

Teaching Learning Plan

F: TLP/001

2016-17



NAGINDAS KHANDWALA COLLEGE
Autonomous
TERMWISE TEACHING PLAN

16-17-June/ D – TTP-SFC/BBI/FTKS

Academic Year: 2016-17

Term: Sem V

Department: SFC-BBI

Class: TYBBI

Subject: MARKETING IN BANKING AND INSURANCE

Name of the faculty: Kavita Shah

Week	June	July	August	September
1	Module 1 Introduction to Goods and Service Marketing Introduction, Definition, Classification and Service Marketing mix and its importance 7 P's of Marketing Mix and Service Marketing	Module 3 Consumer in Services marketing Introduction and Stimulus Response Model Decision Making Unit	Factors in setting marketing communication mix Web Marketing, Rural Marketing, Social Marketing	Marketing on social Media Platform
2	Marketing of Banking and Insurance Products and Service Marketing Mix strategies for the same.	Importance of Personnel in Services Managing Service Quality Service Quality Model (CAPS model)	Post Sales services strategies Recent Trends and Challenges in Marketing	
3	Module 2: Channels of Marketing and Marketing research Introduction, Process and types Of Marketing Research	Managing Service Gaps	Ethics in marketing Major trends in consumer services	
4	Product, Sales, Consumer and Promotion research Marketing Logistics(Logical objectives for banking and Insurance products)	Major trends in product support service	Marketing in 21st century	
5	_____	Module 4 Advertising and branding of services Role of advertising Determining Communication Objectives	_____	

Remarks by H.O.D.: Dr. Kavita Shah

Sign. :

Date: 15.06.2016

Issued by MR: Dr. Moushumi Datta

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NAGINDAS KHANDWALA COLLEGE

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TERMWISE TEACHING PLAN

16-17-June/ D – TTP-SFC/BBI/FTMT

Academic Year: 2016-17

Term: Sem V

Department: SFC-BBI

Class: TYBBI

Subject: FINANCIAL SERVICES MANAGEMENT

Name of the faculty: Meha Todi

Week	June	July	August	September
1	<p>Module:1 Financial services, merchant banking, leasing and hire purchase</p> <p>Introduction Financial Services</p>	<p>Factoring And Forfeiting Factoring- Modus Operandi, Terms, Functions, Types</p>	<p>Module 4-CREDIT RATING, TREASURY MANAGEMENT, DEPOSITORIES AND PLEDGE</p> <p>Introduction, Origin Functions, credit rating in India, benefit of credit rating, credit rating agencies in India.</p>	<p>Depositories And Pledge Hypothecation</p>
2	<p>Merchant Banking</p>	<p>Module 3 SECURITISATION OF DEBT and DERIVATIVES</p> <p>Introduction, Securitization of Debt</p>	<p>CRISIL-IICRA-CARE- Limitations of Rating – Future of credit rating in India</p>	
3	<p>Leasing and Hire Purchase</p>	<p>Structure for securitization Securitization abroad , securitization in India. Future prospects of securitization.</p>	<p>Treasury Management Introduction , scope, objectives , functions ,treasury management in bank and corporate</p>	
4	<p>Module 2 MUTUAL FUND, FACTORING AND FORFEITING</p> <p>Mutual Fund</p>	<p>Derivative- Types of financial derivatives</p>	<p>cost Centre v/s profit Centre treasury, centralized v/s decentralized treasury</p>	
5	<p>_____</p>	<p>Trading system ,clearing entities and their role</p>	<p>_____</p>	

Remarks by H.O.D.: Dr. Kavita Shah

Sign. : _____

Meha

Date: 15.06.2016

M Datta

Issued by MR: Dr. Moushumi Datta

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TERMWISE TEACHING PLAN

20-21-June/ D – TTP-SFC/BBI/FTMT

Academic Year: 2020-21

Term: Sem V

Department: SFC-BBI

Class: TYBBI Subject: INTERNATIONAL BANKING & FINANCE Name of the faculty: Meha Todi

Week	June	July	August	September	October	November
1	-----	European Monetary system Presentations	International Equity Market Presentations	Unit-3 Markets and Markets Participants	Calculation of rates using different methods Determinants of Exchange Rate	International lending operations Presentations
2	-----	Current Exchange rate system	International Bond Market Presentations	Foreign Exchange Market Presentations	Unit-IV Intro to International Banking Presentations	-----
3	Unit-I Fundamentals of International Business	Types of Exchange rates Presentations	Risk Management Internal and External Hedging	Role of FEDAI and FEMA	Recent trends in International Banking	-----
4	BOP, IMF	Unit-II Types of Cash Flows: FDI FPI and FII	Foreign currency Derivative instruments	Foreign Exchange Arithmetic Presentations	Functions of IB International Merchant Banking	-----
5	-----	Euro Currency Market Presentations	-----	Exchange rate Quotations	-----	-----

