



**JAI HIND COLLEGE
BASANTSING INSTITUTE OF
SCIENCE**

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**J.T.LALVANI COLLEGE OF COMMERCE
(AUTONOMOUS)**

"A" Road, Churchgate, Mumbai - 400 020, India.

**Affiliated to
University of Mumbai**

Program: B. Com
Proposed Course: Financial Market
Semester II

**Credit Based Semester and Grading System (CBGS) with
effect from the academic year 2020-21**

Academic year 2020-21
SEMESTER II
FYBFM

Semester 2			
Course Code	Course Title	Credits	Lectures /Week
CBFM201	Effective Communications- II	03	4
CBFM202	Foundation Course –II (Organisational Behaviour)	02	3
CBFM203	Environmental Science	03	4
CBFM204	Quantative Methods -II	03	4
CBFM205	Secondary Markets	03	4
CBFM206	Business Organisation and Management	03	4
CBFM207	Corporate Accounting I	03	4

SEMESTER II

Course Code CBFM201	EFFECTIVE COMMUNICATIONS- II 03 Credits/ 4 lectures/week	
	<p>Objectives</p> <ul style="list-style-type: none"> ➤ Get exposure to business writing, preparation of reports and presentations. ➤ Get hands on experience of group discussions, personal interview ➤ Basic knowledge of Verbal ability skills to help with competitive exams. <p>Outcomes: To develop advanced communication skills in the students and enable them to communicate appropriately in the corporate and social world</p>	
	THEORY	
Sub Unit	Unit – I: Group discussions	15 lectures
	<ul style="list-style-type: none"> a) Introduction-meaning of GD – Why Group Discussion?- characters tested in GD- b) Tips in GD-types of GD-Skills required in GD Consequences of GD Behavior in a GD- essential Elements of a GD-different characters in GD – c) Traits treated in GD- GD etiquette –areas to be concentrated while preparing for a GD- Initiating a GD-Non-Verbal Communication 	
	Unit – II: Personal Interviews	15 lectures
	<ul style="list-style-type: none"> a) Introduction-types of interview-Interview Panel- Attending Job Fair- Typical questions asked- Telephonic interview – b) Dress code at a interview-how does one follow up?-reasons for rejecting a candidate-Types Of Interviews 	

