



HYDERABAD (SIND)
NATIONAL COLLEGIATE BOARD

HSNC Board's

Smt. Chandibai Himathmal Mansukhani College (Autonomous)

(Affiliated to the University of Mumbai)

University College Code : 217-JD Office : T14



Estd. 1965

Principal : Dr. Manju Lalwani Pathak

Ref No: CHM (A) AC/C/01/2025

Date: 18th June 2025

CIRCULAR

The immediate attention of all concerned is invited to this office Circular No. CHM (A) AC 05/2025 dated 19th May, 2025 regarding the Choice Based and Credit Based Syllabus (CBCS) for all subjects of F.Y.B.Com. & T.Y.B.Com. in Investment Management SEM - I & SEM - V respectively.

It is hereby communicated that the recommendations of the syllabus made by the Ad-hoc Board of Studies in Investment Management coordinated by the Dean, Faculty of Commerce in the meeting of Academic Council held on 23rd May, 2025 vide item No. 1.7, have been accepted and subsequently passed.

In accordance, therewith, the syllabus as per the CBCS has been brought into force with effect from the academic year 2025 – 2026 and accordingly the same is attached for reference and is available on the College's website www.chmcollege.in

Ulhasnagar - 421 003

18th June, 2025


Dr. Manju Lalwani Pathak

Principal & Chairperson, Academic Council

Copy forwarded for information to:-

- 1) The Dean, Faculty of Commerce
- 2) The Chairperson, Ad-hoc Board of Studies.
- 3) The Controller of Examination.
- 4) The Registrar



HSNC Board's
Smt. Chandibai Himathmal Mansukhani College, Ulhasnagar
(Autonomous)
Affiliated to the University of Mumbai

Bachelor of Commerce
(Investment Management)
(Self-Financing Course)

Semester – I

Choice Based and Credit Based syllabus
as per NEP 2020 with effect from the
Academic Year 2025-2026

PREAMBLE

The Bachelor of Commerce in Investment Management (BIM) program equips students with essential knowledge of financial markets, investment strategies, and risk assessment. It covers key investment avenues such as equities, bonds, mutual funds, and derivatives, emphasizing analytical thinking and real-world application. The curriculum integrates ethical practices, regulatory frameworks, and investor protection to shape responsible finance professionals. Students gain practical skills in portfolio management, economic trend analysis, and financial planning. The course fosters entrepreneurial and strategic thinking, preparing graduates for careers in investment advisory, wealth management, and financial analysis within the dynamic global financial landscape.

PROGRAMME SPECIFIC OUTCOMES (PSOs)

PSO1: Develop a foundational understanding of the Indian and global investment environment, including various financial instruments, market intermediaries, and regulatory frameworks.

PSO2: Demonstrate the ability to analyze different investment avenues using risk-return trade-off principles and make informed investment decisions based on quantitative and qualitative analysis.

PSO3: Apply portfolio management techniques equipped to construct, manage, and evaluate investment portfolios using concepts such as diversification, asset allocation, and modern portfolio theory.

PSO4: Demonstrate awareness of ethical considerations, investor protection mechanisms, and strategic investment planning aligned with long-term financial goals.

**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(Investment Management)**

Semester- I

Title: Financial Accounting

**Vertical - 1
Major Subject - 4 Credits**

**with effect from
Academic Year 2025-2026**

Title: Financial Accounting**Course Code: CHMIMI1**

Sr. No.	Heading	Particulars
1	Description of the Course:	This course introduces students to the fundamental principles of financial accounting and their practical applications in business. It begins with core accounting concepts and the regulatory framework, including accounting standards and the conceptual framework. Students will learn to prepare and analyze accounts for manufacturing concerns and understand departmental accounting. The course also covers accounting treatments for hire purchase transactions and leasing arrangements. Emphasis is placed on accurate financial reporting, compliance, and decision-making. Theoretical concepts are reinforced with practical problem-solving and real-world applications
2	Vertical 1	Major
3	Type Teaching Method	Theory + Practicum Lectures / Discussion/ Presentations/ Case Studies etc.
4	Credit	4 Credits
5	Hours allotted	60 Hours
6	Marks allotted	100 Marks
7	Course Objectives: 1. To provide foundational knowledge of accounting, including its meaning, scope, objectives, branches, and fundamental principles and procedures such as journalizing and ledger posting. 2. To explain the classification of income and expenses, and familiarize students with relevant accounting standards and procedures like Bank Reconciliation Statements. 3. To develop the ability to prepare final accounts of a sole proprietorship, including all key components like the trading account, profit and loss account, and balance sheet. 4. To equip students with the knowledge of investment accounting and share valuation, focusing on transactions involving securities and compliance with AS 13.	
8	Learning Outcomes: Student will be to LO1: Apply the basic concepts, principles, and processes of accounting, including journal entries, ledgers, and trial balance. LO2: Classify different types of income and expenses and apply relevant accounting standards (AS-1, 2, 6, 8, 9, 10) in practical accounting scenarios. LO3: Prepare and present final accounts of a sole proprietor in the prescribed format, interpreting financial results effectively.	

	LO4: Record and analyze investment transactions in accordance with AS 13.
9	Syllabus UNIT I: Introduction to Accounting • Meaning and scope of Accounting Need, development and definition of accounting, Branches of accounting, Objectives of accounting. • Basic accounting terms, accounting concept & conventions, • Disclosures: Accounting Principles: International accounting standards (only routines). Accounting standards in India: Concepts, Benefits, and Procedures for Issue of Accounting Standards, Various AS. • Accounting Transactions: Accounting Cycle; Journal; Rules of debit and credit Compound journal entry; Opening entry; Relationship between journal and Ledger. • Rules regarding posting; Trial balance Sub division of journal. UNIT II: Classification Of Income & Expenses & Accounting Standards • Capital & Revenue: Classification of Income; Classification of Expenditure Classification of receipts. • Accounting concept of income; Sources Documents, Bank Reconciliation Statement. • AS – 1, 2, 6, 8, 9, 10: Disclosure of Accounting Policies (a) Purpose (b) Areas of Policies (c) Disclosure of Policies (d) Disclosure of Change in Policies (e) Illustrations UNIT III: Preparation Of Final Accounts • Introduction to Final Accounts of a Sole proprietor. • Manufacturing. Account, Trading Account, Profit and Loss Account and Balance Sheet. • Preparation and Presentation of Final Accounts in horizontal format. • Practical problems based on final accounts. UNIT IV: Investment Accounting W.R.T As 13 And Valuation Of Shares • For shares (variable income bearing securities) • For debenture bonds etc. (fixed income bearing securities) • Accounting for transactions of purchase and sales of investments with ex and cum interest prices and finding cost of investment sold and carrying cost as per weighted average method. • Practical problems.

