

Deccan Education Society's

**Kirti M. Doongursee College of Arts,
Science and Commerce
(AUTONOMOUS)**



Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for
Program: Bachelor of Management Studies Majors:
Finance

Choice Based Credit System (CBCS) with
effect from
Academic Year 2024-2025

PROGRAM OUTCOMES

PO	Description
	A student completing Bachelor's Degree in Management Studies Program will be able to
P01	Disciplinary Knowledge: Capability of executing comprehensive knowledge and understanding of business acumen.
P02	Communication Skills: Demonstrate proficiency for Business Communication for effective and professional business management.
P03	Critical Thinking & Problem solving: Ability to engage in reflective and independent thinking by understanding the concepts of various business domains. Capability to deduce a business problem and apply the classroom learning into practice to offer a solution for the same.
P04	Leadership Skills: Ability to develop group behavior and lead a team to achieve the individual, group and organizational goals.
P05	Ethical & Social Awareness/Reasoning: Ability to ascertain unethical behavior, falsification, and manipulation of information. Ability to manage self and various social systems. To build perspective about global environment including cultural, social and sustainability issues.
P06	Lifelong learning: Capability of self-paced and self-directed learning aimed at personal development and for improving knowledge/skill development and reskilling in all areas of Commerce.
P07	Global Perspective: Understand the application of management concepts in scenarios relating to the global business environment.

Deccan Education Society's
Kirti M. Doongursee College (autonomous)
Proposed Curriculum as per NEP, 2020 Year of
implementation- 2024-25

Name of the Department: Bachelors of Management Studies

Semester	Course Code	Course Title	Vertical	Credit
III	24BMSFMJ311	Corporate Accounting	Major	4
	24BMSFMJ312	Equity and Derivatives Markets	Major	4
	24BMSMR321	Strategic Management	Minor	4
	24BMSFVC341	Stock Market Operations & Derivatives	VSC	2

Course Code	Finance MAJOR SEM – III – Corporate Accounting	Credits	Lectures/Week
24BMSFMJ311	Paper I	4	4
Course Outcomes:			
After successful completion of this course, students would be able to			
CO1 Define and identify the various accounting terms and concepts.			
CO2 Understand and describe the various methods of accounting used in organizations.			
CO3 Apply the theoretical knowledge of accounting techniques and methods to practical scenarios by solving numerical.			
CO4 Examine accounting standards and guidelines to test their applicability in accounting procedures, practices and transactions.			
Unit	Topics	No of Lectures	
I	Accounting for Equity	15	
	1.1 Meaning & Importance of corporate accounting, issue and forfeiture of shares, redemption of shares. 1.2 Theory concepts – Underwriting of shares & buy back of shares. 1.3 Financial Reporting Standards <ul style="list-style-type: none"> ● Corporate Financial Reporting standards – IFRS ● Indian Accounting Standards – Ind AS 		
II	Investment Accounting	15	
	2.1 Investment Accounting (AS – 13) for shares (variable income bearing securities) and for Debentures/Preference shares (fixed income bearing securities). 2.2 Accounting for transactions of purchase and sale of investments with ex and cum interest prices and finding cost of investment sold and carrying cost as per weighted average method (Excl. brokerage). Columnar format for investment account.		
III	Preparation of Final Accounts of Companies	15	
	3.1 Relevant provisions of Companies Act related to preparation of Final Accounts and financial statements (excluding cash flow statement). 3.2 AS 1 in relation to final accounts of companies (disclosure of accounting policies). 3.3 Notes to Accounts & computation of EPS & DPS.		
IV	Cash Flow Statement	15	
	4.1 Preparation of cash flow statement (Accounting Standard-3 (revised) (Numerical). 4.2 Analysis of Cash Flow. 4.3 Management of excess cash.		
Reference books:			
i. <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi.</i>			
ii. <i>Financial Accounting By Bharat Tulsian & P.C. Tulsian, 2022, New Delhi.</i>			
iii. <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi.</i>			
iv. <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai.</i>			
v. <i>Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi.</i>			
vi. <i>Ravi M. Kishore, Advanced Management Accounting, Taxman, New Delhi</i>			