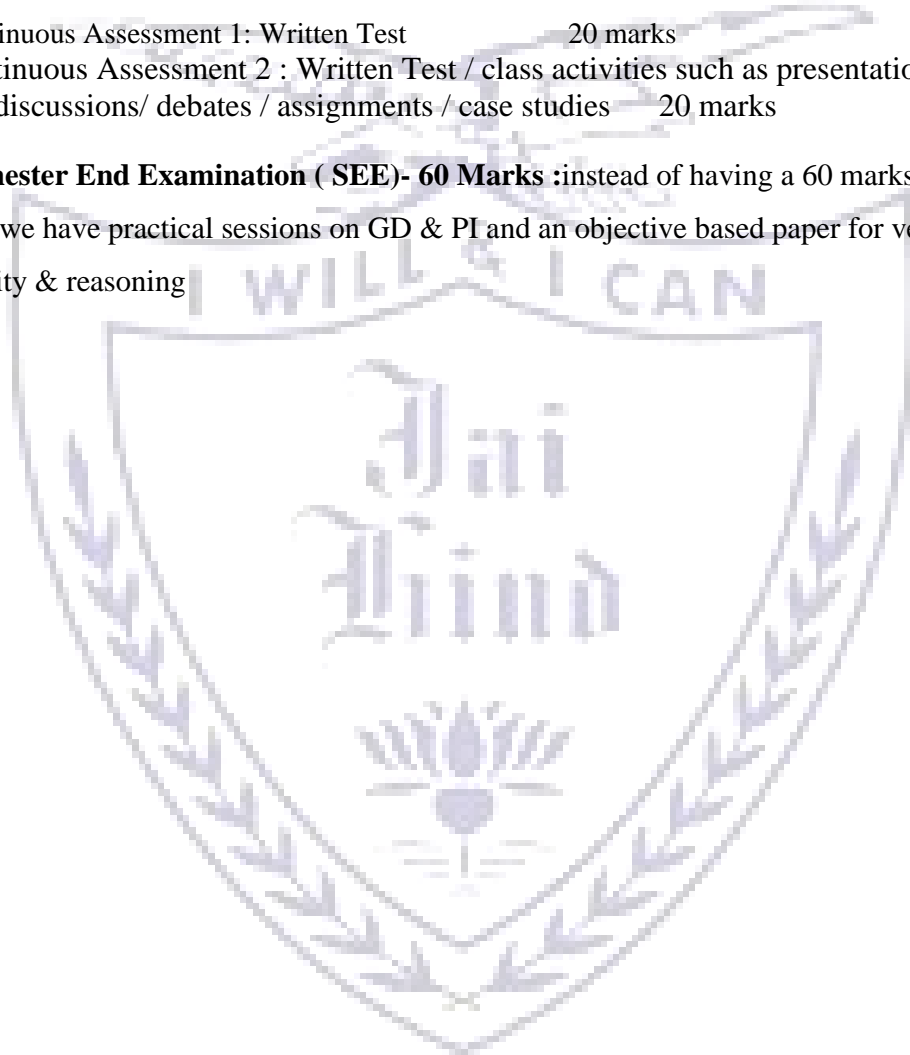
	Unit – III: Debates and Elocutions	15 lectures
	<p>A) Debates: Concept Practical</p> <p>B) Elocution: Concept Practical</p>	
	Unit – IV: Verbal Ability	15 lectures
	Critical reasoning	
	Paragraph completion, Vocabulary based questions	
	Grammar usage (including grammar errors, confusing words & phrasal verbs), Grammar sentence correction.	
References:	<ol style="list-style-type: none"> 1. Dr. K. Alex, <i>Soft Skills</i>, Sultan Chand Publications, New Delhi. 2. Steve Mandel, <i>Effective Presentation Skills</i> 3. R.C. Sharma & Krishna Mohan <i>Business Correspondence and Report Writing</i>. Tata McGraw Hill Publishing Company Limited. 4. K.K. Sinha, <i>Business Communication</i>, Galgotia Publishing Co., Karol Bagh, New Delhi. 5. Rajendra Pal and J. S. Korlahalli, <i>Business communications</i>. 6. Urmila Rai <i>Business communication</i> (2 Ed.). Himalayas Publishing House. (2013). 7. Dr. Partho Pratim Roy: <i>Business Communication – The basics</i>, Himalayas Publishing House. 8. C.S. Rayudu <i>Communication</i> (9 ed.), Himalayas Publishing House. (2012), 	

Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 : Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

II. Semester End Examination (SEE)- 60 Marks :instead of having a 60 marks paper can we have practical sessions on GD & PI and an objective based paper for verbal ability & reasoning



Course: CBFM202	FOUNDATION COURSE –II (ORGANISATIONAL BEHAVIOUR) (Credits : 02 Lectures / Week : 03)	
	<p>Objectives:</p> <ul style="list-style-type: none"> ➤ To expose students to the areas in OB theory, concepts, and research through this course. ➤ To provide the knowledge base for understanding behaviour within organizations. ➤ To provide basic knowledge about different personalities in organisations and how to deal with each of them ➤ To help students understand organisational culture, building of the culture and maintaining them. <p>Outcomes: Students will be able to understand various concepts and theories of organizational behaviour to apply them in predicting and influencing individual and group behaviour in organizations.</p>	
Unit I	Introduction To Organizational Behaviour a) Meaning of Organizational Behaviour– Nature of OB research b) Disciplines that contribute to OB – challenges and opportunities for OB – Developing an OB Model.	10 L
Unit II	Diversity In Organisations a)Diversity – Biographical characteristics: Age, Gender, Tenure, Religion, Caste etc. b)Ability: Intellectual and physical abilities – Diversity Management	10 L
Unit III	Personality And Values a) Meaning of Personality – MBTI – Big Five Personality Model – Locus of control – Core Self Evaluation – Self Concept – Machiavellianism – Narcissism – Type A and Type B personalities b)Importance of values – Terminal and Instrumental Values – Values across cultures: Hofstede and Globe frameworks	15 L
Unit IV	Organizational Culture a) Defining Organizational Culture – Importance, Merits, Demerits, Culture’s functions –	10 L

	b) Climate – creating and sustaining culture – Organizational culture. Culture management and Cross- culture management.	
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Additional References:

1. Stephen P. Robbins “*Organizational Behavior*” Prentice Hall of India Private Ltd.
2. Mirza S. Saiyadain “*Organizational Behaviour*” Tata Mc. Graw Hill.
3. John Bratton “*Work and Organizational Behaviour*” Miltza Callinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmilla, New York.
4. Margie Parikh and Rajen Gupta “*Organizational Behaviour*” Tata Mc. Graw Hill Education Private Limited , New Delhi.
5. Suja Nair “*Organizational Behaviour*” Himalaya Publishing House , Mumbai.

