

RAJJU SHROFF ROFEL UNIVERSITY, VAPI

SYLLABUS

F.Y.B.COM SEM - 2

Subject Category	Semester 2	Credit
Major	Business Administration-Paper 2	4
Major	Financial Accounting-Paper 2	4
Minor	Macro Economics	4
Multi-Disciplinary	Statistics-Paper 2	4
AEC	English Proficiency and Life Skills - II	2
SEC	Elements of Insurance	2
IKS / VAC	Environmental Studies	2
	Total Credit for Sem-2	22

Course Code:	FCM203-1C	
Title	Business Administration- Paper 2	
Credit	4	
Purpose	<ul style="list-style-type: none"> ➤ Introduce concepts of motivation, leadership, communication, and human resource management. ➤ Develop an understanding of the business environment and its impact on organizations 	
Course outcome	<ul style="list-style-type: none"> ➤ Students will understand how to apply motivation theories to understand employee behaviour and design effective motivational strategies in workplace scenarios. ➤ Students will Evaluate different leadership styles and traits and their suitability in various organizational contexts. ➤ Students will Identify and assess internal and external factors influencing businesses, including economic, political, social, technological, legal, and environmental factor ➤ Students will be able to understand about Human Resource Planning and Management 	
Unit	Description	Weightage in %
1	Directing and Co-ordination <ul style="list-style-type: none"> ➤ Directing <ul style="list-style-type: none"> • Meaning and Definition. • Principles of Directing. ➤ Co-ordination <ul style="list-style-type: none"> • Meaning and Definition • Types of Co-ordination. • Co-ordination vs. Co-operation 	25%
2	Motivation <ul style="list-style-type: none"> • Meaning and definitions of motivation 	25%

	<ul style="list-style-type: none"> • Tools and techniques of motivation • Motivation theories: Maslow's hierarchy of needs, Herzberg's two-factor theory • Theory X and Theory Y 	
3	<p>Human Resource Management and Planning</p> <ul style="list-style-type: none"> • Meaning of Human Resources and Human resource management. • Human Resources Functions • E-HRM, E-HR Activities, E-Recruitment • E-Selection and Procedure • E-Training and its advantages and Disadvantages. • Meaning, Importance, Process and Factors affecting Human Resources Planning 	25%
4	<p>Business Environment</p> <ul style="list-style-type: none"> • Internal and external factors influencing businesses • Economic, political, social, technological, legal, and environmental (PESTLE) analysis • Corporate social responsibility (CSR) 	25%

Reference Books:

1. "Principles of Management" by P.C. Tripathi and P.N. Reddy
2. "Management: Principles and Practices" by L.M. Prasad
3. "Essentials of Management" by Harold Koontz and Heinz Weihrich
4. "Organizational Behavior: Concepts, Controversies, Applications" by Stephen P. Robbins and Timothy A. Judge
5. "Organizational Behavior" by Fred Luthans
6. "Human Resource Management" by Gary Dessler
7. "Human Resource Management" by R. Wayne Mondy and Robert M. Noe
8. "Human Resource Management: Gaining a Competitive Advantage" by Raymond Noe, John Hollenbeck, Barry Gerhart, and Patrick Wright
9. "Business Environment" by Francis Cherunilam
10. "Business Environment" by K. Aswathappa
11. "Business Environment: Text and Cases" by Justin Paul and Manisha Singhai

Course Code:	FCM203-1C	
Title	Financial Accounting- Paper 2	
Credit	4	
Purpose	<ul style="list-style-type: none"> ➤ To impart basic accounting knowledge as applicable to business. ➤ To impart further knowledge of concepts, theories and principles and their application in the subject of accounting. 	
Course outcome		
Unit	Description	Weightage in %
1	ConsignmentAccounts <ul style="list-style-type: none"> • Importantterms • Accounting records • Valuation of stock 	25%
2	Departmental account <ul style="list-style-type: none"> • 	25%
3	Hire - Purchase System: <ul style="list-style-type: none"> • Meaning of hire-purchase contract • Legal provisions regarding the hire purchase contract • Accounting records for goods of substantial sale values After-sales service 	25%
4	Accounting Standards: <ul style="list-style-type: none"> • Accounting Standard Board (ASB) • Procedure for issue of Accounting Standards • Importance of Accounting standards • List of Accounting Standards <ul style="list-style-type: none"> AS- 1: Disclosure of Accounting Policies AS-: Valuation of Inventories AS-9: depreciation 	25%

Reference Books:

