requisites to become Distributor of a Mutual Fund
- Revenue for a mutual fund distributor: a. Concept of Trail Commission, b. Additional commission for promoting mutual funds in small towns, c. Transaction Charges, d. Applicability of GST on distributors commission
- Commission Disclosure mandated by SEBI
- Due Diligence Process by AMCs for Distributors of Mutual Funds
- Difference between distributors and Investment Advisors
- Nomination facilities for Agents/Distributors and Payment of Commission to Nominee
- Change of distributor

Module 2: Scheme Related Information & Risk, Return and Performance Of Funds

A. Scheme Related Information

- Mandatory Documents: a. Scheme Information Document, b. Statement of Additional Information, c. Key Information Memorandum, d. Addendum, e. Updation of Scheme Documents—Regulatory provisions, f. Other Mandatory information/disclosure
- Non-Mandatory Disclosures

B. Risk, Return and Performance of Funds

- General Risk Factors: a. Liquidity Risk, b. Interest Rate Risk, c. Re-investment Risk, d. Political Risk, e. Economic Risk, f. Foreign Currency Risk
- Specific Risk Factors: a. Risk related to equity and equity related securities, b. Risk associated with short selling and Stock Lending, c. Risks associated with mid-cap and small-cap companies, d. Risk associated with Dividend, e. Risk associated with Derivatives, f. Risks related to debt funds, g. Risk associated with floating rate securities, h. Risks associated with investments in Securitized Assets
- Factors that affect mutual fund performance
- Drivers of Returns and Risk in a Scheme
- Measures of Returns (Practical sums): a. Simple Return, b. Annualized Return, c. Compounded Return, d. Compounded Annual Growth Rate
- SEBI Norms regarding Representation of Returns by Mutual Funds in India
- Risks in fund investing with a focus on investors

- Measures of Risk: a. Variance (Practical Sums), b. Standard Deviation (Practical Sums), c. Beta (Practical Sums), d. Modified Duration, e. Weighted Average Maturity, f. Credit Rating, g. Information Ratio
- Net Asset Value of Segregated Portfolio
- Risks Associated with Segregated Portfolio

Reference Books:

- Mutual Fund Foundation by National Institute of Securities Markets
- Mutual Fund Distributor by National Institute of Securities Markets
- How to Make a Fortune Through Mutual Funds: Hunt with the Hounds by Ashu Dutt
- Bogle On Mutual Funds: New Perspectives for The Intelligent Investor by John C. Bogle
- Indian Mutual Funds Handbook 5th Edition: A Guide for Industry Professionals and Intelligent Investors by Sundar Sankaran
- Common Sense on Mutual Funds: New Imperatives for the Intelligent Investor by John C. Bogle
- Mutual Funds-Ladder to Wealth Creation by Vivek K Negi
- A Guide to Indian Mutual Fund Investment by Dr. Susanta Kumar Mishra
- Mutual Funds Made Easy! by Gerard W. Perritt
- Mutual Funds for Dummies by Eric Tyson

11 Internal Continuous Assessment: 40%

**External, Semester End Examination
60% Individual Passing in Internal
and External Examination**

12

Continuous Evaluation through:

	Assessment/Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10
2	Participation in Workshop/ Conference/Seminar, Assignment & Viva. (Physical/Online mode)	5

Semester End External – 30 Marks

Time – 1 Hour

Attempt any 2 out of 3 questions

Question No.	Questions	Marks
Q.1	Practical/ Theory	15
Q.2	Practical/ Theory	15
Q.3	Practical/ Theory	15

Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided

	3	Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)	5	<p>marks and 5 marks + 5 marks + 5 marks. Internal options may be given however, it is not mandatory.</p> <p>3. Use of simple calculator is allowed in the examination.</p> <p>4. Wherever possible more importance is to be given to the practical problem.</p>
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Note: Use the latest amendments as available pertaining to latest previous year.

Letter Grades and Grade Points:

Semester GPA/ Programme CGPA Semester/ Programme	% of Marks	Alpha-Sign/ Letter Grade Result	Grading Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
4.00 - < 5.00	40.0 - < 50.0	P (Pass)	4
Below 4.00	Below 40.0	F (Fail)	0
Ab (Absent)	-	Ab (Absent)	0

Sd/-
**Sign of the BOS
Chairman
Prof. Dr Arvind Luhar
Board of Studies in
Accounting and
Finance**

Sd/-
**Sign of the
Offg. Associate
Dean
Prin. Kishori
Bhagat
Faculty of
Commerce**

Sd/-
**Sign of the
Offg. Associate Dean
Prof. Kavita Laghate
Faculty of
Commerce &
Management**

Sd/-
**Sign of the
Offg. Dean
Prin. Ravindra
Bambardekar
Faculty of
Commerce &
Management**



Syllabus
B.Com. (Business Management)
(Sem.- IV)

