


Sheth T.J. Education Society's  
Sheth N.K.T.T. College of Commerce &  
Sheth J.T.T. College of Arts (Autonomous), Thane


**Credit structure as per NEP 2020 F.Y.B.B.I (2024-25)**

	Semester I Subjects	Credits		Semester II Subjects	Credits
<b>Major</b> <b>BBE101</b>	Environment and Management of	4	<b>Major</b> <b>BBP201</b>	Principles and Practices in Banking and Insurance	4
<b>BBA102</b>	Financial Services Financial Accounting - I	2	<b>BBA202</b>	Financial Accounting II	2
<b>Minor</b>		-	<b>Minor</b> <b>BBM203</b>	Basics of Marketing	2
<b>OE</b> <b>BBE103</b>	OE1: Business Economics-I	4	<b>OE</b> <b>BBE204</b>	OE1: Business Economics-II	4
<b>VSC</b> <b>BBP104</b>	VSC: Principles of Management	2	<b>VSC</b> <b>BBO205</b>	VSC: Organizational Behaviour	2
<b>SEC</b> <b>BBQ105</b>	SEC: Quantitative Methods-I	2	<b>SEC</b> <b>BBQ206</b>	SEC: Quantitative Methods-II	2
<b>AEC</b> <b>BBC106</b>	AEC: Corporate communication-I	2	<b>AEC</b> <b>BBC207</b>	AEC: Corporate communication-II	2
<b>VEC</b> <b>BBI107</b>	VEC: Information Technology in B and I-I	2	<b>VEC</b> <b>BBI208</b>	VEC: Information Technology in B and I-II	2
<b>IKS</b> <b>BBK108</b>	IKS: Indian Ethos in Commerce and Management	2			
<b>CC</b> <b>BBS109</b>	CC: NSS/Sports/Cultural/ Yoga	2	<b>CC</b> <b>BBS209</b>	CC: NSS/Sports/Cultural/ Yoga	2
<b>BBL109</b>			<b>BBL209</b>		
<b>BBP109</b>			<b>BBO209</b>		
	<b>Total</b>	<b>22</b>		<b>Total</b>	<b>22</b>

  
Dr. Heena Chande  
NEP Coordinator



  
Dr. Sujata Gada  
Coordinator, B.Com (B&I)

  
Dr. Dilip Patil  
Principal

Sheth T. J. Education Society's  
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Programme Name: <b>B.Com. (Banking &amp; Insurance)</b>		Semester: <b>II</b>
Course Category: Major		
Name of the Dept: <b>Commerce &amp; Management</b>		
Course Title: <b>Principles and Practices of Banking &amp; Insurance</b>		
Course Code: BBP201	Course Level: UG	
Course Credit: <b>04</b>	Total Marks: <b>100</b>	
Course Objectives:		
<ul style="list-style-type: none"><li>• To acquire the skills necessary to work in Financial Service Industry Particularly Banking &amp; Insurance.</li><li>• To describe and apply financial concepts, skills, theories, and tools.</li></ul>		
Course Outcomes:		
<ul style="list-style-type: none"><li>• The course facilitates learning of industry practices with special focus on Banking &amp; Insurance industry</li></ul>		

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>Introduction to Banking</b> 1.1 Basic Concepts: Origin, Need, Types, 1.2 Scope and Functions of Banking 1.3 Need for Regulation and Supervision	15
II	<b>Banking Scenario in India</b> 2.1 Banking Operations 2.2 Types of accounts 2.3 Banking Services - Current Scenario 2.4 Banking Regulations & Role of RBI 2.5 Financial inclusion: Meaning, Scope & Importance 2.6 Current Scenario	15
III	<b>Introduction to Insurance</b> 3.1 Understanding Risk - Kinds of business risks 3.2 Need and Scope of insurance 3.3 Evolution of insurance 3.4 Principles of insurance 3.5 Types of insurance and policies	15
	3.6 Risk and Return relationship	

