

# As Per NEP 2020

## University of Mumbai



### **Title of the program**

- A - U.G. Certificate in Banking and Insurance**
- B - U.G. Diploma in Banking and Insurance**
- C – B.Com. (Banking and Insurance)**
- D – B.Com. (Hons.) in Banking and Insurance**
- E – B.Com. (Hons. with Research) in Banking and Insurance**

### **Syllabus for**

### **Semester – Sem. I to II**

**Ref: GR dated 20<sup>th</sup> April, 2023 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	
<b>1</b>	<b>Title of program</b>		
	<b>O: CU-507A</b>	<b>A</b>	U.G. Certificate in Banking and Insurance
	<b>O: CU-507B</b>	<b>B</b>	U.G. Diploma in Banking and Insurance
	<b>O: CU-507C</b>	<b>C</b>	Bachelors of (Banking and Insurance)
	<b>O: CU-507D</b>	<b>D</b>	Bachelors of (Hons.) in Banking and Insurance
	<b>O: CU-507E</b>	<b>E</b>	Bachelors of (Hons. with Research) in Banking and Insurance
<b>2</b>	<b>Eligibility</b>		
	<b>O: CU-508A</b>	<b>A</b>	Passed XII std. Examination and secured not less than 45% marks in aggregate (40% in the case of reserved category) at one and the same sitting from the Commerce stream from any recognized board or Passed Equivalent Academic Level 4.0.
	<b>O: CU-508B</b>	<b>B</b>	Under Graduate Certificate in Banking and Insurance Academic Level 4.5
	<b>O: CU-508C</b>	<b>C</b>	Under Graduate Diploma in Banking and Insurance Academic Level 5.0
	<b>O: CU-508D</b>	<b>D</b>	Bachelors of Banking and Insurance with minimum CGPA of 7.5 Academic Level 5.5
	<b>O: CU-508E</b>	<b>E</b>	Bachelors of Banking and Insurance with minimum CGPA of 7.5 Academic Level 6.0
<b>3</b>	<b>Duration of program</b>		
	<b>R: CU-516</b>	<b>A</b>	One Year
		<b>B</b>	Two Years
		<b>C</b>	Three Years
		<b>D</b>	Four Years
		<b>E</b>	Five Years
<b>4</b>	<b>Intake Capacity</b>		
	<b>R: CU-517</b>	60	
<b>5</b>	<b>Scheme of Examination</b>	40% Internal Assessment 60% External Semester End Examination. (NEP)	
	<b>R: CU-518</b>		

<b>6</b>	<b>Standards of Passing</b> <b>R: CU-519</b>	40% marks in aggregate for each course Individual Passing in Internal and External Examination	
<b>7</b>	Credit Structure <b>Sem. I - R: CU-520A</b> <b>Sem. II - R: CU-520B</b>	Attached herewith	
	Credit Structure <b>Sem. III - R: CU-520C</b> <b>Sem. IV - R: CU-520D</b>		
	Credit Structure <b>Sem. V - R: CU-520E</b> <b>Sem. VI - R: CU-520F</b>		
<b>8</b>	<b>Semesters</b>	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, IX & X
<b>9</b>	<b>Program Academic Level</b>	A	4.5
		B	5.0
		C	5.5
		D	6.0
		E	6.5
<b>10</b>	<b>Pattern</b>	Semester	
<b>11</b>	<b>Status</b>	New	
<b>12</b>	<b>To be implemented from Academic Year Progressively</b>	From Academic Year: 2024-25	

Sign of Chairman  
Dr. Sunil Karve  
Chairman of Banking &  
Insurance and  
Investment  
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

Sign of offg. Dean  
Prof. Kavita Laghate  
Faculty of Commerce &  
Mangement

# Preamble

## 1) Introduction

In India banking and insurance sector is undergoing a paradigm shift. They aim at identifying and building long-term relationships with customers and are trying to create customised solutions for their clients to maximize their profits. The program includes training for various concepts and fundamentals used and practiced in the insurance and banking sectors. The programme focuses on banking and insurance which provides strategic choice for students aspiring to build a career in the financial services sector. This program provides an understanding of the principles, practices, and challenges specific to the banking and insurance sector and is designed in an industry- oriented way.

## 2) Aims and Objectives

1. Students will learn the experiential knowledge of the practice relating to insurance and banking.
2. Students will learn how to combine conceptual and practical learning to make decisions for insurance and banking.
3. Students will understand the best way to contribute to the verticals of insurance and banking by critically analyzing the legal aspects using their technological and research skills.
4. Students will be able to present influential behavior during the negotiation and decision-making stage.
5. Students will develop to become ethically responsible managers or any successful professionals in this field and help society and their respective businesses grow and thrive.

## 3) Learning Outcomes

### Students will be able:

1. To acquire knowledge about the development of banking and insurance.
2. To understand the fundamentals and theoretical base of principles of banking and insurance business.
3. To apply process for providing banking and insurance business services.
4. To learn new concepts introduced in the banking and insurance system.
5. To get an adequate exposure to operational environment in the field of Banking & Insurance

## 4) Any other point (if any)

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### 5. Credit Structure of the Program (Sem I, II, III, IV, V & VI)

Under Graduate Certificate in in Banking and Insurance

Credit Structure (Sem. I & II)

Under Graduate Programs in University

R: _____ A										
Level	Semester	Major		Minor	OE	VSC, SEC (VSEC)	AE C, VE C, IK S	OJT, FP, CEP, CC,RP	Cum. Cr. / Sem.	Degree / Cum. Cr.
		Mandatory	Electives							
4.5	I	6		-	2+2	VSC:2,SEC:2 <b>VSC: 2</b> Business Communication -I (2) <b>OR</b> Mutual Fund (2) <b>OR</b> Soft Skills and Personality Development (2) <b>SEC: 2</b> Application of MS Excel in Business (2) <b>OR</b> Service Marketing (2)	AEC :2, VEC :2, IKS: 2	CC:2	22	UG  Certificate 44
		Principles and Practices of Banking and Insurance (4)  Fundamental Accounting - I (2)								
R: _____ B										
	II	6		2	2+2	VSC:2,SEC:2 <b>VSC: 2</b> Business Communication -II (2) <b>OR</b> Forex (2) <b>OR</b> Startups (2)  <b>SEC: 2</b> Introduction to Digital Marketing (2) <b>OR</b> Insurance Broking and Advisory (2)	AEC :2, VEC :2	CC:2	22	
		Management Process and Organizational Behavior (4)  Fundamental Accounting -II (2)								
	<b>Cum Cr.</b>	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 core NSQF course/ Internship OR Continue with Major and Minor**

# **Sem. – II**

**Syllabus  
Bachelor of Banking & Insurance**

# Syllabus

## Bachelor of Banking & Insurance

### Management Process and Organizational Behaviour (Mandatory) Credits 4

#### Description of the course:

"Management Process and Organizational Behaviour" explores the principles and practices of effective management and human behavior within organizations. It covers topics such as planning, organizing, leading, and controlling, as well as individual and group dynamics, motivation, leadership, and organizational culture. The subject aims to provide insights into managerial decision-making, team dynamics, and strategies for enhancing organizational effectiveness and employee satisfaction.

#### Aims & Objectives:

1. To provide students with a comprehensive understanding of the management process in various organizational contexts.
2. To study individual and group behavior within organizations facilitating a deeper understanding of human behavior in the workplace
3. To develop students' managerial skills and competencies to achieve organizational goals.

#### Course outcomes:

1. It will enhance students' decision-making abilities by understanding the dynamics of organizational behavior
2. Students will gain an understanding of organizational culture
3. Students will develop the ability to adapt to organizational change and uncertainty, understanding how individual and group behavior influences organizational change processes and strategies.

Sr. No.	Modules	No. of Lectures
1	Introduction of Management	15
2	Introduction to Organizational Behavior	15
3	Motivation	15
4	Group Dynamics and Team building	15
<b>Total</b>		<b>60</b>

Sr. No.	Modules
<b>1</b>	<b>Introduction of Management</b>
	Evolution of management thought, Systems and contingency approach for understanding organizations, managerial processes, functions, skills and roles in an organization; Leadership: Concept, Nature, Importance, Attributes of a leader, developing leaders across the organization, Leadership Grid. Decision making: Concept, Nature, Importance, and Process. Types of decisions. Problems in decision making
<b>2</b>	<b>Introduction to Organizational Behavior</b>
	Definition, Importance, Scope, Fundamental Concepts of OB, Different models of OB - autocratic, custodial, supportive, collegial and SOBC. Personality & Attitudes: Meaning of personality, attitude - Development of personality – Attributes of personality- Transactional Analysis – Ego states – Johari window - Nature and dimensions of attitude – Developing the right attitude
<b>3</b>	<b>Motivation</b>
	Definition, Importance, Motives – Characteristics, Classification of motives - Primary & Secondary motives. Theories of Motivation - Maslow's Theory of need hierarchy - Herzberg's theory. Morale - Definition and relationship with productivity - Morale Indicators.
<b>4</b>	<b>Group Dynamics and Team building</b>

Concept of Group & Team. Theories of Group Formation - Formal and Informal Groups. Importance of Team building. Conflict Management: Definition. Traditional vis - à- vis Modern view of conflict – Types of conflict – Intrapersonal, Interpersonal, and Organizational. Constructive and Destructive conflict. Conflict management.

