



Hindi VidyaPracharSamiti's

RamniranjanJhunjunwala College

of Arts, Science & Commerce

(Autonomous College)



Affiliated to

UNIVERSITY OF MUMBAI

Syllabus for the SYBVOC

Program: BVOC

Course: Real Estate Management

*(Adapted from the Credit Based Semester and Grading System SYBVOC Syllabus of
University of Mumbai 2018-19)*

DISTRIBUTION OF TOPICS AND CREDITS**SYBVOCREM SEMESTER III**

Course	Nomenclature	Credits	Topics
RJCUBVOCRE301	Communication & Etiquettes	06	<ol style="list-style-type: none"> 1. Presentation Skills 2. Group Communication 3. Business Correspondence 4. Language and Writing Skills
RJCUBVOCRE302	Basics of Construction I	06	<ol style="list-style-type: none"> 1. Overview of Logistics and Supply Chain Management 2. Construction planning 3. Roles and Responsibility of stake holders in Construction process 4. Basic concept of development of construction plans 5. Contracts estimation and bidding strategy
RJCUBVOCRE303	Marketing Management	06	<ol style="list-style-type: none"> 1. Introduction to Marketing. 2. Marketing Environment, Research and Consumer Behavior. 3. Marketing Mix. 4. Segmentation, Targeting and Positioning and Trends In Marketing
RJCUBVOCRE304	Introduction to Cost Accounting	04	<ol style="list-style-type: none"> 1. Classification of Costs and Cost Sheet. 2. Reconciliation of cost and financial accounts 3. Contract Costing 4. Process Costing
RJCUBVOCRE305	Quantitative Management 1	04	<ol style="list-style-type: none"> 1. Introduction to Statistics. 2. Measures of Dispersion, Co-Relation and Linear Regression. 3. Time Series and Index Number 4. Probability and Decision Theory
RJCUBVOCRE306	Arbitration and Conciliation	04	<ol style="list-style-type: none"> 1. Contract Act 2. Arbitration and Conciliation Act

SYBVOC REM SEMESTER IV

Course	Nomenclature	Credits	Topics
RJCUBVOCRE401	Property Transactions Document	04	<ol style="list-style-type: none"> 1. Important Documents 2. Power of Attorney and its significance 3. Lease and License Agreement 4. Partnership in Real Estate Business
RJCUBVOCRE402	Tally	05	<ol style="list-style-type: none"> 1. Introduction to Tally, Starting Tally 2. Implementation of VAT and CST in Tally 3. Implementation of TDS in Tally 4. Excise duty in Tally, Utilities, Working with multiple companies
RJCUBVOCRE403	Basics of Construction II	05	<ol style="list-style-type: none"> 1. Building Construction Terminology 2. Field tests of concrete material 3. Safety code:- provision and Predations 4. Modern equipments – Excavation equipments
RJCUBVOCRE404	Quantitative Methods for Business - II	04	<ol style="list-style-type: none"> 1. Decision Theory 2. Linear Programming Models 3. Transportation Models 4. Assignment Models

SYBVOC (REAL ESTATE MANAGEMENT) Syllabus Semester III & IV

RJCUBVOCRE405	Financial Management	04	<ol style="list-style-type: none">1. Meaning and scope of Financial Management2. Cost of capital and capital structures3. Capital Budgeting4. Business Restructuring
RJCUBVOCRE406	Commercial Leasing and Property ownership Structures	04	<ol style="list-style-type: none">1. Leasing – Meaning, Area2. Mortgage3. Classification of Property4. Testamentary succession and Private trust
RJCUBVOCRE407	Legal Framework	04	<ol style="list-style-type: none">1. Leave and License Agreement2. Sale Agreement3. Builder-Developer Agreement4. Maharashtra CHS Act5. Green Tribunal6. Enactment In India for Environmental Protection Act in Real Estate – CRZ

