



Autonomous (2016-17)

Malad Kandivli Education Society's

NAGINDAS KHANDWALA COLLEGE

OF COMMERCE, ARTS & MANAGEMENT STUDIES

AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE

(Re-accredited (3rd cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

New Courses introduced

2017-18 to 2020-21

**DR. (MRS.) ANCY JOSE
PRINCIPAL**

DIRECT & INDIRECT TAXES – PAPER II
INDIRECT TAX

at Semester VI
(Implemented during Academic Year 2018-19)

Modules at a Glance

Sr. No.	Topics	No. of lectures
Module 1	Introduction	09
Module 2	Levy and Collection of Tax	09
Module 3	Time and Value of Supply	09
Module 4	Input Tax Credit & Payment of Tax	09
Module 5	Registration under GST Law	09
	Total	45

Learning Objectives:

1. To understand the differences between Direct and Indirect taxation. The Value Added Tax and concept of ONE NATION ONE TAX as Goods and Services Tax introduced in India w. e. f. 01.07.2017.
2. To study provisions of levy of taxation and understand the responsibility for collection of tax under Forward contracts, Reverse charge mechanism and E Commerce operations.
3. To understand the Provisions relating to Time of Supply for Goods and Service.
4. To understand the Provisions relating to Value of Supply for Goods and Services.
5. To understand the Provisions of Input Tax Credit, eligibility, reversal of ITC etc.
6. To compute liability of GST after deduction of ITC.
7. To understand the provisions of Registration under GST.
8. To prepare students for employment in taxation firm.

Course Outcomes:

- CO1:** Discuss the concept of GST. (Level: Understand)
CO2: Recognise various types of contracts and onus of collection and payment of tax thereon (Forward Contracts, Reverse Charge and E-Commerce Operations) (Level: Remember)
CO3: Calculate Time and Value of Supply of Goods and Services. (Level: Analyse)
CO4: Calculate Input Tax Credit and liability of the dealer. (Level: Analyse)
CO5: Solve practical problems on GST liability. (Level: Apply)
CO6: Explain the procedure for GST registration. (Level: Understand)



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus

Module	Topics	No. of Lectures
1	Introduction	09
	<ul style="list-style-type: none"> • What is GST • Need for GST • Dual GST Model • Definitions Section 2(17) Business Section 2(13) Consideration Section 2(45) Electronic Commerce Operator Section 2(52) Goods Section 2(56) India Section 2(78) Non taxable Supply Section 2(84) Person Section 2(90) Principal Supply Section 2(93) Recipient Section 2(98) Reverse charge Section 2(102) Services Section 2(105) Supplier Section 2(107) Taxable Person Section 2(108) Taxable Supply Goods & Services Tax Network (GSTN) 	
2	Levy and Collection of Tax	09
	<ul style="list-style-type: none"> • Scope of Supply • Non taxable Supplies • Composite and Mixed Supplies • Composition Levy • Levy and Collection of tax • Exemption from tax 	
3	Time and Value of Supply	09
	<ul style="list-style-type: none"> • Time of Supply • Value of Supply 	
4	Input Tax Credit & Payment of Tax	09
	<ul style="list-style-type: none"> • Eligibility for taking Input Tax Credit • Input Tax Credit in Special Circumstances • Computation of Tax Liability and payment of tax 	
5	Registration under GST Law	09
	<ul style="list-style-type: none"> • Persons not liable registration • Compulsory registration • Procedure for registration • Deemed registration • Cancellation of registration 	



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

NAME OF THE PROGRAMME: BACHELOR OF ARTS

F.Y.B.A.

**Foundation Course I Semester- I
Constitution of India, Human Rights and Gender**

Learning Objectives:

1. To enhance the understanding of the Constitution of India and the role played by Dr. B. R. Ambedkar in the making of the Constitution.
2. To identify Human Rights Violations and describe the redressal mechanisms.
3. To develop an understanding about the rights of Indian citizens and the importance of RTI and PIL.
4. To explain the political system in India.
5. To describe and discuss gender issues.