Evaluation Scheme Evaluation Scheme

[A] Evaluation scheme for Theory courses

I. Continuous Assessment (C.A.) –NGO Work - 40 Marks

II. Semester End Examination (SEE)- 60 Marks

Course Code CBFM203	ENVIRONMENTAL SCIENCE 03 Credits/ 4 lectures/week	
	<p>Objectives</p> <ul style="list-style-type: none"> ➤ The key issues covered in this course are life supporting resources and role of biodiversity, urbanization and associated problems, sustainable energy resources, environmental protection in Indian legal system, tools for pollution control and striving for a better environment and e-waste and its management. ➤ The students will benefit from this study and practice these in their daily life to make our planet to continue as a safe and healthy place to live in. <p>Outcomes:</p> <ul style="list-style-type: none"> ➤ The course aims to provide basic environmental awareness and tackle various current issues such as climate change. 	
	THEORY	
Sub Unit	Unit – I: INTRODUCTION	15 lectures
	a) Environmental science – an overview b) Life Supporting Resources and role of biodiversity c) Urbanization and associated problems d) Sustainable energy resources	
	a) Climate change b) Carbon credit c) Kyoto protocol	
	a) Global warming b) Causes c) measures	
	Unit – II: SUSTAINABLE ENERGY RESOURCES	15 lectures
	a) Renewable sources of energy b) types	

	a) Non renewable sources of energy b) Types	
	a) sustaining the resources b) sustainable development c) sustainable tourism	
	Unit – III: Environment Protection in Indian Legal system	15 lectures
	a) environmental protection acts and laws b) animal protection acts and laws	
	a) deficiencies in the law b) recent changes and need for changes	
	a) Hunting and poaching norms b) Endangered flora and fauna c) Wildlife and reserves	
	Unit – IV: Pollution Control	15 lectures
	a) Types of pollution b) Pollution control c) Pollution control board	
	a) Issues relating to pollution b) Global trends c) International regulatory bodies	
	a) E-waste b) Recycling c) Bio-mass d) Bio-fuel	
References	<ul style="list-style-type: none"> • Environmental Geography, Singh, Savindra, Prayag Pustak Bhavan, • Environmental Geography, Gautam Alka, Sharda Pustak Bhavan, Allahabad, • Environmental Management, Dr Swapan C Deb- Jaico • Principles of Environmental Science, W Cunningham & M Cunningham 	

	<ul style="list-style-type: none">• Environmental Science, McKinney M.L. & Schoch, Jones & Bartlett• Basics of Environmental Sciences, Allaby M. 2002, Routledge, London• Man's Impact on Environment, Detwyler T.R. McGraw-Hill, New York• India's Water Wealth, Orient Longman Ltd. New Delhi, Rao K.L	
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Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 : Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

II. Semester End Examination (SEE)- 60 Marks

<p>Course Code CBFM204</p>	<p align="center">QUANTITATIVE METHODS -II (Credits: 03 Lectures / Week : 04)</p>	
	<p>➤ Objectives:</p> <p>This course prepares students to learn to apply commonly used mathematical concepts and statistical methods in business contexts and how to interpret analyses performed by others</p> <p>➤ Outcomes:</p> <p>To equip the student with a broad based knowledge of mathematics with emphasis on business application.</p>	
<p>Unit I</p>	<p>Probability and Probability Distribution Concept of Sample Space, Concept of Event, Definition of Probability, Addition and Multiplication Laws of Probability, Baye’s Theorem(only concept), Expectation and variance of a random variable, Probability distribution(only concept)</p> <p>Decision Theory – Probabilistic and non-probabilistic criterions of decision making, Pay off tables, decision criterion, decision trees.</p>	<p align="center">15 L</p>
<p>Unit II</p>	<p>Matrices and Determinants Matrices – Types (Row Matrix Column, Zero or Null, Square, Diagonal, Upper Triangular, Lower Triangular, Scalar, Unit Matrix, Singular and Non-Singular) Operations - Addition of Matrices, Multiplication of a Matrix by a Scalar, Multiplication of Matrices.</p> <p>Determinants – Determinants of order two or three, results of determinants, solving a system of linear equations using Cramer’s Rule, Inverse by adjoint method.</p>	<p align="center">15 L</p>