SYBVOC (REAL ESTATE MANAGEMENT) Syllabus Semester III & IV

SEMESTER III		L	Cr
Paper-I: Communication and Etiquettes	Paper Code: RJCUBVOCRE301	60	06
UNIT I		15	
Presentation Skills			
<ul style="list-style-type: none"> ➤ Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation ➤ Effective use of OHP ➤ Effective use of Transparencies ➤ How to make a Power-Point Presentation 			
UNIT II		15	
Group Communication			
<ul style="list-style-type: none"> ➤ Interviews: Group Discussion Preparing for an Interview, Types of Interviews – ➤ Selection, Appraisal, Grievance, Exit ➤ Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, ➤ Agenda and Resolutions ➤ Conference: Meaning and Importance of Conference Organizing a Conference ➤ Modern Methods: Video and Tele – Conferencing ➤ Public Relations: Meaning, Functions of PR Department, External and Internal ➤ Measures of PR 			
UNIT III		15	
<ul style="list-style-type: none"> ➤ Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief (Introduction to be given) ➤ Only following to be taught in detail:- ➤ Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act ➤ [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.] 			
UNIT IV		15	
Language and Writing Skills			

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<ul style="list-style-type: none"> ➤ Reports: Parts, Types, Feasibility Reports, Investigative Reports, E – Mails ➤ Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner. 	
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SEMESTER III		L	Cr
Paper-II: Basics of Construction I	Paper Code:RJCUBVOCRE302	60	06
UNIT I		12	
Overview of Logistics and Supply Chain Management			
<ul style="list-style-type: none"> ➤ Introduction to Logistics Management: Meaning, Basic Concepts of Logistics- Logistical Performance Cycle, Inbound Logistics, Inprocess Logistics, Outbound Logistics, Logistical Competency, Integrated Logistics , Reverse Logistics and Green Logistics Objectives of Logistics, Importance of Logistics, Scope of Logistics, Logistical Functions/Logistic Mix, Changing Logistics Environment ➤ Introduction to Supply Chain Management: Meaning, Objectives, Functions, Participants of Supply Chain, Role of Logistics in Supply Chain, Comparison between Logistics and Supply Chain Management, Channel Management and Channel Integration ➤ Customer Service: Key Element of Logistics Meaning of Customer services, objectives, elements, levels of customer services, Rights of customer. ➤ Demand Forecasting: Meaning, Objectives ,Approaches to Forecasting, Forecasting methods Forecasting Techniques, (Numerical on Simple Moving Average, Weighted Moving Average) 			
UNIT II		12	
Construction planning			
Construction planning: Approval Process, Documentation, Nocs, Project Feasibility			
UNIT III		12	
Roles and Responsibility of stake holders in Construction process			

SYBVOC (REAL ESTATE MANAGEMENT) Syllabus Semester III & IV

Project Management, Project Characteristics, Definition by PMBOK, Needs for PM, Advantage and Benefits of PM, 9 Areas of PM, Project phases, Project Stages, Project Planning and execution phaseformatting.		
<i>UNIT IV</i>	12	
Basic concept of development of construction plans		
Basic concept of development of construction plans, choice of technology & construction method – defining work tasks – precedence relationship among activities – Estimating activity duration – recourses resource requirement for work – coding system		
<i>UNIT V</i>	12	
Contracts estimation and bidding strategy		
Contracts estimation and bidding strategy: Introduction, determination of bid price, bidding modes. Project monitoring and control : Introduction, project updating, cost control		

SEMESTER III		L	Cr
Paper-III: Marketing Management	Paper Code: RJCUBVOCRE303	60	06
UNIT I		15	
Introduction to Marketing			
<ul style="list-style-type: none"> ➤ Introduction to Marketing: Definition, features, advantages and scope of Marketing. ➤ The 4P's and 4C's of marketing. ➤ Marketing v/s Selling. Marketing as an activity and function ➤ Concepts of Marketing: Needs, wants and demands, transactions, transfer and exchanges. ➤ Orientations of a firm: Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing. 			
UNIT II		15	
Marketing Environment, Research and Consumer Behavior			
<ul style="list-style-type: none"> ➤ The micro environment of business: Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders. ➤ Macro environment: Political Factors; Economic Factors; Socio Cultural Factors, Technological Factors (PEST Analysis) ➤ Marketing research: Meaning, features, Importance of marketing research. ➤ Types of marketing research: Product research; Sales research; consumer/customer research; production research ➤ MIS: Meaning, features and Importance ➤ Consumer Behavior: Meaning, feature, importance, factors affecting Consumer Behavior 			
UNIT III		15	
Marketing Mix			
<ul style="list-style-type: none"> ➤ Marketing Mix: Meaning – Elements of Marketing Mix. ➤ Product-Product mix-product line lifecycle-product planning – New product Development- failure of new product-levels of product. ➤ Branding – Packing and packaging – role and importance ➤ Pricing – objectives- factors influencing pricing policy and Pricing strategy. ➤ Physical distribution – meaning – factor affecting channel selection-types of marketing channels ➤ Promotion – meaning and significance of promotion. Promotion tools (brief) 			
UNIT IV		15	
Segmentation, Targeting and Positioning and Trends In Marketing			