**References:**

- "Principles of Management" by P.C. Tripathi and P.N. Reddy, published by Tata McGraw-Hill Education
- "Management: Text and Cases" by VSP Rao and DN Tripathi, published by Excel Books.
- "Essentials of Management: An International and Leadership Perspective" by Harold Koontz, Heinz Weihrich, and Mark V. Cannice, published by Tata McGraw-Hill Education
- "Management: A Global and Entrepreneurial Perspective" by Hitt, Black, and Porter, published by Cengage Learning India

## Fundamental Accounting -II (Mandatory)

### Credits 2

#### Description of the course:

"Fundamental Accounting" provides a comprehensive understanding of advanced financial valuation techniques and securities redemption processes. It covers topics such as Valuation of Shares through various methods and Redemption of Preference Shares and Debentures.

#### Aims & Objectives:

1. Understand and apply the Maintainable Profit method, Super Profit Method, Capitalization method, and Annuity Method for valuing goodwill.
2. To teach about the methods and sources for redeeming debentures, including payment from capital or profits.
3. To make students understand the legal framework governing and accounting treatment for the Redemption of preference shares under the Companies Act.

#### Course outcomes:

1. Students will get familiarize with the characteristics and features of preference shares, including dividend preferences, voting rights, and redemption provisions.
2. Students will get familiarize with various methods used to determine the value of goodwill and shares.
3. Students will understand the legal provisions and accounting treatment pertaining to the redemption of Preference shares and Debentures.

Sr. No.	Modules	No. of Lectures
1	Valuation of Goodwill and Shares	15
2	Redemption of Preference shares and Debentures	15
<b>Total</b>		<b>30</b>

Sr. No.	Modules
<b>1</b>	<b>Valuation of Goodwill and Shares</b>
	<ul style="list-style-type: none"> <li>• <b>Unit 1:</b> Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method</li> <li>• <b>Unit 2:</b> Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method</li> </ul>
<b>2</b>	<b>Redemption of preference shares and Debentures</b>
	<ul style="list-style-type: none"> <li>• <b>Unit 1:</b> Redemption of preference shares - Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use.</li> <li>• <b>Unit 2:</b> Redemption of debentures by payment from sources including out of capital and / or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount</li> </ul>

#### References:

- Financial Accounting: Valuation of Shares, Goodwill and Other Assets" by V.K. Bhalla (Publisher: S. Chand & Company Ltd.)
- Valuation of Shares and Goodwill" by Arun Kumar and Rachana Sharma (Publisher: Bharat Law House Pvt. Ltd.)
- "Fundamentals of Accounting: Redemption of Preference Shares" by D.S. Rawat (Publisher:

Taxmann Publications Pvt. Ltd.)

- "Accounting for Management: Redemption of Shares" by Amresh Kumar (Publisher: PHI Learning Pvt. Ltd.

## Forex (VSC) Credits 2

### Description of the course:

"Forex" explores the principles and practices of foreign exchange markets. It covers topics such as currency trading, exchange rate mechanisms, and risk management strategies, providing insights into the dynamics of global financial markets and the factors influencing currency fluctuations. The subject also examines the role of forex markets in international trade, investment, and monetary policy.

### Aims & Objectives:

1. To provide students with a comprehensive understanding of the structure, functions, and participants of foreign exchange markets.
2. To develop students' skills in currency trading and risk management techniques.
3. To explore the role of forex markets in facilitating international trade.

### Course outcomes:

1. Students will be prepared to understand with foreign exchange market structure, market dealings.
2. Students will Understand the functions and players in the foreign exchange market.
3. Students will Gain knowledge to manage the exchange exposures

Sr. No.	Modules	No. of Lectures
1	Introduction of International Monetary System	15
2	Foreign Exchange Market and Participants	15
<b>Total</b>		<b>30</b>

Sr. No.	Modules
<b>1</b>	<b>Introduction of International Monetary System</b>
	<p><b>Unit 1:</b> International Monetary Systems: Introduction to Forex, Currency Pair Types, Forex Currency Pairs, Evolution of International Monetary System: Gold Standard System, Bretton Woods System, Flexible Exchange Rate Regimes – 1973 to Present, Current Exchange Rate Arrangements, European Monetary System, Fixed &amp; Flexible Exchange Rate System</p> <p><b>Unit 2:</b> An introduction to Exchange Rates: Foreign Bank Note Market, Spot Foreign Exchange Market Exchange Rate Quotations ,Direct &amp; Indirect Rates, Cross Currency Rates , Spread &amp; Spread %, Factors Affecting Exchange Rates</p>
<b>2</b>	<b>Foreign Exchange Market and Participants</b>
	<p><b>Unit 1:</b> Foreign Exchange Markets: Introduction to Foreign Exchange Markets, Structure of Foreign Exchange Markets, Types of Transactions &amp; Settlement Date, Exchange Rate Quotations &amp; Arbitrage, Forward Quotations (Annualized Forward Margin)</p> <p><b>Unit 2:</b> Forex Participants: Market and Market Participants, Foreign Exchange Management in India, Retail and Whole Sale Component of Indian Foreign Exchange Market, Role of FEDAI, FEMA and Regulatory Framework, Dealing Room Operations.</p>

### References:

- "Foreign Exchange Management: Theory and Practice" by A. V. Rajwade, published by Tata McGraw-Hill Education
- "The Handbook of Foreign Exchange Trading" by Jagdeep Singh Kalsi, published by Vision Books.
- "Forex Trading Guide: Basics and Strategies" by S. Wade Hansen and Peter R. Bain, published by Tata McGraw-Hill Education
- "Currency Trading and Intermarket Analysis: How to Profit from the Shifting Currents in Global Markets"

## Startups (VSC) Credits 2

### Description of the course:

"Startups" explores the entrepreneurial journey from idea conception to business establishment and growth. It covers topics such as business planning, funding strategies, market validation, and scalability, aiming to equip students with the knowledge and skills to navigate the challenges and opportunities of startup ventures effectively. The subject also emphasizes innovation, creativity, and adaptability in the dynamic startup ecosystem.

### Aims & Objectives:

1. To introduce the students to the concept of Startups and Entrepreneurship.
2. To provide the knowledge of becoming an entrepreneur by identifying business opportunities and developing business plans.
3. To understand the concept of entrepreneurship and identify the dimensions and resources required to establish a start-up.

### Course outcomes:

1. Students will be able to start his/ her own business by understanding the opportunities that are lying in front of them.
2. Students will learn how to make a business plan and how to approach funding agencies for getting their loans sanctioned.
3. Students will learn to identify the various sources of finance for a new venture and role of central and state government in promoting entrepreneurship

Sr. No.	Modules	No. of Lectures
1	Startup Ecosystem and Legal Environment	15
2	Survival, Growth and Exit Strategies	15
<b>Total</b>		<b>30</b>

Sr. No.	Modules
<b>1</b>	<b>Startup Ecosystem and Legal Environment</b>
	<p><b>A) Unit I:</b> Start-up opportunities: The New Industrial Revolution – The Big Idea- Generate Ideas with Brainstorming- Business Start-up - Ideation- Venture Choices - The Rise of the startup economy - The Six Forces of Change- The Start-up Equation - The Entrepreneurial Ecosystem – Entrepreneurship in India. Government Initiatives.</p> <p><b>B) Unit II:</b> Startup Capital Requirements and Legal Environment: Identifying Startup Capital Resource requirements - estimating Startup cash requirements - Develop financial assumptions- Constructing a Process Map - Positioning the venture in the value chain - Launch strategy to reduce risks- Startup financing metrics - The Legal Environment- Approval for New Ventures- Taxes or duties payable for new ventures.</p>
<b>2</b>	<b>Survival, Growth and Exit Strategies</b>
	<p><b>A) Unit I:</b> Start-up Survival and Growth: Stages of growth in a new venture- Growing with the market - Growing within the industry- Venture life patterns- Reasons for new venture failures- Scaling Ventures – preparing for change - Leadership succession. Support for growth and sustainability of the venture.</p> <p><b>B) Unit II:</b> Planning for Harvest and Exit: Dealing with Failure: Bankruptcy, Exit Strategies- Selling the business - Cashing out but staying in-being acquired- Going Public (IPO) – Liquidation.</p>

**References:**

- "Startup India: Insights for Aspiring Entrepreneurs" by Dr. Prashant Prabhu (Publisher: Vision India Publications)
- "The Ultimate Guide to Startups in India" by Anand Srinivasan (Publisher: Notion Press)
- "Entrepreneurship Management: Concepts, Theory and Practice" by Sadhana Dash, published by PHI Learning Pvt. Ltd.
- "Entrepreneurship Development: A Handbook for Entrepreneurs" by S. S. Khanka, published by S. Chand Publishing

## Insurance Broking and Advisory (SEC) Credits 2

### Description of the course:

"Insurance Broking and Advisory" delves into the principles and practices of insurance intermediation. It covers topics such as risk assessment, policy selection, claims management, and regulatory compliance, equipping students with the knowledge and skills to provide expert insurance advice and solutions to clients. The subject also explores the evolving role of insurance brokers in the insurance market and the importance of ethical conduct and professionalism in insurance advisory services

### Aims & Objectives:

1. To provide students with a comprehensive understanding of insurance principles, products, and markets.
2. To develop students' skills in insurance broking and advisory services.
3. To ensure students are familiar with regulatory requirements governing insurance broking.