Course Outcomes:

- CO1:** Recognize the features and the importance of the Constitution of India, the mechanisms of governance and the role played by Dr. Ambedkar. (Level: Remember)
- CO2:** Describe the Human Rights Violations that occur and the mechanisms in place to deal with them. (Level: Understand)
- CO3:** Describe the procedure for using the Right to Information Act and filing a Public Interest Litigation. (Level: Understand)
- CO4:** Explain the political processes of our country. (Level: Understand)
- CO5:** Discuss the gender issues facing Indian society. (Level: Understand)

Modules at a Glance

Sr. No	Modules	No. of Lectures
1	The Constitution of India	09
2	Human Rights and its violations	09
3	Contemporary Rights of Citizens	09
4	Political Developments	09
5	Gender discourse	09

Note: 09 Lectures shall be allotted for Project guidance. These are included in the total number of lectures assigned for the course.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Detailed Syllabus

1 The Constitution of India	(9)
e) Philosophy, Basic Features f) Fundamental Duties and Fundamental Rights g) Independent Agencies – Judiciary, Election Commission, CAG, UPSC/ SPSC h) Role of Dr. B.R. Ambedkar	
2 Human Rights and its violations	(9)
d) Concept of human rights, origin and evolution of the concept; the Universal Declaration of the Human Rights (UDHR) e) Nature of Human Rights Violation faced by vulnerable groups namely the Scheduled Caste, Scheduled Tribes, Children, Minority Communities; People with disabilities and Elderly Population f) Redressal Mechanism at the National and State level - The National Human Rights Commission, The SC/ST Commission; The Minorities Commission	
3 Contemporary Rights of Citizens	(9)
e) Right to Information – Genesis and relation with transparency and accountability f) Important provisions of the Right to Information Act, 2005; some success stories g) Protection of Citizen's/ Public Interest – Public Interest Litigation h) Need and procedure to file a P.I.L , Some landmarks cases	
4 Political Developments	(9)
e) The Party System in India f) The use of religion , language and caste in politics g) The 73 rd and 74 th amendments and its implications h) Role and significance of women in politics	



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

- e) Perspectives on Gender
- f) Masculinities, Contemporary Issues: Gender Equality; Transgender Community
- g) Violence against women, female foeticide (declining sex ratio) and portrayal of women in media
- h) Women Empowerment : The National Commission for Women; The Domestic Violence Act, 2005; The Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act, 2013

Recommended Books

1. Agarwal Bina, *A Field of One's Own: Gender and Land Rights in South Asia*, Cambridge University Press, New Delhi, 1994.
2. Agarwal Bina, *Structures of Patriarchy: State, Community and Household in Modernising Asia*, Kali for Women, New Delhi, 1988.
3. Agnes Flavia, *Law and Gender Inequality: The Politics of Women's Rights in India*, Oxford University Press, New Delhi, 1999.
4. Agnes Flavia, *The State, Gender and Rhetoric of Law Reform*, Research Centre for Women's Studies, SNDT Women's University, Mumbai, 1995.
5. Aguiar, Benny. Indira Gandhi. Vitasta Publishing. 2007.
6. Ali Aruna Asaf, *The Resurgence of Indian Women*, Radiant Publishers, Jaipur, 1991.
7. Ambedkar B.R., *Rise and Fall of Hindi Women*, Thacker & Co., Bombay, 1951.
8. Ambedkar B.R., *The Problem of Rupee*, Thacker & Co., Bombay, 1923.
9. Ambedkar B.R., *Federation versus Freedom*, Thacker & Co., Bombay, 1939.
10. Asthana Pratima, *Women's Movement in India*, Vikas Publishing House, New Delhi, 1974.
11. Austin, Granville. *The Indian Constitution*. Oxford University Press. 1972.
12. Balasubrahmanyam, Vimal, *Mirror Image: The Media and Women's Question*, Centre for Education and Documentation, Bombay, 1988.
13. Basu Aparna and Bharati Ray, *Women's Struggle: A History of the All India Women's Conference - 1927-1990*, Manohar Publications, New Delhi, 1990.
14. Basu, Durga Das. *Introduction to the Constitution of India*. Lexis Nexis. 2015.
15. Beauvoir Simone de, *The Second Sex*, Penguin, New Delhi, 1984.
16. Bedi, Kiran. *What Went Wrong? ... And Continues*. Ubspd Distributors. 2005.
17. Chattopadhyay Kamaladevi, *Indian Women's Battle for Freedom*, Abhinav Publishers, New Delhi, 1983.
18. Chaudhary, S N. *Tribal Women*. Rawat Publications. 2014.
19. Clapham, Andrew. *Human Rights*. Oxford University Press. 2007.
20. Desai Neera and Maithreyi Krishnaraj, *Women and Society in India*, Ajanta Publications, New Delhi, 1987.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