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<ul style="list-style-type: none"> ➤ Segmentation – meaning , importance , basis ➤ Targeting – meaning , types ➤ Positioning – meaning – strategies ➤ New trends in marketing – E-marketing , Internet marketing and marketingusing Social network ➤ Social marketing/ Relationship marketing 	
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SEMESTER III		L	Cr
Paper-IV Introduction to Cost Accounting	Paper Code: RJCUBVOCRE304	60	03
UNIT I		15	
Classification of Costs and Cost Sheet			
<ul style="list-style-type: none"> ➤ Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre ➤ Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose ➤ Simple practical problems on preparation of cost sheet 			
UNIT II		15	
Reconciliation of cost and financial accounts			
<ul style="list-style-type: none"> ➤ Practical problems based on reconciliation of cost and Financial accounts 			
UNIT III		15	
Contract Costing			
<ul style="list-style-type: none"> ➤ Progress payments, Retention money, Contract accounts, Accounting for material. ➤ Accounting for Tax deducted at source by the contractee, Accounting for plant used in acontract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries. ➤ Excluding Escalation clause ➤ Note- Simple practical problems 			
UNIT IV		15	
Process Costing			
<ul style="list-style-type: none"> ➤ Process loss, Abnormal gains and losses, Joint products and by products. ➤ Excluding Equivalent units, Inter-process profit ➤ Note- Simple Practical problems Process Costing and joint and by products 			

SEMESTER III		L	Cr
Paper V: Quantitative Management- I	Paper Code: RJCUBVOCRE305	60	03
UNIT I		15	
Introduction to Statistics			
<ul style="list-style-type: none"> ➤ Introduction: Functions/Scope, Importance, Limitations ➤ Measures Of Central Tendency: Mean(A.M, Weighted, Combined) Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency 			
UNIT II		15	
Measures of Dispersion, Co-Relation and Linear Regression			
<ul style="list-style-type: none"> ➤ Measures Of Dispersion: Range with C.R(Co-Efficient Of Range), Quartiles & Quartile deviation with CQ (Co-Efficient Of Quartile), Mean Deviation from mean with CMD (Co-Efficient Of Mean Deviation), Standard deviation with CV(Co-Efficient Of Variance), Skewness& Kurtosis (Only concept) ➤ Co-Relation: Karl Pearson, Rank Co-Relation ➤ Linear Regression: Least Square Method 			
UNIT III		15	
Time Series and Index Number			
<ul style="list-style-type: none"> ➤ Time Series: Least Square Method, Moving Average Method, Determination of Season. ➤ Index Number: Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of PriceRelatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number 			
UNIT IV		15	
Probability and Decision Theory			

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<ul style="list-style-type: none"> ➤ Probability: Concept of Sample space, Concept of Event, Definition of Probability, Addition & Multiplication laws of Probability, Conditional Probability, Bayes' Theorem(Concept only), Expectation & Variance, Concept of Probability Distribution(Only Concept) ➤ Decision Theory: Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty, Non-Probability: Maximax, Maximin, Minimax, Regret, Laplace & Hurwicz ➤ Probabilistics (Decision Making under risk): EMV, EOL, EVPI ➤ Decision Tree 	
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SEMESTER III		L	Cr
PAPER VI: Arbitration and Conciliation	Paper Code: RJCUBVOCRE306	60	03
UNIT I		30	
Contract Act			
<ul style="list-style-type: none"> ➤ Define Contract ➤ Types of Contract ➤ Consideration ➤ Offer ➤ Acceptance ➤ Free Consent ➤ Capacity to Contract ➤ Breach of Contract ➤ E Contract 			
UNIT II		30	
Arbitration and Conciliation Act			
<ul style="list-style-type: none"> ➤ Define Arbitration ➤ Role of an Arbitrator ➤ Types of Arbitration ➤ Define Conciliation ➤ Types of Conciliation ➤ Importance of Conciliation ➤ Difference between Conciliation and Arbitration 			

