

# Sem. – II

**Mandatory 1**

**Programme Name: B. Com. (Management Studies)**

**Course Name: Principles of Management -II**

**Total Credits: 04**

**Total Marks :100**

**University assessment :60**

**College assessment :40**

**Learning Objectives:**

- a) To enable the learners to understand the dimensions of direction & control.
- b) To familiarize and acquaint the learners with changing role of Indian business leaders.
- c) To explore and understand the emerging trends in management.

**Course Outcomes:**

- CO1) Students will remember & understand the domains of delegation and control.
- CO2) Students will apply & analyse the strategies adopted by successful business leaders.
- CO3) Students will evaluate & apply evolving management opportunities & challenges.

**Module 1:**

**Unit 1: Functions of Management – III**

- a. Introduction & overview to PODSCORB - Delegation of Authority – Meaning – Need for Delegation – Principles of Effective Delegation- Controlling – Concept – Steps - Techniques
- b. Co-ordination – Concept – Devices of co-ordination – Criteria of Successful co-ordination- Methods

**Unit 2: Functions of Management -IV**

- a. Directing – Concept – Principles of Directing - Motivation – Concept – Factors Influencing Motivation – Importance –
- b. Leadership – Concept – Styles – Qualities of a successful leader – Case Studies of successful Indian business leaders & their contributions to the field of management

**Module 2:**

**Unit 3: Managerial Opportunities & Challenges - I**

- a. Concept – Process – Kurt Lewins Change Management Model - Time Management – Need for Time Management – Techniques –

- b. Murphys Law - Case Studies - Conflict Management – Causes of conflicts – Essential skills for conflict management

#### **Unit 4: Managerial Opportunities & Challenges – II**

- a. Management Information System - Concept – Sources - Talent Management – Meaning – Process –
- b. Stress Management in business organizations – Measures – Need for Eustress in business setups – Green Management Practices – Need for Work Life Balance for managers.

#### **References:**

- *Principles of Management, Tripathi Reddy, Tata Mc Grew Hill*
- *Management Text & Cases, VSP Rao, Excel Books, Delhi*
- *Management Concepts and OB, P S Rao & N V Shah , AjabPustakalaya*
- *Essentials of Management, Koontz II & W , Mc. Grew Hill , New York*
- *Principles of Management-Text and Cases -Dr..M.SakthivelMurugan, New Age Publications*
- *Management Today Principles& Practice- Gene Burton, ManabThakur, Tata McGrawHill,PublishingCo.Ltd.*
- *Management – JamesA.F.Stoner, Prentice Hall, Inc .U.S.A.*
- *Management : Global Prospective –Heinz Weihrich& Harold Koontz, Tata McGraw-Hill, Publishing Co.Ltd.*
- *Essential of Database Management Systems -AlexisLeon ,MathewsLeon Vijay Nicole, Imprints Pvt Ltd.*
- *Management –Task ,Resp, Practices – PetaDruche “willian Heinemann LTD.*
- *K. Ashwathappa, Organisation Behaviour- Text, Cases & Games, Himalaya Publishing House, 2014 Edition.*
- *Gerald Greenberg, Behaviour In Organisation, Pearson Edition (Prentice Hall India)*

**Mandatory 1**

**Programme Name: B. Com. (Management Studies)**

**Course Name: Global Management Theories and Styles**

**Total Credits: 02**

**Total Marks :50**

**University assessment :30**

**College assessment :20**

**Learning Objective**

- a) To understand the students about the different global theories with regards to management
- b) To familiarize towards organisational development across the world to face the competition.
- c) To introduce global motivation and leadership theories connection to global change.
- d) To develop the global competencies necessary for 21st Century Management.

**Course Outcome**

CO1) Students will learn about the core values and models of Organisational Development

CO2) Students will have a clear understanding of the global theories of motivation.

CO3) Students will have a clear understanding of the global theories of effective leadership.