### Course outcomes:

1. Students will can find a policy that best suits your needs for a reasonable price.
2. Students will understand client's insurance needs and provide ethical and professional advice
3. Students will Understand the working and functioning of the Insurance Sector.

Sr. No.	Modules	No. of Lectures
1	Insurance Brokerage Essentials: Understanding Policies, Ethics, and Regulations	15
2	Brokerage Client Management and Insurance Advisory Practices	15
<b>Total</b>		<b>30</b>

Sr. No.	Modules
<b>1</b>	<b>Insurance Brokerage Essentials: Understanding Policies, Ethics, and Regulations</b>
	<ul style="list-style-type: none"> <li>• Definition and importance of insurance, Life insurance vs. general insurance, Different types of insurance policies (term, whole life, health, property, etc.)</li> <li>• Functions of Direct / Composite / Reinsurance Brokers.</li> <li>• Registration and Licensing of Brokers: eligibility and qualifications of person, manpower and infrastructure requirements.</li> <li>• Requirement of Capital for Direct broker/Composite Broker / Reinsurance Broker a. Forms of capital to be brought in Equity /Assets/Cash</li> <li>• Code of Conduct or Professional Ethics.</li> <li>• Remunerations of Brokers in various lines of Insurance Business: General Insurance, Life Insurance, Pension, Annuity, Group Insurance, etc.</li> <li>• Professional Indemnity Insurance for Brokers</li> </ul>
<b>2</b>	<b>Brokerage Client Management and Insurance Advisory Practices</b>
	<ul style="list-style-type: none"> <li>• Responsibility of Broker to the insured - Understanding of client's requirement – nature of business and Risk Management of client, Preparation of Insurance Slip, Premium Collection, assistance in claims and preparation of claim documentation.</li> <li>• Responsibility of Brokers to the Insurance Company in Selection of Risks, Presentation of Products, Remittance of Premium, assistance in Claim Settlement and Consumer Grievances.</li> <li>• Insurance Advisory Process - Client needs analysis and risk assessment, Product selection and recommendation</li> </ul>

**References:**

- Insurance Broking Practice and Procedures" by Dr. M. N. Mishra (Publisher: Taxmann Publications Pvt. Ltd.)
- Principles and Practice of Insurance Broking" by Sunita Sharma and Lallan Prasad (Publisher: Sultan Chand & Sons)
- Insurance Broking in India: Challenges and Opportunities" by Dr. K. C. Mishra and Dr. J. K. Pandey (Publisher: New Century Publications)
- Insurance Broking in India: Regulations, Processes, and Practices" by Raj Kumar (Publisher: Bharat Law House Pvt. Ltd.)

***B.Com. (Banking & Insurance) As Per NEP  
with effect from the Academic Year 2024-2025***

**Scheme of Evaluation**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester Wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below: -

**(Internal Assessment- Courses with /without Practical Courses)**

**Credit: 02 (Total 50 Marks)**

**Internal = 20 Marks**

**External = 30 Marks**

**A. Internal Assessment: 40 % (20 Marks)**

**B. The Internal Assessment should be conducted after completing 50% of syllabus of the course/s**

Sr. No.	Particular	Marks
1	<b>One class test (10 Marks) (Mandatory) (Duration: 30Mnts.)</b>	
	Match the Column/ True or False/Fill in the Blanks/ Multiple Choice Questions (Maximum any Two component of the above) ( <i>½ Mark each</i> )	05 Marks
	Answer in One or Two Lines (Concept based Questions) ( <i>01 Mark each</i> ) (Attempt Any five of the eight)	05 Marks
2	All recorded activities to be spread across semester Refer to <b>ANNEXTURE: A</b>	10 Marks

## (Internal Assessment- Courses with / without Practical Courses)

Credit: 04 (Total 100 Marks)

Internal= 40 Marks

External =60 Marks

A. Internal Assessment: 40 % (40 Marks)

B. The Internal Assessment should be conducted after completing 50% of Syllabus of the course

Sr. No.	Particular	Marks
1	<b>One class test (20 Marks) (Mandatory) (Duration: 45 Mins.)</b>	
	Match the Column/ True or False/Fill in the Blanks/ Multiple Choice Questions (Maximum any Two component of the above) ( <i>1/2 Mark each</i> )	05 Marks
	Answer in One or Two Lines (Concept based Questions) (Attempt Any five of the eight) ( <i>01 Mark each</i> )	05 Marks
	Answer in Brief (Attempt Any Two of the Four) ( <i>05 Marks each</i> )	10 Marks
2	All recorded activities to be spread across semester Refer to <b>ANNEXTURE: A</b>	20 Marks

### ANNEXTURE: A

Individual faculty member shall have the flexibility to design the continuous assessment for each course/s in a manner so as to evaluate students' capabilities across knowledge, skills and attitudes. Internal Assessment may be undertaken through any or combination of the methods stated below after obtaining due permission of Principal and remain same across that particular course and semester. Introduction of multiple activities among groups of students in same class may be encouraged for better exposure:

- Essays / Tutorials
- Home assignments
- Library notes based on published research papers
- Report writings
- Practical Projects/ Practical activities /Group projects
- Reflective Practical assignments / Industry work / Field work
- Drawing Portfolios
- Oral examination
- Student's Seminar / Workshop / Exhibition
- Reviews / PPT presentation
- Problem solving Exercises
- Laboratory/Library Work
- Book reviews
- Case Study analysis
- Podcast/Blog writing /Video making e.g., Tips to become successful investor/satisfied customer, company profile, successful entrepreneur etc.

## Question Paper Pattern (Practical Courses)

**Credit: 02 (Total 50 Marks)**

**External = 30 Marks**

The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s

**Duration: 1 Hr.**

All questions shall carry equal marks with internal choice within the question. Student has to attempt any two questions out of three. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No	Particular	Marks
Q-1	Practical Question (With internal options and 15 marks may be divided accordingly)	15 Marks
Q-2	Practical Question (With internal options and 15 marks may be divided accordingly)	15 Marks
Q-3	Short/Medium answer type question	15 Marks

**Note:**

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

## Question Paper Pattern (Theoretical Courses)

**Credit: 02 (Total 50 Marks)**

**External = 30 Marks**

The Semester End Assessment should be conducted after completing 100% of Syllabus of the course/s

**Duration: 1 Hr.**

All questions shall carry equal marks with internal choice within the question. Student has to attempt any two questions out of three. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No.	Particulars	Marks
Q-1	Theory Question	15 Marks
Q-2	Theory Question	15 Marks
Q-3	Case Study Analysis/ Short Notes	15 Marks

**Note:**

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

## Question Paper Pattern (Practical Courses)

**Credit: 04 (Total 100 Marks)**

**External =60 Marks**

The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s

**Duration: 2 Hrs.**

All questions shall carry equal marks with internal choice within the question. Student has to attempt any four questions out of six Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No	Particulars	Marks
Q-1	Practical Questions	15 Marks
Q-2	Practical Questions	15 Marks
Q-3	Practical Questions	15 Marks
Q-4	Practical Questions	15 Marks
Q-5	Case Study Analysis/ Short Notes	15 Marks
Q-6	Theory questions	15 Marks

**Note:**

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

## Question Paper Pattern (Theoretical Courses)

**Credit: 02 (Total 50 Marks)**

**External =60 Marks**

The Semester End Assessment should be conducted after completing 100% of syllabus of the course/s.

**Duration: 2 Hrs.**

All questions shall carry equal marks with internal choice within the question. Student has to attempt any four questions out of six. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

The question paper shall be balanced in respect of various topics outlined in the syllabus.

Question No	Particular	Marks
Q-1	Practical Questions	15 Marks
Q-2	Practical Questions	15 Marks
Q-3	Practical Questions	15 Marks
Q-4	Practical Questions	15 Marks
Q-5	Case Study Analysis/ Short Notes	15 Marks
Q-6	Theory questions	15 Marks

**Note:**

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

## **Guidelines for Case Study Analysis**

1. Use the representation of real situations; avoid presenting situations that do not exist/ are not plausible in real life
2. Make sure that the description of the case is as clear and specific as possible
3. Make sure there is sufficient information on the content and the context of the case ask students interpretative and application questions
4. Questions need to be devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills
5. Devise clear and unambiguous questions to limit student confusion and time spent interpreting the question like suggest suitable title, offers a summary, explaining the scenario in detail, Problem/ issue presented in the scenario, suggest Solution/chosen course of action etc.
6. Maximum words for case study (Approx. 500-700 words) and followed by number of questions will depend on marks (3/4 marks each). Necessary precaution is to be taken for avoiding plagiarism

### **Passing Standard**

#### **Credit: 02 (Total 50 Marks)**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e., 08 out of 20) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 12 Out of 30) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes individually in the Internal Assessment as well as Semester End Examination.