10

Scheme of Examination and Assessment Pattern

Paper – 100 Marks

External Examination: Semester End External - 60 marks Time: 2:00 hours

Format of Question Paper

Attempt any 4 out of 6 questions.

Question No	Nature of Questions	Marks
Q1	Practical	15
Q2	Practical	15
Q3	Practical	15
Q4	Practical	15
Q5	Practical	15
Q6	Practical/ Theory	15
		Total 60

Internal Examination: Continuous Evaluation - 40 marks

	Assessment / Evaluation	Marks
1.	Class Test /Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	25
2.	Project and presentation / Viva	15
		Total 40

11

REFERENCES:

1. A book provides comprehensive coverage of financial accounting concepts” by Dr. Ambrish Gupta. It is published by Pearson Education.
2. Financial Accounting for Management by Dr. R. Narayanaswamy. It is published by PHI Learning Pvt. Ltd.
3. A Managerial Emphasis by Dr. S.N. Maheshwari and Dr. S.K. Maheshwari - Published by Vikas Publishing House Pvt. Ltd.
4. Financial Accounting by Dr. Ashok Sehgal and Dr. Deepak Sehgal - Published by Taxmann Publications Pvt. Ltd. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai

**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(Investment Management)**

Semester- I

Title: Personal Financial Planning

**Vertical - 1
Major Subject - 2 Credits**

**with effect from
Academic Year 2025-2026**

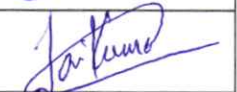
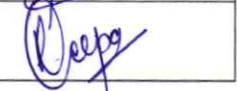
Title: Personal Financial Planning

Course Code: CHMIMI2

Sr. No.	Heading	Particulars
1	Description of the Course:	This course equips students with essential knowledge and skills to manage individual finances effectively and ethically. It covers foundational aspects such as insurance, tax planning, investment strategies, and retirement preparation, helping students build comprehensive financial plans. Emphasis is placed on financial literacy and the development of client communication skills, ensuring students can guide others in making informed decisions.
2	Vertical 1	Major
3	Type Teaching Method	Theory Lectures / Discussion/ Presentations/ Case Studies etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To introduce the fundamental concepts and process of personal financial planning, emphasizing the importance of financial literacy and effective client interactions. 2. To provide in-depth knowledge of the core components of financial planning, including insurance, tax, investment, and retirement planning. 3. To familiarize students with the role of financial technology (FinTech) in managing personal finances, including tools and platforms used for digital payments and investments. 4. To help students understand behavioral finance principles, recognizing how psychological biases affect financial decision-making and learning how to mitigate them	
8	Learning Outcomes: Student will be able to LO1: Understand the process of personal financial planning and demonstrate the ability to engage in effective financial conversations with clients. LO2: Analyze and apply the key components of financial planning—insurance, tax, investment, and retirement—to create basic personal financial strategies. LO3: Evaluate and use FinTech tools (e.g., UPI, robo-advisors and investment apps to make informed and efficient personal financial decisions. LO4: Identify behavioral biases in financial decision-making and apply corrective strategies to improve personal finance outcomes.	

9	Syllabus UNIT I: Foundation of Financial Planning & its components - Financial Planning: Meaning of Financial Planning, Need, Financial Literacy, process of financial planning, Client interactions. - Components of Financial Planning: Insurance Planning, Tax Planning, Investment Planning, Retirement Planning. UNIT II: Emerging Trends In Personal Financial Planning - FinTech in personal financial planning: Overview of Fintech in India, UPI and digital payments, Robo-Advisors & Automated Investment Tools. - Behavioral Finance in personal financial planning: Introduction, Common financial biases, Impact of biases on personal financial decisions, Corrective strategies.																											
10	Scheme of Examination and Assessment Pattern Paper – 50 Marks External Examination: Semester End External - 30 marks Time: 1:00 hours Format of Question Paper Attempt any 2 out of 3 questions. <table><tr><th>Question No</th><th>Questions</th><th>Marks</th></tr><tr><td>Q1</td><td>Theory</td><td>15</td></tr><tr><td>Q2</td><td>Theory</td><td>15</td></tr><tr><td>Q3</td><td>Theory</td><td>15</td></tr><tr><td colspan="2"></td><td>Total 30</td></tr></table> Internal Examination: Continuous Evaluation - 20 marks <table><tr><th></th><th>Assessment / Evaluation</th><th>Marks</th></tr><tr><td>1.</td><td>Class Test/ Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)</td><td>10</td></tr><tr><td>2.</td><td>Project and presentation / Viva</td><td>10</td></tr><tr><td colspan="2"></td><td>Total 20</td></tr></table>	Question No	Questions	Marks	Q1	Theory	15	Q2	Theory	15	Q3	Theory	15			Total 30		Assessment / Evaluation	Marks	1.	Class Test/ Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10	2.	Project and presentation / Viva	10			Total 20
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2.	Project and presentation / Viva	10																										
		Total 20																										
11	REFERENCES: - You Can Be Rich Too: With Goal Based Investing by P.V. Subramanian and M. Pattabiraman. It is published: TV18 Broadcast Ltd. - Retire Rich Invest by P.V. Subramanian. It is published by TV18 Broadcast Ltd. - How to be Your Own Financial Planner in 10 Steps by Manish Chauhan - Publisher: CNBC TV18. - Fintech and Digital Banking in India by Jaspal Singh – Publisher: New Century Publications - Value Investing and Behavioural Finance by Parag Parikh.It is Published by McGraw Hill Education.																											

Department of Investment Management

Sr No	Name of the Faculty	Designation and College	Signature
1.	Dr. Manju Lalwani Pathak	Principal, Smt. CHM College, Ulhasnagar	
2.	Mr. Jaikumar Dinani	Assistant Professor, Smt. CHM College, Ulhasnagar	
3.	Ms. Deepa Soni	Assistant Professor, Smt. CHM College, Ulhasnagar	

Name & Signature of the BoS Chairperson: Dr. Manju Lalwani Pathak



Name & Signature of the Dean: Dr. Gopichand Shamnani



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(Investment Management)**

Semester- I

**Vertical - 2
Minor – Not Applicable**

**With effect from
Academic Year 2025-2026**

**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

First Year

Semester- I

Title: Economics for Professional Careers-I

**Vertical - 3
Open Elective I (OE)- 2 Credits
(Mandatory)**

**with effect from
Academic Year 2025-2026**

Title: Economics for Professional Careers-I

Course Code: CHMECOI4

Sr. No.	Heading	Particulars
1	Description the Course:	This course is designed to equip students with essential economic concepts and tools relevant to decision-making in a professional and business environment. It introduces students to core aspects of business economics, cost estimation, market dynamics and price determination. By integrating theory with real-life examples, the course enables learners to analyse how market forces operate in various competitive settings. The course is tailored to develop critical thinking and economic reasoning skills needed for effective participation in the professional world.
2	Vertical 3	Open Elective
3	Type Teaching Methods	Theory + Practicum Lectures, Discussion, Presentation, Case Studies etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To understand the scope and importance of Business Economics. 2. To identify and differentiate between cost concepts and analyze their relevance in economic decision-making 3. To evaluate the factors influencing demand and supply and apply the laws of demand and supply to business scenarios. 4. To analyze price determination in various market structures and interpret real-world pricing decisions using case studies.	
8	Learning Outcomes: Student will be able to LO1: Explain the role of business economics in solving fundamental economic problems and guiding business strategy. LO2: Identify and differentiate between various types of costs and analyse their relevance in economic decision-making LO3: Evaluate the factors influencing demand and supply and apply the laws of demand and supply to business scenarios. LO4: Analyse price determination in various market structures and interpret real-world pricing decisions using case studies.	