Title of Paper Fundamentals of Business and Financial Analysis -III

Sr. No.	Heading	Particulars
1	<p>Description the course :</p> <p>Including but Not limited to :</p>	<p>Introduction: This course provides an in-depth understanding of key financial concepts essential for decision-making in business and financial management. It covers crucial topics such as the cost of capital, marginal costing, break-even analysis, financial modelling for project appraisal, and working capital management. By integrating theoretical concepts with practical applications, the course equips students with analytical skills necessary for financial assessment and planning.</p> <p>Relevance: In today's dynamic business environment, financial decision-making plays a pivotal role in determining organizational success. The concepts of cost of capital, marginal costing, and financial modelling are fundamental to evaluating financial performance, investment opportunities, and strategic business planning. This course aligns with modern financial practices and is essential for students aspiring to enter corporate finance, investment analysis, and financial consultancy.</p> <p>Usefulness: The course provides practical knowledge to:</p> <ul style="list-style-type: none"> • Analyse the cost of capital and make informed investment decisions. • Utilize marginal costing techniques to assess profitability. • Apply financial models for project appraisal and capital budgeting. • Manage working capital efficiently to ensure financial stability and growth. <p>Application: The course applies to various business functions such as financial management, investment decision-making, cost control, and project evaluation. It helps students develop skills in:</p> <ul style="list-style-type: none"> • Estimating and analysing the cost of capital. • Conducting break-even analysis for business profitability.

		<p>feasibility.</p> <ul style="list-style-type: none"> • Efficiently managing working capital to optimize cash flow. <p>Interest: Students with an interest in finance, business strategy, investment analysis, and corporate decision-making will find this course highly engaging. It offers real-world applications and problem-solving opportunities that enhance financial acumen and strategic thinking.</p> <p>Connection with other courses: This course complements subjects such as Financial Analysis, Corporate Finance, Investment Analysis, Managerial Accounting, and Strategic Financial Management. It provides a strong foundation for advanced financial courses, making it an essential part of the finance curriculum.</p> <p>Demand in the Industry: The demand for professionals with expertise in financial modeling, cost management, and capital planning is consistently high across industries. Organizations seek individuals who can analyze financial data, assess risks, and make strategic financial decisions.</p> <p>Job prospects: Upon completion of this course, students can explore various career opportunities, including:</p> <ul style="list-style-type: none"> • Financial Analyst • Investment Banker • Corporate Finance Manager • Risk Analyst • Management Accountant • Business Consultant • Project Finance Analyst
2	Vertical :	Minor
3	Type :	Theory
4	Credit:	4 credits (1 credit = 15 Hours for in a semester)
5	Hours Allotted :	60 Hours

7	Course Objectives: <ol style="list-style-type: none"> 1. To Understand the concept of cost of capital and its significance in financial decision-making. 2. Assess the role of cost of capital in investment appraisal and capital structure decisions. 3. Identify cost behavior patterns and their implications for financial planning 	
8	Course Outcomes: <ol style="list-style-type: none"> 1. Apply cost of capital concepts to real-world financial scenarios, including project evaluation and strategic planning. 2. Make informed recommendations for optimizing a firm's capital structure based on cost considerations 3. Evaluate short-term decision-making scenarios such as pricing, make-or-buy, and product mix using marginal costing. 4. Perform margin of safety and profit-volume ratio analysis to evaluate business performance. 5. Learn to build financial models for evaluating the viability of projects. 	
9	Modules: -	
	Module 1: Cost of Capital	No. of Hours (15)
	<ol style="list-style-type: none"> 1. Meaning, utility of cost of capital & components of cost of capital 2. Weighted average cost of capital 3. Risk Return Analysis (Solved problems on Cost of Capital) 	
	Module 2 Marginal costing and Break-Even Analysis	(No. of Hours(15))
	<ol style="list-style-type: none"> 1. Cost-Volume Profit Analysis 2. Application of Marginal costing 3. Break-Even Analysis (Solved problems on Marginal costing)	
	Module 3 Financial Modelling for Project Appraisal	(No. of Hours(15))
	<ol style="list-style-type: none"> 1. 1 Project Appraisal <ul style="list-style-type: none"> • Meaning & Purpose of Project Appraisal • Key components: Technical, economic, and financial feasibility. • Role of financial modelling in project appraisal 2. Essential Financial Concepts for Modelling -I <ul style="list-style-type: none"> • Time value of money (TVM). • Discounted cash flow (DCF) methodology • Solved problems 	

- Net Present Value (NPV) (Solved problems)
- Payback period and profitability index. (Solved problems)

Module 4 Module 4: Working Capital

(No. of Hours(15))

1. Working Capital

Meaning, Types of Working Capital, Factoring Affecting working capital

2. Quantum of working capital

Advantages of adequate working capital, Problems of inadequate working capital

Operating working cycle for a trading concern

Operating working cycle for a service concern

3. Estimating working capital

Format

Solved problems

10 Reference Books:

1. Basic Financial Management: M.Y. Khan and P.K. Jain, New Delhi, TMH 2000.
2. Financial Management: I.M. Pandey., Vikas Publishing House
3. Financial Management: Theory and Practices- Prasanna Chandra, McGraw Hill Education India
4. Financial Management: Khan and Jain. McGraw Hill Education India
5. Valuation measuring and managing the value of companies: Thomas Copeland-Wiley
6. Financial Management: Ravi Kishore, Taxmann
7. Financial Management Module, ICAI- Intermediate.
8. Corporate Accounting & Financial Management Module, ICSI- Executive
9. Financial Management & Data Analytics Module, ICMAI- Intermediate

11 Internal Continuous Assessment: 40%

**External, Semester End Examination
60% Individual Passing in Internal and
External Examination**

12 Continuous Evaluation through

Class Tests (Physical/ Online mode)
(Short notes/ MCQ's/ Match the Pairs/
Answer in one sentence)
(at least 3)

QUESTION PAPER PATTERN (External and Internal)

For 2 Credits paper of 50 Marks

PAPER PATTERN- EXTERNAL

Time: 1 hr

Total Marks: 30

Any 2 out of 3 Questions

Q. No	Questions	Total
Q1	a. b.	15
Q2	a. b.	15
Q3	a. b.	15

Note

- A) Questions can be set from any module
- B) Equal weightage is to be given to all the modules.