IV	<b>Insurance Business Environment in India</b> 4.1 Growth of Insurance Business 4.2 Actuarial Role 4.3 Claim and Settlement Procedures 4.4 Insurance regulations 4.5 Role of IRDA	15
	Total Hours	60

### References:

- Entrepreneurial Development by S.S. Khanka, S. Chand and Company Pvt. Ltd., New Delhi
- Corporate Governance: Principles, Policies and Practices by A.C. Fernando, Pearson Education India, New Delhi
- Business and Government by Francis Cherunilam, Himalaya Publishing House, Mumbai
- Dr.Seethalekshmy& Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House
- Dr.P.K.Gupta, Insurance and Risk Management, Himalaya Publishing House
- M.N.Mishra, Insurance Principles and Practices, S. Chand& Company Ltd.

### Scheme of Examination

Internal: 40 Marks

External: 60 Marks

Internal	Marks: 40
Project Presentation/Case Study	5 marks
Quiz/Group/Discussion	5 Marks
Assignment/Participation/Attendance	10 Marks
Class test	20 Marks

### Paper Pattern for Internal and External Examination

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Programme Name: <b>Banking &amp; Insurance</b>		Semester: <b>II</b>
Course Category: Major		
Name of the Dept: Banking and Insurance		
Course Title: <b>Financial Accounting II</b>		
Course Code: BBA202	Course Level: UG	
Course Credit: <b>02</b>	Total Marks: 50	
<b>Course Objectives:</b> <ul style="list-style-type: none"><li>• To enable students to Value the Goodwill of a company &amp; determine the value per share of the company's equity capital.</li><li>• To know the Conditions, Procedures &amp; Methods of Buy-Back of Equity shares.</li><li>• To know the Conditions, Procedures &amp; Methods of Redemption of Preference Shares.</li></ul>		
<b>Course Outcomes:</b> CO1-Students will be able to Value the Goodwill of a company & determine the value per share of the company's equity capital. CO2-Students will know the Conditions, Procedures & Methods of Buy-Back of Equity shares and Preference shares.		

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>VALUATION OF GOODWILL AND SHARES</b>  <b>1. Valuation of Goodwill</b> 1.1 Maintainable Profit method 1.2 Super Profit Method 1.3 Capitalization method 1.4 Annuity Method  <b>2. Valuation of Shares</b> 2.1 Intrinsic Value method 2.2 Yield method 2.3 Fair Value method	15

II	<b>2.BUYBACK AND REDEMPTION OF EQUITY AND PREFERENCE SHARES</b> 2.1 Introduction 2.2 Purpose of buyback 2.3 Sources of buyback 2.4 Benefits 2.5 Modes of BuyBack 2.6 Financing and Accounting for Buyback <b>3.Buyback of Equity shares</b> 3.1 Introduction of issue of shares 3.2 Legal provisions(including related restriction, power, transfer to capital redemption reserve account and prohibition) 3.3 Compliance of conditions including sources, maximum limits & debt equity ratio <b>4.Redemption of Preference Shares</b> 4.1 Legal provision for redemption of preference shares in Companies Act Sources of redemption including divisible profit and profits of fresh issue of share premium on redemption from security premium and profit of company Capital Redemption Reserve Account- creation and use(excluding revised schedule VI balance sheet)	15
	<b>TOTAL</b>	30

#### References:

1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company(P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company(P)Ltd.,New Delhi
3. Advanced Accountancy by R. L Guptaand M. Radhaswamy, S.Chandand Company (P) Ltd., New Delhi
4. Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi
5. Financial Accounting by Lesile Chandwichk, Pentice Hall of IndiaAdinBakley (P) Ltd., New Delhi

#### Scheme of Examination

**Internal : 20 Marks**

**External: 30 Marks**

Internal	Marks: 20
Project Presentation/Case Study	5 marks
Assignment/Participation/Attendance	5 Marks
Class test	10 Marks