9	Syllabus UNIT I: Business Economics: An Overview - Business Economics: Meaning, scope and importance of Business Economics, Basic Problems of Business in an Economy. - Cost Estimation: Meaning & Types of Cost, Importance of understanding Costs. UNIT II: Market Forces and Price Determination - Market Forces: Demand - Meaning and Factors affecting Demand & Law of Demand, Supply - Meaning and Factors affecting Supply & Law of Supply. - Price Determination: Process, Market Equilibrium, Price Determination under Oligopoly & Monopolistic Competition. Real Life Case Study of a Product - Parle-G.																								
10	Scheme of Examination and Assessment Pattern External Examination: Semester End External - 30 marks Time: 1 hour Format of Question Paper Attempt all questions <table><tr><th>Question No</th><th>Nature of Questions</th><th>Marks</th></tr><tr><td>Q1</td><td>Attempt any two out of three. (Unit I)</td><td>15</td></tr><tr><td>Q2</td><td>Attempt any two out of three. (Unit II)</td><td>15</td></tr><tr><td></td><td>Total</td><td>30</td></tr></table> Internal Examination: Continuous Evaluation – 20 marks <table><tr><th></th><th>Assessment / evaluation</th><th>Marks</th></tr><tr><td>1.</td><td>Assignment/ Project</td><td>10</td></tr><tr><td>2.</td><td>Presentation</td><td>10</td></tr><tr><td></td><td>Total</td><td>20</td></tr></table>	Question No	Nature of Questions	Marks	Q1	Attempt any two out of three. (Unit I)	15	Q2	Attempt any two out of three. (Unit II)	15		Total	30		Assessment / evaluation	Marks	1.	Assignment/ Project	10	2.	Presentation	10		Total	20
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2.	Presentation	10																							
	Total	20																							
11	Reference Books: - Bradley R. Schiller, the Macro Economics Today, Tata McGraw- Hill, 2011. B. Douglas Bernheim and Michael D. Whinston, Microeconomics, Tata McGraw- Hill, 2011. - Lipsey, R.G. and A.K. Chrystal, Economics, Oxford Univ. Press, 2007 - Mankiw, N.G., Economics: Principles and Applications, Cengage Learning, 2009. - Pindyck, R.S. and D.L. Rubinfeld, Microeconomics, Pearson Education, 2008. - Stiglitz, J.E. and C.E. Walsh, Principles of Economics, W.W. Norton, 2002. - Salvatore, D.L., Microeconomics: Theory and Applications, Oxford Univ. Press, 2008. - Suma Damodaran, Managerial Economics, Oxford University Press, 2006 - Varian, H.R., Intermediate Microeconomics: A Modern Approach, W.W. Norton, 2002. - Sen, Anindya, Microeconomic Theory, Oxford Univ. Press, 1999. - Koutsoyiannis, A., Modern Microeconomics, MacMillan Press, 1979. - H.L. Ahuja, Business Economics, 1999. - H.L. Ahuja, Principles of Microeconomics.																								

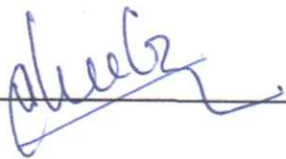
Department of Economics:

Sr No	Name of the Faculty	Designation and College	Signature
1.	Prin. (Dr.) Manju Lalwani Pathak	Head, Department of Economics, Smt. CHM College, Ulhasnagar	
2.	Dr. Usha P. Oomman	Associate Professor, Smt. CHM College, Ulhasnagar	
3.	Prof. (Dr.) Gaikar Vilas B.	Professor, Smt. CHM College, Ulhasnagar	

Name & Signature of the Ad-hoc BoS, Chairperson: _____

(Prin. (Dr.) Manju Lalwani Pathak)

Name & Signature of the Dean: _____

 Dr. Prashant Kelkar.



OPEN ELECTIVES (OE)

For First Year B.Com.

(Commerce, BMS, BAF, BBI, BFM, BIM, BFMG)

Students are required to select any one OE subject from the list below

Sr. No.	Subject Name
1.	Renewable Energy
2.	Perfumeries
3.	Data Analysis in Excel
4.	Mushroom Cultivation : Training and Trading
5.	Essential Skills for Pet Rearing and Grooming
6.	Basics of Nutrition
7.	Communicative English
8.	Performing Arts
9.	Journalism in Hindi
10.	Event Management Course in Sindhi
11.	Basic Tools of AI for Economics and Education
12.	Political Communication and Media Skills
13.	Stress Management - I
14.	Social Media and Communication
15.	Urbanization & Real Estate: Concepts and Contemporary Scenarios
16.	Business of Travel and Tours
17.	Lessons of Reel Making
18.	Basic Computer Skills for Digital Age
19.	Web Designing Essentials: HTML and CSS Styling Techniques
20.	Visual Design and Digital Tools : A Foundation for Animation
21.	Yoga and Fitness



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(Investment Management)**

Semester- I

Title: Investment Operations

**Vertical - 4
VSC - 2 Credits**

**With effect from
Academic Year 2025-2026**

Title: Investment Operations

Course Code: CHMIMI4

Sr. No.	Heading	Particulars
1	Description of the Course:	This course offers a practical introduction to the foundational aspects of investing and the operational procedures involved in starting and managing investments. Students learn about different types of investors, investment instruments, and how to navigate platforms for trading and investing. The course provides hands-on knowledge of digital onboarding, including e-KYC, Demat account setup, and platform registration. It also covers the workings of depositories, trading mechanisms, and various corporate actions like dividends, stock splits, and rights issues.
2	Vertical 4	VSC
3	Type Teaching Method	Theory Lectures / Discussion/ Presentations/ Case Studies etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To introduce the fundamentals of investing, types of investors, and investment instruments. 2. To provide practical knowledge of digital onboarding, KYC processes, and investment platforms. 3. To explain the role of Demat accounts, depositories, and trading mechanisms. 4. To build awareness of corporate actions, investor rights, safety measures, and fraud prevention.	
8	Learning Outcomes: Students will be able to LO1: Understand how to start investing, choose platforms, and place various types of trade orders. LO2: Complete e-KYC, open a Demat account, and navigate digital onboarding processes. LO3: Interpret corporate actions and manage account transitions like nominee assignment or minor-to-major changes. LO4: Identify red flags in scams, understand SEBI's role, and practice safe investing through real-world demos or simulations.	