21. Desai Neera and Vibhuti Patel, *Indian Women- Change and Challenge in the International Decade, 1975-1985*, Popular Prakashan, Bombay, 1985.
22. Desai Neera, *Women in Modern India*, Vora Publishers, Bombay, 1977.
23. Desai, Santosh. *Mother Pious Lady*. HarperCollins Publishers. 2010.
24. Dominelli, Lena. *Women and Community Action*. Rawat Publications. 2006.
25. GautamMunshilal, *Dr. B.R. Ambedkar on National Unity and Integration*, Siddhirtha G.S. & S.Samiti Aligarh, 1991.
26. Gawankar, Rohini. *The Women's Regiment and Captain LaxshmiOf INA*. Devika Publications.2003.
27. Glover, David. *Genders*. Routledge. 2007.
28. Herath, Tamara. *Women in Terrorism*. Sage Publications. 2012.
29. Jatava, D R. *Violation of Human Rights*. Abd Publishers. 2007.
30. Jha Rama, *Women and the Print Media: Portrayal and Performance*, Chanakya Publishers, Delhi,1992.
31. Jose, Ancy. *Gender Diversity and Development*. Khandwala Publishing. 2016.
32. Joseph A. and K. Sharma, *Whose News? The Media and Women's Issues*, Sage Publications, NewDelhi, 1994.
33. Kaul Krishna Prasad, *The Position of Women in Indian Society*, Krishnan Mehta Leader Press,Allahabad, 1938.
34. KeerDhananjay, *Dr.BabasahebAmbedkar : Life and Mission*, Popular Prakashan, Bombay, 1990.
35. Krishnarah, M. and N. Desai (eds), *Women and Society in India*, Ajanta Publishers, Delhi, 1977.
36. Krishnaraj M. (ed), *Feminist Concepts, Contribution to Women's Studies Series – 7, Part III*,Research Centre for women's Studies, SNDT, Bombay, 1994.
37. Kumar Radha, *The History of Doing: An Illustrated Account of Movements for Women's Rightsand Feminism in India, 1800 – 1990*, Kali for Women, 1993.
38. Kumar, Raj. *Unknown Indira*. National Publishers. 2002.
39. Laxmikanth, M. *Indian Polity*. Tata Mc-Grawhill Publishing. 2004.
40. Mehta, Shirin. *Women and Social Change*. Rawat Publications. 2009.
41. Mitra, Subrata K. *Politics in India*. Oxford University Press. 2014.
42. Morrison, Andrew R. *The International Migration of Women*. The World Bank. 2008.
43. Pandya, Rameshwari. *Women Welfare and Empowerment in India*. New Century Publications.2008.
44. Parashar Archana, *Women and Family Law Reform In India*, Sage Publishers, New Delhi, 1992.
45. Singh, Naunihal. *India*. Authorpress. 2006.
46. Syed,M.H. PratibhaPatil. *The Women Press*. 2008.
47. Thaper-Bjorkert, Suruchi. *Women in the Indian National Movement*. Sage. 2015.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

F.Y.B.A.

Foundation Course II

Semester-II

Indian Society and Social Awareness

Learning Objectives:

1. To enhance the understanding of Indian Culture and society.
2. To appreciate the diversity of India.
3. To recognize the contribution of given great leaders of modern India in the field of spirituality, politics, society.
4. To understand the importance of Human Values and Ethics and recognize the barriers to good quality education in India.
5. To recognize the various facets of health as well as the measures to ensure a healthy life.

Course Outcomes:

CO1: Explain the importance of Indian Culture.

(Level: Understand)

CO2: Illustrate the various facets of the rich heritage of India. (Level: Understand)

CO3: State the contribution of some of India's prominent reformers. (Level: Remember)

CO4: To classify the types and importance of values and ethics, and state the importance of education and discuss the various roadblocks to education. (Level: Remember and Understand)

CO5: To state the importance of health and discuss the various measures of maintaining health. (Level: Remember and Understand)

Modules at a Glance

Sr. No	Modules	No. of Lectures
1	Overview of Indian Society	09
2	Diversity of Indian Culture	09
3	Makers of Modern India	09
4	Human Values and Education	09
5	Holistic Health	09

Note: 09 Lectures shall be allotted for Project guidance. These are included in the total number of lectures assigned for the course.