CO4) Students will understand the different Management Styles followed across the globe

**Module I:**

**Unit 1 Introduction to Organizational Development and Global Motivation Theories**

- a. Concept and features of Organizational Development - Values of organizational development- Organizational Development Models- Weisbord Six-box Model (Organisational Diagnosis)- McKinsey 7'S' Model (Organisational Design)
- b. Global Motivation Theories- Maslow Need Hierarchy Theory - Douglas McGregor Theory 'X' and 'Y'- William Ouchi Theory 'Z' - Victor Vrooms Expectancy Theory- Alderfer's, ERG Theory- David Mclelland Need Theory

**Module II:**

**Unit 2 Global Leadership Theories and Management Styles**

- a. Global Leadership Theories- Charismatic Leadership Theory- Likert's four system leadership- Blake and Montons, Managerial grid Theory- Fiedler's contingency theory- Tennenbaum and Schmidt's Leadership Theory- Harsey and Blanchard's Situational Leadership Theory
- b. Indian Management Style- Japanese Management Styles- American Management Style- European Management Style

**References:**

- **Management- James A. F. Stoner, R. Edward Freeman, Daniel R. Gilbert, JR.**
- **Management: Principles and Applications- Ricky W. Griffin, Cengage Learning India Pvt. Ltd., New Delhi**
- **Principles of Business Management – T. Ramasamy, Himalaya Publication House Mumbai,**
- **Management: Challenges in 21st Century – S.H. Goodman & P.M. Fandt, Vintage Publishing House.**
- **Management: A Global and Entrepreneurial Perspective- Heinz Wehrich, Mark V Cannice and Harold Knootz, The Mc Graw Hill Companies, New Delhi**
- **Development of Management Thoughts – Pollard, Think Inc (28 June 2019), Amazon Asia-Pacific Holdings Private Limited.**
- **Organisation and Management – Dr. C.B. Gupta, Shatya Bhavan Publication Agra.**
- **Principles and Practices of Management- L. M. Prasad, Sultan Chand & Sons New Delhi (2019).**
- **Essentials of Organisational Development - Dr. Anjali Ghanekar Everest Publication House, Pune**

**VSC/ SEC**

**Programme Name: B. Com. (Management Studies)**

**Course Name: Foreign exchange market and Derivatives**

**Total Credits: 02**

**Total Marks :50**

**University assessment :30**

**College assessment :20**

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**Course Objectives:**

- a) To enable learners to obtain knowledge of foreign exchange markets across the globe as well as in the Indian context.
- b) To study the strategies of risk management with respect to foreign exchange.
- c) To understand about the derivative market of world and at Indian level

**Course outcome:**

CO1) Learners will analyse alternative currency translation methods for settlement of goods.

CO2) Students will examine the organization of the Foreign Exchange Market,

CO3) Learners will acquire the information about the derivative market and its operation.

CO4) Learners will identify foreign exchange risk and the techniques available to control the same.

**Module 1**

**Unit 1 Foreign Exchange Markets – an Overview**

- a) Concept, Features, Need, Participants, Functions, Structure of Forex Markets, Foreign Currency Accounts – VOSTRO, NOSTRO, LORO, Meaning and types of Foreign Exchange Risk, Role of Foreign Exchange Dealers Association of India.
- b) FERA and FEMA Regulations, Advantages - Limitations of Capital and Current Account Convertibility, Meaning - Advantages -Limitations of Fixed and Flexible Exchange Rate, Distinction between Fixed and Flexible Exchange Rate.

**Module 2**

**Unit 2 Derivatives Market**

- a) Definition of Derivatives, Features, Benefits of Derivatives, Disadvantages of Derivatives, , Introductions and significance of Index, Types of foreign Exchange Quotations, Basic Numerical Problems -Direct and Indirect quotes, Spread, Spread Percentage, Forward Rates, Cross rate
- b) Emerging Structure of Derivatives Markets in India - Types of Derivatives and Practical numerical problems on Spot, Forward, Futures, Options and Swaps,

## ***References***

- ***Donald, R.L. (2013) – Derivatives Markets, Pearson***
- ***H.P. Bhardwaj. (Edition - 2009). Foreign Exchange Management. Wheeler Publishing.***
- ***Jeevanandam-C. (2020). Foreign Exchange & Risk Management. Sultan Chand & Sons.***
- ***P.G.Apte. (2011). International Financial Management. McGraw Hill Education (India) Private Limited***
- ***S. S. S. Kumar (2007) Financial Derivative. PHI Learning Publisher***

**VSC/ SEC**  
**Programme Name: B. Com. (Management Studies)**

**Course Name: MS-OFFICE**

**Total Credits: 02**

**Total Marks :50**

**University assessment :30**

**College assessment :20**

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**Learning Objectives:**

- a) To enable learners to obtain hands on experience on word processing,
- b) To understand the preparation of Power Point for presentations.
- c) To acquire information about creating excel spreadsheets and data analysis

**Course Outcomes**

CO1) Enable learners to create, open and edit the document in formats that are compatible with other word processing applications.