9

Syllabus

UNIT I: Getting Started With Investing

- Understanding Investors and Investment Platforms: Who can invest? Retail, Institutional and NRI Investors, Types of investments: Stocks, Mutual Funds, Bonds, ETFs, Choosing brokers & platforms (Zerodha, Groww, etc), Market order vs. Limit order vs. Stop loss orders, Role of stock exchanges, How trades settle (T+1 cycle) Hands on Training.
- KYC & Digital Onboarding: PAN, Aadhaar, and e-KYC, UPI linking, Mobile number and Email verification, Demo of real-world digital onboarding (mock or screenshots) Case Study
- Demat Account & Depositories: Role of NSDL & CDSL, How Demat works (with basic visuals), Process of opening and using a Demat account.

UNIT II : Corporate Actions & Investor Awareness

- Corporate Actions & their Impact: Bonus, Split, Rights Issue, Dividends, what to do as an investor?
- Handling Investment Transitions: Nominee assignment, what happens if the investor dies? (basic process), Minor to major account conversion.
- Investor Safety & Frauds: Red flags in investment schemes, Pump and dump, Telegram/WhatsApp scams, Role of SEBI in protection

10

Scheme of Examination and Assessment Pattern

Paper – 50 Marks

External Examination: Semester End External - 30 marks Time: 1:00 hours

Format of Question Paper

Attempt any 2 out of 3 questions.

Question No	Questions	Marks
Q1	Theory	15
Q2	Theory	15
Q3	Theory	15
		Total 30

Internal Examination: Continuous Evaluation - 20 marks

	Assessment / Evaluation	Marks
1.	Class Test /Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10
2.	Project and presentation / Viva	10
		Total 20

REFERENCES:

1. Halan, M. (2018). Let's talk money: You've worked hard for it, now make it work for you. Harper Business India.
2. Parikh, P. (2008). Stocks to riches: Insights on investor behavior. Tata McGraw-Hill Education.
3. Gala, J. (2018). Guide to Indian stock market: Beginners guide to investing in Indian stock market. Buzzingstock Publishing House.
4. Chandra, P. (2014). Investment management (4th ed.). McGraw-Hill Education India

**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(Investment Management)**

Semester- I

Title: Office Operations

**Vertical - 4
SEC - 2 Credits**

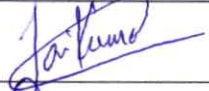
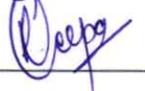
**With effect from
Academic Year 2025-2026**

Title: Office Operations
Course Code: CHMIMI5

Sr. No.	Heading	Particulars
1	Description of the Course:	This course provides a comprehensive understanding of the functional areas within front, middle, and back office environments. Students will learn the procedures, systems, and planning required for efficient front office management, along with the evaluation, accounting, and auditing processes involved. The course delves into middle office functions, focusing on essential managerial skills such as planning, organizing, directing, motivating, and controlling. It further trains students in back office operations including supervision, HR management, accounting support, and effective recordkeeping.
2	Vertical 4	SEC
3	Type Teaching Method	Theory + Practicum Lectures / Discussion/ Presentations/ Case Studies etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To gain knowledge of front office management procedures, systems, planning, evaluation, accounting, and auditing. 2. To explore managerial functions and techniques applicable to middle office operations, including planning, organizing, directing, motivating, and controlling activities. 3. To teach back office operations, including supervision, administration, human resources, accounting, revenue generation, and record management. 4. To train students in the core responsibilities of back office operations such as record management, data processing, HR, and accounting support.	
8	Learning Outcomes: Student will be able to LO1: Recognize different sections in the front office and their roles and responsibilities. LO2: Employ managerial functions and techniques to supervise, administer, and support middle office operations effectively. LO3: Perform back office operations, including supervision, administration, human resources management, and record keeping, to support front office activities seamlessly. LO4: Manage back office processes such as filing, indexing, HR activities, and online/offline data handling to support front-end operations.	

9	Syllabus UNIT I: Front Office Essentials: Structure And Operations - Fundamentals of front office operations: Structure of Front Office Department: Functional Organization of Front office, Front Desk Layout and Equipment vs. Digital Front Office Tools and CRM Software, Front office operations in the context of Banks and Finance Offices: dealing with Clients and Colleagues, Care and Safety. - Front Office Management: Front Office Procedures and Systems, Planning and evaluating operations, Accounting and Auditing, Customer service techniques for front office employees vs. AI Chabot and Virtual Assistants, Supervision and Management in the office. UNIT II : Middle And Back Office Management Essentials: Functions And Responsibilities - Middle Office Operations: Managerial functions: Planning, Organizing, Directing, Motivation, Controlling and Supervision of different activities, Office Manager as an Administrator, Advisor and Public Relations officer. - Back Office Operations: Supervision and Administration: Human resources, accounting and revenue-generation role. Digital Document & Workflow Management (e.g., Google Drive, DMS), Gathering and processing. Mail data offline /online to assist the front office team.																											
10	Scheme of Examination and Assessment Pattern Paper – 50 Marks External Examination: Semester End External - 30 marks Time: 1:00 hours Format of Question Paper Attempt any 2 out of 3 questions. <table><tr><th>Question No</th><th>Questions</th><th>Marks</th></tr><tr><td>Q1</td><td>Theory</td><td>15</td></tr><tr><td>Q2</td><td>Theory</td><td>15</td></tr><tr><td>Q3</td><td>Theory</td><td>15</td></tr><tr><td colspan="2"></td><td>Total 30</td></tr></table> Internal Examination: Continuous Evaluation - 20 marks <table><tr><th></th><th>Assessment / Evaluation</th><th>Marks</th></tr><tr><td>1.</td><td>Class Test /Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)</td><td>10</td></tr><tr><td>2.</td><td>Project and presentation / Viva</td><td>10</td></tr><tr><td colspan="2"></td><td>Total 20</td></tr></table>	Question No	Questions	Marks	Q1	Theory	15	Q2	Theory	15	Q3	Theory	15			Total 30		Assessment / Evaluation	Marks	1.	Class Test /Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10	2.	Project and presentation / Viva	10			Total 20
Question No	Questions	Marks																										
Q1	Theory	15																										
Q2	Theory	15																										
Q3	Theory	15																										
		Total 30																										
	Assessment / Evaluation	Marks																										
1.	Class Test /Workshop/ Conference/ Seminar/ Assignment/ Case Study/ Field visit/ Certificate Course (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles)	10																										
2.	Project and presentation / Viva	10																										
		Total 20																										
11	REFERENCES: 1. Office Organization and Management by R. K. Jain. Published by Khanna Publishers. 2. Office Management and Modern Office Organization by A. K. Jain. Published by VK Global Publications. 3. Office Management Principles and Practice by P.C. Shejwalkar. Published by Everest Publishing House																											