#### **Credit: 04 (Total 100 Marks)**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e., 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 24 Out of 60) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes individually in the Internal Assessment as well as Semester End Examination.

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## Letter Grades and Grade Points:

<b>Semester GPA/ Programme CGPA Semester/ Programme</b>	<b>% of Marks</b>	<b>Alpha-Sign/ Letter Grade Result</b>	<b>Grading Point</b>
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

**Justification for B.Com. (Banking & Insurance)**

1.	Necessity for starting the course:	NEP 2020
2.	Whether the UGC has recommended the course:	Yes
3.	Whether all the courses have commenced from the academic year 2023-24	Yes
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?	Unaided Yes
5.	To give details regarding the duration of the Course and is it possible to compress the course?	4 Years Course and Cannot be compressed
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:	Insurance & Risk Manager, Investment Banking Associate, Bank Probationary Officer, Startups, Self -employment

**Sign of Chairman  
Dr. Sunil Karve  
Chairman of Banking &  
Insurance and  
Investment  
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**

**Sign of offg. Dean  
Prof. Kavita Laghate  
Faculty of Commerce &  
Mangement**

## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Basket of Minor</b>	
<b>Board of Studies in B.Com Financial Market</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>II</b>
<b>Title of Paper</b>	<b>Credits</b>
<b>I) Introduction to Business</b>	<b>Credit 2</b>
<b>II)</b>	
<b>III)</b>	
<b>From the Academic Year</b>	<b>2024-25</b>

Sr. No.	Heading	Particulars
1	<b>Description the course :</b> <b>Including but Not limited to :</b>	This course aims to familiarize the learners with basic concepts of business, develop understanding of business and analytical skills of the learners to enable them to develop an entrepreneurial aptitude.
2	<b>Vertical :</b>	Minor (2)
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits (1 credit = 15 Hours for Theory)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives:</b> (List some of the course objectives ) To familiarize the learners with basic concepts of business and develop understanding of business. To develop learning and analytical skills of the learners to enable them to develop an entrepreneurial aptitude. To acquaint the learners with recent developments and trends in the business world.	
8	<b>Course Outcomes:</b> (List some of the course outcomes) To describe the basic concepts of business, To interpret the recent developments in the business sector, To discuss the concept of business environment in detail and its constituents, To examine various aspects of project planning, To illustrate the concept of entrepreneurship and its different types.	

9	<b>Modules:-</b> Per credit One module can be created	
	<b>Module 1: Business Environment</b>	
	a) Business: Concept, Scope and Significance of business. Objectives of Business and its classification; CSR – Concept and Importance.	

	<p>b) Business Environment: Concept and Importance of business environment, Internal and External Environment, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.</p> <p>c) New Trends in Business: Growth Strategies, Restructuring Strategies and Turnaround strategies</p>
	<p><b>Module 2 Project Planning and Entrepreneurship</b></p>
	<p>a) Project Planning: Concept and importance of Project Planning; Project Report; feasibility Study types. Concept and Stages of Business Unit Promotion</p> <p>b) Entrepreneurship: Meaning and importance of entrepreneurship, factors Contributing to Growth of Entrepreneurship, Types of Entrepreneurs, Competencies of an Entrepreneur</p> <p>c) Entrepreneurs: Incentives to Entrepreneurs in India, ‘Make in India’ initiative; Problems and Promotion of Women Entrepreneurs.</p>
<b>10</b>	<p><b>Text Books:</b>  Business Environment, Cherunilam,Francis, Himalaya Pub  Entrepreneurship, Hisrich, Robert D, Mc Graw Hill  Essentials Of Business Environment, Aswathappa,K., Himalaya Pub  Entrepreneurship Development, Sharma, K.C., Reegal Book Depot</p>

<b>11</b>	<p><b>Reference Books:</b>  Business Organisation Management Maheshwari, Rajendra P ,Mahajan, J.P.,International Book House  Business Organisation, Maheshwari, Rajendra P, Mahajan, J.P., International Book House  Introduction To Commerce, Vikram, Amit, Atlantic Pub  A Course Book On Business Environment, Cherunilam,Francis, Himalaya Pub</p>	
<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination Individual Passing in Internal and External Examination : 60%</b>
<b>13</b>	<p><b>Continuous Evaluation through:</b>  Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )</p>	Class Test, Assignment, Presentation

<b>14</b>	<b>Format of Question Paper:</b> for the final examination There shall be Three questions each of 10 marks. All questions shall be compulsory with internal choice within the questions. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.
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**Sign of the BOS**  
**Prin. Dr. Vishnu N.**  
**Yadav**  
**Board of Studies in**  
**Financial Market**

**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**

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

## As Per NEP 2020

# University of Mumbai



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

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

<b>Sr. No.</b>	<b>Heading</b>	<b>Particulars</b>
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	<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	<b>Vertical :</b>	Minor
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits ( 1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks

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

- 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**

## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Basket of OE</b>	
<b>Board of Studies in Information Technology</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>II</b>
<b>Title of Paper</b>	<b>Credits 2/ 4</b>
I. IT_Data Analysis with Excel (Open Elective)[OE]	<b>2</b>
<b>From the Academic Year</b>	<b>2024-2025</b>

**Name of the Course: IT\_Data Analysis with Excel**

Sr.No.	Heading	Particulars
1	<b>Description the course : Including but Not limited to:</b>	Excel Data Analysis can help, with concise and understandable explanations of the vast array of functions for creating, visualizing, and analyzing data. Tool knowledge enables user to create reports which are insightful.
2	<b>Vertical :</b>	Open Elective
3	<b>Type :</b>	Practical
4	<b>Credits :</b>	2 credits
5	<b>Hours Allotted :</b>	60 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<p><b>Course Objectives(CO):</b></p> <p>CO 1. Learn to handle data, clean the data to make meaningful data set without missing value using various excel functions.</p> <p>CO 2. Learn to use excel functions to get statistical and financial results.</p> <p>CO 3. Learn to use intelligent functions in excel like lookups and conditional calculations.</p> <p>CO 4. Learn to visualize data, in to the form of Graphs, Pivots and list with subtotals. Explore various types of graphs and chart styles.</p> <p>CO 5. Equip with skills in managing and preparing data for analysis in Excel.</p> <p>CO 6. Employ advanced data analysis techniques such as what-if analysis and macros.</p> <p>CO 7. Learn how to use Excel's Data Analysis Toolpak to perform complex engineering and statistical analysis on datasets.</p>	
8	<p><b>Course Outcomes (OC):</b></p> <p>OC 1. Collect data from different sources, and organize it to a meaningful tabular format.</p> <p>OC 2. Apply formulas to the data using excel built in functions.</p> <p>OC 3. Utilize Excel's advanced features for data manipulation and analysis.</p> <p>OC 4. Select graph types and chart styles which will suit the kind of data they analyse.</p> <p>OC 5. Explore the immense possibilities of pivot table and make meaningful reports.</p> <p>OC 6. Utilize Excel's advanced features for data manipulation and analysis.</p> <p>OC 7. Utilize the Toolpak's features to extract valuable insights and find solutions to challenging data-driven issues.</p>	
9	<p><b>Modules:-</b></p> <p><b>Module 1:</b></p> <p>1. <b>Introduction to Excel Basics</b></p> <ol style="list-style-type: none"> <li>a. Entering and editing worksheet data.</li> <li>b. Performing basic worksheet operations.</li> <li>c. Illustration of autofill and formatting data in the cells.</li> </ol>	

- d. Use of simple arithmetic operations.
- e. Working with excel ranges and tables.
- f. Use of cell references in formulas (relative, absolute, and mixed references) and referencing cells outside the worksheet
- g. Demonstration of formatting worksheets and applying conditional formatting.
- h. Understanding formula basics.

## **2. Working with Formulas and Functions**

- a. Using formulas for common mathematical operations.
- b. Using text functions to manipulate text.
- c. Using date and time functions.
- d. Using formulas for financial analysis

## **3. Using the Statistical Functions**

- a. Counting items in a data set.
- b. Means, Modes, and Medians
- c. Finding Values, Ranks, and Percentiles
- d. Standard Deviations and Variances
- e. Regression Analysis
- f. Correlation
- g. t-distributions

## **4. Advanced Excel Functions for Data Analysis**

- a. Using formulas for Conditional Analysis
  - i. Use the IF function to evaluate a condition and return values based on the result.
  - ii. Apply the AND and OR functions to evaluate multiple conditions.
  - iii. Perform conditional calculations( SUMIF, COUNTIF, AVERAGEIF)
- b. Using formulas for Matching and Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH).

## **5. Data Visualization with Excel**

- a. Demonstration of creation of a bar chart representing sales data for different months.
- b. Customize the appearance of a chart, including colors, fonts, titles, legends and axis labels.
- c. Use of various types of charts in Excel- column charts, histograms, line charts, pie charts and scatter charts.
- d. Use of sparklines to display trends within a single cell.