CO2) Student can create documents with MS word which can easily be accompanied into MS PowerPoint, Excel or any other MS office application

CO3) Enhancement of skills to prepare presentation for their academic purpose.

CO4) Learners will equipped with MS excel and ready for administration.

**Module 1**

**Unit 1 MS Word and MS Power Point**

- a) **MS Word** - Menu and Tool bars, Creating and Saving Document, Editing of Document, Formatting text, Changing space between paragraphs and lines, Creation and Modification and Formatting of tables, Insertion of Symbols, Special Characters, Smart Art, Watermarks, Page Formatting, Headers and Footers, Mail Merge- Concept and Uses.
- b) **MS Power Point** - Creating power point presentation, Presentation in different views, Inserting images, audios and videos, Creation of animation effects, Insertion of Designs, Slide Transitions, Slide Printing, Inserting Comments.

**Module 2**

**Unit 2 MS Excel – Basic and Advanced**

- a) Basic Excel- Creating, Saving and editing spreadsheets, Freezing panes & splitting windows, Drawing charts, Basic functions- Text, math, trig, Statistical, Date and time, Financial, Logical.
- b) Advanced Excel- Use of VLOOKUP, HLOOKUP, Data Analysis – Sorting, Filtering (Auto and Advanced Filter), Scenarios, Pivot Tables and Charts.

## ***References***

- ***Mastering Excel: Conditional Formatting Kindle Edition by Mark Moore***
- ***Learn to use computer, MS Word, Powerpoint and Excel: First Edition by Inderjeet Singh***
- ***Microsoft Word, Excel, and PowerPoint: Just for Beginners by Dorothy House., Otskirts Press.***
- ***IT Essential skill s for 21<sup>st</sup> Century, TNI Technologies***
- ***Kumar Bittu (2017) Computer Basics. V. S. Publishers***
- ***John Walkenbach. (2015) Microsoft Excel 2016 Bible. Wiley publication***

# QUESTION PAPER PATTERN (External and Internal)

## Paper Pattern 2 Credits (Total 50 Marks)

Internal = 20 Marks  
External = 30 Marks

### Internal Paper Pattern (20 Marks)

1. Project Presentation <b>OR</b> Case Study writing	} any one	10 Marks
2. Quiz <b>OR</b> Group discussion		
3. Class Test (Mandatory) with objectives		10 Marks
Total		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 20Marks

### External Paper Pattern (30 Marks)

Write any **TWO** questions from the following

Q1. Answer the following	15 marks
A	
B	
Q2. Answer the following	15 Marks
A	
B	
Q3. Answer the following	15 Marks
A	
B	

## Paper Pattern 4 Credits (Total 100 Marks)

Internal = 40 Marks  
External = 60 Marks

### Internal Paper Pattern (40 Marks)

1. Case Study writing <b>OR</b> Assignment 2. Quiz <b>OR</b> Group discussion <b>OR</b> Role Playing 3. Project Presentation <b>OR</b> Research Paper	}	any two (10 Marks each)	20 Marks
4. Class Test - (Mandatory) with Objective questions			20 Marks
Total			40 Marks

### External Paper Pattern (60 Marks)

#### External Paper Pattern (60 Marks)








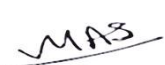
Write any **FOUR** questions from the following

- |                          |          |
|--------------------------|----------|
| Q1. Answer the following | 15 marks |
| A                        |          |
| B                        |          |
| Q2. Answer the following | 15 Marks |
| A                        |          |
| B                        |          |
| Q3. Answer the following | 15 Marks |
| A                        |          |
| B                        |          |
| Q4. Answer the following | 15 marks |
| A                        |          |
| B                        |          |
| Q5. Answer the following | 15 Marks |
| A                        |          |
| B                        |          |
| Q6. Answer the following | 15 Marks |
| A                        |          |
| B                        |          |