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SEMESTER IV		L	Cr
Paper I: Property Transactions Document	Paper Code : RJCUBVOCRE401	60	04
UNIT I		18	
Important Documents			
➤ Stamp Duty and Registration, Registration of Documents - Mandatory and optional - Registration of Documents—Mandatory and Optional, Non- Registration of Documents which are Compulsory, Section 18 of the Indian Registration Act, 1908			
UNIT II		14	
Power of Attorney and its significance			
➤ Who can give POA, Who can be appointed as an Attorney, Construction, Duration, Termination/ Revocation and Cancellation			
UNIT III		16	
Lease and License Agreement			
➤ Distinction between Lease and License			
UNIT IV		12	
Partnership in Real Estate Business			
➤ Partnership in Real Estate Business – Partnership Deed, Limited Liability Partnership in real estate business			

SEMESTER IV		L	Cr
Paper II: Tally	Paper Code: RJCUBVOCRE402	60	05
UNIT I		15	
Brief Introduction to Computerized Accounting			
➤ Brief introduction to computerized accounting, Introduction to Tally, Starting Tally			
UNIT II		15	

Company Information		
➤ Company information, Accounting maintenance, Accounting vouchers, Cost allocation, Inventory maintenance, Inventory vouchers, Implementation of VAT and CST in Tally		
UNIT III	15	
Implementation of TDS in Tally		
➤ Implementation of TDS in Tally, Implementation TCS in Tally, Service Tax in Tally		
UNIT IV	15	
Excise duty in Tally		
➤ Excise duty in Tally, Utilities, Working with multiple companies, Security control, Year-end processing, Reports, Printing from Tally, Payroll accounting, Job costing and POS in Tally		

SEMESTER IV		L	Cr
Paper III: Basics of Construction II	Paper Code: RJCUBVOCRE403	60	05
UNIT I		15	
Building Construction Terminology			
➤ Building Construction Terminology, Construction stages and process			
UNIT II		14	
Field Tests of Concrete Material			
➤ Field tests of concrete material, Testing of concrete cubes, important operation during RCC works and check list, Precaution during weather conditions, RMC, Pre-construction activity, Before calling structural engineer for site visit			
UNIT III		16	
Safety Code			
➤ Safety code:- provision and Predations, Tolerances, IS Codes for references, Water supply and drainage work, Electricity installation, Left/			

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Elevation provision, Fire and Safety, Painting work, Glass and glazing, Planting of trees.		
UNIT IV	12	
Modern Equipments		
➤ Excavation equipments, Earth remover's equipments, Cranes, Steel, Concrete Mix, Shuttering, Scaffoldings, Various types of equipment and Machineries.		

SEMESTER IV		L	Cr
Paper IV: Quantitative Methods for Business - II	Paper Code: RJCUBVOCRE404	60	04
UNIT I		15	
Decision Theory			
➤ Introduction to Probability - Definition of Sample space & Event, probability of an event and simple examples. (No question to be asked in exam.) ➤ Elements of Decision Problem: Concepts such as decision making, Decision maker, Courses of action, States of nature, Pay-off values, Pay-off Table, Opportunity Loss Table. ➤ Decision Making process and decision making categories ➤ Decision Making Environments – ➤ Decision Making under Certainty ➤ Decision Making under Uncertainty -Criteria such as Maximin, Minimax, ➤ Maximax, Laplace, Hurwicz Alpha, Regret. ➤ Decision Making under Risk – Criteria such as EMV, EOL and EVPI ➤ Decision Tree techniques - Concept of Decision Tree and Examples			
UNIT II		14	
Linear Programming Models			
➤ Mathematical formulation and graphical solution of Linear Programming Problems. ➤ Standard Linear Programming form – slack and surplus variables ➤ Determination of Basic Feasible solution: Simplex Method - The Big "M" Method Two phase Method. Special cases in Simplex method – Alternative optima, unbounded solutions, Infeasible solutions, Degeneracy.			
UNIT III		16	
Transportation Models			