PAPER PATTERN- INTERNAL

	Assessment/ Evaluation	Marks
1	Class Test during the lectures. (Physical/ Online mode) (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10
2	Participation and paper presentation in Workshop/ Conference/Seminar, Assignment	5
3	field visit, case study, group discussion, presentation, Certificate Course	5

Continuous Evaluation: Internal (20 marks)

Sd/-
Sign of the BOS
Chairman
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As Per NEP 2020

University of Mumbai



Syllabus for Basket of OE Vertical 3

Faculty of Science and Technology

Board of Studies in Information Technology

Second Year Programme

Semester

IV

Title of Paper

Credits

Digital Marketing

2

From the Academic Year

2025-26

Title of Paper Digital Marketing

Sr.No.	Heading	Particulars
1	Description the course : Including but Not limited to:	A Digital Marketing course focuses on equipping students with the knowledge and skills required to promote products, services, or brands using various digital channels. It covers the fundamentals of online marketing, including search engine optimization (SEO), social media marketing, email marketing, content marketing, and paid advertising. This course is ideal for individuals looking to build careers in marketing, grow their business online, or enhance their digital presence.
2	Vertical :	Open Elective
3	Type :	Theory
4	Credits :	2 credits (1 credit = 15 Hours for Theory in a semester, Total 30 hours)
5	Hours Allotted :	30
6	Marks Allotted:	50
7	<p>Course Objectives(CO):</p> <p>CO 1: Recognize how digital marketing elements such as SEO, e-mail marketing, social media, and mobile marketing contribute to a business's success.</p> <p>CO 2: Gain a thorough understanding of SEO, its importance in improving search rankings, and how it drives online visibility.</p> <p>CO 3: Master E-mail Marketing and Digital Display Advertising.</p> <p>CO 4: Gain Expertise in Social Media Marketing</p> <p>CO 5: Understand the role of mobile marketing, including the differences between mobile apps and widgets, and its application in both B2B and B2C settings</p> <p>CO 6: Evaluate Marketing Success and Optimize Campaigns.</p>	
8	<p>Course Outcomes (CO):</p> <p>CO 1. Identify and describe the key elements of digital marketing, including SEO, e-mail marketing, social media marketing, and mobile marketing.</p> <p>CO 2. Implement SEO best practices for on-page and off-page optimization, including creating backlinks, using internal/external links, and optimizing content.</p> <p>CO 3. Create and deliver structured, effective e-mail marketing campaigns that engage recipients and drive conversions.</p> <p>CO 4. Develop strategies to create engaging content and utilize user-generated content to improve social media marketing effectiveness.</p>	
9	<p>Modules:</p> <p>Module 1:</p>	15 Hrs

	<p>Introduction to Digital Marketing - Basic concepts, benefits and opportunities of digital marketing and its usage in business to business (B2B), business to consumer (B2C), not for profit (NFP) marketing</p> <p>Search Engine Optimization: (SEO), E-mail Marketing and Digital Display Advertising</p>																						
	<p>Module 2:-</p> <p>Social Media Marketing : The key impact of social media on search engine optimization based on key metrics like CPC, PPC, CPM, CTR, and CPA , different aspects of social marketing and its behavior.</p> <p>Mobile Marketing and Web Analytics: Presentation of mobile apps, Overview related to B2B and B2C mobile marketing</p>	15 Hrs																					
10	<p>Books and References:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Title</th> <th>Author/s</th> <th>Publisher</th> <th>Edition</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Digital Marketing Trends and Prospects</td> <td>Dr. Shakti Kundu</td> <td>BPB</td> <td>FIRST EDITION</td> <td>2021</td> </tr> <tr> <td>2</td> <td>Marketing 4.0</td> <td>Philip Kotler, Hermawan Kartajaya, Iwan Setiawan</td> <td>ePUB</td> <td>–</td> <td>–</td> </tr> </tbody> </table>					Sr. No.	Title	Author/s	Publisher	Edition	Year	1	Digital Marketing Trends and Prospects	Dr. Shakti Kundu	BPB	FIRST EDITION	2021	2	Marketing 4.0	Philip Kotler, Hermawan Kartajaya, Iwan Setiawan	ePUB	–	–
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12	Internal Continuous Assessment:40%	Semester End Examination: 60%																					
13	<p>Continuous Evaluation through:</p> <p>Mini Project - 15 Marks</p> <p>Quizzes/ Presentations/ Assignments: 5 marks</p> <p>Total: 20 marks</p>	<p>Format of Question Paper: External Examination (30 Marks)– 1 hr duration</p>																					