**Letter Grades and Grade Points:**

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

### Team for Creation of Syllabus

Name	College Name	Sign
Prof. Dr. Kanchan Fulmali	Chairperson- M. L. Dahanukar College of Commerce, Mumbai	
Dr. Chandrashekhar Salunkhe	Member- ICS College of Arts, Science and Commerce, Khed	
Prof. Dr. Seema Somani	Member- Pillai College of Arts Commerce & Science, Autonomous, New Mumbai	
Dr. Anaya Markandeya	Member- Mahatma Night Degree College of Arts and Commerce, Sion	
Dr. Rahul Shetty	Member- Lala Lajpatrai College of Commerce and Economics	
Dr. Maruti Kumbhar	Member- Anandibai Raorane Arts, Commerce & Science College, Vaibhavwadi	
Dr. Samrat Gangurde	Member- M. L. Dahanukar College of Commerce, Mumbai	
Dr. Mitali Shelenkar	Member- M. L. Dahanukar College of Commerce, Mumbai	

## Justification for B.Com. (Management Studies)

1.	Necessity for starting the course:	<ul style="list-style-type: none"> <li>To expose the learners to fundamentals of concept testing in the field of management studies.</li> <li>To equip the students through a bottom-up approach in understanding the global perspectives of managerial aspects in the economy.</li> <li>To provide a fillip to employability of learners through exploring the various dimensions of management studies.</li> </ul>
2.	Whether the UGC has recommended the course:	<b>Yes</b>
3.	Whether all the courses have commenced from the academic year 2024-25	<b>Yes</b> <b>Under the restructuring of NEP from the A. Y. 2024-25</b>
4.	The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available?:	<b>Yes</b>
5.	To give details regarding the duration of the Course and is it possible to compress the course?:	<b>First Term</b> <b>Yes</b>
6.	The intake capacity of each course and no. of admissions given in the current academic year:	<b>60/ Yes</b>
7.	Opportunities of Employability / Employment available after undertaking these courses:	<b>Yes</b> <b>In this core area of management studies, various practical and skillful courses are introduced in such a way that the students get job opportunities as per the industrial norms. It will help to generate enough employment opportunities.</b>

**Sign of the BOS  
Chairman  
Prof. Dr. Kanchan  
Fulmali  
BoS in B.Com.  
(Management Studies)**

**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**



AC – 20/04/2024  
Item No. – 7.8 Sem.-II (4a)

## As Per NEP 2020

# University of Mumbai



<b>Syllabus for Basket of Minor</b>	
<b>Board of Studies in Business Management</b>	
<b>UG First Year Programme</b>	
<b>Semester -II</b>	
<b>Title of Paper</b>	<b>Credits 2/ 4</b>
<b>Fundamentals of Business and Financial Analysis-Paper (I)</b>	<b>Credits 2</b>
<b>II)</b>	
<b>III)</b>	
<b>From the Academic Year</b>	<b>2024-25</b>

Sr. No.	Heading	Particulars
1	Description the course :	<p><b><u>Introduction</u></b>  Business analytics aids in making wise business decisions. Data management, data visualization, data mining, forecasting and optimization are some of the tools used to create insights from data. Technical skills are necessity in today's world and this course will teach the learners all the tools they need to get ahead.</p> <p><b><u>Relevance</u></b>  This course is relevant for any learner interested in becoming a better investor, stock picker, portfolio manager, analyst and much more.</p> <p><b><u>Usefulness</u></b></p> <ol style="list-style-type: none"> <li><b>1. Excel Mastery</b> <ul style="list-style-type: none"> <li>• Work comfortably with Microsoft Excel</li> <li>• Format spreadsheets professionally</li> <li>• Perform routine tasks quicker</li> <li>• Create professional charts in Microsoft Excel</li> <li>• Efficiently work through large amount of data</li> </ul> </li> <li><b>2. Financial Proficiency</b> <ul style="list-style-type: none"> <li>• Build a company's profit and loss (P&amp;L) statement from scratch</li> <li>• Create a company's balance sheet</li> <li>• Perform Financial statement analysis</li> <li>• Understand the timing of revenue and cost recognition</li> <li>• Calculate liquidity, solvency, profitability and growth ratio to analyze company's performance</li> </ul> </li> <li><b>3. Financial Modelling and Analysis</b> <ul style="list-style-type: none"> <li>• Calculate a complete loan schedule</li> <li>• Differentiate between variable and fixed interest rates</li> <li>• Perform Industry analysis</li> <li>• Recognise the factors driving a company's value.</li> </ul> </li> </ol> <p><b><u>Application</u></b>  A learner simply need to find a way to acquire practical skills that will give him an edge over the other candidates. <i>Even in the toughest job markets, the best candidates find great positions.</i></p>