Course Code	Finance Major SEM – III – Equity and Derivatives Markets	Credits	Lectures/Week
24BMSFMJ312	Paper I	4	4
Course Outcomes:			
After successful completion of this course, students would be able to-			
CO1	Identify the basic terminologies and recall the fundamental concepts of Indian equity and derivatives markets.		
CO2	Review and paraphrase principles underlying the operations of primary and secondary markets and also review the emerging trends in the equity and derivative sector.		
CO3	Produce and relate the stock operations theories for determining share prices, valuations and with concepts related to derivatives.		
CO4	Critically evaluating modern financial trends and their impact on the multifaceted elements of stocks and derivative markets and their operations.		
Unit	Description	No of Lectures	
I	Fundamental of Capital Markets and Introduction to Primary Markets	15	
	<p>1.1. Financial Markets: An overview</p> <ul style="list-style-type: none"> ● Financial Markets in India – Concepts and types. ● Evolution and Growth of Indian Capital Markets. ● Dematerialization & Regulatory Framework. ● Market Participants & Market Infrastructure. <p>1.2. Role of Primary Market –</p> <ul style="list-style-type: none"> ● Primary Market: Definition and Functions ● Intermediaries in Primary Market ● Types of Issues ● Types of Issuers ● Types of Investors <p>1.3. Legal Aspects in Primary Markets</p> <ul style="list-style-type: none"> ● Regulatory Framework for Primary Markets ● Types of Public Issue of Equity Shares ● Public Issue Process of equities ● Prospectus and IPO <p>1.4. Shares in Public Issue</p> <ul style="list-style-type: none"> ● Pricing a Public Issue of Shares ● Applying to a Public Issue ● Listing of Shares ● IPO and FPO ● ASBA Reform 		
II	Secondary Market Operations	15	
	<p>2.1. Basics</p> <ul style="list-style-type: none"> ● Meaning, Nature, Functions of Secondary Market ● Role and Function of the Secondary Market ● Listing requirements, procedure, Fee ● Types of secondary markets for different securities ● Market Structure and Participants ● Brokers and Client Acquisition ● Trade Execution 		

	<p>2.2. SEBI: functions and measures for secondary market.</p> <p>2.3. Market Mechanism</p> <ul style="list-style-type: none"> ● Trade Execution ● Indices and Regulatory Mechanism ● Share Price & Share Price Volatility ● Measuring share volatility 	
III	Trading, Settlement and Surveillance System In Stock Exchanges	15
	<p>3.1. Different Trading Systems</p> <ul style="list-style-type: none"> ● BSE – BOLT System ● NSE – NEAT system options ● NEAT Plus <p>3.2. Different Types of Settlements</p> <ul style="list-style-type: none"> ● Pay-in and Pay-out ● Bad Delivery ● Short delivery ● Auction ● De-mat settlement ● Physical settlement ● Fund Settlement <p>3.3. Market Types</p> <ul style="list-style-type: none"> ● Order types and books – Institutional segment ● Valuation debit ● Valuation price ● Margins – Exposure limits <p>3.4. Surveillance system in BSE & NSE – Circuit breakers</p> <p>3.5. Valuations of Share</p> <ul style="list-style-type: none"> ● Factors Affecting ● Price Determination 	
IV	Derivatives Analysis and Emerging Trends	15

	<p>4.1. Derivatives</p> <ul style="list-style-type: none"> ● Underlying concepts in Derivatives ● Features, Functions, Purpose / Uses, Advantages and limitations ● Types of Derivative Products ● Structure of Derivative Markets ● Trading and Settlement Process: Equity Futures ● Market Indicators <p>4.2. Investor Protection:</p> <ul style="list-style-type: none"> ● Malpractices in the markets by different entities. ● Investor Grievance Redressal Mechanism. ● Measures of investor protection suggested by- <ul style="list-style-type: none"> ○ SEBI ○ IEPF ○ Investor Awareness Program <p>4.3. Emerging Trends</p> <ul style="list-style-type: none"> ● Sustainable and Responsible Investing (SRI) ● Fintech Innovations: Blockchain, AI, Algorithmic Trading 	
<p><i>Reference Books:</i></p> <ol style="list-style-type: none"> i. <i>"Indian Financial System" by Bharati Pathak</i> ii. <i>"Securities Markets in India: An Investor's Guide" by Ajay Shah</i> iii. <i>"Capital Markets: Institutions, Instruments, and Risk Management" by Frank J. Fabozzi</i> iv. <i>Revised NISM-Series-XII: Securities Markets Foundation Certification Examination, 2023</i> v. <i>Revised NISM-Series-VIII: Equity Derivative Certification Examination, 2023</i> 		