14	Format of Question Paper: (Semester End Examination: 30 Marks. Duration:1 hour) Q1: Attempt any two (out of four) from Module 1 (15 marks) Q2: Attempt any two (out of four) from Module 2 (15 marks) Or Q1: Attempt any three (out of five) from Module 1 (15 marks) Q2: Attempt any three (out of five) from Module 2 (15 marks)
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AC – 20/05/2025
Item No. – 5.45 (N) Sem-IV 5(c)

As Per NEP 2020

University of Mumbai



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

Sr. No.	Heading	Particulars
1	Description the course: Including but Not limited to:	<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 enable learners engage effectively with group communication. 2. To improve learners' skills in selection processes like interviews and group discussions. 3. To increase learners' understanding of the purpose and functions of meetings. 4. To equip learners with writing skills for trade-related communication.
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 and engage with group communication processes. 2. Perform more effectively during interviews and group discussions. 3. Participate more efficiently in meetings. 4. Write more impactful trade-related communication.
9	<p>Modules:- Per credit One module can be created</p>
	<p>Module 1: Group Communication (15 Lectures)</p> <ol style="list-style-type: none"> 1. Interviews <ul style="list-style-type: none"> - Definition, format and process of interviews - Selection interviews, assessment interviews, grievance interviews, exit interviews - Preparation and role of interviewers - Preparation and role of interviewees - Online interviews 2. Group Discussion <ul style="list-style-type: none"> - Meaning and types - Skills that are assessed during Group Discussion - Process of Group Discussion - Do's and don'ts of Group Discussion 3. Meetings <ul style="list-style-type: none"> - Meaning and definition - Types of meeting: formal and informal with examples - Conducting a meeting - Role of chairperson - Role of participants - Online meetings: Skype, Zooms, Google Meet, MS Teams

Module 2: Written Communication in Business (15 Lectures)

1. Notice, agenda, minutes and resolution for meetings
2. Letter of inquiry
3. Complaint and claim letter – adjustment letter
4. Sales letters and pamphlets
5. Consumer Grievance letter

10 Text Books: N.A.

11 Reference Books:

1. Ashley, A. *A Handbook of Commercial Correspondence*. New Delhi: Oxford University Press, 1992.
2. Aswalthapa, K. *Organisational Behaviour*. Mumbai: Himalaya Publications, 1991.
3. Bahl, J. C. and Nagamia S. M. *Modern Business Correspondence and Minute Writing*. New Delhi: N. M. Tripathi Pvt. Ltd, 1974.
4. Balan, K.R. and Rayudu, C. S. *Effective Communication*. New Delhi: Beacon Books, 1996.
5. Bangh, L.Sue, Fryar, Maridell and Thomas David A. *How to Write First Class Business Correspondence*. N.T.C. Publishing Group USA, 1998.
6. Barkar, Alan. *Making Meetings Work*. New Delhi: Sterling Publications Pvt. Ltd., 1993.
8. Benjamin, James *Business and Professional Communication: Concepts and Practices*. New York: Harper Collins College Publishers, 1993.
9. Bhargava and Bhargava. *Company Notices, Meetings and Regulations*. New Delhi: Taxman, 1971.
10. Britt, Deborah. *Improving Business Communication Skills*. Kendall Hunt Publishing Co, 1992.
11. Bovee Courtland, L. and Thrill, John V. *Business Communication Today*, McGraw Hill. New York: Taxman Publication, 1989.
12. Burton, G. and Thakur. *Management Today- Principles and Practices*. New Delhi: Tata McGraw Hill, 1995.
13. Drucher, P.F. *Technology, Management and Society*. London: Pan Books, 1970.
14. Emans, Ben. *Interviewing: Theory, techniques, and training*. Taylor & Francis, 2019.
15. Eyre, E.C. *Effective Communication Made Simple*. Kolkata: Rupa and Co., 1985.
16. Fisher, Dalmar. *Communication in Organisation*. Mumbai: Jaico Publishing House, 1999.
17. Frailley, L.E. *Handbook of Business Letters*, Revised Edn. New Jersey: Prentice Hall Inc., 1982.
18. French, Astrid. *Interpersonal Skills*. New Delhi: Sterling Publishers, 1993.
- Ganguly, Anand. *Group Discussion*. Pustak Mahal, 2012.
19. Gartside, L.E. *Modern Business Correspondence*. Plymouth: McDonald and Evans Ltd., 1980.
20. Ghanekar, A. *Communication Skills for Effective Management*. Pune: Everest

	Publishing House, 1996. 21. Labade, Sachin, Katre Deepa et al. <i>Communication Skills in English</i> . Orient Blackswan, Pvt Ltd, 2021. 22. Reed, Karim and Joseph A. Allen. <i>Suddenly Virtual: Making Remote Meetings Work</i> . Wiley, 2021.													
12	Internal Continuous Assessment: 40%	External, Semester End Examination Individual Passing in Internal and External Examination : 60%												
13	Continuous Evaluation through: <ul style="list-style-type: none"> Performance in oral activities (during lectures): 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. Suggested Activities: <ul style="list-style-type: none"> Mock interviews and group discussions Making short presentations on given topics Official notice / agenda / minutes / resolution writing exercises Role play in group communication situations, like meetings													
14	Format of Question Paper: for the final examination <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">External / Semester End Examination Hours</td> <td style="width: 20%; text-align: center;">Marks: 30</td> <td style="width: 20%; text-align: center;">Time: 1</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>		External / Semester End Examination Hours	Marks: 30	Time: 1	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
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Semester IV