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

Detailed Syllabus

1 Overview of Indian Society

(9)

- e) Understand the Multi-cultural diversity of Indian Society through its demographic composition; population distribution according to religion, caste, gender
- f) Appreciate the concept of linguistic diversity in relation to the Indian situation
- g) Understand regional variations according to rural, urban and tribal characteristics
- h) Understanding the concept of diversity as difference

2 Diversity of Indian Culture

(9)

- a) Art and Architecture
- e) Music and Dance
- f) Festivals
- g) Bhakti Movement, Sikhism & Sufism : their impact on society

3 Makers of Modern India

(9)

- e) Mahamana MadanMohan Malaviya (1861-1946):
-Life and Work of MadanMohan Malaviya
- f) Swami Vivekananda (1863-1902):
-Ramakrishna Paramhansa and his impact on Swami Vivekananda; contribution of Swami Vivekananda
- g) Mahatma Gandhi (1869-1948):
-Social, Economic and Political Thoughts
- h) Dr. Bhimrao Ramji Ambedkar (1891-1956)
-Social Transformation in India; Labour Rights

4 Human Values and Education

(9)

- e) Basic Human Values and its Significance in the growth & development of individuals, groups and societies
- f) Ethics: Meaning and Definition; Types and Significance
- g) Right to Education: Universalization of education and obstacles to free and compulsory education for all; Issues of access, affordability and availability in the education sector
- h) Contemporary challenges in education; Increasing privatization of education; Globalization and its impact on education sector, Role of higher educational institutions


PRINCIPAL

5 Holistic Health**(9)**

- f) Health: Meaning, definition; holistic health- Yoga
- g) Determinants of Health- socio, economic, political and environmental
- h) Availability of healthcare facilities and medical services; organ donation
- i) Common ailments- Malaria, Dengue, Hepatitis, Tuberculosis, Hypertension and Diabetes
- j) Preventive Health- Immunization

Recommended Books/Journals

1. Advaita Ashrama. The Life of Swami Vivekananda. Advaita Ashrama. 1989.
2. Ahir D. C., *Dr. Ambedkar's Pilgrimage to Buddhism*, B.R. Publishing, 1994.
3. Alex, K. Soft Skills. S Chand & Co Ltd. 2009.
4. Aloysius G. (ed.), *No Freedom with Caste : The Menace of Hindu Imperialism*, Media House, Delhi, 2004.
5. Aloysius G., *Religion as Emancipatory Identity: A Buddhist Movement among the Tamils under Colonialism*, New Age International Publishers, 1998.
6. Ambedkar B.R., *Annihilation of Caste System. (1st ed. 1936)*, Thacker & Company, Bombay, 1946.
7. Ambedkar B.R., *Buddha and his Dhamma*, Siddharth College Publication Anand Bhavan, Bombay 1957.
8. Ambedkar B.R., *Caste in India*, Thacker & Co., Bombay, 1916.
9. Ambedkar B.R., *Communal Deadlock, A Way to Solve it*, Bhim Patrika Publications, Jallundar (n.d.), First Pub. in 1945
10. Ambedkar B.R., *Grievances of the Scheduled Caste, Memorandum submitted his Excellency to the Governor General on 29th Oct. ' 1942*, Printivraj Rd., New Delhi, (confidential) (University of Mumbai Library).
11. Ambedkar B.R., *Maharashtra as a Linguistic State*, Thacker & Co., Bombay, 1948.
12. Ambedkar B.R., *Mr. Gandhi and the Emancipation of Untouchables*, Thacker and Co. Ltd., Bombay, 1943.
13. Ambedkar B.R., *Ranade, Gandhi and Jinnah*, Thacker & Co., Bombay 1943.
14. Ambedkar B.R., *States and Minorities*, Thacker & Co., Bombay, 1947.
15. Ambedkar B.R., *The Untouchables: Who were they and How they became Untouchables?*, Amrut Book Company, Delhi, 1948.
16. Ambedkar B.R., *Thoughts on Linguistic States*, Thacker & Co., Bombay, 1955.
17. Ambedkar B.R., *What Congress and Gandhi have done to the Untouchables?*, Thacker Co., Bombay, 1945.
18. Ambedkar B.R., *Who were the Shudras? How they came to be the Fourth Varna in Indo-Aryan Society?*, Thacker & Company, Bombay, 1970.
19. Banner, Michael. *The Ethics of Everyday Life*. Oxford University Press. 2014.
20. Basham, A L. *A Cultural History of India*. Oxford University Press. 2008.
21. Basham, A L. *The Wonder that was India*. Picador A L. 1967.
22. Bayly, Susan, *New Cambridge History of India; Volume IV: Caste, Society and*