Course Code	Minor SEM – III – Strategic Management	Credits	Lectures /Week
24BMSMR321	Paper I	4	4
Course Outcomes:			
After successful completion of this course, students would be able to			
CO1	Identify the terms and concepts of strategy and its application at top, middle, lower management.		
CO2	Describe the aspects of business policy, strategy formulation, implementation, evaluation, control, and its management and demonstrate the capability to diagnose, solve and provide solutions to organizational problems.		
CO3	Differentiate the various models of strategy making and its application at project, process, structural, behavioural, and functional level.		
CO4	Persuade mindful strategic decisions by capitalizing on the strengths and working on weaknesses and create a winning strategy to survive the competition in dynamic business landscape.		
Unit			
Unit	Topics		No of Lectures
I	Introduction		15
	1.1 Concept of Strategy (Meaning and Definition) 1.2 Strategic Management-Meaning, Definition, Importance, Strategic management 1.3 Process & Levels of Strategy, Concept and importance of SBU (Strategic Business Unit) 1.4 Case Studies on Strategic Business Unit 1.5 Strategic Intent-Mission, Vision, Goals, Objective, Plans 1.6 Strategy and Corporate Governance		
II	Strategy Formulation		15
	2.1 Environment Analysis and Scanning (SWOT) 2.2 Corporate Level Strategy (Stability, Growth, Retrenchment, Integration, and Internationalization) 2.3 Business Level Strategy (Cost Leadership, Differentiation, Focus) 2.4 Functional Level Strategy (R&D, HR, Finance, Marketing, Production) 2.5 Business Model Canvas		
III	Strategic Implementation		15
	3.1 Models of Strategy making. 3.2 Strategic Analysis, Choices & Implementation: BCG Matrix, GE 9Cell, Porter5 Forces, 7S Framework Ansoff Matrix 3.3 Implementation: Meaning, Steps and implementation at Project, Process, Structural Behavioral, Functional level. 3.4 Red Ocean, Blue Ocean and Purple Ocean Strategy.		
IV	Strategic Evaluation & Control		15
	4.1 Concept of Strategic Evaluation and Control 4.2 Steps of Evaluation 4.3 Concept and techniques of Strategic Control 4.4 Using a balance scorecard for Strategic Control		

	<p>4.5 Challenges in Strategic Evaluation</p> <p>4.6 Case Studies on Evaluation and Control of companies</p>	
<p>Reference books:</p> <ul style="list-style-type: none"> i. <i>Kazmi Azhar, Business Policy & Strategic Management, Tata McGraw Hill.</i> ii. <i>P.K. Ghosh: Business Policy, Strategy, Planning and Management</i> iii. <i>Christensen, Andrews Dower: Business Policy- Text and Cases</i> iv. <i>William F. Gkycj: Business Policy - Strategy Formation and Management Action</i> v. <i>Bongee and Colonan: Concept of Corporate Strategy.</i> 		