Department of Investment Management

Sr No	Name of the Faculty	Designation and College	Signature
1.	Dr. Manju Lalwani Pathak	Principal, Smt. CHM College, Ulhasnagar	
2.	Mr. Jaikumar Dinani	Assistant Professor, Smt. CHM College, Ulhasnagar	
3.	Ms. Deepa Soni	Assistant Professor, Smt. CHM College, Ulhasnagar	

Name & Signature of the BoS Chairperson: Dr. Manju Lalwani Pathak



Name & Signature of the Dean: Dr. Gopichand Shamnani



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

**First Year B. Com.
(AEC- Ability Enhancement Course)**

Semester- I

Title: Business Communication Skills

**Vertical - 5
AEC - 2 Credits**

**with effect from
Academic Year 2025-2026**

Title: Business Communication Skills**Course Code: CHMCOMAECI**

Sr. No.	Heading	Particulars
1	Description of the Course:	In the contemporary business environment, communication is the cornerstone of success. Effective business communication enhances operational efficiency, fosters meaningful workplace relationships, and builds a strong public image. The evolution of digital tools and platforms has revolutionized traditional communication, making it crucial for aspiring professionals to master both conventional and modern techniques. This course equips learners with a comprehensive understanding of business communication- verbal, non-verbal, and digital- along with practical writing skills needed for professional documentation and correspondence. The aim is to prepare learners for real-world business interactions through a focus on clarity, conciseness, tone, structure, and etiquette across multiple communication formats and platforms.
2	Vertical 5	Ability Enhancement Course
3	Type	Theory+ Tutorials (Teaching Methods: Lecture/ Discussion/ Presentation/ Blog writing/ etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To introduce students to the theoretical foundations and principles of effective business communication. 2. To develop skills in digital, interpersonal, and cross-cultural communication essential for the workplace. 3. To enhance students' proficiency in writing business documents such as emails, reports, notices, and letters. 4. To build awareness of professional communication etiquette and practical problem-solving in organizational settings.	

8	Course Outcomes: Students will be able to LO-1: Understand and apply the core concepts and models of business communication in real-world contexts. LO-2: Demonstrate the ability to communicate professionally in digital and in-person formats. LO-3: Develop job-ready communication skills for writing effective business documents. LO-4: Exhibit awareness of communication dynamics in diverse, collaborative, and hierarchical workplace settings.
9	Syllabus UNIT I: Foundations of Business Communication 1. Basics of Communication in a Business Context • Meaning, definition, objectives, and elements of communication • The communication process: sender, message, channel, receiver, feedback • Barriers to communication and strategies to overcome them 2. Types and Flows of Workplace Communication • Internal communication: downward, upward, horizontal • External communication: stakeholders, clients, public • Verbal vs. non-verbal communication; formal vs. informal channels • Role of emotional intelligence in workplace communication 3. Digital and Social Media Communication • Professional use of email, MS Teams, and Zoom • Workplace etiquette on WhatsApp, LinkedIn, Slack • Writing for digital media: brevity, tone, and clarity • Data privacy, cyber etiquette, and responsible sharing UNIT II: Professional Business Correspondence and Documentation 1. Business Letters • Key components and formats • Common types: Inquiry, Complaint, Order, Resignation 2. Job-Related Correspondence • Job application with resume • Appointment, appreciation, and resignation letters 3. Professional Emails • Job applications via email • Writing and responding to official emails (e.g., meeting requests, follow-ups)

10	Scheme of Examination and Assessment Pattern Paper – 50 Marks External Examination: Semester End External - 30 marks Time: 1:00 hour Format of Question Paper All questions are compulsory: <table border="1"> <tr> <th>Question No</th><th>Nature of Questions</th><th>Marks</th></tr> <tr> <td>Q. 1</td><td>Essay-Type Question Unit I (Attempt any 1 out of 2 options)</td><td>10</td></tr> <tr> <td>Q. 2</td><td>Essay-Type Question Unit II (Attempt any 1 out of 2 options)</td><td>10</td></tr> <tr> <td>Q. 3</td><td>Short Notes / Applications Attempt any 3 out of 5 (covering both units)</td><td>10</td></tr> <tr> <td></td><td style="text-align: right;">Total</td><td>30</td></tr> </table> Internal Examination: Continuous Evaluation - 20 marks <table border="1"> <tr> <th></th><th>Assessment / evaluation</th><th>Marks</th></tr> <tr> <td>1.</td><td>Oral / Interactive Activities: Role play in workplace communication- Mock interviews / Group discussions- Business presentations</td><td>10</td></tr> <tr> <td>2.</td><td>Written Assignments / Projects: Business letters or professional emails- Reports on digital communication- Social media audits</td><td>10</td></tr> <tr> <td></td><td style="text-align: right;">Total</td><td>20</td></tr> </table>	Question No	Nature of Questions	Marks	Q. 1	Essay-Type Question Unit I (Attempt any 1 out of 2 options)	10	Q. 2	Essay-Type Question Unit II (Attempt any 1 out of 2 options)	10	Q. 3	Short Notes / Applications Attempt any 3 out of 5 (covering both units)	10		Total	30		Assessment / evaluation	Marks	1.	Oral / Interactive Activities: Role play in workplace communication- Mock interviews / Group discussions- Business presentations	10	2.	Written Assignments / Projects: Business letters or professional emails- Reports on digital communication- Social media audits	10		Total	20
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	Total	20																										
11	REFERENCES: 1. Balan, K. R. <i>Effective Communication</i>. Himalaya Publishing House, 2004. 2. Bovee, Courtland L., and John V. Thill. <i>Business Communication Today</i>. 14th ed., Pearson, 2021. 3. Chaturvedi, P. D., and Mukesh Chaturvedi. <i>Business Communication: Concepts, Cases and Applications</i>. 3rd ed., Pearson Education, 2011. 4. Gerson, Steven M., and Sharon J. Gerson. <i>Technical Communication: Process and Product</i>. 9th ed., Pearson, 2021. 5. Guffey, Mary Ellen, and Dana Loewy. <i>Essentials of Business Communication</i>. 11th ed., Cengage Learning, 2021. 6. Kaul, Asha. <i>Business Communication</i>. 2nd ed., PHI Learning, 2009. 7. Krizan, A. C., Patricia Merrier, Joyce Logan, and Karen Williams. <i>Business Communication</i>. 8th ed., Cengage Learning, 2010. 8. Lesikar, Raymond V., Marie E. Flatley, and Kathryn Rentz. <i>Business Communication: Making Connections in a Digital World</i>. 12th ed., McGraw-Hill Education, 2015.																											