1. Anthony Robert, Reece J.S.: Accounting Principles; Richard D. Irwin Inc.
2. Gupta. R. L and Radhaswamy M.: Financial Accounting; Sultan Chand and Sons, New Delhi.
3. Mongo J. R., Ahuja Girish and Sehgal Ashok: Financial Accounting; Mayur Paper Back, Noida.
4. Shukla M. C., Grewal T. S. and Gupta S. C.: Advanced Accounts; S. Chand & Co. New Delhi.
5. Compendium of Statement and Standards Accounting: The Institute of Chartered Accountants of India, New Delhi.
6. Agarwala A. N. Agarwala K. N. : Higher Science of Accountancy ; Kitab Mahal Allahabad
7. Rathnam & Hanumanta: Advanced Accounting; Kitab Mahal - Agra
8. Harishikesh Chakravorty : Advanced Accounting ; Oxford University Press.
8. B. D. Agrawal, Financial Advanced Accounting Vol. I & II ; Premier Pub. Book Co., Delhi.
9. Xavier : Advanced Accountancy ; Tata McGraw Hill.
10. Ashok Sehgal & Deepak Sehgal : Financial Accounting ; Taxman Publications.
11. S. K. Bhattacharya : Accounting for Management ; Vikas Publisher.
12. Accounting Standards: Taxmann Publications, New Delhi
13. Das Gupta: Indian and International Accounting Standards, Sultan Chand & Sons, New Delhi

Course Code:	FCE202-1C	
Title	Macro Economics	
Credit	4	
Purpose	<ul style="list-style-type: none"> ➤ Understand the core concepts of macroeconomics and national income accounting. ➤ Analyze factors affecting aggregate demand, supply, and economic growth. ➤ Explain the role of monetary and fiscal policy in influencing macroeconomic outcomes. 	
Course outcome	<ul style="list-style-type: none"> ➤ To demonstrate how economic theory can apply in order to improve decision making. ➤ Students can define key characteristics and application of different forms of market structure ➤ Students can understand effect of inflation in business policy and managerial decision. 	
Unit	Description	Weightage in %
1	Introduction to Macro Economics <ul style="list-style-type: none"> • Macroeconomic goals: Inflation, unemployment, economic growth. • National income accounting: GDP, GNP, and their measurement. • Circular flow of income. 	20%
2	Market Structure -1 <ul style="list-style-type: none"> • Perfect Competition: Meaning, Characteristics, Equilibrium of a firm and Industry in the short run and long run • Monopoly: Meaning, Characteristics, Equilibrium of a firm in the short run and long run, • Price Discrimination Meaning, types, essential 	30%

	conditions,profitability, and possibility of Price Discrimination.	
3	Market Structure-II <ul style="list-style-type: none"> • Monopolistic Competition: Meaning, Characteristics, Equilibrium of a firm in the short and long run, Excess capacity, Selling cost. • Oligopoly: Meaning, Characteristics, Kinked Demand Curve Theory, Price Leadership- Meaning and Types 	30%
4	Inflation <ul style="list-style-type: none"> • Meaning and definition of Inflation • Demand-pull versus Cost-push Inflation • Causes of Inflation • Effects of Inflation • Recent trends in inflation • Motives of holding cash and anti-holding of cash • Digital currency 	20%

Reference Books:

1. Principles of Microeconomics by N. Gregory Mankiw (or any other standard textbook on Microeconomic Principles)
2. Microeconomic Theory by Robert S. Pindyck (for advanced topics)
3. Principles of Macroeconomics by N. Gregory Mankiw (or any other standard textbook on Macroeconomic Principles)
4. Macroeconomic Theory by Olivier Blanchard (for advanced topics)
5. Joel Dean, Managerial Economics, Prentice Hall, Englewood Cliffs, N. J.
6. Spencer M. H. and Siegelman, Managerial Economics, Richard Irwin - 196
7. Graham P, Managerial Economics, Adission - Wisely Publishing Co. Massachusetts, 1980
8. 4. G. S. Gupta, Managerial Economics, Tata McGraw Hill
9. 5. H. L. Ahuja - Business Economics, S. Chand & Co, New Delhi.
10. Dr. Raj & Prof. Kuldip Gupta, Business Economics, Application and Analysis, UDH Books
11. Prof. Riardlipsey, Realist Economics (Part-I & II), University Textbook Development Board
12. Managerial Economics – Theory and Applications – D. M. Mithani. Himalaya Publishing House
13. Managerial Economics – G. S. Gupta, Tata McGraw Hill
14. Principles of Micro economics – H L Ahuja, Sultan Chand