## **Module 2:**

### **1. Introduction to PivotTables and Pivot Charts**

- a. Demonstration of creation of PivotTable using a dataset.
- b. Customizing PivotTables.
- c. Demonstration of creation of a PivotChart based on an existing PivotTable.
- d. Analysing Data with PivotTables.

### **2. Managing and Analysing Data**

- a. Importing data into Excel from an external source.
- b. Cleaning Data.
- c. Data sorting and filtering.
- d. Using Data Validation.

	<p><b>3. Advanced Data Analysis Techniques</b></p> <p>a. Performing Spreadsheet What-If Analysis. b. Analysing Data Using Goal Seeking and Solver.</p> <p><b>4. Introducing Data Analysis Toolpak Tools</b></p> <p>a. Using the Descriptive Statistics tool. b. Creating a histogram. c. Ranking by percentile. d. Calculating moving averages. e. Using the Exponential Smoothing tool. f. Using Data Analysis t-test tools. g. Using the Regression and Correlation tools. h. Implementing the ANOVA data analysis tools.</p> <p><b>5. Excel Macros</b></p> <p>a. Recording and editing macros. b. Managing recorded macros.</p>	
10	<p><b>Text Books</b></p> <p>1. <b>Excel 2019 bible, Alexander, M., Kusleika, R., &amp; Walkenbach, J. (2018), John Wiley &amp; Sons.</b></p> <p>2. <b>Excel data analysis for dummies, Nelson, S. L., &amp; Nelson, E. C. (2014), John Wiley &amp; Sons.</b></p> <p>3. <b>Data Analysis with Microsoft Excel , Berk, K. N., &amp; Carey, P. (1998), Pacific Grove, CA: Duxbury Press.</b></p>	
11	<p><b>Reference Books</b></p> <p>1. <b>Excel Data Analysis Modeling and Simulation., Hector, G. (2019), Spinger.</b></p> <p>2. <b>Microsoft Excel data analysis and business modelling, Winston, W. (2016), Microsoft press.</b></p>	
12	<p><b>Internal Continuous Assessment: 40%</b></p>	<p><b>Semester End Examination: 60%</b></p>
13	<p><b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )</p>	<p>Practical Exam of 30 marks for 2 hours duration</p>
14	<p><b>Format of Question Paper: Duration 2 hours. Certified copy of Journal is compulsory to appear for the practical examination</b></p> <p>Practical Slip:</p> <p>Q1. From Module 1      13 marks Q2. From Module 2      12marks Q3. Journal and Viva    05 marks</p>	

**Sign of Chairperson**  
**Dr. Mrs. R. Srivaramangai**  
**Ad-hoc BoS (IT)**

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

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

## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Basket of AEC</b>	
<b>Board of Studies in Marathi</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>II</b>
<b>Title of Paper</b>	<b>Credits</b>
मुद्रित माध्यमांसाठी लेखन कौशल्ये	2
<b>From the Academic Year</b>	<b>2024-2025</b>

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	<p style="text-align: center;"><b>मुद्रित माध्यमांसाठी लेखन कौशल्ये</b></p> <p>नवीन शैक्षणिक धोरण २०२०नुसार प्रथम वर्षात अध्ययन करणाऱ्या विविध अभ्यासशाखांमधील विद्यार्थ्यांनी 'क्षमता विकसन अभ्यासक्रम' (Ability Enhancement Course) या शीर्षकांतर्गत समाविष्ट असणाऱ्या अभ्यासपत्रिकेचे अध्ययन करणे अनिवार्य आहे. विद्यार्थ्यांमधील भाषिक क्षमता आणि भाषिक कौशल्ये विकसित करण्याच्या दृष्टीने 'आधुनिक भारतीय भाषा' या अभ्यासपत्रिकेचे स्वरूप निश्चित करावे, असे या धोरणात अपेक्षित आहे. मुद्रित माध्यमांतील विविध लेखन प्रकार आणि भाषिक उपयोजन इत्यादी घटकांचा विद्यार्थ्यांना परिचय करून देत संबंधित कौशल्ये विकसित करणे, या दृष्टीने प्रस्तुत अभ्यासपत्रिकेची आखणी करण्यात आली आहे.</p>
2	<b>Vertical :</b>	Ability Enhancement Course
3	<b>Type :</b>	Theory + Practical
4	<b>Credit:</b>	02 (1 credit = 15 Hours for Theory in a semester)
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives:</b> (List some of the course objectives )	<ol style="list-style-type: none"> <li>१. मुद्रित माध्यमे आणि त्यातील लेखनाचे स्वरूप या घटकांचा परिचय करून देणे.</li> <li>२. मुद्रित माध्यमांतील विविध लेखनप्रकारांचा परिचय करून देणे.</li> <li>३. मुद्रित माध्यमांमधून प्रभावी लेखन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे.</li> <li>४. मुद्रित माध्यमांतील लेखनप्रकारांनुसार भाषेच्या उपयोजनात होणारे बदल समजावून सांगणे.</li> <li>५. विद्यार्थ्यांना मुद्रित माध्यमांतील विविध लेखनप्रकारांचा सराव करण्याची संधी उपलब्ध करून देणे.</li> </ol>
8	<b>Course Outcomes:</b> (List some of the course outcomes)	<ol style="list-style-type: none"> <li>१. मुद्रित माध्यमे आणि त्यातील लेखनाचे स्वरूप याविषयी माहिती मिळेल.</li> <li>२. मुद्रित माध्यमांतील विविध लेखनप्रकारांचा परिचय होईल.</li> <li>३. मुद्रित माध्यमांमधून प्रभावी लेखन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय होईल.</li> <li>४. मुद्रित माध्यमांतील लेखनप्रकारांनुसार भाषेच्या वापरात होणारे बदल कळू शकतील.</li> <li>५. विद्यार्थ्यांना मुद्रित माध्यमांतील विविध लेखनप्रकारांचा अधिकाधिक सराव करण्याची संधी उपलब्ध होईल.</li> </ol>
9	<b>Modules:-</b> Per credit One module can be created  <b>Module 1:</b> घटक एक	

	<p>१. मुद्रित माध्यमांसाठी लेखन कौशल्ये : संकल्पना व स्वरूप  २. बातमी लेखन  ३. वृत्त लेख (News Feature)  (६० मिनिटांच्या १५ तासिका) श्रेयांकन १.</p>	
	<p><b>Module 2 :</b>  घटक दोन</p>	
	<p>१.स्तंभलेखन/सदरलेखन  २. वृत्तपत्रासाठी पत्रलेखन (वाचकांचा पत्रव्यवहार)  ३. जाहिरात लेखन  (६० मिनिटांच्या १५ तासिका) श्रेयांकन १.</p>	
<b>10</b>	<b>Text Books: N.A.</b>	
<b>11</b>	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>१. मुद्रित माध्यमांसाठी लेखन कौशल्ये, अरुण खोरे, यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक, २००२</li> <li>२. मराठी भाषिक कौशल्य विकास, (संपा.) पृथ्वीराज तौर, अथर्व पब्लिकेशन्स, धुळे, २०१८</li> <li>३. व्यावहारिक मराठी, ल.रा. नसिराबादकर, भाषाविकास संशोधन संस्था, कोल्हापूर, २०२३</li> <li>४. भाषिक सर्जन आणि उपयोजन, राजन गवस, अरुण शिंदे, गोमटेश्वर पाटील, दर्या प्रकाशन, पुणे, २०१२</li> </ol>	
<b>12</b>	<b>Internal Continuous Assessment: 40%</b>	<b>External, Semester End Examination 60% Individual Passing in Internal and External Examination</b>
<b>13</b>	<p><b>Continuous Evaluation through:</b>  Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc. (at least 3)</p>	<p>अंतर्गत चाचणी परीक्षा : २० गुण  प्रत्यक्ष उपस्थिती / ऑनलाईन पद्धत  प्रश्नमंजुषा/चाचणी परीक्षा/ प्रत्यक्ष सादरीकरण /प्रकल्प/ मौखिक परीक्षा/ नियत कार्य (Assignment) यांपैकी कोणत्याही पद्धतीचा अवलंब करून अंतर्गत परीक्षा घेता येईल.</p>
<b>14</b>	<p>बहिर्गत परीक्षा ३० गुण (वेळ एक तास)</p> <ul style="list-style-type: none"> <li>● एकूण तीन प्रश्न विचारावेत.</li> <li>● प्रत्येक घटकावर अंतर्गत पर्याय असलेले प्रत्येकी १० गुणांचे दोन प्रश्न विचारावेत.</li> <li>● तिसरा प्रश्न हा घटक १ आणि २ वर आधारित दहा गुणांचा वस्तुनिष्ठ स्वरूपाचा असावा.</li> </ul>	

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

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**Offg. Dean**  
**Name of the Offg. Dean**  
**Name of the Faculty**