**PRINCIPAL**

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

- Politics in India From the Eighteenth Century to the Modern Age, Cambridge, Cambridge University Press, 1999.
23. Bedekar D. K., *Towards Understanding Gandhi*, PopularPrakashan, Bombay, 1975.
 24. Beers, Mark H. *The Merck Manual of Health & Aging*. Ballantine Books. 2004.
 25. Bezbaruah, M P. *Fairs and Festivals of India*. Gyan Publishing House. 2003.
 26. Bhaskarananda, Swami. *Essentials of Hinduism*. Sri Ramakrishna Math. 1994.
 27. Bhattacharya S. C., *Some Aspects of Indian Society*, Firma KLM Pvt., Calcutta, 1978.
 28. Bilimoria, Purushottama. *Indian Ethics*. Oxford University Press. 2008.
 29. Blackburn, Simon. *Ethics*. Oxford University Press. 2006.
 30. Bono, Edward De. *Six Frames*. Vermilion. 2008.
 31. Borton, Paula. *Ancient History*. Chancellor Press. 2000.
 32. Bose, Nirmal Kumar, *Studies in Gandhism*, Navajivan, Ahmedabad, 4th Rev.ed., 1972.
 33. Brown, Lindsay. *Rajasthan, Delhi & Agra*. Lonely Plannet Publications. 2008.
 34. Bruce, Steve. *Sociology*. Oxford University Press. 1999.
 35. Chaitanya, Krishna. *Kerala*. National Book Trust. 1994.
 36. Chakrabarti, Mohit. *Swami Vivekananda*. Kalpaz Publications. 2008.
 37. Chatterjee Partha, *The Nation and Its Fragments : Colonial and Post Colonial Histories*, OxfordUniversity Press, New Delhi, 1997.
 38. Chatterjee, Partha (Ed.), *State and Politics in India*, New Delhi, Oxford University Press, 1997.
 39. Chaudhari K. K., *History of Bombay, Modern Period (Maharashtra State Gazetteers)*, BombayGazetteers Department, Government of Maharashtra, 1987.
 40. Chilana, M R. *Human Values*. Concept Publishing. 1998.
 41. Claridge, *Old and New Bombay*, Bombay, 1911.
 42. Covey, Stephen R. *The Seven Habits of Highly Effective People*. Pocket Books. 1989.
 43. Cox E. C., *Short History of Bombay Presidency*, London, 1887.
 44. Dalrymple, William. *The Last Mughal*. Penguin Books. 2006.
 45. Dastane, Santosh. *Glimpses of Maharashtra*. DastaneRamchandra & Co. 1992.
 46. David M. D., *Bombay the City of Dreams*, Bombay, 1995.
 47. David M. D., *History of Bombay (1661-1708)*, Bombay, 1973.
 48. David, M D. *Bombay the City Of Dreams*. Himalaya Publishing House. 1995.
 49. De Bono, Edward. *Serious Creativity*. Profile Books. 1992.
 50. DevadasanChandran D. S., *The Making of the Mahatma*, Madras, 1969.
 51. Dhillon, Harish. *Shaheed Bhagat Singh*. Indus Source Books. 2011.
 52. Dhruva, A.b. *Malaviya Commemoration Volume*. 1932
 53. Dongerkery S. R., *A History of the University of Bombay (1857-1957)*, Bombay, University ofBombay, 1957.
 54. Dossal Mariam, *Imperial Designs and Indian Realities: The Planning of Bombay City (1845-1875)*, Oxford University Press, Bombay, 1991.
 55. Dube, S C. *Indian Society*. National Book Trust, India. 1992.
 56. Dutta D. M., *The Philosophy of Mahatma Gandhi*, Unniversity of Wiconsin Press,