#### Paper Pattern for Internal and External Examination

Sheth T. J. Education Society's  
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<b>Programme Name: Bachelor of Commerce (Banking and Insurance)</b>	
<b>Semester: II</b>	
<b>Course Category: Minor</b>	
<b>Name of the Dept: Banking and Insurance</b>	
<b>Course Title: Basics of Marketing</b>	
<b>Course Code: BBM203</b>	<b>Course Level:UG</b>
<b>Course Credit: 02</b>	<b>Total Marks: 50</b>
<i>Course Objectives: To make learners aware of the basic concepts of marketing Make learners aware about the importance of marketing research and use of marketing mix in framing effective marketing plans</i>	
<i>Course Outcomes:</i> <i>CO1 : Gain knowledge about the concepts of marketing and its implications in the business</i> <i>CO2 : Understand the importance of marketing research and its contribution in analysing the market and decision making and utilization of marketing mix for formulating marketing plans</i>	

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
<b>I</b>	<p><b><i>Introduction to Marketing and Marketing Environment and Research</i></b>  <b>Introduction to Marketing:</b> Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing. Marketing v/s Selling, functions of marketing</p> <p><b>Concepts of Marketing:</b> Needs, wants and demands, transactions, transfer and exchanges.</p> <p><b>Orientations of a firm:</b> Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing</p> <p><b>The micro environment of business:</b> Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders.</p> <p><b>Macro environment:</b> Political Factors; Economic Factors; Socio Cultural Factors , Technological Factors (PEST Analysis)</p>	<b>15</b>

	Marketing research: Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research	
<b>II</b>	<b><i>Marketing Mix and Core marketing concepts</i></b> <b>Marketing mix:</b> Meaning –elements of Marketing Mix. Product-product mix-product line, lifecycle Pricing – objectives- factors influencing pricing policy and Pricing strategy. Physical distribution – meaning – factor affecting channel selection- types of marketing channels Promotion – meaning and significance of promotion and tools <b>Segmentation</b> – meaning , importance , basis <b>Targeting</b> – meaning , types <b>Positioning</b> – meaning – strategies	<b>15</b>
	<b>Total Hours</b>	<b>30</b>

#### References –

1. Saxena, Rajan. Marketing Management. Fourth edition, Tata McGraw Hill Publishing Co., New Delhi
2. Ramaswamy V.S. and Namakumari S. Marketing Management – Planning, Implementation and Control. Fourth edition, Macmillan
3. Kumar Arun & N Meenakshi. Marketing Management. Second Edition; Vikas Publications
4. Michael Vaz – Manan Prakashan
5. Kale – Vipul Publication

#### Scheme of Examination

**Internal : 20 Marks**

**External: 30 Marks**

<b>Internal</b>	<b>Marks: 20</b>
<b>Project Presentation/Case Study</b>	<b>5 marks</b>
<b>Assignment/Participation/Attendance</b>	<b>5 Marks</b>
<b>Class test</b>	<b>10 Marks</b>

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<b>Programme Name: B.B.I</b>		<b>Semester: II</b>
Course Category/Vertical: <b>Open Electives (OE)</b>		
Name of the Dept: SFC		
Course Title: <b>Business Economics-II</b>		
Course Code: BBE204		Course Level:UG
Type: Theory		
Course Credit: 4 credits		
Hours Allotted: 60 Hours		
Marks Allotted: 100 Marks		
<b>Course Objectives (CO):</b> (List the course objectives) CO1. To introduce students to the basic concepts of Macroeconomics. CO 2. To understand the Keynesian and post Keynesian Economics. CO 3. To acquaint the students with the concepts of Money, Prices and Inflation. CO 4. To give insight of Banking sectors.		
<b>Course Outcomes (OC):</b> (List the course outcomes) OC1. Students will learn the basic concept of National Income and Its Circular Flow. OC 2. Students will be able to understand the Keynesian and post Keynesian Economics. OC 3. Students get acquainted with the concepts of Money, Prices and Inflation. OC 4. Students will gain knowledge of Banking Sectors.		
<b>Description of the course:</b> <b>(Including but not limited to)</b>		The study of this paper will help students to understand basic concepts of Macroeconomics which can be applied in day-to-day life. Students will be able to understand National Income & its flow in an economy. Knowledge of Money, prices and Inflation helps students to understand the functioning of an economy. Students will understand how the banking sectors work and its role in economic development.