Course Code	VSC- Stock Market Operations & Derivatives	Credits	Lectures /Week
24BMSFVSC451	Paper 1	2	2
Course Outcomes:			
After successful completion of this course, students would be able to			
C01	Identifying the basic strategies to analyze stock market operations and derivatives market operations and diversification of portfolio according to risk associated.		
C02	Understanding the ways and methods which aids in analyzing stocks and derivatives.		
C03	Applying the valuation strategies to forecast the future fluctuations in stock market and derivatives market.		
C04	Analyzing the trading in stock and derivatives market with help of graphs and charts and other technical indicators.		
Unit	Topics	No of Lectures	
1	BASIC OF TECHNICAL ANALYSIS	15	
	<p>COMPONENTS TECHNICAL ANALYSIS</p> <p>1.1 Technical analysis, Basic assumptions, Strengths and Weakness</p> <p>1.2 Types of Charts, Candle formation, Types of Candles</p> <p>1.3 Chart Patterns- Reversal pattern and Continuation Pattern</p> <p>1.4 Technical Indicators-Moving averages, MACD, RSI</p> <p>PRACTICAL</p> <p>1.5 Golden rules of traders, do's and don'ts in trading, Rules</p> <p>1.6 To stop losing money, Choosing the right market to trade, Importance of discipline in trading;</p> <p>1.7 Demat (Opening and Trading)</p> <p>1.8 Virtual Trading</p> <p>1.9 Naked v/s Covered Position.</p>		
2	BASIC OF DERIVATIVES MARKET	15	
	<p>FUTURES AND HEDGING</p> <p>2.1 Futures: Relationship between Futures Price & Expected Spot Price, Pricing of Futures Contract, Cost of Carry Model</p> <p>2.2 Hedging: Long Hedge – Short Hedge, Payoff Charts & Diagrams for Futures Contract.</p> <p>OPTIONS</p> <p>2.1 Valuation of Options Contract, Option Premium, Payoff Charts & Diagrams for Options Contract, Basic Understanding of Option Strategies</p>		
Reference books:			
<p>i A Random Walk Down Wall Street by Burton G. Malkiel</p> <p>ii Stocks to Riches by Parag Parikh</p> <p>iii Taxmann's Investing in Stock Markets</p> <p>iv Bull Bears and Other Beasts - Santosh Nair</p> <p>v Niti Chatnani, Commodity markets, McGraw Hill Publication</p> <p>vi S. Kevin, Commodities & financial derivatives, PHI learning Pvt ltd</p> <p>vii Suni K Parmeswaran, Futures & options, McGraw Hill</p>			

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Name of the Department: Bachelor of Management Studies

Semester	Course Code	Course Title	Vertical	Credit
IV	24BMSFMJ411	Corporate Finance	Major	4
	24BMSFMJ412	Goods and Service Tax	Major	4
	24BMSMR421	Accounting for Managerial Decisions	Minor	4
	24BMSSE451	Advance Soft Skills	SEC	2

Course Code	Finance Major SEM – IV – Corporate Finance	Credits	Lectures /Week
24BMSFMJ411	Paper I	4	4
Course Outcomes:			
After successful completion of this course, students would be able to-			
CO1	Identify the basic terminologies and recall the fundamental concepts of corporate finance related to various aspects of financial management, project management, and risk management.		
CO2	Review the theories and paraphrase principles underlying corporate finance, including all the major aspects of corporate financial management.		
CO3	Demonstrate the application of financial concepts and techniques, to solve practical problems related corporate financial management and computation of risk.		
CO4	Critically analyze financial scenarios using financial management tools, theories, and techniques to evaluate implications on firm value, guiding informed decisions.		
Unit	Description	No of Lectures	
1	<u>Fundamental of Corporate Finance</u>	15	
	1.1. Introduction to Corporate Finance 1.2. Features, Objectives, Scope, Functions, 1.3. Value Octagon 1.4. CFO, Role of CFO, 1.5. Sources of Corporate Finance • Traditional • Modern • Owned and Borrowed 1.6. Time Value of Money		
2	<u>Capital Structure and Leverages</u>	15	
	2.1. Capital Structure Theories 2.2. Cost of Capital 2.3. Leverages		
3	<u>Project Management</u>	15	
	3.1. Introduction to Project Management 3.2. Project Management Life Cycle 3.3. Project Feasibility Study 3.4. Capital Budgeting – Cost-Benefit Analysis in Projects		
4	<u>Dividend Decisions & Risk Analysis</u>	15	
	8.1. Dividend Decisions • Concept of Dividend • Distribution of Dividend • Management of Dividend • Computation of Dividend 8.2. Risk Management • Introduction to Risk • Classification of Risk		