## As Per NEP 2020

# University of Mumbai



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

Sr. No.	Heading	Particulars
1	<b>Description the course :</b>  <b>Including but Not limited to :</b>	<p style="text-align: center;"><b>हिन्दी भाषा : कौशल के आधार</b></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	<b>Vertical :</b>	Open Elective
3	<b>Type :</b>	Theory
4	<b>Credit:</b>	2 credits ( 1 credit = 15 Hours for Theory in a semester )
5	<b>Hours Allotted :</b>	30 Hours
6	<b>Marks Allotted:</b>	50 Marks
7	<b>Course Objectives: ( List some of the course objectives )</b> 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><b>Course Outcomes:</b> ( 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><b>Modules:-</b></p> <table border="1" data-bbox="248 688 1518 1438"> <thead> <tr> <th data-bbox="248 688 467 751">इकाई</th> <th data-bbox="467 688 1255 751">पाठ</th> <th data-bbox="1255 688 1518 751">व्याख्यान संख्या</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 751 467 1094">इकाई -1</td> <td data-bbox="467 751 1255 1094">           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 1094">           व्याख्यान- 15            क्रेडिट- 01         </td> </tr> <tr> <td data-bbox="248 1094 467 1438">इकाई -2</td> <td data-bbox="467 1094 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 1094 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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10	<p><b>संदर्भ ग्रंथ सूची -</b></p> <ol style="list-style-type: none"> <li>1. हिंदी भाषा शिक्षण के विविध आयाम - प्राध्यापक डॉ. राठौर, किनले एडिशन</li> <li>2. अभिनव पत्र लेखन - डॉ अनिल सिंह</li> <li>3. हिंदी के व्यावहारिक रूप - डॉ संतोष मोटवानी, परिदृश्य प्रकाशन, मुंबई</li> <li>4. हिंदी भाषा लेखन कौशल - गुलीबाबा पब्लिकेशन प्राइवेट लिमिटेड</li> </ol>									

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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Chairman  
Name of the  
Chairman  
Name of the BOS

Sign of the  
Offg. Associate Dean  
Name of the Associate  
Dean  
Name of the Faculty

Sign of the  
Offg. Dean  
Name of the Offg. Dean  
Name of the Faculty

# As Per NEP 2020

## University of Mumbai



**Title of the Course Indian Constitution**

**Semester – Sem I**

**Syllabus for Two Credit**

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

<b>PROGRAM</b>	BA /BSc/ BCOm
<b>SEMESTER</b>	I
<b>COURSE TITLE</b>	Indian Constitution
<b>VERTICLE /CATEGORY</b>	E (Value Education Course)
<b>COURSE LEVEL</b>	50
<b>COURSE CODE</b>	
<b>COURSE CREDIT</b>	2
<b>HOURS PER WEEK THEORY</b>	2
<b>HOURS PER WEEK PRACTICAL/TUTORIAL</b>	

<b>COURSE OBJECTIVE</b>
<ul style="list-style-type: none"> <li>• Learners will be enabled to understand the basics of Indian Constitution.</li> <li>• Significantly the learners will understand the significance and functionality of Fundamental Rights, Fundamental Duties and Directive Principles.</li> <li>• The learners will be enabled to understand the role of Indian Judiciary in Protecting Fundamental Rights.</li> </ul>
<b>COURSE OUTCOME</b>
CO1: Learners will be empowered to understand the basic structure, nature of Indian Constitution
CO2: Learners will understand their and other citizens fundamental rights and duties towards the nation.
CO3: Learners will be equipped with the role of Indian Judiciary in protecting Fundamental Rights of citizens and will be able to describe areas of criminal justice, law and society through a critical analysis of the subject.
.

## ORGANISATION OF THE COURSE

UNIT NO	COURSE UNITS	HOURS PER WEEK
1	Indian Constitution: Characteristics	10
2	Fundamental Rights, Fundamental Duties and Directive Principles of State Policy	10
3	Judiciary: Introduction to Supreme Court, Powers, and Functions of the Supreme Court Introduction to High Court Powers and Functions of the High Court Public Interest Litigation, Judicial Activism	10
TOTAL HOURS		30

## COURSE DESIGN

UNIT TITLE	OUTCOME	DESCRIPTION	PEDAGOGICAL APPROACH
INTRODUCTION TO CONSTITUTION	Learners will understand the importance of preamble in the implementation of constitution.	Constitution meaning of the term, Significance of constitution, Preamble, Features of constitution and basic structure of Indian Constitution	Chalk and talk method, Case laws
FUNDAMENTAL RIGHTS, FUNDAMENTAL DUTIES AND DIRECTIVE PRINCIPLES	Learners will understand the fundamental rights and duties towards the nation and people.	Fundamental rights (Art 12 to Art 35), Fundamental Duties and Directive Principles of state policy	Chalk and talk method, Case laws
JUDICIARY	Learners will be able to summarize the process of judicial review and identify criteria used by courts to evaluate the constitutionality of criminal law of India.	Introduction to Supreme Court, Powers, and Functions of the Supreme Court, Introduction to High Court, Powers and Functions of the High Court, Public Interest Litigation and Judicial Activism.	Chalk and talk method, Case laws.

<b>CONTINUOUS ASSESSMENT TESTS (CAT) &amp; SEMESTER END EXAMINATION (SEE)</b>			
<b>NATURE OF ASSESSMENT</b>	<b>MARKS</b>	<b>METHODOLOGY</b>	<b>COURSE OUTCOME</b>
CAT 1 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO1
CAT 2 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO1, CO2
CAT 3 *	10	Online Quiz, Open book test, Class test, Assignment and Viva	CO3
SEE	30	Four questions of 10 marks each (from each course unit), to be attempted any 3, 10 marks may be subdivided into two sub questions of 5 marks	CO1, CO2, CO3

\*Any Two for 20 marks

<b>ESSENTIAL READINGS</b>	Durga Das Basu- Introduction to the Constitution of India
<b>ADDITIONAL READINGS</b>	J. N. Pande – Constitution of India

Syllabus Drafting Committee  
 Dr. Swati Rautela Professor and Head Department of Law  
 Dr. Rajeshri Varhadi Professor and In charge Director  
 Dr. Sanjay Jadhav Associate Professor  
 Prof. Uma Nehare Assistant Professor

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

**UNIVERSITY OF MUMBAI**

**Semester II**

**NSS CC**

**Sub: - Leadership and Community Engagement**

**Credits: 02**

**Marks: 50**

Unit Number	SEMESTER 2 Title of the Unit	No. of Lecture	No. of Credits
1	<b>Leadership &amp; Personality development:</b> Meaning, definition, qualities, and characteristics of a Leader. Meaning of personality, Dimensions of personality. Personality and Leadership nexus.	15	
	Universal Human Values and Ethics for youths Sustainable Development Goals		
2	<b>Activity Based Programmes</b> (Suggestive list given below. Colleges can plan various social activities for learners and make a detailed report) Activities can be conducted throughout the academic year .Evaluation will be based on record keeping of the attendance of the learner.	30	
	<b>Shramadhan</b> – Plantation, Cleaning, Watering, Weeding, Any other activities.		
	<b>Awareness Programmes</b> – Seminar, Workshops, Celebration of National and International days, Personality Development Programmes, Group Activities, etc.,		
	Rally, Visit to Adopted villages, Swatchatha Programme, Visit and Conserving Ancient monuments and heritage site, Socio Economic Survey of village/slum, Nature Camp, Environmental Education, Women Empowerment Programme, Health Camps, Blood grouping awareness and Blood donation, Legal awareness Programme, Literacy Programme, Water Conservation Programme, One Day Special Camp in a village (preferably in adopted village/Adopted areas/Slums/MR Schools etc).		

**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
<b>Total</b>	<b>20</b>

### 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.

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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.
- .....

## References:

1. National Service Scheme Manual 2006, Government of India
2. Salunkhe P.B. Ed, Chhtrapati Shahu the Pillar of Social Democracy
3. National Service Scheme Manual, Govt. of India
4. Training Programme on National Programme Scheme TISS
5. Orientation Courses for N.S.S. Programme Officers, TISS
6. Hans Gurmeet, Case Material as a Training Aid for Field Workers
7. Tarachand, History of the Freedom Movement in India Vol.II
8. Kapil K. Krishan, Social Service Opportunities in Hospitals (TISS)
9. Ram, Social Problems in India.
10. Arnold, K. (2018). What is R.E.S.P.E.C.T. When it comes to teamwork? Available at: <https://www.extraordinaryteam.com/what-is-r-e-s-p-e-c-t-when-it-comes-to-teamwork/>
11. Barnard, I. C. (1938). Functions of the Executive. Boston: Harvard Press.
12. Barrett, R. (2013). The Values-driven Organisation: Unleashing Human Potential for Performance and Profit. London: Fulfilling Books
13. Barret Values Center (2018). Values-based leadership. Available at: <https://www.valuescentre.com/mapping-values/leadership/values-based-leadership>
14. Bauman, D. C. (2013). Leadership and the three faces of integrity. The Leadership Quarterly, 24(3), 414-426.
15. Bishop, W. H. (2013). Defining the Authenticity in Authentic Leadership. The Journal of Values-Based Leadership, 6(1), Article 7. Available at : <https://scholar.valpo.edu/cgi/viewcontent.cgi?article=1077&context=jvbl>
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18. Clarke, S. (2018). Why your values are key to your leadership. Leaderonomic.com Available: <https://leaderonomics.com/leadership/values-key-leadership>
19. Clarke, N. (2011). An integrated conceptual model of respect in leadership

# University of Mumbai

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Academic Authorities,  
Meetings & Services (AAMS)  
Room No. 128, M. G. Road, Fort,  
Mumbai – 400 032.  
Tel. 022-68320033

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

No. AAMS\_UGS/ICC/2024-25/ 2\9

Date: 31<sup>st</sup> 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 11<sup>th</sup> 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 N.C.C./N.S.S./Sports Co-Curricular at its meeting held on 23<sup>rd</sup> November, 2024 and subsequently passed by the Board of Deans at its meeting held on 30<sup>th</sup> December, 2024 vide item No. 8.1 (N) have been accepted by the Academic Council at its meeting held on 27<sup>th</sup> January, 2025 vide item No. 8.1 (N) and that in accordance therewith to introduce 2 Credit Programme Co-Curricular Course Foundation and Exploration of Performing Fine Arts Sem II 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](http://www.mu.ac.in)).