Unit III	<p>Functions – Algebraic functions and the functions used in business and economics, Break-even and Equilibrium point.</p> <p>Derivatives and its Application Derivatives of basic types of functions, rules of derivatives, second order derivatives, Maxima and Minima, Average Cost and Marginal Concept, Price elasticity of Demand</p>	15 L
Unit IV	<p>Linear programming formulation and solution: Formulation of LP problem; Characteristics of LP Problem; Solution by graphical method; Dual of a linear programming; sensitivity analysis.</p>	15 L
<p>Additional References:</p> <ol style="list-style-type: none"> 1. Aggarwal, S., & Bhardwaj, S. <i>Business Statistics</i>. Ludhiana: Kalyani. (2014). 2. Wilson, M. <i>Business Statistics</i>. Mumbai: Himalaya publishing house. (2014). 3. Levin, R. I., & Rubin, D. S. <i>Statistics for management</i>. Delhi: Pearson. (2014). 4. Gupta, S.C., & Gupta, I. <i>Business statistics</i>. Mumbai: Himalaya publishing house (2014). 5. C. M. Chikkodi, & Satya prasad, B. <i>Business statistics</i>. Mumbai: Himalaya publishing house. (2014). 		

Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

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|--|----------|
| 1. Continuous Assessment 1: Written Test | 20 marks |
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2. Continuous Assessment 2 :Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

II. Semester End Examination (SEE)- 60 Marks



Course Code CBFM205	SECONDARY MARKETS 03 Credits/ 4 lectures/week	
	<p>Objectives</p> <ul style="list-style-type: none"> ➤ Make students well aware of secondary markets ➤ Give a basic understanding about secondary market instruments ➤ Provide and overall idea about dealing in secondary markets ➤ Give knowledge about various regulations in secondary market <p>Outcomes: The course aims to make the students well equipped with the secondary markets in India, its participant and its instruments.</p>	
	THEORY	
Sub Unit	Unit – I: Introduction	15 lectures
	a) Secondary Markets – Introduction b) Meaning c) Functions	
	a) Overview of secondary markets b) Phases of growth c) Global secondary markets	
	Unit – II: Market operators and participants	15 lectures
	a) Capital markets b) Exchanges	
	a) Clearing house b) Clearing banks c) Depository systems	
	Unit – III: Instruments	15 lectures
	a) Types of instruments b) Trading	
	a) Regulations b) Features	
	a) Advantages b) Disadvantages c) Comparisons	
	Unit – IV: Exchanges and Indices	15 lectures

	<p>a) Various Indices b) Advantages c) Disadvantages d) Comparisons</p>	
	<ol style="list-style-type: none"> 1. Exchanges 2. National 3. International 4. Regional 	
References:	<ol style="list-style-type: none"> 1. Gordon, E., Natarajan. (2009). <i>Financial markets and services</i>. (Revised ed.). Delhi: Himalaya Publication House. 2. Gupta, S. K., Aggarwal, N., & Gupta, N. (2011). <i>Indian financial system</i>. (4 ed.). Delhi: Kalyani Publishers 3. Sanjeev Agarwal, A Guide to Indian Capital Market, Bharat Publishers, 2008 4. Ravi Puliani and Mahesh Puliani, Manual of SEBI, Bharat Publication 5. Financial Institutions and Markets, Bhole L.M, Tata Mcgraw Hill. 6. The Indian Financial System, Desai, Vasantha Himalaya Publishing House. 	

Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
2. Continuous Assessment 2 :Written Test / class activities such as presentation/ group discussions/ debates / assignments / case studies 20 marks

II. Semester End Examination (SEE)- 60 Marks

Course Code CBFM206	BUSINESS ORGANISATION AND MANAGEMENT 03 Credits/4 lectures/week	
	Objectives <ul style="list-style-type: none"> ➤ To introduce the theory and practice of management and its development phases till date. ➤ To discover, nourish and nurture managerial traits and talents among the students. ➤ To enable students to learn about business management and its development ➤ Inculcating basic management principles and application Outcomes: <ul style="list-style-type: none"> ➤ This course is designed to introduce the theory and practice of management & business organization. 	
Sub Unit	Unit – I: Nature and importance of management	15 lectures
	<ul style="list-style-type: none"> a) Introduction, meaning of management, definition of management, functions of management, b) Levels of management, importance of management, managerial roles and skills. 	
	<ul style="list-style-type: none"> a) Difference between administration and management. b) Mintzberg’s Managerial Roles. c) Recent paradigm shifts / trends in business strategies and management practices 	
	Unit – II: Planning and decision making	15 lectures
	<ul style="list-style-type: none"> a) Planning - meaning, definition, characteristics, objectives, need and importance of planning b) types / hierarchy of plans, steps in the process of planning, advantages of planning, limitations of planning c) Obstacles in planning, essentials of a good plan. Management by Objectives, SWOT Analysis. 	
	<ul style="list-style-type: none"> a) Decision making - meaning, definition, characteristics of decision making, principles of decision-making, process of decision making b) types of decisions – programmed and non-programmed, decision making styles, c) Characteristics of good / effective decisions. 	
	Unit – III: ORGANISING AND DIRECTING	15 lectures
	<ul style="list-style-type: none"> a) Organization - Importance - Principles of Organizing. Delegation & Decentralization – Departmentation b) Span of Management. Organizational structure - line & staff and functional 	