	<ul style="list-style-type: none"> ● Principals Elements of Risk Management ● Risk & Return Analysis 	

Reference Books:

- i. *Damodaran, A. (2008). Damodaran on Valuation, Security Analysis for Investment and Corporate Finance (2nd ed.). Wiley India Pvt. Ltd.*
- ii. *Chandra, P. (2011). Corporate Valuation and Value Creation, (1st ed). TMH*
- iii. *M.Y. Khan and P.K. Jain - Financial Management - Tata - McGraw Hill Publishing Co. Ltd., New Delhi.*
- iv. *Prasanna Chandra - Financial Management - Tata - McGraw Hill*
- v. *Harold Kerzer, Project Management - A System Approach to Planning, Scheduling & Controlling*
- vi. *Jack R. Meredith & Samuel J. Mantel, Jr. Project Management - A Managerial Approach*
- vii. *Bhaves M. Patel, Project Management - Strategic Financial Planning, Evaluation & Control*
- viii. *Risk Management, M/s Macmillan India Limited.*
- ix. *Theory & Practice of Treasury Risk Management: M/s Taxman Publications Ltd.*

Course Code	Finance MAJOR SEM – IV – Goods and Service Tax	Credits	Lectures/ Week
24BMSFMJ412	Paper I	4	4
<p>Course Outcomes: After successful completion of this course, students would be able to</p> <p>CO1 Define and identify the basics of GST and the taxable events of supply. CO2 Understand and describe the various concepts related to GST. CO3 Apply the theoretical knowledge of GST to practical scenarios by solving numerical. CO4 Examine and analyze various procedures and practices of GST in current scenarios.</p>			
Unit	Topics	No of Lectures	
I	Introduction to Indirect Taxation and GST	15	
	<p>1.1 Basics for Taxation - Direct Taxes and Indirect Taxes – Difference, Advantages and Disadvantages, Sources and Authority of Taxes in India (Art 246 of the Indian Constitution).</p> <p>1.2 Introduction to GST – Genesis of GST in India, Power to tax GST (Constitutional Provisions), Extent and Commencement, Meaning and Definition of GST, Benefits of GST, Conceptual Framework – CGST, IGST, SGST, UTGST, Imports of goods or services or both, Export of goods or services or both, Taxes subsumed and not subsumed under GST.</p> <p>1.3 Definitions – Goods (2(52) of CGST Act), Services (2(102) of CGST Act), Money (2(75) of CGST Act), Securities (2(101) of SCRA Act,1956), India (2(56) of CGST Act), Persons (2(84) of CGST Act), Taxable Person (2(107) of CGST Act), Business (2(17) of CGST Act), Consideration (2(31) of CGST Act), E-Commerce Operator (2(45) of CGST Act), Supplier (2(105) of CGST Act), Recipient (2(93) of CGST Act).</p> <p>1.4 Levy and Collection of GST – Levy and Collection of CGST, IGST, SGST, UTGST (Sec 9 of CGST Act), Power to Grant Exemption (Sec 11 of CGST Act) GST Rate Schedule for Goods and Services.</p>		
II	Concept of Supply	15	
	<p>2.1 Taxable Event Supply– Meaning and Scope of Supply (Section 7 Subsection 1, 2 and 3 of Act) Schedule I, Schedule II, Schedule III, Composite and Mixed Supplies (Sec 8 of CGST Act).</p> <p>2.2 Place of Supply – Location of Supplier of Goods and Services, Place of Supply of Goods (Sec 10, 11,12 and 13 of IGST Act), Special Provision for Payment of Tax by a Supplier of Online Information Database Access Retrieval.</p> <p>2.3 Time of Supply- Time of Supply (Sec 31 of CGST Act), Issue of Invoice by the Supplier (Sec 31 (1) and Sec 31(2) of CGST Act), Continuous Supply of Goods and Services, Goods Sent on Approval (Sec 31(7) of CGST Act).</p> <p>2.4 Value of Supply – Determination of Value of Supply (Sec 15 of CGST Act and CGST Rules 2017), Input Tax Credit (Sec 2(62) of CGST Act) Capital Goods (Sec 2(19) of CGST Act), Input Sec 2(59) of CGST Act), Input Service (Sec 2(60) of CGST Act). Eligibility and Conditions for taking Input Tax Credit (Sec 16 of CGST Act).</p>		