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| | <ol style="list-style-type: none">9. Locker, Kitty O., and Donna S. Kienzler. <i>Business and Administrative Communication</i>. 11th ed., McGraw-Hill Education, 2021.10. Mehra, Payal. <i>Business Communication for Managers</i>. Pearson Education, 2012.11. Mitra, Barun K. <i>Effective Technical Communication: A Guide for Scientists and Engineers</i>. Oxford University Press, 2007.12. Mohan, Krishna, and Meera Banerji. <i>Developing Communication Skills</i>. Macmillan India, 2001.13. Murphy, Herta A., Herbert W. Hildebrandt, and Jane P. Thomas. <i>Effective Business Communication</i>. 7th ed., McGraw-Hill, 1997.14. Ober, Scot. <i>Contemporary Business Communication</i>. 9th ed., Cengage Learning, 2014.15. Rai, Urmila. <i>Business Communication</i>. Himalaya Publishing House, 2010.16. Raman, Meenakshi, and Prakash Singh. <i>Business Communication</i>. Oxford University Press, 2012.17. Sehgal, M. K., and Vandana Khetarpal. <i>Business Communication</i>. Excel Books, 2006.18. Sharma, R. C., and Krishna Mohan. <i>Business Correspondence and Report Writing</i>. 4th ed., Tata McGraw-Hill, 2007.19. Sinha, K. K. <i>Business Communication</i>. Galgotia Publishing, 2003.20. Taylor, Shirley. <i>Model Business Letters, Emails and Other Business Documents</i>. 7th ed., Pearson Education, 2012. |
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Department of English:

Sr. No	Name of the Faculty	Designation and College	Signature
1.	Prof. (Dr.) Pratima Das	Head & Professor, Dept. of English, Smt. CHM College	<i>Pratima Das</i>
2.	Prof. (Dr.) Kailas Aute	Professor, Dept. of English, Smt. CHM College	<i>Kailas Aute</i>
3.	Mr. Ananda Pandhare	Asst. Professor, Dept. of English, Smt. CHM College	<i>Ananda Pandhare</i>
4.	Ms. Sana Karale	Asst. Professor, Dept. of English, Smt. CHM College	<i>Sana Karale</i>

Name & Signature of the Ad hoc BoS Chairperson: Prof. (Dr.) Pratima Das *Pratima Das*

Name & Signature of the Dean: Prof. (Dr.) Pratima Das *Pratima Das*



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

First Year

Semester- I

Title: Communication Skills in Sindhi

Vertical - 5

Ability Enhancement Course - 2 Credit

**with effect from
Academic Year 2025-2026**

Title: Communication Skills in Sindhi
COURSE CODE: CHMSINAEI

Sr. No.	Heading	Particulars
1	Description the Course:	Sindhi communication skills (B.Com.) Communication is the core component of the commerce and trade. In communication, language plays very significant role. If a student has mastered the skills of language, undoubtedly, he or she would be able to communicate in the best manner. In this course basic part of Sindhi language would be taught based on the NEP 2020. The innovative approach likes critical thinking, creative mind, use of technology will lead to communicating and participating with the different groups. The vocabulary section would be given prominence. The course would be in the Devanagari script so that it can attract majority of the students. Even non-Sindhi students shall have opportunity to adopt this course.
2	Vertical 1	AEC – Ability Enhancement Course
3	Type	Theory+ Practicum (Teaching Method: Lecture/ Discussion/Reading)
4	Credit	2 credits (1 credit = 15 hours for theory or 30 hours of Practical work in a semester)
5	Hours allotted	30 Hours
6	Marks allotted	50Marks (50 Marks each)
7	Course Objectives: After successful completion of this course: 1. The learner will get understanding of communication skills. 2. The learner will understand how to accurate the pronunciation of special words in Sindhi 3. The learner will improve the conversation skill in Sindhi. 4. The learner will become best communicator in Sindhi language	
8	Learning Outcomes: Student will be able to LO1: Know the basic special features of Sindhi language. LO2: Understand the skills of communication. LO3: Knowing the conversation with businessmen and customers LO4: Know the etiquettes with parents, relatives, friends and others in effective way	

Unit I – Fundamental of Sindhi Communication

- Introduction of Communication skill through Pictorial Presentation
- Importance of Language
- Basic aspects of language
 - i) Types of Language, ii) Role of Language, iii) Changes in Language
 - iv) Non-violent aspects of language v) Language & New generation
 - vi) Language & Modern Technology
- New Education Policy (NEP) & Importance of language
- Sindhi language: (Special features of spoken Sindhi language with pronunciation through audio visual presentation)

Unit II – Functional Communication

- Importance of Communication
- Types of Communication (Presentation through video clips)
 - i) Verbal, ii) Non-verbal, iii) Written iv) Digital Communication
- Characteristics of Communication
- Obstacles in Communication of Sindhi Language
- Methods of Best Communication through role plays
- Spoken Sindhi in Business
- Conversation with customers and proprietors

यूनिट – 1

- रमचारी भाषा : वाक्फियत
- भाषा जी अहमियत
- भाषा जा बुनियादी पहलू
 - i) किरम, ii) भाषा जो किरदार, iii) भाषा मे तबदीलियूं iv) भाषा जा अहिसासाती पहलू v) भाषा ऐं नई नसल
- नई तैलीमी नीति ऐं बोलियुन जी अहमियत
- असां जी सिंधी बोली

यूनिट – 2

- राबते जी अहमियत
- राबते जा किरम
 - i) जिबानी राबतो, ii) गैर जिबानी राबतो, iii) लिखत राबतो iv) डिजीटल राबतो
- राबते मां फायदा
- राबते में रंडकूं
- बेहतर राबते जा तरीका
- ग्राहकन सां सिंधी बोलीअ मे गुप्तगू

10

Scheme of Examination and Assessment Pattern

Paper – 50 Marks

External Examination: Semester End External - 30 marks Time: 1:00 hour

Format of Question Paper

Attempt any 4 out of 6 questions.

Question No	Nature of Questions	Marks
Q1.	Objective Type – Fill in the Blanks / MCQs (Unit I0	15
Q2.	Question on reading skill (Unit II)	07
Q3.	Writing short story from outlines (Unit II)	08
		Total 30

Note:

1. Equal Weightage is to be given to all the modules.
2. Use of non-programmable scientific calculator is allowed in the examination.