As per NEP 2020

Integrated Theatre Production: Stage Craft, Costume, Music and Technology

Syllabus for Two Credits Programme

With effect from Academic Year 2025-2026

Aims and Objectives

- Theorize the semiotic and emotional functions of lighting and costume design within various theatrical traditions.
- Critically examine the historical evolution and theoretical paradigms of lighting and costume design in stagecraft.
- Explore the interplay between visual design elements and narrative dramaturgy in theatrical performance.
- Understand technical terminologies and design documentation processes from a theoretical perspective.
- Discuss the role of modern technologies (e.g., DMX, lighting consoles) and their theoretical implications on visual design aesthetics.
- Evaluate costume design strategies in relation to character psychology, period accuracy, and genre conventions.

Learning Outcomes

The course will enable the learner to

- **Define and describe** key theoretical concepts related to lighting and costume design in theatre.
- **Interpret** the narrative and symbolic meanings conveyed through visual design elements in performance.
- **Analyze** lighting and costume designs using appropriate theoretical and historical frameworks.
- **Discuss** the interrelationship between text, character, and design from a theoretical standpoint.
- **Compare and contrast** design practices across different theatrical genres and periods.
- **Evaluate** how technological advancements have influenced theoretical approaches to stage design.

**Modules at Glance
Semester IV**

Module No.	Unit	Content	No. of Hours
1	I	Stage Lighting Design and Documentation	07
	II	Principles and Practice of Costume Design	08
2	III	Background Music and Sound Design	07
	IV	Technological Tools in Theatre Production	08
Total No. of Hours			30

Module No.	Unit	Content
1	I	<p>Stage Lighting Design and Documentation</p> <ul style="list-style-type: none"> • Introduction to lighting as a narrative and emotional tool in theatre • Preparation and documentation: <ul style="list-style-type: none"> ○ Lighting layout plan ○ Ground plan ○ Cue sheet making • Study of light placement, intensity, color, and timing • Introduction to modern lighting technology: <ul style="list-style-type: none"> ○ Use of computerized and automated lighting systems (DMX, consoles, software) • Integration of lighting with sound and stage movement.
	II	<p>Principles and Practice of Costume Design</p> <ul style="list-style-type: none"> • Elements and principles of costume design: texture, silhouette, line, color, proportion • Costume construction techniques: fabric selection, stitching, pattern-making • Embellishment and ornamentation: embroidery, painting, appliqué • Costumes for theatrical styles: <ul style="list-style-type: none"> • Realistic/Representational theatre: historically and culturally accurate costume design • Stylized/Presentational theatre: symbolic, abstract, and thematic design approaches
2	III	<p>Background Music and Sound Design</p> <ul style="list-style-type: none"> • Objectives and importance of background music in theatre production. • Methods of using sound: <ul style="list-style-type: none"> • Live performance effects vs. recorded effects • Synchronizing sound with cues, lighting, and performance • Introduction to musical instruments used in theatre:

		<ul style="list-style-type: none"> • String instruments (e.g., sitar, violin) • Wind instruments (e.g., flute, shehnai) • Percussion instruments (e.g., tabla, drums) • Music cue sheets: structure, timing, and application in live performance.
	IV	<p>Technological Tools in Theatre Production</p> <ul style="list-style-type: none"> • Overview of sound equipment: microphones, mixers, speakers • Integration of computers and software in sound and music production • Use of digital platforms in cueing, editing, and managing technical aspects of performance • Case studies/examples from contemporary and traditional performances integrating modern technology.

Scheme of Evaluation

The Scheme of Examination shall be of 50 marks. It will be divided into Internal Evaluation (20 marks) and Semester End Examination (30 Marks).

Semester IV (50 Marks - 2 Credits)

Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
1	Presentation OR Project OR Assignment	15
2	Participation in Workshop / Conference / Seminar (as decided by the Teacher) OR Participation in Online Workshop / Conference / Seminar (as decided by the Teacher) OR Field Visit OR Attendance	5

Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	Objective Type Questions (All Units)	06
2	Descriptive Question(s) on Unit I The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
3	Descriptive Question(s) on Unit II The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
4	Descriptive Question(s) on Unit III The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
5	Descriptive Question(s) on Unit IV The Question may be divided into sub questions: Attempt any 2 out of 4 (Each of 3 Marks)	06
Total		30

Reference Books

- Angeloglou, M. (1970). *A history of make-up*.
- Malvil, H. (n.d.). *Magic of makeup for stage*.
- Strenkovsky, S. (1937). *The art of make-up*. Frederick Muller.
- Pilbrow, R. (2008). *Stage lighting design: The art, the craft, the life*. Quite Specific Media Group.
- Dasgupta, G. N. (1986). *Guide to stage lighting*. Annapurna Dasgupta.
- Corry, P. (1958). *Lighting the stage*. Pitman.
- Welker, D. (1969). *Theatrical set design: The basic techniques*. Allyn and Bacon

