

BUSINESS COMMUNICATION

30 marks theory
10 marks assignment

Topic of assignment:
Sem I : methods of communication
Sem II: group communication.

Syllabus
for sem I:

Theory of communication, methods of communication, barriers to communication

Sem II
Interview committee conference public relation

FYBCom / SYBCom ATKT Examination Internal evaluation examination Environmental Studies / Foundation Course Syllabus and paper pattern

For FYBCom ES (semi, Sem II) & SYBCom FC Sem III old syllabus

Marks 40

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| A Complete the statement by rewriting the most suitable word from the associated. | 5 |
| B. From the combine pool of answers select the most suitable only once to complete the blanks. | 5 |
| C . Write the answers of the following in short and in the space provided (10 questions) | 20 |
| D. Write on any two of the following in about 100 words only and in the space provided. | 10 |

For SYBCom FC Sem III New syllabus

Marks 40

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| a. Short notes 2 out of 3 | marks 10 |
| b. Explanation of statements 4 out of 5 | marks 20 |
| c. Elaboration 2 out of 3 | marks 10 |

FYBCom ES Sem I syllabus for internal

1. Introduction to Ecosystem & environment

Importance of nature to commerce – concept of environment & environmental spheres – concept of ecosystem – functioning of ecosystem – cycle concept in the environment.

2. Natural resources & Biodiversity

Definition, importance and classification of natural resources

Resource rich and Resource poor regions - emerging gaps
 Distribution patterns, utilization and conservation of water, forest and energy resources & methods
 Biodiversity – meaning – biodiversity regions in the world – importance of biodiversity.

FYBCom ES Sem II syllabus for internal

1. Population resources & human resources development

Population growth, variation among nations. Challenges of population growth, Population explosion & Family Welfare Programmes. Carrying capacity of Environment and limit to growth. role of Environment in human health. Women and Child Welfare. Human development index & human satisfaction index
 Human resource development in India - highlights

2. Environment & alternative tourism

Tourism as emerging service – typology - Tourism potentials in India - New tourism (Eco - tourism, medical tourism, etc.) Challenges before India. Impact of Tourism - Economic, Socio - Cultural and environmental. Tourism potentials in MMRDA region

SYBCom FC Sem III syllabus for internal

Old syllabus – 2018-19 and prior

Unit I Environmental issues

Concept – importance – ecology – degradation – sustainable development

Unit II Corporate skills

business etiquettes – corporate social responsibility – leadership skills – corporate governance

New syllabus – 2019-20

Hand-outs and recommendation of the unit wise respective faculties

SYBCom FC Sem IV syllabus for internal

1. Demography

Population — Population Explosion - Birth Rate — Death Rate — Density. Age. Literacy. Life Expectancy. ' HRD through Education. Health. Welfare.

2. Communication technology,-

Concept, Types, Letters. report. Group Discussion, interview Techniques, Presentation Skills.

Environmental Studies – Business Communication

FY/SYBCom INTERNALS - ATKT

DATE	TIME	Sem	Subject
27-02-2020	7.30 am	I(ATKT)	EVS
	8.30 am		BC
28-02-2020	7.30 am	II(ATKT)	BC
	8.30 am		EVS
29-02-2020	7.30 am	III(ATKT)	FC
	8.30 am	IV(ATKT)	FC

Economics - Accounts

For internal atkt projects will be given to students from 15th Feb to 29th Feb 2020 from 8.00am to 10.00am.

Date of submission & viva will be from 1st march to 10th mar 2020 from 8.00 am to 10.00am.

COMMERCE

Following are the topics for internal atkt exam
FYBCOM commerce 1 sem I Business environment

FYBCOM COMMERCE 1 sem II E Commerce

SYBCOM COMMERCE II sem III Stress management at workplace

SYBCOM COMMERCE II SEM IV quality management

TYBCOM export marketing sem V Foreign trade policy 2015-20

TYBCOM EXPORT marketing sem.Vi Export promotion organization

Advertising sem II &IV any topic from syllabus

TYBCOM send V & VI any topic from syllabus.

30-35 pages hand written project and viva will be taken. Submission dates between 5-10 March

For any further queries students can come and meet subject incharge by 28 the February 2020

BUSINESS LAW

For the internal ATKT Business law Sem III and Sem IV 2019-20 .Students are required to meet the concerned faculty member between 20th February 2020 to 25th February 2020 for the Project topics at 9.30 am in the college staffroom and submissions for the same will be between 1st March 2020 to 10th March 2020.