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

- Madison, 1953.
57. Dwarkadas K. – *Gandhiji Through My Diary Leaves ; 1915 – 1948*, Bombay, 1950.
 58. Edwards S. M., *Gazetteer of the Bombay City and Island 3 Vols.*, Bombay, Times Press, 1909-1910 (Reprinted Pune, 1977).
 59. Edwards S. M., *Rise of Bombay: A Retrospect*, Bombay Times of India Press, Bombay, 1902.
 60. Erricker, Clive. *Teach Yourself*. The McGraw-Hill. 2008.
 61. Gandhi M. G., *Constructive Programme. Its Meaning and Place*, Navajivan, Ahmedabad, 1945.
 62. Gandhi M. G., *Hind Swarajya*, Navajivan, Ahmedabad, 1938.
 63. Gandhi M. G., *The Collected Works of Mahatma Gandhi, Ministry of Information and Broadcasting, Government of India*, Navajivan, Ahmedabad, 1958. (Relevant Volumes).
 64. Gandhi M. K., *The Selected Works of Mahatma Gandhi*, Vols. I-VI, (ed. Shriman Narayan), Navajivan, 2nd reprint 1994.
 65. Gandhi, M K. *My Experiments with Truth*. Jaico Publishing House. 2009.
 66. Gedam T.V., *Untouchables and its Origin*, Yugantar, Nagpur, 1999.
 67. Ghosh, Sudhir. *Gandhi's Emissary*. Routledge. 2008.
 68. Ghurye G.S., *Caste and Class in India*, Popular Book Depot, Bombay, 1957.
 69. Gupta, S.L. *texts Pandit Madan Mohan Malaviya A Socio Political Study*. 1957.
 70. Humphreys, Tony. *Self-Esteem*. Newleaf. 2002.
 71. Hunter W.W., *Caste in India*, Oxford University Press, Bombay, 1977.
 72. Jaggi O. P., *History of Science and Technology in India ; 5 vols.* Atma Ram and Sons, Delhi, 1969-77.
 73. Jatava D.R., *Social Philosophy of Dr. B.R. Ambedkar*, Phoenix Publishing Agency, 1965.
 74. Jogdand, Prah;ad G., *Dalit Movement in Maharashtra*, New Delhi, Kanak Publications, 1991.
 75. Johnson, W H. *A Dictionary of Hinduism*. Oxford University Press. 2010.
 76. Jose, Ancy. *Gandhi in the New Millennium*. Khandwala Publishing. 2014.
 77. Judith Brown, *Gandhi and Civil Disobedience: The Mahatma in Indian Politics, 1928-34*, Cambridge University Press, Cambridge 1977.
 78. Kaul J. N., *Higher Education in India 1951 – 71. The Decades of Planned Drift*, Indian Institute of Advanced Study, Simla. 1974.
 79. Khera, Shiv. *Living With Honour*. Macmillan Publishers. 2003.
 80. Kitagawa, Joseph. *Religious Traditions of Asia*. Macmillan Publishing. 1989.
 81. Kuber W.N., *Builders of Modern India, Dr. B.R. Ambedkar*, Publication, New Delhi, 1978.
 82. Kulkarni, A R. *Maharashtra*. Diamond Publications. 2008.
 83. Kumar, Girja. *Brahmacharya Gandhi and His Women Associates*. Vitasta Publishing. 2006.
 84. *Life Positive/ Feb 2017. Vol 20 – 11.*
 85. Lunch Owen, *Dr. B.R. Ambedkar-Myth and Charisma in the Untouchables in Contemporary India*, ed. by J. Machael Mahar University of Arizona Press,