		<p><b><u>Interest</u></b></p> <p><b>Why should a learner be interested a career as a Business and financial analyst?</b></p> <ul style="list-style-type: none"> <li>• <b>Salary.</b> A Business and financial analyst job typically leads to a well-paid career.</li> <li>• <b>Promotions.</b> Analysts acquire valuable technical skills, making them the leading candidates for senior roles within a corporation.</li> <li>• <b>Secure Future.</b> There's high demand for financial analysts on the job market.</li> <li>• <b>Growth.</b> Learner will face different challenges that will test and upgrade existing skills</li> </ul> <p><b><u>Connection with other courses: It is connected with</u></b></p> <ol style="list-style-type: none"> <li>1. Investment analysis and portfolio management</li> <li>2. Business Strategy and Management</li> <li>3. Corporate finance management</li> </ol> <p><b><u>Demand in Industry:</u></b> "A financial analyst career is one of the top-paying entry-level jobs on the market."</p> <p><b><u>Job prospectus :</u></b></p> <ul style="list-style-type: none"> <li>• Business Analyst</li> <li>• Financial Analyst</li> <li>• Investment Analyst</li> <li>• Risk Analyst</li> <li>• Financial Reporting Analyst</li> </ul>
2	<b>Vertical :</b>	Minor
3	<b>Type :</b>	Practical
4	<b>Credit:</b>	2 credits (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> ( List some of the course objectives )</p> <ol style="list-style-type: none"> <li>1. To evaluate the financial performance of the business and know its financial position</li> <li>2. To familiarize learners with Business Financial Analysis</li> <li>3. To familiarize learners with Business Growth Analysis</li> </ol>	
8	<p><b>Course Outcomes:</b> ( List some of the course outcomes )</p> <ol style="list-style-type: none"> <li>1. Learners will be able to analyse financial statements of business</li> <li>2. Have knowledge of business growth and revenue sustainability</li> <li>3. Help learners to identify problems and challenges in business. Survival and growth</li> </ol>	

9	<p><b>Modules:-</b> Per credit One module can be created</p>
	<p><b>Module 1 : Business Finance Analysis</b></p>
	<p>Meaning &amp; Sources of Business Finance          Concept &amp; Importance of Financial Analysis          Analysis of Income Statement          Analysis of Balance sheet          Analysis of Shareholder Equity</p>
	<p><b>Module 2: Business Growth Analysis</b></p> <p>Concept of Growth Analysis.          Analysis of changes in profitability .          Analysis of sustainable earnings.          Evaluation through Profitability Ratios</p>
10	<p><b>Text Books:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>

<p><b>11</b></p>	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Basic Financial Management: M.Y. Khan and P.K. Jain, New Delhi, TMH 2000.</li> <li>2. Financial Management: I.M. Pandey.</li> <li>3. Financial Management: Theory and Practices- Prasanna Chandra.</li> <li>4. Financial Management: Khan and Jain.</li> <li>5. Valuation measuring and managing the value of companies: Thomas Copeland-Wiley</li> <li>6. Financial Management: Ravi Kishore</li> <li>.....</li> </ol>														
<p><b>12</b></p>	<p><b>Internal Continuous Assessment: 40%</b></p>	<table border="1"> <thead> <tr> <th data-bbox="862 541 1015 625">Question No</th> <th data-bbox="1015 541 1256 625">Questions</th> <th data-bbox="1256 541 1479 625">Total (30 marks)</th> </tr> </thead> <tbody> <tr> <td data-bbox="862 625 1015 831">Q1</td> <td data-bbox="1015 625 1256 831">Theory/ Practical Problems OR Theory/ Practical Problems</td> <td data-bbox="1256 625 1479 831">15</td> </tr> <tr> <td data-bbox="862 831 1015 1037">Q2</td> <td data-bbox="1015 831 1256 1037">Theory/ Practical Problems OR Theory/ Practical Problems</td> <td data-bbox="1256 831 1479 1037">15</td> </tr> <tr> <td data-bbox="862 1037 1015 1083">Total</td> <td data-bbox="1015 1037 1256 1083"></td> <td data-bbox="1256 1037 1479 1083">30</td> </tr> </tbody> </table>		Question No	Questions	Total (30 marks)	Q1	Theory/ Practical Problems OR Theory/ Practical Problems	15	Q2	Theory/ Practical Problems OR Theory/ Practical Problems	15	Total		30
Question No	Questions	Total (30 marks)													
Q1	Theory/ Practical Problems OR Theory/ Practical Problems	15													
Q2	Theory/ Practical Problems OR Theory/ Practical Problems	15													
Total		30													
<p><b>13</b></p>	<p><b>Continuous Evaluation through:</b> Quizzes, Class Tests, presentation, project, role play, creative writing, assignment etc.( at least 3 )</p> <table border="1"> <thead> <tr> <th data-bbox="862 1241 943 1325"></th> <th data-bbox="943 1241 1263 1325"><b>Assessment/ Evaluation</b></th> <th data-bbox="1263 1241 1479 1325">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="862 1325 943 1570">1.</td> <td data-bbox="943 1325 1263 1570">Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)</td> <td data-bbox="1263 1325 1479 1570">10</td> </tr> <tr> <td data-bbox="862 1570 943 1816">2.</td> <td data-bbox="943 1570 1263 1816">Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)</td> <td data-bbox="1263 1570 1479 1816">10</td> </tr> </tbody> </table>				<b>Assessment/ Evaluation</b>	Marks	1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10	2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10			
	<b>Assessment/ Evaluation</b>	Marks													
1.	Class Test during the lectures. (Physical/ Online mode). (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles)	10													
2.	Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)	10													