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<ul style="list-style-type: none"> ➤ Introduction, Characteristics and Assumptions ➤ Solution of Transportation Problem using – ➤ North – West Corner Method b) MODI Method ➤ Least- Cost Method d) Vogel's Approximation Method ➤ Unbalanced Transportation Problem , Degeneracy in Transportation Problem 		
UNIT IV	15	
Assignment Models		
<ul style="list-style-type: none"> ➤ Introduction, Characteristics and Assumptions ➤ Formulation of an Assignment Problem ➤ Hungarian Method ➤ Variation of the Assignment Problem 		

SEMESTER IV		L	Cr
Paper V: Financial Management	Paper Code: RJCUBVOCRE405	60	04
UNIT I	15		
Introduction			
<ul style="list-style-type: none"> ➤ Introduction: ➤ Meaning and scope of Financial Management ➤ Functions and Objectives of Financial Management ➤ Changing Role of finance managers ➤ Cash Management ➤ Motives of holding cash ➤ Strategies of cash management ➤ Cash budget: meaning and objectives ➤ Budgeting of receipts and payments – trading, non trading and capital ➤ Preparation of monthly budget and finding out closing cash balance to be made from the working capital estimation 			
UNIT II	15		
Cost of capital and capital structures			
<ul style="list-style-type: none"> ➤ Types of capital ➤ Debt ➤ Equity ➤ Retained earnings ➤ Preference ➤ Cost of capital for each type of capital ➤ Weighted cost of capital ➤ Marginal cost of capital – w.r.t. expansion ➤ Designing capital structure alternatives ➤ Types of leverages – combined, operating, financial. 			

UNIT III	15	
Capital Budgeting		
<ul style="list-style-type: none"> ➤ Introduction, types of capital, sources of capital ➤ Evaluation of capital expenditure proposal from given cash flow, concept of present value ➤ Techniques of appraisal of investment proposal ➤ Payback period method, average rate of return method ➤ Net present value method ➤ Profitability index method 		
UNIT IV	15	
Business Restructuring		
<ul style="list-style-type: none"> ➤ Business Restructuring: ➤ Importance ➤ Financial Implication ➤ Valuation ➤ Types of Business Restructuring: ➤ Merger ➤ Amalgamation ➤ De-Merger ➤ Other Restructurings ➤ (Elementary accounting problems – testing fundamental knowledge only) 		

SEMESTER IV		L	Cr
Paper VI: Commercial Leasing and Property ownership Structures	Paper Code: RJCUBVOCRE406	60	04
UNIT I		15	
Leasing			
<ul style="list-style-type: none"> ➤ Meaning, Area - duration, terms and condition, Documents and agreement – sub tenancy, co-tenancy, Renewal option, Expansion options, various Option, Extant ion , Riders, Dates. 			
UNIT II		15	
Mortgage			
<ul style="list-style-type: none"> ➤ Types of Mortgage, Gift deed, what is Copyright, Rules and Regulations, how to register copyright. What is Patent, Rules and Regulations, how to register Patent. What is Trade Mark, Rules and Regulations, how to register Trade Mark. 			

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UNIT III	15	
Classification of Property		
➤ Classification of Property, Joint ownership, Proprietorship, partnership, Company, Hindu undivided family. Power of Attorney and its importance and process		
UNIT IV	15	
Testamentary succession and Private trust		
➤ Testamentary succession and Private trust – Institution of testamentary disposition and its social utility – execution of wills – conditions of validity of will, Revocation – republication. Constitution of Private trust – condition of validity of private trust, rights and duties		

SEMESTER IV		L	Cr
Paper VII: Legal Framework	Paper Code: RJCUBVOCRE407	60	04
UNIT I		10	
Leave and License Agreement			
UNIT II		10	
Sale Agreement			
UNIT III		10	
Builder-Developer Agreement			
UNIT IV		10	
Maharashtra CHS Act			
UNIT V		10	
Green Tribunal			
UNIT VI		10	
Enactment In India for Environmental Protection Act in Real Estate – CRZ			

SYBVOC	Semester III Theory
RJCUBVOCRE301 Paper I Communication & Etiquettes	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ To guide the learners for presentation skills(How to make power point presentation, effective use of transparencies, Effective use of OHP) ➤ To give knowledge to the learners regarding group communication (Interview, meetings, Conference, and Public relations. ➤ To sensitize the learners to the different types Trade Letters(order , Credit and status enquiry Collection. ➤ To impart proficiency in business correspondence, language and writing skills. ➤ To identify the ethical dimension of a communication problem and to acknowledge different points of view. <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ The learners are able to write application letters and job resumes. ➤ Enhancement of language and writing skills. ➤ Learners will be able to make presentation properly. ➤ Students will be confident in interviews, meetings, conferences and public relations. ➤ Learners will gain an understanding of Business correspondence (trade letters) ➤ Students will be able to find, use, and evaluate primary academic writing associated with the communication discipline. ➤ Students will be able to communicate effectively orally and in writing.