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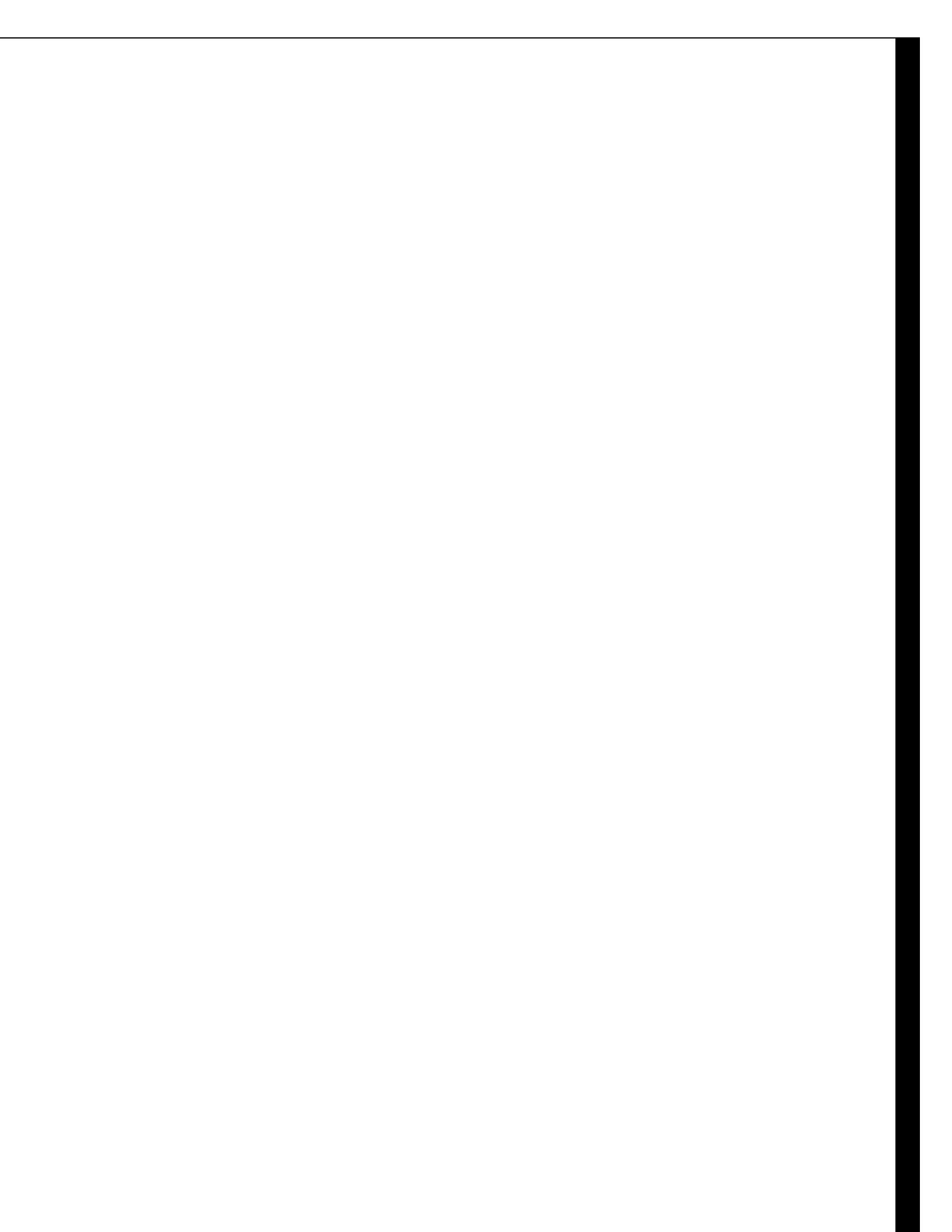
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UNIVERSITY OF MUMBAI

Semester IV

(w.e.f. June, 2025)

Sub: - NSS- Youth and Disaster Management

Credits: 02

Lectures: 30

Marks:50

Unit Number	SEMESTER 4 Title of the Unit	No. of Lecture	No. of Credits
1	Youth and Disaster Management- Meaning and Types of Disasters – Natural and Man-Made disasters, preparedness, Disaster Risk reduction: Preparedness, Mitigation, Response, Relief, Rehabilitation, Reconstruction.	10	
2	Project:	20	
	• Project work is mandatory for all the students in IV semester.		
	• They can carry out project work under the supervision of the teacher in-charge of NSS and at the end of the semester a project report shall be presented and viva voce shall be conducted.		
	• The Project work can be carried out independently or in a group.		
	The project work shall be community based and selected preferably from the adopted villages/ slums/ neighborhoods.		
Project Submission and Presentation VIVA-VOCE			

Note:

- Above Paper will be exempted if the learner is involved in NSS as Volunteer and Successfully completes 60 hours in each Semester.
- If learner as a NSS Volunteer attends any Camps at National/State/University/District/ College Special Camp will be exempted from either **Sem II OR Sem IV** Paper provided they produce Certificate of Participation or Attendance in Camp certified by the Programme Officer.

**Evaluation Pattern
Internal Assessment**

Assessment Criteria	Marks
Assignment / Project / Quiz/Presentations	10
Attendance, Class and Activity Participation	10
Total	20

**External Assessment
Question Paper Pattern**

Time: 1:00 Hours

Total Marks: 30

- Introduction:-**1. All questions are compulsory.
2. Figure to the Right indicates full marks.
3. Draw neat labeled drawings wherever necessary.
-

Q.1) Rewrite the following by choosing the correct options given below
(with four alternatives) 6 Objectives question of 1 mark each **06 marks.**

1. a) b) c) d)
2. a) b) c) d)

Q.2) Short Notes . (Any Two out of Four) **06marks**

- 1.
- 2.
- 3.
- 4.