Course Code:	MDC202-1C	
Title	Statistics-Paper 2	
Credit	4	
Purpose	<ul style="list-style-type: none"> ➤ To equip students with the knowledge and skills to analyze categorical data, focusing on the association between two attributes ➤ To Identify and analyze the underlying causes of variation in time series data, including trends, seasonality, cyclic patterns, and irregular fluctuations, to extract meaningful insights. 	
Course outcome	<ul style="list-style-type: none"> ➤ Students will be able to understand the relationship between two or more variables. ➤ Students will be able to estimate the Unknown Value with the help of known Value ➤ Students will Understand the concept of association between two categorical attributes and its significance in data analysis. ➤ Students will Identify and analyse the various causes of variation in time series data, including trends, seasonality, cyclic patterns, and irregular fluctuations. 	
Unit	Description	Weightage in %
1	Correlation Analysis <ul style="list-style-type: none"> • Simple Correlation: Meaning and properties • Types of correlation • Methods of studying simple correlation - Scatter diagram, Karl Pearson's coefficient of correlation, Spearman's Rank correlation coefficient and practical examples 	20%
2	Linear Regression Analysis <ul style="list-style-type: none"> • Simple Regression Analysis: Meaning and properties, Regression vs. Correlation. 	20%

	<ul style="list-style-type: none"> • Regression lines (X on Y, Y on X) and practical examples 	
Unit-3	Analysis of Categorical data (For 2 attributes Only) <ul style="list-style-type: none"> • Concept of association between two attributes • Consistency of data • Different types of association • Different methods to find association between two attributes • Examples 	20%
Unit-4	Analysis of Time series <ul style="list-style-type: none"> • Concept of time series • Causes of variation in time series data • Components of a time series • Decomposition–additive and multiplicative models • Determination of trend-moving averages method and method of least squares {including linear, second degreeparabolic trend} • Computation of seasonal indices by simple averages, moving average method. 	40%

Reference Books:

1. Hooda,R.P: Statisticsforbusinessandconomics;Macmillan.NewDelhi.
2. KendallM.G.(1976): Timeseries,CharlesGriffin
3. GoonA.M.,GuptaM.K.andDasguptaB.(2000): FundamentalsofStatistics,Vol.I& II,8thEdn.TheWorldPress,Kolkata.
4. Mood,A.M.Graybill, F.A. and Boes,D.C. (2007): Introduction to the theory of Statistics, 3rdEdn.,(Reprint), Tata McGraw –Hill Pub. Co. Ltd.
5. Gun.A.M.Gupta,M.K. and Dasgupta.B.(2008): Fundamental of Statistics, Vol. II, 9th Edition World press.

Course Code:	AEC202-1C	
Title	English Proficiency and Life Skills - II	
Credit	2	
Purpose	<ul style="list-style-type: none"> ➤ To encourage the all round development of students by focusing on Soft Skills . ➤ To develop and nurture the Soft Skills of the students through individual and group activities ➤ To expose students to write attitudinal and behavioral aspects and build the same through various tasks and activities 	
Course outcome	<ul style="list-style-type: none"> ➤ After completing the course, the students would have understood of what Soft Skills is ➤ Students will understand the significance of Soft Skills in the working environment and developed levels in their ability through soft skills 	
Unit	Description	Weightage in %
1	<p>TEXTBOOK: English and Soft Skills by S P Dhanavel (Orient Blackswan)</p> <p>Assertive Skills</p> <p>Understanding the Story, Vocabulary and Grammar, thinking about Soft Skills, Assertive Skills from the Story, Proverbs on Assertive Skills, Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p>Understanding People and Places, Activity, Self-Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>	50%

	<p>Learning Skills</p> <p>Understanding the Story, Vocabulary and Grammar, thinking about Soft Skills, Learning Skills from the Story, Proverbs on Learning Skills, Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p>Understanding People, Activity, Self-Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p>	
2	<p>Adaptability Skills</p> <p>Understanding the Story, Vocabulary and Grammar, Direct and Indirect Speech, Memo Writing, thinking about Soft Skills, Adaptability Skills from the Story, Proverbs on Adaptability Skills, Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p>Understanding People, Organizational Communication, Activity, Self-Assessment – these sections may be used for homework/ Assignments for the holistic development of students.</p> <p>Non – Verbal Communication Skills</p> <p>Understanding the Story, Vocabulary and Grammar, Working on articulation and Gestures, thinking about Soft Skills, Non- Verbal Communication Skills from the Story, Proverbs on Non- Verbal Communication Skills, Soft Skills at workplace, Real life experiences – these sections from the exercises are to be prepared for the Internal and University Exams.</p> <p>Understanding People, Activity, Self-Assessment – these sections</p>	50%

	may be used for homework/ Assignments for the holistic development of students.	
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Reference Books:

1. Building Soft Skills for Employability by Tran Le Huu Nghia (Routledge)
2. Soft Skills by M. S. Rao (Motivational Press)
3. Personality Development and Soft Skills by Sikha Kapoor (Dreamtech Press)
4. Soft Skills for Success by G.R.K. Murty (Viva)