**Syllabus: NEP 2020 w. e. f 2024-25**

Unit No.	Content	Hours
I	<b>Module I: Introduction:</b> Macroeconomics: Meaning, Scope and Importance, Concepts of National Income, Measurement of National Income, Circular flow of National Income -Closed Economy and Open Economy	15



II	<b>Module II: Keynesian and Post Keynesian Economics:</b> The principles of effective demand- Aggregate Demand & Aggregate Supply, Consumption function and investment Multiplier Inflation and Unemployment: Philips Curve Stagflation: Meaning, Causes & Consequences Supply side Economics	15
III	<b>Module III: Money, Prices and Inflation:</b> Money Supply: Components, Determinants of Money Supply, Factors influencing Velocity of Circulation of Money Demand for Money: Classical, Neo-classical and Keynesian approaches of Demand for Money Inflation: Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- measures to control inflation	15
IV	<b>Module IV: Banking:</b> Commercial banks – Features & Functions, Commercial Banks balance Sheet, Recent Development in the Banking sector, Central bank- Introduction, Definition and Function: Traditional, Developmental and Supervisory	15
	<b>Total Hours</b>	<b>60</b>

### References:

1. N. Gregory Mankiw, (2015), Principle of Macro Economics, 7th Edition, Cengage Learning.
2. Abel A.B.B.S. Beranake and D. Croushore (2013), Macro Economics, Pearson, New Delhi.
3. Ahuja H.L. (2008), Macro Economics theory and policy, S. Chand and Company Ltd. New Delhi.
4. Dwivedi D.N. (2007), Macro Economics theory and policy, TATA Mcgrow - Hill Publication Company Ltd. Delhi.
5. Dornbusch Rudiger, Fischer, Stanley and Startz, (2017) (Indian Edition), Macro Economics Delhi; Mcgrow Hill Publication.
6. Paul Samuelson and William Nordhaus, (2010), Economics.

### Pattern for Internal and External Examination

Scheme of Examination

Internal: 40 Marks

External: 60 Marks

### Pattern for Internal Examination

Internal	Marks: 40
Assignment	10 marks
Active class Participation/Attendance	10 Marks
Class test	20 Marks

**Pattern for Class test**

Q. 1 Choose the correct answer from the following. (5 Marks)

Q.2 State whether the following statements are true or false. (5 Marks)

Q.3 Answer the following in one or two sentences. (10 Marks)

**Pattern for External Examination**

<b>Q. No.</b>	<b>External</b>	<b>Marks: 60</b>
Q .1 (From Module 1)	Full Length Question OR A) B)	15 Marks  8 Marks 7 Marks
Q. 2 (From Module 2)	Full Length Question OR A) B)	15 Marks  8 Marks 7 Marks
Q. 3 (From Module 3)	Full Length Question OR A) B)	15 Marks  8 Marks 7 Marks
Q. 4 (From Module 4)	Full Length Question OR A) B)	15 Marks  8 Marks 7 Marks

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<b>Programme Name: FY BBI      Semester: I</b>	
Course Category: <b>Vocational Skill Course (VSC)</b>	
Name of the Dept.: Banking & Insurance	
Course Title: Organizational Behavior	
Course Code: BBO205	Course Level: UG
Course Credit: 02	Total Marks:60
<b>Course Objectives:</b> <ul style="list-style-type: none"><li>● To build self-awareness among the learner and enable the learner to identify and acknowledge individual and group differences.</li><li>● To introduce the learner to group behavior, group processes, team work &amp; team conflicts and acquaint the learner with motivation theories at workplace, familiarize with modern age workplace stress &amp; impart skills to overcome.</li></ul>	
<b>Course Outcome:</b> <ul style="list-style-type: none"><li>● The learner studies various aspects of Personality Development-Perception, Attitude, Thinking, learning and decision making and develop analytical and integration skills in applying knowledge to enhancing individual and organizational effectiveness in a wide range of organizations.</li><li>● To develop an understanding of the theories and concepts associated with individual and group behavior within an organization and foster introspection regarding your role as a business practitioner.</li></ul>	