**14** **Format of Question Paper:** for the final examination

Question No	Questions	Total (30 marks)
Q1	Theory/ Practical Problems OR Theory/ Practical Problems	15
Q2	Theory/ Practical Problems OR Theory/ Practical Problems	15
Total		30

**Sign of the BOS  
Chairperson  
Dr.(Prof.) Megha Somani  
BOS in Business  
Management**

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

**Sign of the  
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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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<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						

<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



**Title of the Course Law related to Intellectual  
Property Rights  
Semester – Sem I  
Syllabus for Two Credit**

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

<b>Law related to Intellectual Property Rights</b>	
<b>PROGRAM</b>	<b>BA /BSc/ BCom</b>
<b>SEMESTER</b>	<b>I</b>
<b>COURSE TITLE</b>	<b>Law related to Intellectual Property Rights</b>
<b>VERTICLE /CATEGORY</b>	<b>E (Value Education Course)</b>
<b>COURSE LEVEL</b>	<b>50</b>
<b>COURSE CODE</b>	
<b>COURSE CREDIT</b>	<b>2</b>
<b>HOURS PER WEEK THEORY</b>	<b>2</b>
<b>HOURS PER WEEK PRACTICAL/TUTORIAL</b>	

<b>COURSE OBJECTIVE</b>
<ul style="list-style-type: none"> <li>□ Learners will be enabled with the knowledge of the branch of the law that rights given to persons over the creation of their minds. They usually give the creator an exclusive right over the use of his/her creation for a certain period.</li> <li>□ To impart knowledge on identification of diverse types of Intellectual Properties (IPs), the right of ownership, scope of protection as well as the ways to create and to extract value from IP.</li> <li>□ Learners will be able to recognize the crucial role of IP in organizations of different industrial sectors for the purposes of product and technology development.</li> <li>□ To facilitate students to identify activities and constitute IP infringements and the remedies available to the IP owner and describe the precautions steps to be taken to prevent infringement of proprietary rights in products and technology development</li> </ul>

### **COURSE OUTCOME**

CO1: Learners will be able to study development and reform of intellectual propertyright institutions and their impact on creativity and innovation.

CO2: Learners will be able to critically analyze the principles of Tortious liability, develop familiarization of process of Intellectual Property Management (IPM) andvarious approaches for IPM and conducting IP and IPM auditing and explain how IP can be managed as a strategic resource and suggest IPM strategy

CO3: Learners will be well equipped with the expensive characteristics of judicialtrend related to IPR and the remedies provided under the mechanism set up by the Government Convention of IPR

### **ORGANISATION OF THE COURSE**

<b>UNIT NO</b>	<b>COURSE UNITS</b>	<b>HOURS PERWEEK</b>
1	Nature, Concept and forms of Intellectual Property and Patents	10
2	Patents and Trade Marks	10
3	Copy Rights and Geographical Indicators	10
<b>TOTAL HOURS</b>		<b>30</b>