Q.3) Answer the following questions (Any Three out of Five) **18 marks**

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

NSS Project Report Format

(For Projects in Adopted Area / Village)

➤ **Cover Page**

- Name of the Institution
- Title of the Project (e.g., "Cleanliness Drive in XYZ Village")
- Name(s) of Student Volunteer(s)
- Name of Programme Officer
- Duration of the Project
- Date of Submission

➤ **Certificate**

- Issued by the Programme Officer/NSS Coordinator certifying the successful completion of the project.

➤ **Acknowledgment**

- Brief section to thank authorities, community members, NSS coordinators, peers, etc.

➤ **Index**

- A table listing all sections with corresponding page numbers.

1. Introduction
2. Profile of the Adopted Area / Village
3. Objectives of the Project
4. Planning and Preparation
5. Implementation of Activities
6. Outcomes and Impact
7. Challenges Faced
8. Feedback
9. Conclusion and Suggestions

➤ **Annexures**

- Photographs (with captions)
- Survey forms or questionnaires used
- Newspaper clippings (if any)
- Charts, posters, or flyers prepared

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AC –

Item No. –

University of Mumbai



Syllabus for Extension Work in Vertical VI - CC

Board of Studies in Extension Work

UG Second Year Program

Semester

IV (Two)

Title of Paper

Credit 2/4

Extension Work

2 Credits

From the Academic Year

2025-26

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.

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 IV in this academic year.

ACTIVITIES FOR SEMESTER IV = 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 2, and 3) 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. Election Literacy 2. Nasha Mukti 3. My Career. 4. Physical Education and Yoga. 5. Discipline and Civic Sense. 6. Sustainable Health Practices & Precautions. 7. Care for Senior Citizens 8. Palliative Care for patients. 9. Child Care 10. Stress Management 	22 Lectures including guidance for practice session, preparations and actual conduct of program.

11. Positive Thinking.
12. Communal Harmony
13. Book Reading Practices
14. Journalism and Media
15. Sustainable Natural Resources
16. Career Opportunities in NEP 2020
17. Indian Scientists and Their Contributions
18. Women Entrepreneurs & Leadership in India
19. Digital India and Technological Innovations
20. Stop Food Waste

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.

The learners will be oriented about various career development opportunities in University of Mumbai, and schemes of student development by the Government.

	<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:

- Agricultural Extension: Principles and Methods" by "Ray V. Herren (2008)
- Agricultural Extension by G. S. R. Murthy (2010)
- Agricultural Extension in Developing Countries by R. W. Snapp (2012)
- 'Community Development: Theory and Practice' by Margaret Ledwith (2020)
- Extension Communication and Management by B. M. Panda (2016)
- Extension Education: Principles and Practice by Dahama and Bhatnagar (2017)
- Guidelines for Extension Work published by Department of Lifelong Learning and Extension, University of Mumbai.
- Introduction to Agricultural Extension by S. S. Acharya (2015)
- 'Innovation in India: Combining Economic Growth with Inclusive Development' edited by Sunil Mani and Henny Romijn.
- 'Participatory Extension Approaches for Sustainable Development' by Chambers and Guijt (2019)
- 'Rural Development and Extension Education' by Singh and Swanson (2018)
- 'Social Work and Community Development' by Pawar and Cox (2019)

**UNIVERSITY OF MUMBAI
SYLABUS FOR (NEP-2020)**

CO-CURRICULAR COURSE IN SPORTS

Introduction to Sports, Physical Literacy, Health and Fitness and Yog

SEMESTER IV

(Syllabus to be implemented from, June 2025 onwards)

Course (Optional): Introduction to Sports, Physical Literacy, Health & Fitness and Yog

**CBCS (Choice Based Credit System)
Second Year- Semester IV
Course Structure**

Semester	Paper	Title of Paper	No of lecture (Theory)	Internal Evaluation (IE)	End Semester Evaluation	Total Marks	Credits
Fourth	CC	Advanced Sports Training and Performance Evaluation	30	20	30	50	02
Total	-	-	30	20	30	50	02

University of Mumbai
Semester IV
(w.e.f. June, 2025)

Sub:- Advanced Sports Training and Performance Evaluation

Preamble:

In an era where fitness and sports are pivotal to the holistic development of individuals, an understanding of sports training and performance evaluation is essential. This course bridges the gap between theoretical knowledge and its practical application in sports and fitness domains. Students will gain hands-on experience in training methodologies, measurement techniques, and assessment strategies to excel in their chosen field of sports and fitness.

Objectives of the Course:

- To impart practical skills in sports training and evaluation techniques.
- To encourage participation in various sports and fitness activities.
- To develop a scientific approach to training and performance assessment.
- To enhance organizational and leadership skills through event planning and volunteering.
- To foster a deeper understanding of training intensity, recovery, and testing protocols.

Program Outcomes:

By the end of the program, students will:

- Gain practical knowledge of sports training principles and methods.
- Develop the ability to conduct, evaluate, and interpret various fitness and skill-based tests.
- Learn to design and implement personalized and professional training programs.
- Acquire experience in organizing and volunteering in sports and fitness events.
- Understand the role of psychological, fitness, and skill tests in enhancing performance.