PRINCIPAL

- Tucson, 1972.
86. Mahar, Michael (ed.), *The Untouchables in Contemporary India*, The University of Arizona Press, 1972.
 87. Majumdar, R.C. *An Advanced History of India*. Macmillan India Limited. 1978.
 88. Malaviya, Madan Mohan. *Speeches and Writings*. G.A Natesan & Co. 1919.
 89. Mcadam, Marika. *Goa*. Lonely Planet Publications. 2006.
 90. McAuliffe, Jane Dammen. *The Norton Anthology of World Religions*. W W Norton and Company. 2015.
 91. Mehta, Arun. *History of Ancient India*. Abd Publishers. 2004.
 92. Nagla, B K. *Indian Sociological Thought*. Rawat Publications. 2013.
 93. Naik J.P., *Educational Planning in India*, Allied Publishers, Bombay, 1965.
 94. Nainta, R. P., *Governors under the Indian Constitution*, New Delhi, Deep and Deep Publishers,
 95. Nandakumar, Prema. *Spiritual Masters Swami Vivekananda*. Indus Source Books. 2013.
 96. Nurul Hasan, S., *Religion, State and Society in Medieval India*, ed. Satish Chandra, Delhi, 2008.
 97. Ommen, T K. *Indian Sociology*. Popular Prakashan. 1986.
 98. Prasad, Ram Chandra. *Bihar*. National Book Trust. 1992.
 99. Rahman, S A. *The Beautiful India*. Reference Press. 2006.
 100. Ramesh, Gopalswamy. *The Ace of Soft Skills*. Pearson. 2010.
 101. Rao, Shankar C N. *Sociology of Indian Society*. S. Chand And Company. 2012.
 102. Richard M. Eaton, ed., *India's Islamic Traditions, 711-1750*, O.U.P., 2003.
 103. Richards G., *The Philosophy of Gandhi, A Study of his Basic Ideas*, Curzon Press, London, 1982.
 104. Riches, John. *The Bible*. Oxford University Press. 2000.
 105. Rizvi, S AA. *The Wonder that was India*. Picador A L. 1987.
 106. Samel Swapna, *Dalit Movement in South India (1857-1950)*, Serials, Delhi, 2004.
 107. Sehgal, Supriya. *Best Escape South India*. Lonely Planet Publications. 2014.
 108. Sen, Amartya. *Argumentative Indian*. Penguin Books. 2005.
 109. Sharma, Anu. *Genius of India*. Book Palace. 2011.
 110. Sharma, Yog Raj, *State Autonomy and National Integration : Identity Crisis of the Sikhs*, Jammu, Vinod Publishers and Distributors, 1992.
 111. Shivaramkrishna, M. *Spiritual Masters Sri Ramakrishna*. Indus Source Books. 2012.
 112. Singh, Bhawani (Ed.), *Regionalism and Politics of Separatism in India*, Jaipur, Printwell Publishers, 1993.
 113. Singh, Khushwant. *A History of the Sikhs*. Oxford University Press. 1999.
 114. Singh, Malvika. *Kolkata*. Academic Foundation. 2011.
 115. Singh, Malvika. *Lucknow*. Academic Foundation. 2011.
 116. Singh, Prakash. *Nagaland*. National Book Trust. 1972.
 117. Singh, Upinder. *Ancient Delhi*. Oxford University Press. 2006.
 118. Sitaramayya B. P., *The History of the Indian National Congress, Vol. I, (1885-1935) 1946; Vol. II(1935-47), 1947*, Padma Publication, Bombay.
 119. Srinivasan, Radhika. *India*. Times Books International. 2001.



PRINCIPAL

120. Stein, Burton. New Cambridge History of India. Cambridge University Press. 1993.
121. Stranks, Jeremy. The A-Z of Health and Safety. Viva Books. 2012.
122. Tendulkar D. G. – *Mahatma : Life of Mohandas Karamachand Gandhi*, 8 Vols., V. K. Jhaveri & D. G. Tendulkar, Bombay, 1951-54.
123. Thapar, Romila. The Penguin History of Early India. Penguin Books. 2002.
124. Thompson, Mel Teach Yourself. Tata-McGraw Hill. 2006.
125. Tikekar Aroon, *The Cloister's Pale: Biography of the University of Bombay*, Somalya Publications Pvt. Ltd, Bombay, 1984.
126. Yogendra, Jayendra. Cyclopaedia Yoga. The Yoga Institute. 1989.
127. Yutang, Lin. Wisdom of India. Jaico Publishing House. 1956.
128. INFINITE THOUGHTS
129. JOURNAL OF HUMAN VALUES



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTAREN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

NAME OF THE PROGRAMME: BACHELOR OF MANAGEMENT STUDIES

Personal Effectiveness Management

Module at Glance

Sr. No.	Modules	No. of Hours
1	Self-Esteem and Positive Attitudes	11
2	Working with others	11
3	Valuing Diversity	11
4	Workplace Success	12
Total		45
		3 Credits

Objectives:

1. Learners learn to manage their time, emotions and priorities effectively.
2. Build their confidence in dealing with difficult people and conflicts at workplace
3. How to persuade and influence others to achieve results.
4. Develop an action plan to enhance personal effectiveness at work.

Course Outcomes:

After completion of this course the learner will be able to:

CO1: Practice self-esteem and positive attitude. (Level: Apply)

CO2: Demonstrate the ability to work with others. (Level: Apply)

CO3: Analyse the diversity at the workplace. (Level: Analyse)

CO4: Demonstrate principles of career planning. (Level: Apply)