## COURSE DESIGN

UNIT TITLE	OUTCOME	DESCRIPTION	PEDAGOGICAL APPROACH
Intellectual Property: Meaning, Nature and Significance	Learners will understand the concept of IPR and analyze the concept of liabilities.	Nature & Concept of Intellectual Property, General Principles of IP	Lecture and seminar method, Case laws
Various forms of Intellectual Properties:	Learners will be able to acquire the knowledge of the fundamentals of Intellectual property right and judicial perspective towards persons and properties.	Copyright, Patent, Trademark, Design, Geographical indication, Semi-Conductor and Plant variety	Lecture and seminar method, Case laws
Major international instruments relating to the protection of Intellectual Properties:	Learners will be able to evaluate the process of IPR mechanism set by the government.	The Paris Convention, 1883, the Berne Convention, 1886, The WIPO Convention, 1967, The TRIPS Agreement, 1994 and recent amendments.	Lecture and seminar 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 booktest, Class test, Assignment and Viva	CO1
CAT 2*	10	Online Quiz, Open booktest, Class test, Assignment and Viva	CO1, CO2
CAT 3*	10	Online Quiz, Open booktest, Class test, Assignment and Viva	CO3
SEE	30	Four questions of 10 markseach (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.

Practical Activities and Aspect ofthe Course	Analysis of landmark cases, Field visit patent office, Visit to Trademark office,Workshop on IPR.
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<b>ESSENTIAL READINGS</b>	W.R.Cornish and D. Llewelyn, Intellectual Property: Patents, Copyrights, Trademarks and Allied Rights, Sweet& Maxwell. P. Narayanan, Intellectual Property Law, Eastern Law House
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<b>ADDITIONAL READINGS</b>	V.K. Ahuja, Law Relating to Intellectual Property Rights, LexisNexis
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Syllabus Drafting Committee -

Dr. Rajeshri N.Varhadi, Professor and In-Charge Director

(UMLA)Dr. Gouri Gargate, Professor of IIT Kharagpur.

Dr. Swati Rautela, Professor and Head Department of

Law.Dr. Sanjay Jadhav, Associate Professor

Department of Law.

Prof. Uma Nehare, Assistant Professor, University of Law Academy.

**Signature:**

**Prof. Kavita Laghate**

**Chairman of Board of Studies in Value Education**

## 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="248 695 1518 1440"> <thead> <tr> <th data-bbox="248 695 467 751">इकाई</th> <th data-bbox="467 695 1255 751">पाठ</th> <th data-bbox="1255 695 1518 751">व्याख्यान संख्या</th> </tr> </thead> <tbody> <tr> <td data-bbox="248 751 467 1098">इकाई -1</td> <td data-bbox="467 751 1255 1098">           1. लेखन कौशल का अर्थ एवं स्वरूप            2. लेखन कौशल की उपयोगिता एवं महत्व            3. लेखन कौशल की विधियाँ            4. लेखन कौशल के भेद एवं विशेषताएँ            5. वाचन कौशल का अर्थ, स्वरूप एवं विशेषताएँ            6. वाचन कौशल की उपयोगिता            7. वाचन कौशल की विधियाँ एवं विशेषताएँ         </td> <td data-bbox="1255 751 1518 1098">व्याख्यान- 15 क्रेडिट- 01</td> </tr> <tr> <td data-bbox="248 1098 467 1440">इकाई -2</td> <td data-bbox="467 1098 1255 1440">           8. भाषण कौशल का अर्थ एवं स्वरूप            9. भाषण कौशल का महत्व एवं उपयोगिता            10. भाषण कौशल की विशेषताएँ            11. भाषण कौशल की विधियाँ            12. श्रवण कौशल का अर्थ एवं स्वरूप            13. श्रवण कौशल का महत्व एवं उपयोगिता            14. श्रवण कौशल की विशेषताएँ         </td> <td data-bbox="1255 1098 1518 1440">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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Dean  
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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 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: (List some of the course objectives )</b>  १. मुद्रित माध्यमे आणि त्यातील लेखनाचे स्वरूप या घटकांचा परिचय करून देणे. २. मुद्रित माध्यमांतील विविध लेखनप्रकारांचा परिचय करून देणे. ३. मुद्रित माध्यमांमधून प्रभावी लेखन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय करून देणे. ४. मुद्रित माध्यमांतील लेखनप्रकारांनुसार भाषेच्या उपयोजनात होणारे बदल समजावून सांगणे. ५. विद्यार्थ्यांना मुद्रित माध्यमांतील विविध लेखनप्रकारांचा सराव करण्याची संधी उपलब्ध करून देणे.	
8	<b>Course Outcomes: (List some of the course outcomes)</b>  १. मुद्रित माध्यमे आणि त्यातील लेखनाचे स्वरूप याविषयी माहिती मिळेल. २. मुद्रित माध्यमांतील विविध लेखनप्रकारांचा परिचय होईल. ३. मुद्रित माध्यमांमधून प्रभावी लेखन करण्यासाठी आवश्यक असणाऱ्या क्षमता आणि तंत्रांचा परिचय होईल. ४. मुद्रित माध्यमांतील लेखनप्रकारांनुसार भाषेच्या वापरात होणारे बदल कळू शकतील. ५. विद्यार्थ्यांना मुद्रित माध्यमांतील विविध लेखनप्रकारांचा अधिकाधिक सराव करण्याची संधी उपलब्ध होईल.	
9	<b>Modules:- Per credit One module can be created</b>  <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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**Dean**  
**Name of the Faculty**