SYBVOC	Semester III Theory
RJCUBVOCRE302 Paper II Basics of Constructions - I	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ Students will learn about the construction process, Roles and Responsibility of Architect, Engineers, Govt Bodies, Contractor etc <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ What is construction, Terminology used in Construction, Stakeholder in Construction Process, Feasibility, Planning, Process, Steps in Construction. Role of Project Management, Budding and Controlling Process.

SYBVOC	Semester III Theory
RJCUBVOCRE303 Paper-III Marketing Management	<p><u>Learning Outcome:</u></p> <ul style="list-style-type: none"> ➤ Market research, P's of Marketing, segmentation, Positioning, targeting different markets Market share. <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ Here they will be learning different types markets. Why marketing play an important role in an organization. Segmentation, targeting, Branding in marketing. New trends i.e online, social media marketing.

SYBVOC	Semester III Practical
RJCUBVOCRE304 Paper-IV Introduction to Cost Accounting	<p><u>Learning Objectives:</u></p> <ul style="list-style-type: none"> ➤ Calculation of the cost of production from one level to another, wage calculation, different type of overhead and their calculations, How to do an reconciliation, estimation about the future cost . <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ A production department has different component involved like workers, raw materials to be purchase, wastage of raw materials overhead till it reaches to the final product. As a finance student s should have the knowledge related to the production and it will involve the price of the product the labour skilled enough to completed the production on time.

SYBVOC	Semester III Practical
RJCUBVOCRE305 Paper-V Quantitative Management - I	<p><u>Learning Objectives:</u></p> <ul style="list-style-type: none"> ➤ Understand meaning, nature and importance of statistics and to develop the ability to analyze and interpret data. ➤ To provide an understanding for the graduate business students on statistical concepts, know the main properties of each statistical tools and select the most appropriate one for use with a given set of data. ➤ Enable students to apply basic statistical techniques and methods for grouping, tabular and graphical display, analysis and interpretation of statistical data. ➤ Understand some basic terminology in Probability and approach to decision making. ➤ To understand association between two variables, obtain a

	<p>Regression line and use Regression coefficients to sensibly make forecasts.</p> <p><u>Course Outcome:</u></p> <p>After successful completion of the course, students are expected to obtain the following skills:</p> <ul style="list-style-type: none"> ➤ The ability to interpret statistical analysis tools commonly used in the work place. ➤ Independently calculate, basic statistical parameters like mean, median, mode, correlation coefficients, regression lines etc., ➤ Produce appropriate graphical and numerical descriptive statistics for different types of data. ➤ Based on the acquired knowledge, to interpret the meaning of the calculated statistical indicators. ➤ Choose a statistical method for solving practical problem.
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SYBVOC	Semester IV Theory
RJCUBVOCRE306 Paper-VI Arbitration and Conciliation	<p><u>Learning Outcome:</u></p> <ul style="list-style-type: none"> ➤ Learning the Importance of Contract in the Financial Aspect ➤ Providing knowledge to the learners on Legal Aspect in Business ➤ Imparting various legal framework for better understanding. <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ The learners gain knowledge and understanding of the importance of legal communication and impact of legal knowledge ➤ Enhancement of Legal knowledge and Legal communication. ➤ Learners can remove the barriers that they have with Legal aspects by understanding the procedures and outcomes.