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	Introduction to Organisational Behavior- Meaning, Nature, Scope and Models. Organizational structure and design. Work Culture of Organisation Types & Role. Motivation Theories Johari Window Organizational Conflicts Organizational Change effects of resistance to change and solution	15
II	Managing People and Organisation Leadership Theories Goals Planning Team building and development Skills Development Stress Management Organizational Development Meaning, Nature, Techniques & Importance.	15
	Total Hours	30

**References:**

- Jerald Greenberg- Organizational Behavior, PHI learning Pvt. Ltd India 10th Edition.
- Fred Luthans- Organizational Behavior, MC Graw Hill, 10th Edition.
- Gregory Moorhead, Ricy Griffin Biztatra , India 7th Edition.
- Stephen P Robbins-Dorling Kindersley pvt ltd, 15th Edition.

**Scheme of Examination**

Internal: 20 Marks

External: 30 Marks

Internal	Marks: 20
Project Presentation/Case Study	15 marks
Assignment/Participation/Attendance	10 Marks

**Paper Pattern for Internal and External Examination**

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Programme Name: <b>B.Com.</b>		<b>Semester: I</b>
Course Category: <b>Skill Enhancement Course (SEC)</b>		
Name of the Dept: <b>Mathematics and Statistics</b>		
Course Title: <b>Quantitative Methods – II</b>		
Course Code: <b>BBQ206</b>	Course Level: <b>UG</b>	
Course Credit: <b>02</b>	Total Marks: <b>50</b>	
<b>Course Objectives:</b> <div><div></div><div>1. Calculation of Ratio, Proportion and Percentage. Application of statistics in Investments. These methods regulate the lending ability of the financial sector of the whole economy.</div><div>2. To give and adequate exposure to operational environment in the field of Banking Insurance &amp; other related financial services.</div></div>		
<b>Course Outcomes :</b> <div><div></div><div>1. Understand and compute Ratio, Proportion, variation &amp; Percentage. Solving linear Programming Problems by Graphical Method</div><div>2. Apply Statistics In Investment Management and to draw conclusions regarding share prices using Probability, Probability distribution &amp; decision theory. Acquaint themselves with Economic indicators like GDP, Inflation rate, Money supply, Index for various productions.</div></div>		

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>RATIO, PROPORTION &amp; PERCENTAGE</b> Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage. <b>LINEAR PROGRAMMING TECHNIQUES</b> Meaning, Advantages, limitations, business applications, basic terminology. Graphical Method of solving Linear Programming Problems.	15
II	<b>STATISTICAL APPLICATIONS IN INVESTMENT MANAGEMENT</b> Expected return from shares (using probability) Measuring total risk from investigator shares (using standard deviations) Partitioning risk into systematic and unsystematic component (using co-variance). Measuring risks of portfolio (using co- relation) to draw	15

	conclusions regarding share prices (using testing of Hypothesis).Probability, Probability distribution & decision theory. <b>ECONOMIC INDICATORS</b> GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical.	
	Total Hours	30

### References:

- Mathematics for Economics & Finance by Martin Anthony & Norman Biggs.
  - Fundamentals of Statistics - D. N. Elhance,
  - Statistical Methods - S.G. Gupta (S. Chand & Co.
  - Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)
  - Statistics - Theory, Method & Applications D.S. Sancheti & V. K. Kapoor.
  - Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan -Prentice Hall of India.
  - Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited
  - Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons
  - Business Mathematics: A P Verma, Asian Books Pvt.: Limited.
  - IRDA: IC.33
- Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co

### Scheme of Examination

Internal : 40 Marks

External: 60 Marks

Internal	Marks: 40
Project Presentation/Case Study	5 marks
Quiz/Group/Discussion	5 Marks
Assignment/Participation/Attendance	10 Marks
Class test	20 Marks