Internal Examination: Continuous Evolution - 20 marks

	Assessment / evaluation	Marks
1.	Speaking Activities: (Presentation) Making presentations in the classroom	10
2.	Listening Activities: (Assignment) Listening to speeches, dialogues, announcement and summarizing them	10
Total		20

11

REFERENCE BOOKS:

1. Sanchari Basha – By Dr. Pushpa Kodwani
2. Sindhi Pahakaa – Dr. Jetly M.K.
3. Sindhi Muhavahra – By Hardwani Lachhman
4. Sindhi Adhyat mak Shabdhkesh – By Hardwani Lachhman
5. Acho Sindhi Sikhu – By Hardwani Lachhman

Syllabus Committee:

Sr No	Name of the Faculty	Designation and College	Signature
1.	Mrs. Kajal Ramchandani	H.O.D. of Jai Hind College	<i>Kajal</i>
2.	Mrs. Komal Totani	Assistant Teacher, Smt. CHM College	<i>Pratima</i>

Name & Signature of the BoS Chairperson: (Mrs. Kajal Ramchandani)

Kajal

Name & Signature of the Dean: (Dr. Pratima Das)

Pratima Das



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

First Year

Semester- I

**Title: Environmental Management and
Sustainable Development-I**

**Vertical - 5
VEC- 2 Credits**

**with effect from
Academic Year 2025-2026**

Title: Environmental Management and Sustainable Development-I**Course Code: CHMVECI**

Sr. No.	Heading	Particulars
1	Description of the Course:	This course introduces students to the basics of environmental management and sustainable development. It explains how ecosystems work, the importance of biodiversity, and the need to protect our natural resources. Students will learn about different environmental problems, human impact on nature, and how to manage disasters. The course also covers Indian environmental movements, ethics, and the role of public awareness. Real-life examples and case studies help students understand the connection between nature and human communities in a simple and practical way.
2	Vertical 5	VEC
3	Type & Teaching methods	Theory + Practicum Lecture/Discussion/Presentation/Case study,etc
4	Credits	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To introduce about ecosystems, biodiversity and to make aware for the need of conservation. 2. To sensitize students towards environmental concerns, issues, and impacts of human population. 3. To analyze the impact of human population growth and development activities on the environment, including issues related to displacement, disaster response, and rehabilitation. 4. To foster awareness of environmental ethics and the role of cultural and social movements in shaping sustainable environmental practices through communication, policy, and activism.	
8	Learning Outcomes: Students will be able to LO1: Explain the interrelationships within ecosystems and analyze energy flow and succession, using examples from various ecological zones. LO2: Critically evaluate biodiversity levels and conservation strategies, applying knowledge of endemic species, threats, and ecological services to real-world scenarios. LO3: Assess the socio-environmental implications of population growth, displacement, and disasters, incorporating case studies to understand sustainable development challenges.	

	LO4: Demonstrate an understanding of environmental ethics and advocacy, by interpreting the influence of cultural values, environmental movements, and communication strategies on sustainability.									
9	Syllabus UNIT I: Ecosystems, Biodiversity and Conservation • Introduction, structure, and function of ecosystems; Energy flow: food chains, food webs and ecological succession. Case studies of the following: a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) • Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns • India as a mega-biodiversity nation; Endangered and endemic species of India • Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity. • Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value UNIT II: Human Communities and the Environment • Human population growth: Impacts on environment, human health and welfare. • Resettlement and rehabilitation of project affected persons; case studies. • Disaster management: floods, earthquake, cyclones and landslides. • Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan. • Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. • Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi).									
10	Assessment Pattern Scheme of Examination and Assessment Pattern Paper – 50 Marks External Examination: Semester End External - 30 marks Time: 1:00 hours Format of Question Paper Attempt any 3 out of 4 questions. <table><tr><th>Question No.</th><th>Nature of Questions</th><th>Marks</th></tr><tr><td>Q.1</td><td>Theory based on Unit I</td><td>10</td></tr><tr><td>Q.2</td><td>Theory based on Unit I</td><td>10</td></tr></table>	Question No.	Nature of Questions	Marks	Q.1	Theory based on Unit I	10	Q.2	Theory based on Unit I	10
Question No.	Nature of Questions	Marks								
Q.1	Theory based on Unit I	10								
Q.2	Theory based on Unit I	10								

	Q.3	Theory based on Unit II	10
	Q.4	Theory based on Unit II	10
		Total	30
Internal Examination: Continuous Evaluation - 20 marks			
	Assessment / evaluation		Marks
	1.	Class Test, Creative writing/visits/role play (Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Quiz)	10
	2.	Project /Presentation / Viva/Group Discussion/Case study	10
		Total	20
11	REFERENCES : 1. Carson, R. 2002. Silent Spring. Houghton Mifflin Harcourt. 2. Gadgil, M., & Guha, R. 1993. This Fissured Land: An Ecological History of India. Univ. of California Press. 3. Gleeson, B. and Low, N. (eds.) 1999. Global Ethics and Environment, London, Routledge. 4. Gleick, P. H. 1993. Water in Crisis. Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press. 5. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons. 6. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent. 7. Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders. 8. Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton. 9. Harper, Charles L. (2017) Environment and Society, Human Perspectives on Environmental Issues 6th Edition. Routledge. 10. Rajagopalan, R. (2011). Environmental Studies: From Crisis to Cure. India: Oxford University Press. 11. Harris, Frances (2012) Global Environmental Issues, 2nd Edition. Wiley- Blackwell.		

Name & Signature of the Dean & Ad-hoc BoS Chairperson (Interdisciplinary):

[Signature]
Dr. Nitin Arekar



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

First Year

Semester- I

Title: Indian Knowledge System

**Vertical - 5
IKS Subject - 2 Credits**

**with effect from
Academic Year 2025-2026**

Title: Indian Knowledge System

Course Code:CHMIKSI

Sr. No.	Heading	Particulars
1	Description of the Course:	This course introduces students to the Indian Knowledge System (IKS), emphasizing its historical depth, cultural relevance, and interdisciplinary value. Rooted in the context of Indian civilization, it explores the holistic development of knowledge from ancient to pre-modern times, including contributions in medicine, mathematics, logic, linguistics, governance, arts, and sciences. By revisiting the traditional education systems and intellectual heritage of India, the course encourages learners to connect ancient insights with contemporary disciplines. It aims to enhance awareness, foster appreciation of indigenous wisdom, and reveal the interconnectedness of various streams of knowledge, aligning with the goals of the NEP 2020.
2	Vertical 5	IKS
3	Type	Theory+ Practicum (Teaching Methods: Lecture/ Discussion/ Presentation etc.)
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To sensitize the students about context in which they are embedded i.e. Indian culture and civilization including its Knowledge System and Tradition. 2. To help student to understand the knowledge, art and creative practices, skills and values in ancient Indian system. 3. To help to study the enriched scientific Indian heritage. 4. To introduce the contribution from Ancient Indian system & tradition to modern science & Technology	
8	Learning Outcomes: Students will be able to LO1: Understand and appreciate the rich Indian Knowledge Tradition LO2: Understand the contribution of Indians in various fields LO3: Experience increase subject-awareness and self-esteem LO4: Develop a comprehensive understanding of how all knowledge is ultimately intertwined	

Syllabus

UNIT I: Introduction

- Introduction to IKS (What is knowledge System, Characteristic Features of Indian Knowledge System)
- Why IKS? (Macaulay's Education Policy and its impact, Need of revisiting Ancient Indian Traditions)
- Scope of IKS (The Universality of IKS (from Micro to Macro), development form Earliest times to 18th Century CE)
- Tradition of IKS (Ancient Indian Education System: Home, Gurukul, Pathashala, Universities and ancient educational centres)
- Relevant sites in the vicinity of the Institute (Water Management System at Kanheri, Temple Management of Ambarnath, etc.)