	c) organizational charts and manual -making organizing effective – d) Staffing - recruitment -selection - Training, promotion and appraisal.	
	a) Function of directing - Motivation - Theories of motivation (Maslow, Herzberg and Vroom's theories) b) Motivation techniques. Communication - Function - Process c) Barriers to effective communication. d) Leadership- Definition- Theories and approach to leadership- styles of leadership –Types	
	Unit – IV: CONTROLLING AND OPERATIONS	15 lectures
	a) Controlling - meaning, definition, control process, types of control (feedback, concurrent, feed forward), b) control techniques (budgetary and non-budgetary), problems of control process c) requirements of an effective control system	
	a) Operations – Operation functions b) decision making in operations c) Six-sigma and total quality management.	
References:	<ol style="list-style-type: none"> 1. Shukla, M C, <i>Business Organisation and Management</i>, 18th Edition, S.Chand Publishing, New Delhi, 2008 2. Gupta, R N, <i>Business Organisation and Management</i>, 2nd Edition, S.Chand Publishing, New Delhi, 2008 3. Singla R.K, <i>Business Organisation and Management</i>, V.K. Publications 4. Sherlekar&Sherlekar, <i>Business Organisation and Management</i>, Himalaya Publications 5. Dasgupta S, <i>Business Organisation and Management</i>, SreeNiwas Publications 	

Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

1. Continuous Assessment 1: Written Test 20 marks
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II. Semester End Examination (SEE)- 60 Marks

Course Code CBFM207	CORPORATE ACCOUNTING I 03 Credits/4 lectures/week	
	<p>Objectives</p> <ul style="list-style-type: none"> ➤ To provide comprehensive understanding of all aspects relating to the presentation of financial statements of companies. <p>Outcomes:</p> <ul style="list-style-type: none"> ➤ This course provides comprehensive understanding of corporate accounting practices and presentation of financial statements as per legal requirements in the organizations 	
	THEORY	
Sub Unit	Unit – I: ISSUE OF CAPITAL	15 lectures
	Issue of Shares	
	Unit – II: ISSUE OF SECURITIES	5 lectures
	Issue of Debentures	
	Unit – II: REDEMPTION OF CAPITAL	20 lectures
	Buy back of shares	
	Redemption of Preference Shares	
	Unit – IV: REDEMPTION OF DEBENTURES	20 lectures
	Redemption of debentures	
References:	Text Books 1.Jain S.P. &Narang K.L (2010). Corporate Accounting, Kalyani Publishers, REP/Edition, New Delhi. Reference Books:	

	<p>1. Anil Kumar, Rajesh Kumar (2010) Corporate Accounting, Himalayan Publishing House 5th Edition/Student Edition, Mumbai.</p> <p>2. M.C. Shukla, T.S. Grewal & S.C. Gupta (2006) Advanced Accountancy, S. Chand & Company Ltd., 13th Edition New Delhi.</p> <p>3. R.L. Gupta & M. Radhaswamy, Advanced Accountancy, (2008) Sultan Chand & Sons, New Delhi.</p> <p>4. Dr. Maheshwari S.N & Dr. Maheshwari S.K, Advanced Accountancy, (2010), Vol.1, Vol.-2, Vikas Publishing House Pvt. Ltd, New Delhi.</p> <p>5. Mukerjee & Hanif, Modern Accountancy, (2010), Tata McGraw Hill, New Delhi.</p> <p>6. S.K. Paul, Accountancy, (2008). New Central Book Agency (P) Ltd, New Delhi.</p>	
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Evaluation Scheme

I. Continuous Assessment (C.A.) - 40 Marks

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II. Semester End Examination (SEE)- 60 Marks