MUMBAI – 400 032  
31<sup>st</sup> January, 2025

(Dr. Prasad Karande)  
REGISTRAR

To,

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

## AC 8.1 (N) /27/01/2025

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Interdisciplinary,
- 3) The Chairman, Ad-hoc Board of Studies in N.C.C./N.S.S./Sports Co-Curricular,
- 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).



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

**Copy for information :-**

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

**To,**

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

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

AC – 27/01/2025

Item No. – 8.1

## As Per NEP 2020

# University of Mumbai



### Syllabus for Basket of OE

Ad- hoc Board of Studies in N.C.C./N.S.S./Sports Co-Curricular

UG First Year Programme - Co-Curricular Course

Semester

II

Title of Paper

Credits

Foundation and Exploration of  
Performing Fine Arts

2

From the Academic Year

2024-25

**Semester II**  
**As per NEP 2020**

# **Foundation and Exploration of Performing and Fine Arts**

Syllabus for Two Credits Programme

With effect from Academic Year 2024-2025

### Aims and Objectives

- To study the foundation and essentials of performing arts.
- To understand the chronicles of Indian Artistry.
- To comprehend the modern art forms.
- To explore various career opportunities in fine arts.

### Learning Outcomes

The course will enable the learner to

- Identify and trace the historical evolution of Indian performing and fine arts.
- Analyze the transition from traditional to modern art forms in performing arts.
- Identify and describe a range of career paths in the fine and performing arts.

### Modules at Glance

#### Semester I

Module No.	Unit	Content	No. of Hours
1	I	Foundation of Performing Arts	08
	II	Essential Skill Sets in Performing Arts	07
2	III	Chronicles of Indian Artistry	08
	IV	Contemporary and Modern Art	07
<b>Total No. of Hours</b>			<b>30</b>

Module No.	Unit	Content
1	I	<b>1.1 Foundation of Performing Arts</b> <ul style="list-style-type: none"><li>• Introduction to Performing Arts</li><li>• Historical Evolution and Cultural Significance of Performing Arts</li><li>• Basic Elements of Performing Arts</li></ul>
	II	<b>1.2 Essential Skill Sets in Performing Arts</b> <ul style="list-style-type: none"><li>• Character Development and Analysis</li></ul>

		<ul style="list-style-type: none"> <li>• Emotional Exploration and Expression</li> <li>• Fundamentals of Voice Modulation and Projection</li> <li>• Improvisation Skills</li> <li>• Scene Study and Script Interpretation</li> <li>• Career Options in Performing Arts</li> </ul>
2	III	<b>2.1 Chronicles of Indian Artistry</b> <ul style="list-style-type: none"> <li>• Indus Valley Civilization</li> <li>• Folk and Tribal Art Forms</li> <li>• Impact of Aesthetic Art on Sacred Architecture</li> <li>• Revival and Preservation of Ancient Indian Art</li> </ul>
	IV	<b>2.2 Contemporary and Modern Art</b> <ul style="list-style-type: none"> <li>• Modern Trends in Indian Art</li> <li>• Eminent Contemporary Artists of India</li> <li>• Career Options in Fine Arts</li> </ul>

### 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 I (50 Marks - 2 Credits)

#### Internal Evaluation (20 Marks)

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

**Semester End Examination (30 Marks)**

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

**Reference Books**

- Hennessey, B. (2019). *The artist's career handbook: A guide to building your career as a visual artist*. Allworth Press.
- Kapila, V. (2002). *Indian art: A history*. Penguin India.
- Mitter, P. (2001). *Indian art*. Oxford University Press.
- Chekhov, M. (2002). *To the actor: On the technique of acting*. Routledge.
- Strasberg, L. (1987). *A dream of passion: The development of the method*. Plume.
- Dehejia, V. (1997). *Indian art*. Phaidon Press.
- Nath, A. (2013). *Preservation of art and architecture in ancient India*. Bharatiya Kala Prakashan.
- Chawla, K. (2010). *Opportunities in fine arts careers*. Vikas Publishing House.
- Preece, R. (2011). *Careers in art and design*. Kogan Page.

- *Dalmia, Y. (2001). The making of modern Indian art: The progressives. Oxford University Press.*

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](http://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 &amp; 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. <b>In this session the learners will be oriented about the activities to be conducted during the semester followed by question-and-answer session.</b> 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><b>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.)</b></p> <ol style="list-style-type: none"> <li>1. Maharashtra Policy for women.</li> <li>2. Status of women in India. / Women achievers of modern India</li> <li>3. Banking procedures.</li> <li>4. Legal procedures.</li> <li>5. Violence against women / Laws protecting women/ Inheritance laws.</li> <li>6. Child Labour.</li> <li>7. Environment- pollution and its effect / Save Trees and Natural Resources</li> <li>8. Water Harvesting.</li> </ol>	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><b>The learners will be oriented about various career development opportunities in University of Mumbai, and schemes of student development by the Government.</b></p> <p><b><u>Learners will be oriented and given an opportunity for:</u></b></p> <ul style="list-style-type: none"> <li>- Script writing / Direction for street play.</li> <li>- Composing / Singing (Songs, Powada)</li> <li>- Playing Musical Instrument during the event.</li> <li>- Participation in various college and university level competitions.</li> <li>- Participate in Cultural Performance / Organising Committee for Festival / Programs / Event Management.</li> </ul>	
3	<p><b><u>Participation Video / Stage Performance / Assignment / Report Writing and submission</u></b></p> <ul style="list-style-type: none"> <li>- Present your report / video during the college program.</li> <li>- 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.</li> <li>- <b>College will organise a program in the hall / classroom for all learners and give them an opportunity</b> to present their assignment / report with PPT / video presentation followed by question answer session / test / interview by the college.</li> </ul>	6 Lectures including guidance for practice session, preparations and actual conduct of program.

### **Evaluation Pattern**

#### **Internal Assessment**

<b>Sr. No.</b>	<b>Assessment Criteria</b>	<b>Maximum Marks</b>
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.**

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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**





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

No. AAMS\_UGS/ICC/2024-25/234

Date: 14<sup>th</sup> February, 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 11<sup>th</sup> 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 N.C.C./N.S.S./Sports Co-Curricular at its meeting held on 06<sup>th</sup> February, 2025 has been accepted by the Hon'ble Vice Chancellor as per the powers confirmed upon him under Section 12 (7) of the Maharashtra Public Universities Act, 2016 and that in accordance therewith syllabus of **Co-Curricular Course Introduction to Sports, Physical Literacy, Health and Fitness & Yog Sem II** 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](http://www.mu.ac.in)).

MUMBAI – 400 032  
14<sup>th</sup> February, 2025

  
(Dr. Prasad Karande)  
REGISTRAR

To,

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

**BOS/06/02/2025**

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Interdisciplinary,
- 3) The Chairman, Ad-hoc Board of Studies in N.C.C./N.S.S./Sports Co-Curricular,
- 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), Vidyanaigari,
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

<b>Copy forwarded for information and necessary action to :-</b>	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), <a href="mailto:dr@eligi.mu.ac.in">dr@eligi.mu.ac.in</a>
2	The Deputy Registrar, Result unit, Vidyanagari <a href="mailto:drresults@exam.mu.ac.in">drresults@exam.mu.ac.in</a>
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari <a href="mailto:dr.verification@mu.ac.in">dr.verification@mu.ac.in</a>
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5	The Deputy Registrar, CAP Unit, Vidyanagari <a href="mailto:cap.exam@mu.ac.in">cap.exam@mu.ac.in</a>
6	The Deputy Registrar, College Affiliations & Development Department (CAD), <a href="mailto:deputyregistrar.uni@gmail.com">deputyregistrar.uni@gmail.com</a>
7	The Deputy Registrar, PRO, Fort, (Publication Section), <a href="mailto:Pro@mu.ac.in">Pro@mu.ac.in</a>
8	The Deputy Registrar, Executive Authorities Section (EA) <a href="mailto:eau120@fort.mu.ac.in">eau120@fort.mu.ac.in</a>  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), <a href="mailto:rapc@mu.ac.in">rapc@mu.ac.in</a>
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in <a href="mailto:ar.tau@fort.mu.ac.in">ar.tau@fort.mu.ac.in</a>
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16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, <a href="mailto:ratnagirisubcentre@gmail.com">ratnagirisubcentre@gmail.com</a>
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, <a href="mailto:director@idol.mu.ac.in">director@idol.mu.ac.in</a>
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha <a href="mailto:pinkumanno@gmail.com">pinkumanno@gmail.com</a>
19	Director, Department of Lifelong Learning and Extension (DLLE), Dlleuniversityofmumbai@gmail.com