SYBVOC	Semester IV
RJCUBVOCRE401 Paper-IV Property, Transactions and Documentations	<p><u>Learning Objectives:</u></p> <ul style="list-style-type: none"> ➤ Concepts of property, basic terms used in property ➤ Documents involved in learning of transferring of property ➤ Gain a knowledge of licensing of property with a regulations of government ➤ Utilization of property rights, tenant rights, ➤ Learning of property, power of attorney, TDR, essential of payment

	<p>of stamp duty.</p> <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ Learners will be able to evaluate the documents of rented property. ➤ The learners have gained the knowledge of leave and license of property. ➤ Learners can easily understand a business model in real estate, LLP. ➤ Learners can evaluate a stamp of a property.
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SYBVOC	Semester IV Practical
RJCUBVOCRE402 Paper-II Tally	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ Learning data entry in Tally.ERP9/Computerised Accounting for different types of Business Organisations and Personal Accounting. ➤ Inventory (Stock) Management. ➤ Finding out slow moving and fast moving items and preparing re-order levels accordingly. ➤ Bank Reconciliation and Reconciling Debtor and Creditors. ➤ Learning latest Tax implementation and preparing the reports for filling T ax the return eg. GST, Income Tax etc. ➤ Learning Finalization of Accounts for Audit and IT. ➤ Generating MIS Reports like Cash Flow, Fund Flow and Ratio Analysis. ➤ Budget and Control, Future Planning. <p><u>Course Outcomes:</u></p> <ul style="list-style-type: none"> ➤ The learner gets through knowledge of working with Tally to become an Expert. ➤ The learner will understand the Inventory Management and will be able to analyse the stock movement, negative stock, pilferage etc. ➤ Access Real time Reports. ➤ Become an independent accountant. ➤ An asset to a organization in making decisions related to finance.

SYBVOC	Semester III Theory
RJCUBVOCRE403 Paper I Basics of Constructions - II	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ Students will learn about the construction process, various type of Material and Equipment used during Construction. Safety and

	<p>Precaution should be taken by Construction Workers and Management to avoid accidents and loss of life.</p> <p><u>Course Outcome:</u></p> <ul style="list-style-type: none"> ➤ Construction Steps, Material should be used in Construction, Construction Equipment's, Safety code and Measures to be used.
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SYBVOC	Semester IV Practical
RJCUBVOCRE404 Paper-IV Quantitative Methods for Business - II	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ To intelligently collect, analyze and interpret data relevant to their decision-making. ➤ To achieve the best outcome in a mathematical model whose requirements are represented by linear relationships. ➤ To minimize the cost of distributing a product from a number of sources or origins to a number of destinations. ➤ To determine what resources are assigned to which department, machine, or center of operation in the production process. <p><u>Course outcomes:</u></p> <ul style="list-style-type: none"> ➤ Understand statistical inference in relation to business decision-making ➤ Convey the results of quantitative analysis.

SYBVOC	Semester IV Practical
RJCUBVOCRE405 Paper-V Financial Management	<p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> ➤ To understand the scope of financial management. ➤ Preparation of various financial budgets. ➤ To determine company's optimal capital structure. ➤ To determine whether an organization's long term investments are worth the funding of cash through the firm's capitalization structure <p><u>Course outcome:</u></p> <ul style="list-style-type: none"> ➤ Preparing various financial budgets. ➤ Calculate the best combination of debt and equity. ➤ Evaluation of capital expenditure proposal. ➤ Evaluating the need for business restructuring

SYBVOC	Semester IV
RJCUBVOCRE406 Paper-VI Commercial Leasing and Property Ownership	<u>Learning Outcomes:</u> <ul style="list-style-type: none"> ➤ Students will learn about Leasing and the agreement process, Clauses. Mortgage and its types. What is Copywriter, patents, Trademark etc. And its benefits protected the Government. Classification of Properties, Private Trust. <u>Course Outcome:</u> <ul style="list-style-type: none"> ➤ Understand Leasing for Commercial Premises, Malls, and Office buildings etc., Mortgage, Copywriter, patents, Trademark etc. Classification of Properties, Private Trust.

SYBVOC	Semester IV
RJCUBVOCRE407 Paper-VII Legal Framework	<u>Learning Outcomes:</u> <ul style="list-style-type: none"> ➤ Learning the Importance of Contract in the Financial Aspect. ➤ Providing knowledge to the learners on Legal Aspect in Business. ➤ Imparting various legal framework for better understanding. <u>Course Outcome:</u> <ul style="list-style-type: none"> ➤ The learners gain knowledge and understanding of the importance of legal communication and impact of legal knowledge ➤ Enhancement of Legal knowledge and Legal communication. ➤ Learners can remove the barriers that they have with Legal aspects by understanding the procedures and outcomes.