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Programme Name: <b>F.Y.B.Com. (Banking &amp; Insurance)</b>		<b>Semester: II</b>
<b>Course Category: Ability Enhancement Course (AEC)</b>		
Name of the Dept: <b>SFC</b>		
<b>Course Title: Corporate Communication II</b>		
Course Code: BBC207	Course Level: UG	
Course Credit: 2	Total Marks: 50	
<b>Course Objectives:</b> After successful completion of the course the learner should be able to enhance his Speaking, Listening and writing Skills To meet the challenges of the world.		
<b>Course Outcomes:</b> <ol style="list-style-type: none"><li>1. To develop awareness of the complexity of the communication process.</li><li>2. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups.</li><li>3. To develop effective writing skills so as to enable students to write in clear, concise, persuasive and audience centered manner.</li><li>4. To demonstrate effective use of communication technology.</li></ol>		

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>Interviews:</b> Group Discussion, Preparing for an Interview, Types of Interview- Selection, Appraisal, Grievance, Exit. <b>Meetings:</b> Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions. <b>Public Relations:</b> Meaning, Functions of PR Department, External and Internal Measures of PR. <b>Presentations:</b> Introduction, Principles of Effective Presentations, Effective use of Visual Aids.	
II	<b>Business Letters:</b> Letters of Inquiry, Letters of Complaints, Promotional Leaflets, Consumer Grievance Letters, Letters Under Right to Information(RTI) Act, <b>Summarisation:</b> Identification of main and supporting/ sub points, Presenting these in a cohesive manner.	15
	<b>Total Hours</b>	<b>30</b>

**References:**

1. How to write first class letters : :The hanbook for practical letter writing by L. Sui Baugh .
2. Business communication by Raymond V. Lesikar.
3. Model business letters by Kuy White.
4. Effective business communication by Herta A.Murphy.
5. Effective English Communication by Mohan Krishna

**Scheme of Examination**

Internal : 25Marks

External: 25 Marks

Internal	Marks: 25
Project Presentation/Case Study	Marks
Quiz/Group/Discussion	Marks
Assignment/Participation/Attendance	Marks
Class test	Marks

**Paper Pattern for Internal and External Examination**



Sheth T. J. Education Society's  
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Programme Name: <b>F.Y.B.Com. (Banking &amp; Insurance)</b>		<b>Semester: II</b>
Course Category: <b>Value Education Course (VEC)</b>		
Name of the Dept: <b>B.Com. (Banking &amp; Insurance)</b>		
Course Title: <b>Information Technology in Banking &amp; Insurance - II</b>		
Course Code: BBI208		Course Level:UG
Course Credit: 02	Total Marks: 50	
<b>Course Objectives:</b> <b>CO 1:</b> To acquaint about various E-Business Models. <b>CO 2:</b> Helps to acquaint about various technology used in Banking and Insurance.		
<b>Course Outcomes:</b> <b>OC 1:</b> The modules help the students to get acquainted with different E-banking Business Models followed by Induction of Techno Management with its Development Life Cycle, Building Data Centers and also DBMS role in the banking sector. <b>OC 2:</b> They also use presentation software for making presentation and Applications of Internet and their services (e-mail, Google drive for storing the Google documents, excel sheets, presentations and PDF files.		
<b>Description the course:</b>  This course is developed for the students in order to gain the knowledge regarding the I.T Concepts and factors which leads them to be a computer oriented person in their career.		Introduction, relevance, Usefulness, Application, interest, connection with other courses, demand in the industry, job prospects etc.

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>Various E-Banking Models &amp; Techno Management:</b>  <b>Chp:1 E-banking Business Models:</b> Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models.	15