**Copy for information :-**

1	P.A to Hon'ble Vice-Chancellor, <a href="mailto:vice-chancellor@mu.ac.in">vice-chancellor@mu.ac.in</a>
2	P.A to Pro-Vice-Chancellor <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
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5	P.A to Finance & Account Officers, (F & A.O), <a href="mailto:camu@accounts.mu.ac.in">camu@accounts.mu.ac.in</a>

**To,**

1	The Chairman, Board of Deans <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
2	<b>Faculty of Humanities,</b> <b>Dean</b> 1. Prof.Anil Singh <a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a> <b>Associate Dean</b> 2. Dr.Suchitra Naik <a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a> 3.Prof.Manisha Karne <a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a>
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	<p><b>Faculty of Science &amp; Technology</b></p> <p><b>Dean</b></p> <p>1. Prof. Shivram Garje  <a href="mailto:ssgarje@chem.mu.ac.in">ssgarje@chem.mu.ac.in</a></p> <p><b>Associate Dean</b></p> <p>2. Dr. Madhav R. Rajwade  <a href="mailto:Madhavr64@gmail.com">Madhavr64@gmail.com</a></p> <p>3. Prin. Deven Shah  <a href="mailto:sir.deven@gmail.com">sir.deven@gmail.com</a></p>
	<p><b>Faculty of Inter-Disciplinary Studies,</b></p> <p><b>Dean</b></p> <p>1. Dr. Anil K. Singh  <a href="mailto:aksingh@trcl.org.in">aksingh@trcl.org.in</a></p> <p><b>Associate Dean</b></p> <p>2. Prin. Chadrashekhhar Ashok Chakradeo  <a href="mailto:cachakradeo@gmail.com">cachakradeo@gmail.com</a></p>
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, <a href="mailto:dboee@exam.mu.ac.in">dboee@exam.mu.ac.in</a>
5	The Director, Board of Students Development, <a href="mailto:dsd@mu.ac.in@gmail.com">dsd@mu.ac.in@gmail.com</a> DSW <a href="mailto:direcotr@dsw.mu.ac.in">direcotr@dsw.mu.ac.in</a>
6	The Director, Department of Information & Communication Technology, <a href="mailto:director.dict@mu.ac.in">director.dict@mu.ac.in</a>

## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Sports Co-Curricular Vertical - 6</b>	
<b>Board of Studies in NCC/NSS/Sports Co-Curricular</b>	
<b>UG First Year Programme</b>	
<b>Semester</b>	<b>II</b>
<b>Title of Paper</b>	<b>Credits</b>
<b>I) Sports, Physical Literacy, Health and Fitness &amp; Yog</b>	<b>2</b>
<b>From the Academic Year</b>	<b>2024-25</b>

## **Semester II**

### **1.1 Preamble:**

India is growing rapidly as a global super-power. To face the challenges of the century and to keep up with the pace of the world, maintaining health is of prime importance. Giving thrust to healthy society, Physical Education, Sports, Health & fitness and Yoga are of great significance in today's world. The Government of India insists on Physical Fitness, Mental Health and Overall Development of Personality for every citizen. In these lines, the Government has launched Fit India Movement, Khelo India, TOPS and National Sports Day, International Day of Yoga etc. These initiatives have given impetus and awareness among general public, professional and academicians. However, creating efficient and skilled human resource in the field of Physical Education, Sports and Yoga is identified as the need of the hour. Thus, the Governments of India and Government of Maharashtra have included Physical Education, Sports and Yoga as a key area under the NEP 2020.

### **1.2 Objectives of the Course:**

1. To understand the importance of Physical Education, Sports, & Physical Activity
2. To increase participation of students in various games and sports and fitness activities
3. To develop the physical as well as mental health through physical activity
4. To create interest regarding sports, physical fitness to inculcate healthy habits for lifelong

### **1.3 Program outcomes:**

By the end of the program the students will be able to:

1. The student will participate in various games, sports and physical activities and they will also learn the technical and tactical experience of it.
2. Students will understand the importance and benefits of participation in any fitness activity or sports.
3. Own choice based activities will be the stress buster for the students and this will inculcate healthy habits in the students
4. Students will be able to organize, plan activities and will develop administrative qualities through these events
5. Students acquire the knowledge of Physical Education, Sports and Yoga and understand the purpose and its development.
6. The student learns to plan, organize and execute sports events.
7. Student will learn theoretical and practical aspects of game of his choice to apply at various levels for teaching, learning and coaching purposes efficiently.
8. Student acquires the knowledge of opted games, sports and yoga and also learns the technical and tactical experience of it.
9. Student will learn to apply knowledge of Physical fitness and exercise management to lead better quality life.
10. Students will understand and learn different dimension of active life style.

**1.4 Programme Duration:** The structure of the Credit Course in Sports has two semesters in total covering a period of two years i.e. 2 credits in each semester till the fourth semester as per the guidelines of NEP 2020.

**1.5 Modes of Internal & External Evaluation:** Students will submit a hard copy of the report of total 60 hours spent for semester II in any physical activities/ training sessions/ Sports events/ yoga/ adventure activities/ any sports/ gym or pilates / to the teacher. Students will be evaluated on the basis of activities participated for the semester II.

#### 1.6 Modules at Glance – Semester II

Module No.	Unit	Content	No. of Practical Hours
1	I	<b>Importance of Physical Education and Sports</b>	15
	II	<b>Participation in any physical activities</b>	15
2	III	<b>Volunteering in any sports events or fitness events</b>	15
	IV	<b>Participation in University or any other Sports competitions</b>	15
<b>Total No. of Hours</b>			<b>60</b>

Module No.	Unit	Content
1	I	<b>1.1 Importance of Physical Education and Sports &amp; Yoga</b> <ul style="list-style-type: none"> <li>• Development of physical health as well as mental health through Physical Activities.</li> <li>• Group Sports &amp; Fitness Activities</li> <li>• Fitness activities conducted by any sports/fitness instructor such as Yoga, Zumba, Aerobics etc.</li> </ul>
	II	<b>1.2 Participation in any Physical activities</b> <ul style="list-style-type: none"> <li>• Participation in any sports practice sessions conducted by our college/ any club / any institution</li> <li>• Completion of any Yoga/ Pilates/ Gym course/ any fitness related course</li> <li>• Participation in any other physical activities of the interest of student</li> </ul>
2	III	<b>2.1 Volunteering in any sports events or fitness events</b> <ul style="list-style-type: none"> <li>• Volunteering done in sports or fitness events organized by the college</li> <li>• Volunteering in any other fitness or sports activities organized by NGO or local clubs</li> </ul>
	IV	<b>2.2 Participation in University or any other Sports competitions</b> <ul style="list-style-type: none"> <li>• Participation in University Intercollegiate/ Inter Zonal / West Zone/ All India / National / State tournaments organized by University of Mumbai or State or District Sports Federation</li> <li>• Participation in any other intra college competition organized by college</li> <li>• Participation in any recognized Sports or Fitness competitions</li> </ul>

### 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).

Students will submit a brief report of 60 hours spent for Semester II in any of the physical activities along with geo tagged photo, receipt, sports training session's attendance, course certificates, etc. Report should include the explanation of the following questions. A report can have multiple physical activities done for the completion of 60 hours per semester. For eg. A student can enroll himself/ herself in Yoga/ Gym and any sport simultaneously and can give proof of the attendance for the same in the report. A student must complete 60 hours in any physical activity. Students should also enroll themselves as volunteers for any sports and fitness events held in the college.

1. Why did the student select a physical activity mentioned in the report?
2. What were the benefits and experience after the completion of the 60 hours of physical activity?
3. What were the challenges faced by the student during the activity?
4. Geotagged photos of the activity clicked in the beginning, during and on the last day of the activity.
5. Enrollment receipts, ID card, certificate of the activity.
6. Conclusion remark by the student.

### Semester II (50 Marks - 2 Credits)

#### Internal Evaluation (20 Marks)

Sr. No.	Particulars	Marks
1	Presentation <b>OR</b> Project <b>OR</b> Assignment <b>(Students must include the Geo Tagged photos, Enrolment receipt, Certificate etc. in the report)</b>	10
2	Volunteering in any Sports / Fitness activities conducted by college or local clubs or NGO	10

#### Semester End Examination (30 Marks)

Question No.	Particulars	Marks
1	VIVA Conducted by teacher/ Sports In charge/ Sports Director regarding participation in Physical / Sports / Fitness activities / Fitness or Yoga Course completed by students <b>OR</b> Participation in Sports Competitions Conducted by University at State or National Level (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 and should be evaluated on the basis of his/ her performance in the above mentioned competitions.	30
<b>Total</b>		30

## References –

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