SCHEME OF EXAMINATIONS

1. Two Internal Assessment examinations of 20 marks each. Duration 30min for each.
Internal Assessments could be either of the following depending on the nature of the course: Written Exam/ Group Project/ Individual Project/ Book Review/ Class Test/ Case Study/ Presentation Power point/ Audio – Visual presentation/ Oral Presentation.
2. One External (Semester End Examination) of 60 marks. Duration 2 hours.
3. Minimum marks for passing Semester End Theory Exam is 40 %.
4. Student must appear at least one of the two Internal Tests to be eligible for the Semester End Examination.
5. For any KT examinations, there shall be ODD-ODD/EVEN-EVEN pattern followed.
6. HOD's decision, in consultation with the Principal, shall remain final and abiding to all.

REFERENCE BOOKS AND READING MATERIAL

Semester III

Communication & Etiquettes

- Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.
- Alien, R.K.(1970) Organisational Management through Communication.
- Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.
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- Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager
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- Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
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- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwell Co., Chicago.
- Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study.
- Drucher,P.F.((1970) Technology, Management and Society, Pan Books London.
- Drucher,P.F.((1974)Management Responsibilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
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- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.

- 27 Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill
- Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
- Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.
- Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.
- Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta,
- Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books
- Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.
- Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Illinois.
- Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.
- 36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill
- Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.
- Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.
- McQuail, Denis (1975), Communication, Longman.
- Merrihue, William (1960) Managing by Communication, McGraw Hill, New York. 41.Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company
- Monippalli, M.M. (1997),The Craft of Business Letter Writing, T.M.H. New Delhi.
- Montagu,A and Matson , Floyd(1979) The Human Connection, McGraw Hill,New York.
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- Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited
- Shekhar, R.C (1997) Ethical Choices in Business Response Books
- Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.
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Basics of Construction – I

- PMBOK and Wikipedia

Marketing Management

- Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi.
- Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.
- Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.
- McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.
- Pillai R S, Bagavathi, Modern Marketing

Introduction to Cost Accounting

- Cost Accounting-Principles and Practice; Arora M.N: Vikas, New Delhi.
- Cost Accounting; Jain S.P. and Narang K.L: Kalyani New Delhi.
- Principles of Management Accounting; Anthony Robert, Reece, et al: Richard D. Irwin Inc. Illinois.
- Cost Accounting - A Managerial Emphasis; Prentice-Hall of India, Horngren, Charles, Foster and Datar: New Delhi

Quantitative Management-I

- Statistics of Management , Richard Levin &David S. Rubin,Printice Hall of India , New Delhi.
- Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thompson Publication.
- Fundamental of Statistics, S C Gupta, Himalya Publication House.
- Business Statistics , Bharadwaj , Excel Books, Delhi
- Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher

Arbitration and Conciliation

- Elements of mercantile Law – N.D.Kapoor
- Business Law – P.C. Tulsian
- Business Law – SS Gulshan
- Company Law – Dr.Avtar Singh
- Indian contract Act – Dr.Avtar Singh

- Law of Intellectual Property-V.K-Taraporevala

Semester IV

Tally

- Learning Tally ERP 9 - By Tally Champ
- Official Guide to Financial Accounting Using Tally.ERP 9 with GST by Tally Educational Private Limited by Nidhani BPB publication

Basics of Constructions – II

- Site Supervisor by Peata
- Building Material – P.C.Varghese
-

Quantitative Methods for Business - II

- Business MathematicsMathematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions, 2000.
- Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.
- Business Mathematics, J.K. Singh, 2009,Himalaya Publishing House.
- Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.
- Mathematics of Finance 2nd Edition Schaum's Outline Series Peter Zima, Robert Browns Tata McGrawHill Publishing Company Ltd
- Business Mathematics by Dr.AmarnathDikshit&Dr.Jinendra Kumar Jain.
- Business Mathematics by Bari - New Literature publishing company, Mumbai
- Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books
- Business Mathematics, Zameerudin, Qazi, V.K. Khanna& S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi

Financial Management

- Fundamental of Financial Management – Prasanna Chandra – Tata McGraw Hill
- Fundamental of Financial Management – V Sharan Pearson Education
- Principles of Corporate Finance – R A Brealy& S C Myres - Tata McGraw Hill

Legal Framework

- Real Estate Bye-Laws
- Drafting Pleading an Conveyancing

Note: In some subjects reference books are not written because professors are allowed to give to students their notes and refer websites at their discretion.