UNIT II:

- Medicine (Ayurveda)
- Alchemy
- Mathematics
- Logic
- Art of Governance (Arthashastra)

UNIT III: (Select Any FIVE out of the following)

- Aesthetics
- Town Planning
- Strategic Studies
- Krishi Shastra
- Vyakaran & Lexicography
- Natyashastra
- Ancient Sports
- Astronomy
- Yoga and Wellbeing
- Linguistics
- Chitrasutra
- Architecture
- Taxation
- Banking
- Trade and Commerce

Scheme of Examination and Assessment Pattern

Paper – 50 Marks

External Examination: Semester End External - 30 marks Time: 1:00 hours

Format of Question Paper

Question No	Nature of Questions	Marks
Q1	Attempt any TWO Questions out of FIVE.	06
Q2	Attempt any THREE Questions out of FIVE	12
Q3	Attempt any THREE Questions out of FIFTEEN	12
		Total 30

Internal Examination: Continuous Evaluation - 20 marks

	Assessment / evaluation	Marks
1.	Class Test during the lectures (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/Project presentation /viva .	10
		Total 20

REFERENCES:

1. Concise history of science in India- D.M. Bose, S.N Sen, B.V. Subbarayappa.
2. Positive sciences of the Ancient Hindus- Brajendranatha seal, Motilal Banrasidas, Delhi 1958
3. History of Chemistry in Ancient India & Medieval India, P.Ray- Indian Chemicals Society, Calcutta 1956.
4. Charaka Samhita- a scientific synopsis, P. Ray & H.N Gupta National Institute of Sciences of India New Delhi 1965.
5. MacDonnell A.A- History of Sanskrit literature
6. Winternitz M- History of Indian Literature Vol. I, II
7. Dasgupta S.N & De S.K- History of Sanskrit literature Vol' I'
8. Ramkrishna Mission- cultural heritage of India Vol' I, II
9. Majumdar R. C & Pushalkar A.D- History & culture of the Indian people, Vol. I, II & III.
10. Keith A.B- History of Sanskrit literature'

Name & Signature of the Dean & Adhoc BoS Chairperson(Interdisciplinary):

(Dr. Nihir Arekar)



**Smt. Chandibai Himathmal Mansukhani College
(Autonomous)**

First Year

Semester- I

Title: Cocurricular Course I

**Vertical - 6
Cocurricular Course - 2 Credits**

**with effect from
Academic Year 2025-2026**

Title: Cocurricular Course - I

Course Code: CHMCCI6

Sr. No.	Heading	Particulars
1	Description the Course:	This student-friendly Co-Curricular Course is uniquely designed to promote holistic development through active participation in various college-based activities. Unlike traditional theory-based subjects, this course emphasizes hands-on involvement and experiential learning. Students are encouraged to explore their interests and talents by engaging in cultural, social, literary, sports, extension, or club-based events conducted by the college throughout the academic year. Participation will be recorded and assessed based on involvement, initiative, team spirit, creativity, and consistency. The aim is to nurture essential life skills such as leadership, communication, collaboration, and responsibility in a supportive, informal setting. This non-theory course offers students the opportunities and the freedom to learn beyond the classroom and grow into well-rounded individuals, contributing positively to campus life and society.
2	Vertical 6	Cocurricular Course (Mandatory)
3	Type Teaching Methods	Non Theory Participation, Report Writing, Presentation etc.
4	Credit	2 Credits
5	Hours allotted	30 Hours
6	Marks allotted	50 Marks
7	Course Objectives: 1. To inculcate a spirit of active participation in cultural, social, environmental, and creative activities. 2. To enhance personal and interpersonal skills through real-life experiences and teamwork. 3. To foster a sense of responsibility, leadership, and community engagement among students. 4. To develop self-confidence and emotional well-being through creative expression and collaboration. 5. To integrate classroom learning with experiential learning for holistic growth.	
8	Learning Outcomes: By the end of the course, students will be able to: LO1: Participate meaningfully in diverse co-curricular activities and reflect on their learning experiences. LO2: Demonstrate improved communication, leadership, and teamwork skills. LO3: Exhibit increased awareness of social responsibility and civic engagement. LO4: Build confidence through creative, cultural, and intellectual expressions. LO5: Maintain a portfolio or activity log to track participation and personal development.	

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Syllabus**Unit I - Suggested Areas of Participation in the activities:**

- **Cultural Events:** Drama, dance, music, literary events, debates, etc.
- **Social Outreach:** Blood donation, awareness campaigns, cleanliness drives.
- **Clubs & Societies:** Photography, quiz, environment club, shram club, etc.
- **Sports & Fitness:** College tournaments, yoga, marathons, fitness challenges.
- **Institutional Events:** Foundation Day, Annual Day, College Festivals, Intercollegiate events.
- **National Festivals:** Independence Day, Republic Day etc.

Unit II - Program Specific Topics

- **Workshops/Seminars:** Report Writing, Personality Development, Soft Skills, Leadership Talks.
- **Speak, Show, Shine:** Presentation / Poster Presentation / Viva and Learning Experience

Mode of Evaluation:

- **Faculty Coordinator:** To guide and evaluate student progress.
- **Participation Proof:** Certificates, photos, attendance records.
- **Reflective Journal:** Minimum 2-3 pages summarizing experiences, learning, and growth.
- **Final Viva/Presentation:** 5-minute talk on poster presentation and on overall learning.

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Scheme of Examination and Assessment Pattern**Based on 3 approved Activities****Semester End External - 30 marks**

Activity No	Nature of Activities	Marks
1.	Title of Approved Activity - 1	10
2.	Title of Approved Activity - 2	10
3.	Title of Approved Activity - 3	10
Total		30

Internal Examination: Continuous Evaluation – 20 marks

	Assessment / Evaluation	Marks
1.	Reflective journal	10
2.	Presentation/ poster presentation/viva	10
Total		20

Suggested Readings:

- How to Win Friends and Influence People
- The 7 Habits of Highly Effective People
- Thinking, Fast and Slow
- Leaders Eat Last
- Talk Like Ted

Name & Signature of the Principal & Chairperson, Academic Council:

Dr. Manju Lalwani Pathak