	<p><b>Chp:2 Induction of Techno Management:</b> Development Life Cycle, Project Management, Building Data Centres, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools</p> <p><b>Chp:3 Technological Changes in Indian Banking Industry:</b> Trends in Banking and Information Technology, Technology in Banking, Lead Role of Reserve Bank of India, New Horizons for Banking based IT, Automated Clearing House Operations, Electronic Wholesale Banking Credit Transfer, Credit Information Bureau (I) Ltd., Credit Information Company Regulation Bill- 2004, Automation in Indian Banks, Cheque clearing using MICR technology, Innovations, Products and Services, Core-Banking Solutions (CBS), Human Resource Development (HRD)- The Road Ahead.</p> <p><b>Chp:4 Technology in Banking Industry:</b> Teleconferencing, Internet Banking, Digital Signature in Banking, MICR Facility for 'paper-based' clearing, Cheque Truncation.</p>	
II	<p><b>MS-Office: Packages for Institutional Automation:</b></p> <p><b>Chp:5- MS-Excel:</b> Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions-V-lookup (), H-lookup(),PV(), FV(),average(),goal seek(),AVERAGE(), MIN(), MAX(), COUNT(),COUNTA(), ROUND(), INT(), nested functions, name ,cells/ranges/constants, relative, absolute &amp;mixed cell references, operators, Logical functions using if, and, or =, not, date and time functions &amp; annotating formulae.</p> <p><b>Chp:6 Applications of Internet:</b> Introduction to e-mail, writing professional e mails, creating digitally signed documents, use of outlook express: configuring outlook express, creating and managing profile in outlook, sending and receiving e-mails via outlook express, Emailing the merged documents, boomerang facility of email, Google drive: usage of Google drive in storing the Google documents, excel sheets, presentations and PDF files.</p>	15
	Total Hours	30

### References:

- General Bank Management from Indian Institute of Banking and Finance by MACMILAN 2. Modern Banking Technology-by Firdos Temurasp Shroff -published by-Northern Book Center, New Delhi.
- General Bank Management from Indian Institute of Banking and Finance by MACMILAN.
- Microsoft Office Professional2013-Step by step • By Beth Melton,Mark Dodge, Echo

Swinford, Andrew Couch.

- Sanjay Soni and Vinayak Aggarwal, Computers and Banking, M/s Sultan Chand & Sons, New Delhi, 1993.

**Scheme of Examination:**

Internal : 40 Marks

External: 60 Marks

Internal	Marks: 20
Project Presentation/Case Study	5 marks
Quiz/Group/Discussion	5 Marks
Assignment/Participation/Attendance	5 Marks
Class test	10 Marks

**Paper Pattern for Internal and External Examination**

Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts,(Autonomous) Thane (W)

<b>Programme Name: All programmes</b>	<b>Semester: II</b>
Course Category: Certificate Course (CC)	
Name of the Department: Sociology	
Course Title: <b>National Service Scheme Paper II</b>	
Course Code: As per course structure	Course Level:4.5
Type: Theory / Practical	
Course Credit: 2 credits (1 credit = 15 Hours for Theory or 30 Hours of Practical work in a semester )	
Hours Allotted: 30 Hours	
1. Marks Allotted: 50 Marks	
Course Objectives: 1. To make aware the students about NSS ideology ii. To make students understand Youth Development Program in India and Role of Youth Leaders	
Course Outcomes: 1. Students will be inspired from social reformer 2. Students will understand social issues in India.	
<p>Introduction: The NSS introduces students to the concept of voluntary community service as a means of personal development and nation-building. It typically involves engaging in various activities such as environmental conservation, literacy campaigns, health awareness drives, and disaster relief efforts.</p> <p>Relevance and Usefulness: In today's society, where there is a growing need for civic engagement and social cohesion, the NSS plays a crucial role. It instills a sense of civic duty and social responsibility in young people, empowering them to contribute positively to their communities and society at large.</p> <p>Application: Through hands-on participation in community service projects, NSS volunteers gain practical experience in leadership, teamwork, problem-solving, and communication skills. They also develop a deeper understanding of social issues and learn how to address them effectively through grassroots initiatives.</p> <p>Interest and Connection with Other Courses: The NSS intersects with various academic disciplines such as social work, public administration, sociology, and development studies. It provides students with opportunities to apply theoretical knowledge in real-world settings and reinforces the importance of active citizenship and social justice.</p> <p>Demand in the Industry: Employers increasingly value candidates who demonstrate a commitment to community service and civic engagement. Participation in the NSS signals to potential employers that an individual is socially conscious, proactive, and capable of working collaboratively towards common goals.</p>	

Job Prospects: Graduates who have participated in the NSS often find themselves well-equipped for a wide range of career paths. They may pursue roles in the nonprofit sector, government agencies, corporate social responsibility departments, international development organizations, or even entrepreneurship ventures with a social impact focus.