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**Name of the Faculty**



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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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

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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
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## 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 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

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**As Per NEP 2020**

**University of Mumbai**



**Title of the Program**

**Co-Curricular Course  
NATIONAL SERVICE SCHEME**

**SEM I & SEM II**

**Syllabus for Two Credit**

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

**UNIVERSITY OF MUMBAI**  
**National Service Scheme**

**1.1 Preamble:**

Students in the National Service Scheme are better able to comprehend all the most recent ideas. These courses include an Introduction to National Service Scheme that covers the concept of social services, which are a variety of public services meant to offer support and help to targeted specific groups, most often the underprivileged. They could be offered by individuals, autonomous, private entities, or under the management of a government body.

**1.2 Objectives of the Course:**

1. To Introduce National Service Scheme to learners and explain how it is used in current social studies.
2. To make the students aware of the need of having a foundation in social science and NSS.
3. To introduce students to social concepts and issues in society, as well as to get involved in resolving social issues.

**1.3 Learning Outcomes of the Course:** The students will be able to

1. The course will help students comprehend the foundations of the National Service Program.
2. To understand the unique camping program.
3. Students will learn about the regular activities of NSS.

**1.4. Programme Specific Outcomes:**

1. Students will be familiar with NSS fundamentals and history, particularly as they pertain to social work.
2. Students will recognize NSS and its ongoing operations.

**1.5 Programme Outcomes:**

1. Students will comprehend fundamental ideas and facts about the National Service Program.
2. Students will learn the essentials of NSS-related procedures.
3. Students will learn social work skills (such as Voter Awareness, Campus Cleanup, Tree Plantation, and Rallies).

**1.6 Modes of Internal Evaluation:** Assignment, Tutorial, Presentation, MCQs via Google, Field Visits, any other suitable mode along with marks for Attendance of the students.

**UNIVERSITY OF MUMBAI**  
**Semester I**  
**NSS CC**

**Sub: - Introduction to National Service Scheme**

**Credits: 02**

**Marks:50**

<b>Unit Number</b>	<b>SEMESTER 1 Title of the Unit</b>	<b>No. of Lecture</b>
1	<b>Introduction to National Services Scheme</b> NSS- History,Philosophy & Need of Emergence Aims, Objectives, Motto and Emblem of NSS, NSS Theme Song Organizational Structure of NSS-Hierarchy at different levels (National,State,University,College) Roles and Responsibilities of Program Officer Financial Provisions -Grant in Aid for NSS Advisory committees & their functions	15
2	NSS Programmes and Activities (Regular activities) NSS Programmes and Activities (Special Camp activities) Yearly Action Plan of NSS Unit Volunteerism– Meaning, definition, basic qualities of volunteers, need of volunteerism for National development. Opportunities in NSS for Volunteers (Various Camps) Report Writing	15

**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	<p><b>Leadership &amp; Personality development:</b>  Meaning, definition, qualities, and characteristics of a Leader. Meaning of personality, Dimensions of personality. Personality and Leadership nexus.</p> <p>Universal Human Values and Ethics for youths  Sustainable Development Goals</p>	15	
2	<p><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.</p> <p><b>Shramadhan –</b> Plantation, Cleaning, Watering, Weeding, Any other activities.</p> <p><b>Awareness Programmes –</b> Seminar, Workshops, Celebration of National and International days, Personality Development Programmes, Group Activities, etc.,</p> <p>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).</p>	30	

**Note:**

1. Above Paper will be exempted if the learner is involved in NSS as Volunteer and Successfully completes 60 hours in each Semester.
2. 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.
- 

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:

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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**



# University of Mumbai

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aams3@mu.ac.in



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.*