III	Registration and Filing of Returns	15
	<p>3.1 Registration – Persons liable for Registration (Sec 22 of the Act), Persons not liable for Registration, Procedure for Registration (Sec 25 of the Act), Deemed Registration (Sec 26 of the Act), Special Provisions (Sec 27 of the Act), Amendment, Cancellation and Revocation of Registration (Sec 28, Sec 29 and Sec 31 of the Act), Composition Scheme under GST (Sec 10 of CGST Act).</p> <p>3.2 Returns – Types of Returns and Provisions relating to filing of Returns (Sec 37 to Sec 48 of the Act).</p>	
IV	Computation of GST and Documentation	15
	<p>4.1 Computation of GST – Computation of GST under Interstate and Intra State Supplies.</p> <p>4.2 Payment of Tax- Payment of Tax, Interest and other Amounts (Sec 49 of the Act), Interest on delayed Payment (Sec 50 of the Act), TDS (Sec 51 of the Act), TCS (Sec 52 of the Act).</p> <p>4.3 Documentation- Tax Invoices (Sec 31 and 32 of the Act), Credit and Debit notes (Sec 34 of the Act), Electronic Way Bill.</p>	
<p>Reference books:</p> <p>i <i>GST Bare Act 2017.</i></p> <p>ii <i>GST Law & Practice - V.S Datey (6th Edition), Taxmann.</i></p> <p>iii <i>GST Laws - National Academy of Customs, Indirect Tax.</i></p> <p>iv <i>The Institute of Chartered Accountant of India - GST Study Material - https://www.icaai.org/post.html?post_id=19155</i></p> <p>v <i>Indirect Taxes by V.S. Balchandra, Sultan Chand and Sons, New Delhi.</i></p>		

Course Code	MINOR SEM – IV – Accounting for Managerial Decisions	Credits	Lectures/ Week
24BMSMR421	Paper I	4	4
Course Outcomes:			
After successful completion of this course, students would be able to			
CO1 Identify and recall the vertical form of financial statements as prescribed by the Companies Act.			
CO2 Describe and explain the various concepts and methods of interpreting financial statements.			
CO3 Apply the theoretical segments of management accounting to practical scenarios by solving numerical.			
CO4 Analyze and examine the financial statements to test their applicability in accounting decision-making.			
Unit	Topics	No of Lectures	
I	Analysis & Interpretation of Financial Statements	15	
	1.1 Accounting cycle & transaction analysis. 1.2 Study of the balance sheet of limited companies. Study of Manufacturing, Trading, Profit and Loss A/c of Limited Companies. 1.3 Vertical Form of Balance Sheet and Profit & Loss A/c-Trend Analysis, Comparative Statement & Common Size. (Numerical)		
II	Ratio Analysis and Interpretation	15	
	2.1 Different modes of expressing ratios: -Rate, Ratio, Percentage, Number, Benefits and Limitations of the use of Ratios. 2.2 Balance sheet ratios: Current ratio, Liquid Ratio, Stock Working capital ratio, Proprietary ratio, Debt Equity Ratio, Capital Gearing Ratio. 2.3 Revenue statement ratios: Gross profit ratio, Expenses ratio, Operating ratio, Net profit ratio, Net Operating Profit Ratio, and Stock turnover Ratio, EPS, DPS. 2.4 Combined ratios: Return on Capital Employed (including Long- term borrowings), Return on Proprietors fund (Shareholder fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio, Debtors Turnover, Creditors Turnover Ratio. (Numerical)		
III	Budgeting and Budgetary Control	15	
	3.1 Meaning & objectives, Advantages and limitations of budgets, Zero-based budgeting, performance budgeting. 3.2 Cash budget, Functional budgets, fixed and flexible budgets. (Numerical)		
IV	Working Capital Management	15	
	4.1 Working capital-Concept, Operating Cycle, factors affecting working capital, benefits and limitations. 4.2 Estimation of requirements in case of Trading & Manufacturing Organizations.		