Course Code:	SEC202-1C	
Title	Elements of Insurance	
Credit	2	
Purpose	<ul style="list-style-type: none"> ➤ Understand the concept of risk and insurance as a risk management tool. ➤ Explore various types of insurance policies and their benefits. ➤ Learn about the insurance regulatory framework in India. ➤ Develop an understanding of the claim settlement process. 	
Course outcome	<ul style="list-style-type: none"> ➤ Students will understand the terminology used in Insurance and its function ➤ Students will be aware about various types of Insurance and Policies covered under Life Insurance and Non-Life Insurance ➤ Students will understand the detail regarding regulatory body of Insurance and what is the procedure of claim settlement 	
Unit	Description	Weightage in %
1	Introduction to Insurance <ul style="list-style-type: none"> • Concept of risk, uncertainty, and insurance as a risk management tool. • Functions and importance of insurance in the financial system. • Insurance industry structure: insurers, intermediaries (agents, brokers). 	30%
2	Life Insurance <ul style="list-style-type: none"> • Types of life insurance policies (term life insurance, whole life insurance, endowment plans). • Features and benefits of different life insurance plans. • Importance of life insurance for financial security and planning. 	35%
3	Non-Life Insurance (General Insurance)	35%

	<ul style="list-style-type: none"> • Types of non-life insurance policies (property insurance, health insurance, motor insurance, travel insurance). • Features and benefits of different non-life insurance plans. • Understanding limitations of insurance policies 	
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Reference Books:

1. "Principles of Risk Management and Insurance" by George E. Rejda and Michael McNamara
2. "Risk Management and Insurance" by Harrington and Niehaus
3. "Insurance: Concepts & Coverage" by Marshall Wilson Reavis III
4. "Life Insurance" by Black and Skipper
5. "Life and Health Insurance" by Kenneth Black Jr. and Harold D. Skipper Jr.
6. "Life Insurance Products and Finance: Charting a Clear Course" by David F. Babbel
7. "General Insurance: Principles and Practices" by Tony Van Zijl and Keith Sharp
8. "General Insurance Underwriting, Pricing, and Regulation" by David Caruso
9. "General Insurance" by Jyoti Bhardwaj and Sanjay Tiwari
10. "Insurance Law and Regulation" by Kenneth S. Abraham
11. "Insurance Law and Regulation: Cases and Materials" by Kenneth S. Abraham
12. "Indian Insurance Industry: A Legal Perspective" by Dr. N.L. Mitra
13. "Claims Management: How to Successfully Manage and Control Claims" by Wolfgang Martin Bert
14. "Claims Handling: Law and Practice" by Barrie Jervis
15. "Practical Guide to Handling Motor Insurance Claims" by Tamara Mathias

Course Code	VAC201-1C	
Title	Environmental studies	
Credit	2	
Purpose	➤ To create awareness about environment and environmental issues	
Course outcome	<p>The students will be able to</p> <ul style="list-style-type: none"> ➤ Understand various kinds of renewable and Non-renewable resources ➤ Understand role of an individual in prevention of pollution and pollution related issues. ➤ Define the principles of science, and sustainability, and recognize their role in evaluating and establishing a viable human society within Earth's systems ➤ Describe ecosystems in terms of how they vary, are structured, and function both internally and as part of the larger biosphere. ➤ Reflect critically about their roles and identities as citizens, consumers and environmental factors in a complex, interconnected world. 	
Unit	Description	Weightage %
1	Multidisciplinary Nature of Environmental Studies <ul style="list-style-type: none"> • Definition and meaning of environment • Scope and importance, • Need for public awareness - Institutions in Environment, People in Environment. 	15%
2	Natural Resources: Renewable and non-renewable resources: <ul style="list-style-type: none"> • Meaning and definition of resources, types of natural resources associated problems, • Non-renewable Resources, Renewable 	25%

	<p>Resources - A) Forest resources B) Water resources, C) Mineral resources, D) Food resources, E) Energy resources</p> <p>F) Land resources,</p> <ul style="list-style-type: none"> • Role of an individual in conservation of natural resources 	
3	<p>Ecosystems</p> <ul style="list-style-type: none"> • Concept of an ecosystem, • Structure and function of an ecosystem, Producers, consumers and decomposers, • Energy flow in the ecosystem • Ecological succession, Food chains • Biogeochemical cycles <p>1.The water cycle, 2. The Carbon cycle,3. The Oxygen cycle, 4.The Nitrogen cycle, 5. The energy cycle, 6. Integration of cycles innature,</p>	30%
4	<p>Environmental Pollution and social Issues</p> <ul style="list-style-type: none"> • Definition, Causes, effects and control measures of – Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards, • Solid waste Management: Causes, effects and control measures of urban and industrial wastes. • Role of an individual in prevention of pollution, • Pollution case studies. • Disaster management: floods, earthquake, cyclone 	30%

Reference books:

1. Textbook of Environmental Studies for Undergraduate Courses by Erach Bharucha (Universities Press)
2. D.K. Asthana, Meera Asthana, Environmental Studies, S Chand & Company, New Delhi.