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	<b>UNIT I: Youth Development</b> - National Youth Policy - Role and Importance of youth leadership, -Leadership capability and its development,	15
II	<b>UNIT II: Social Reformers</b> - Social Reformers: Mother Teresa, Baba Amte, Dr. Abhay Bang and Dr. Rani Bang. - Role and Responsibility of youth in various activities of N.S.S	15
	Total Hours	30

**References:**

1. National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.
2. University of Mumbai National Service Scheme Manual 2009.
3. <http://nss.nic.in>
4. <https://www.rccmindore.com/wp-content/uploads/2023/04/NSS-Notes-II.pdf>

### Scheme of Examination

Internal : 20 Marks

External: 30 Marks

Internal	Marks: 20
Assignment	5 marks
Active participation/Attendance	5 Marks
Class test	10 Marks

### Paper Pattern for Internal and External Examination

#### Internal Examination – Class Test

Q.1.MCQ question .

10 marks

#### External Examination-

Assignment based on Community work.

30 marks

Sheth T. J. Education Society's  
Sheth N.K.T.T College of Commerce and  
Sheth J.T.T College of Arts, Thane (W)  
(Autonomous)

<b>Programme Name: All programmes</b>		<b>Semester: II</b>
Course Category/Vertical: <b>Co-Curricular (CC)</b>		
Name of the Dept: <b>Psychology</b>		
Course Title: <b>Yoga</b>		
Course Code: As mentioned in course structure		Course Level: 4.5
Type: Theory / Practical		
Course Credit: 2 credits		
Hours Allotted: 30 Hours		
Marks Allotted: 50 Marks		
<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>1. To impart to the students the knowledge of teachings and philosophy of yoga tradition.</li> <li>2. To provide the knowledge of various Yoga therapy practices like asana (posture), pranayama (voluntarily regulated breathing techniques).</li> </ol>		
<b>Course Outcomes (CO):</b> OC 1. Students will be able to understand the basic principles and applications of Yoga. OC 2. Students will be able to use the Practical knowledge in their day to day life.		
<b>Description the course:</b> <b>(Including but not limited to)</b>		Yoga practices will be important for the upcoming lifestyle hence students can seek a career in the same. Students will understand the importance of yoga in life. Students will be having practical exposure. Hence, practicing yoga will help students to maintain their health.

**Syllabus: NEP 2020 w.e.f 2024-25**

Unit No.	Content	Hours
I	Theory of Yoga  A) Yoga Meaning and Definition: Micro Circulatory and Macro Circulatory Practices  B) Shuddhi Kriya: Shwasan Marg Shuddhi, Kapalbhathi  Meditation: Yoga Nidra	10
II	Practical A) Standing Yogasana : Hastapadasana, Urdhva Hastasana, Kati Chakrasana,  Sitting Yogasana : Yogmudra Prone Asana : Urdhvamukh Shvanasana, Samkonasana,  Supine Yogasana : Utthita Ekpadasana, Supta Ardha  Matsyendrasana, Supta Tadasana, Uttan Vakrasana  B) Pranayama: Chandrabhyas, Suryabhyas Abdominal Breathing, Thoracic Breathing, Clavicle Breathing	20
	Total Hours	30

**References:**

1. Rajayoga - Swami Vivekananda - Ramakrishna Ashrama Publications.
2. C.D. Sharma: Critical Survey of Indian Philosophy, Motilal Banarsidass Publications 2003
3. G. V. Kadam - Yoga Life Sutra, Girish Vasant Kadam (2012)

**Scheme of Examination**

**Paper Pattern for External Examination**

Practical demonstration of asanas	<b>30 marks</b>
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**Paper Pattern for Internal Examination: 20 Marks**

Internal	Marks: 20
Viva	10 marks
Quiz	5 marks
Class Participation	5 marks