Reference books:		

- i Bhattacharya SK and Dearden J. - Accounting for Management. Text and Cases, New Delhi.*
- ii Hingorani NL and Ramanathan AR - Management Accounting, New Delhi*
- iii Ravi M. Kishore, Advanced Management Accounting, Taxman, New Delhi*
- iv Maheshwari SN - Management and Cost Accounting, Sultan Chand, New Delhi*
- v Gupta, SP - Management Accounting, Sahitya Bhawan, Agra.*

Course Code	SEC SEM – IV Advance Soft Skills	Credits	Lectures/Week
24BMSSE451	Paper I	2	2
Course Outcomes:			
After successful completion of this course, students would be able to			
C01	Identify the terms and concepts of advance soft skills at personal and professional level		
C02	Describe the aspects of productivity, thinking skills, building leadership personality, and finding the purpose of life.		
C03	Differentiate and identify advance soft skills and its meticulous application for leaving an impact in corporate life.		
C04	Analyze one's time management, productivity, critical thinking and leadership skills.		
Unit			
Unit	Topics		No of Lectures
I	Time management, productivity and effective thinking skills		15
	1.1 Concept of Priority setting. 1.2 Pomodoro technique of time management 1.3 Time organization and effective utilization 1.4 Understanding and overcoming procrastination 1.5 Multitasking Pros and Cons 1.6 Work life balance 1.7 Developing a creative environment and an open mind 1.8 Brainstorming, Six thinking hats, creative solutions. 1.9 Significance of momentum and determination while innovating. 1.10 Difference in cognition, reasoning and logics and improving decision making 1.11 Identifying the bias in critical thinking 1.12 Case studies on critical thinking		
II	Building Leadership personality and finding the purpose of life		15
	2.1 Leadership behaviors and its impact 2.2 High performance leadership model 2.3 Thought leadership and its significance in life 2.4 Conflict Management 2.5 Concept and application of persuasion and negotiation in personal and professional life 2.6 Wheel of life (Finding the balance in life) 2.7 Mapping Self 2.8 Identifying passion and ikigai 2.9 Aligning passion to the purpose of life 2.10 Giving back to the society.		
Reference books:			
<i>i Dale Carnegie, How to win friends and influence people.</i> <i>ii Stephen R. Covey, The 7 Habits of Highly Effective People</i> <i>iii Robert B. Cialdini, Influence: The Psychology of Persuasion</i> <i>iv Kerry Patterson, Crucial Conversations</i> <i>v Marshall B. Rosenberg, Non-violent Communication.</i>			

Evaluation Scheme for Second Year (UG) under NEP (4 credits)

I. Internal Evaluation for Theory Courses - 40 Marks

1) Continuous Internal Assessment (CIA) Assignment - Tutorial/ Case Study/ Project / Presentations/ Group Discussion / Ind. Visit. – 20 marks

2) Continuous Internal Assessment (CIA) ONLINE Unit Test – 20 marks

II. External Examination for Theory Courses - 60 Marks

Duration: 2 Hours

Theory question paper pattern:

Question	Based on	Marks
Q.1	Unit I	15
Q.2	Unit II	15
Q.3	Unit III	15
Q.4	Unit IV	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be sub-divided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

NOTE: To pass the examination, attendance is compulsory in both Internal & External Examinations.

Evaluation Scheme for Second Year (UG) under NEP (2 credits)

I. Internal Evaluation for Theory Courses - 20 Marks

1) Continuous Internal Assessment (CIA) Assignment -

Tutorial/ Case Study/ Project / Presentations/ Group Discussion
/ Ind. Visit. – 10 marks

2) Continuous Internal Assessment (CIA) ONLINE Unit Test – 10 marks

II. External Examination for Theory Courses - 30 Marks

Duration: 1 Hour

Theory question paper pattern: All questions are compulsory.

Question	Based on	Marks
Q.1	Unit I	15
Q.2	Unit II	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question may be sub-divided into sub questions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

NOTE: To pass the examination, attendance is compulsory in both Internal & External Examinations.