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 084

Detailed Syllabus

Sr. No.	Modules / Units
1	Self- Esteem and Positive Attitudes
	<ul style="list-style-type: none"> • Self-Esteem – What is self-esteem? Self-concept and self-esteem, how self-esteem is formed, Causes of low self-esteem, Depression and self-esteem, Techniques to increase self-esteem- behavioural methods, cognitive methods, humanistic methods, assertiveness, Physical appearance as a source of self-esteem, Improving body image • Positive Attitudes – Definition, How attitudes develop, How attitudes are learned, Attitudes and their influence on others, Ways of improving attitudes, Coping with other people’s negative attitudes.
2	Working with others
	<ul style="list-style-type: none"> • Value-added qualities – cheerfulness, sense of humour, tactfulness, empathy and sympathy, willingness to participate • Negative traits to avoid – resentment, irritating habits, envy or jealousy, self-pity • Being a team player – Keys to getting along with others, being a good team player, understanding your role in the team • Understanding your work group – helping your colleagues, identify colleagues with special characteristics – complainers, tattletale, bossy, favourite, arguer
3	Valuing Diversity
	<ul style="list-style-type: none"> • Diversity at the workplace – understanding the workforce today, taking pride in once culture and understanding other’s perspective • Cultural Conflicts – Understanding other cultures, managing language barriers, making cultural adjustments • Discrimination – Prejudice and stereotyping, avoiding, resisting or fighting discrimination
4	Workplace Success
	<ul style="list-style-type: none"> • First day on the job – Preparing a resume, Employment forms, Job description, rules of the job, safety rules • Keeping your job – work environment, workplace politics, integrity and ethics at the workplace, understanding employer expectations, keeping high standards – honesty, petty theft, expense account abuses, alcohol abuse • Planning your career – Visualise success in your career, career goal, goal planning, how to leave a job

Reference Books :

1. Masters, W. &. (2001). Personal Development for Life and Work. Singapore: Thomson Learning.

2. Melgosa, D. J. (2014). Discover your worth-The importance of self-esteem and how to develop it. Spain: New Lifestyle.
3. Onkar, R. (2009). Personality Development and Career Management. New Delhi: S. Chand & Company Ltd. .
4. Schustack, H. S. (2004). Personality - Classic Theories and Modern Research. Delhi: Pearson Education.



PRINCIPAL

**NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064**

Change Management
(Implemented during Academic Year 2018-19)
(wef 2018-19)
Module at a Glance

Sr. No.	Modules	No. of Hours
1	Introduction to Change	11
2	Impact of Change	11
3	Resistance to Change	11
4	Effective Implementation of change	12
Total		45
		3 Credits

Objectives:

1. The objective of this paper is to prepare students as organizational change facilitators using the knowledge and techniques of behavioural science.

Course Outcomes:

After the completion of the Course, the Learner will be able to:

- CO1:** Explain the concepts of change management. (Level: Understand)
- CO2:** Predict the impact of change. (Level: Apply)
- CO3:** Describe the reasons for resistance to change. (Level: Understand)
- CO4:** Assess effective implementation of change in organizations. (Level: Analyse)



PRINCIPAL

NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064

Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> • Introduction & levels of change. Importance, imperatives of change, Forces of change. Causes-social, economic, technological and organizational. • Organizational culture & change. • Types & Models of change –Kurt Lewin's change model, Action research, Expanded Process Model., A.J. Leavitts model.
2	Impact of Change
	<ul style="list-style-type: none"> • Change & its implementation.– individual change: concept, need, importance & risk of not having individual perspective. • Team Change –concept, need, importance & limitation • Change & its impact– Resistance to change & sources-sources of individual resistance, sources of organizational resistance
3	Resistance to Change
	<ul style="list-style-type: none"> • Overcoming Resistance to change – Manifestations of resistance, Six box Model • Minimizing RTC. • OD Interventions to overcome change-meaning and importance, Team intervention, Role analysis Technique, Coaching & mentoring, T-group, Job expectations technique, Behaviour modification, Managing role stress.
4	Effective Implementation of change
	<ul style="list-style-type: none"> • Effective implementation of change–change agents and effective change programs. • Systematic approach to change, client & consultant relationship • Classic skills for leaders • Case study on smart change leaders, caselets on Action research.

Reference Books

1. Organisational Development - French and Bell
2. An experiential approach to O.D. - Harvey and Brown
3. Consultants and Consulting Styles - Dharani Sinha P.
4. Organization Change - Kavita Singh
5. Organisational Change - S.K. Bhatia
6. Management & OB, HRM - K.Ashwathapa
7. Training & Development – Radha Sharma

Recommended for Book Review

Spencer Johnson ,(1998). Who Moved My Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life. United St


PRINCIPAL
 NAGINDAS KHANDWALA COLLEGE OF COMMERCE
 ARTS & MANAGEMENT STUDIES AND SHANTABEN
 NAGINDAS KHANDWALA COLLEGE OF SCIENCE
 (AUTONOMOUS)
 MALAD (W), MUMBAI - 400 084