UNIVERSITY OF MUMBAI

Semester – IV

(w.e.f. June, 2025)

Sub:- Advanced Sports Training and Performance Evaluation

Credits: 02

Practical Lectures: 60

Marks:50

Module No.	Unit No	Title of the Unit	No. of Practical hours	No. of Credits
1	I	Advanced Sports Training		
		Fundamentals of Sports Training <ul style="list-style-type: none">• Warm-ups and cool-downs• Fitness training (strength, endurance, flexibility)• Group activities and game practice	10	
	II		15	
	III	Training Methods Practical Sessions <ul style="list-style-type: none">• Interval and circuit training sessions (Time, Type)• Plyometric and weight training demonstrations• Fartlek & Continuous training sessions• Flexibility training session Basic Guidelines for Designing Exercise Plans and Training Schedules (Practically to be done by the students on peer groups formed by the Sports Incharge) <ul style="list-style-type: none">• Current Health Status• Medical History• Level of Fitness• Training Load• Periodisation• Holistic/Integrated Approach• Person-Centred Approach• Training Intensity	5	1
		Total	30	1

UNIVERSITY OF MUMBAI

Semester – IV

(w.e.f. June, 2025)

Sub:- Advanced Sports Training and Performance Evaluation

Credits: 02

Practical Lectures: 60

Marks:50

Module No.	Unit No	Title of the Unit	No. of Practical hours	No. of Credits
1	I	Performance Evaluation in Sports Practical sessions of Fitness & Skill testing (To be conducted by Coach/Fitness Instructor/Sports In charge/Any other P.E. Expert appointed by the College)	10	
	II	<ul style="list-style-type: none"> • Practical demonstrations of fitness tests (e.g., Cooper’s test, 12-minute run, flexibility tests) • Basic skill tests/modified skills tests for popular sports in the college campus. 	15	
	III	<p>Practical sessions of Fitness & Skill testing</p> <ul style="list-style-type: none"> • Practical Testing Sessions • Skill-based tests: Dribbling, agility, passing (e.g., basketball, football) • Fitness tests: Speed, strength, and endurance measurements • Psychological Tests - Conducting motivation and stress assessments • Conduct of the above mentioned tests by students on the peer groups formed by Sports Incharge/ Sports Director of the college / Students Sport coordinator • Testing of the students must be held under the observation of Coach/ Fitness Instructor/ Sports In charge/Any other P.E. Expert appointed by the College <p>Evaluation of the tests</p> <ul style="list-style-type: none"> • Date analysis and reporting • Interpretation of test results • Writing of practical reports • Conclusion and recommendation 	5	1
		Total	30	1

Scheme of Evaluation -

The Scheme of Examination shall be of 50 marks. It will be divided into Internal Evaluation (20 marks) and Semester End Examination (30 Marks).

Semester IV (50 Marks - 2 Credits) Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
1	Conduct of the practical test and demonstration	15
2	Attendance of all practical sessions conducted for Sports Training and performance evaluation/ Sports practice training session conducted by the college	5

Semester End Examination (30 Marks)

Evaluation type	Particulars	Marks
VIVA	Viva on Advanced Sports training & testing methods and evaluation protocols	20
Submission of report	Submission of psychological or fitness testing reports	10
Total		30*

*Note - OR

- Participation in Sports Competitions Conducted by University of Mumbai Sports Department (Students who have represented Mumbai University or College at Intercollegiate / Inter Zonal / West Zone Inter University / All Indi Inter University/ International tournament)
- Students who have represented in the above mentioned competitions should be exempted from VIVA & submission of report and should be evaluated on the basis of his/ her performance in the above mentioned competitions.

References -

1. Singh, Hardayal. *Science of Sports Training*. DVS Publication.
2. Bompa, Tudor. *Periodization: Theory and Methodology of Training*. Human Kinetics.
3. Sharma, J. P. *Principles of Sports Training*. Friends Publications.
4. Matveyev, L. P. *Fundamentals of Sports Training*. Progress Publishers.
5. Cooper, Kenneth H. *The Aerobics Program for Total Well-Being*. Bantam Books.
6. Clarke, Harrison. *Application of Measurement to Health and Physical Education*. Prentice Hall.
7. Fox, Edward L., and Donald K. Mathews. *The Physiological Basis of Physical Education and Athletics*. Saunders College Publishing.
8. Barrow, Harold M., and McGee, Rosemary. *A Practical Approach to Measurement in Physical Education*. Lea & Febiger.
9. Shephard, Roy J. *Fitness and Health*. Human Kinetics.
10. Verma, J. P. *A Textbook on Sports Statistics and Measurement*. Sports Publications.

Sd/-	Sd/-	Sd/-	Sd/-
Sign of the BOS Chairman Dr. Sunil Patil Ad-hoc Board of Studies in N.C.C./N.S.S./Sports Co-Curricular	Sign of the Offg. Associate Dean Dr. C.A.Chakradeo Faculty of Interdisciplinary Studies	Sign of the Offg. Associate Dean Dr. Kunal Ingle Faculty of Interdisciplinary Studies	Sign of the Offg. Dean Prof. A. K. Singh Faculty of Interdisciplinary Studies