Remarks by H.O.D.: Dr. Kavita Shah

Sign.: Meha

Date: 15/6/2020

Issued by MR: Dr. Moushumi Datta

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F:TLR/01



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TERMWISE TEACHING PLAN

16-17
13-14

/ D - TT - JUNY SFC - BBI PT/MK

Academic Year: 2016 - 2017

Term: FIRST

Department: SFC - BBI

Name of the Faculty: Ms. MEZBIN KHAN

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
	TYBBI	Financial Reporting and Analysis	preparation & presentation of Banking Company Final Accounting	preparation & presentation of corporate final A/c.	Financial Analysis & Interpretation of Final A/c	preparation of corporate final A/c	
			Study of Accounting policies from Annual Reports of Baruss	study of Accounting policies from Annual Reports of Listed Insurance Companies	Financial mgmt & Investment Analysis.	Analysis & Interpretation	

Remarks by H.O.D.: As per university syllabus.
Kavita

Sign: [Signature]

Date: 25/06/2016
Matta

* Reference of case studies whenever required as per syllabus



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TERMWISE TEACHING PLAN

16-17-June/ D – TTP-SFC/BBI/FTGHR

Academic Year: 2016-17

Term: Sem V

Department: SFC-BBI

Class: TYBBI

Subject: Security Analysis and Portfolio Management

Name of the Faculty: G.H. RAO

Week	June	July	August	September
1	Module:1 An Overview of Investment, Investment Alternatives, Introduction to Securities Market: Investment-Investment versus Speculation, Objectives of investment,	Module:2 <u>The Time Value of Money, Analysis and valuation of Debt: Equity Valuation, Risk and Return:</u> Introduction The Time Value of Money	Module:4 . Portfolio Theory and Capital Asset Pricing Model: Introduction Portfolio Theory- Portfolio Return, Portfolio Risk	Efficient Market Hypothesis
2	Meaning of Portfolio, Portfolio management Portfolio Management Process, Approaches to Investment Decision making	Analysis and valuation of Debt Equity Valuation Risk and Return-	Capital Asset Pricing Model	
3	Investment Alternatives:	Module:3 Financial Statement Analysis: Introduction Financial Statement Analysis	Capital Asset Pricing Model	
4	Securities Market-	Fundamental Analysis	Efficient Market Hypothesis	
5	_____	Technical Analysis	_____	

Remarks by H.O.D.: Dr. Kavita Shah

Sign. : _____

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Date: 15.06.2016

Issued by MR: Dr. Moushumi Datta

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16-17-June/ D – TTP-SFC/BBI/FTPP

Academic Year: 2016-17

Term: Sem V

Department: SFC-BBI

Class: TYBBI

Subject: AUDITING

Name of the Faculty: Poonam Popat

Week	June	July	August	September
1	Module:1 Introduction to Auditing Meaning, Objects, Basic Principles and Techniques. Classification of Audit, Audit Planning. Internal Control, Internal Check and Internal Audit	Maintenance of Books of Account – Related Party Disclosures- Segment Reporting., Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility	Module:4 Other Thrust Areas Systems Audit- Social Audit- Environment Audit Energy Audit- Forensic Audit-Peer review Ethics in Auditing – Auditor's Independence, Auditing in CIS Environment	Role of Auditor vis a vis Audit committees & corporate Governance principle
2	Audit Procedure Special features of Cost audit. Tax audit and Management audit.	Representations by Management-Contents of Annual Report, Definition-Distinction between Report and Certificate Types of Reports/Opinion	Standards on Auditing Professional Liability of Auditors: Code of Ethics with special reference to the relevant provisions of The Chartered Accountants	
3	Recent Trends in Auditing: Basic considerations of audit in EDP Environment	Module:3 Audit of Bank and Insurance Companies Banks- Legislation Relevant to Audit of Banks, Approach to Bank Audit Internal Control Evaluation	Standards on Auditing Professional Liability of Auditors: Code of Ethics with special reference to the relevant provisions of The Chartered Accountants	
4	Module:2 Audit of Limited Companies: Qualification, Disqualification, Appointment, Removal, Remuneration of Auditors Audit Ceiling	Insurance Companies- Legislation Relevant to Audit of Insurance companies (Life and General Insurance), Review of Internal Control	CLAUSES On professional misconduct	
5	_____	Audit Report Matters as per IRDA).	_____	

Remarks by H.O.D.: Dr. Kavita Shah

Sign. : _____

Date: 15.06.2016

M Datta

Issued by MR: Dr. Moushumi Datta

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F: TLP/01

TERMWISE TEACHING PLAN

16-17
13-14 / D - TT/JUN/SFC / RBI / PT/SD

Academic Year: 2016-2017

Term: FIRST (III)

Department: SFC-BB1

Name of the Faculty: Ms SHEETAL DESAI

Sr.No.	Class	Subject	Topics to be covered				October
			June	July	August	September	
	S4BB1	Laws	Module 1:- Indian Banking Act, 1949: Terms, Reserves, Branches, Liabilities, Credit Creation & Control. Reserve Bank of India Act 1934: Role, NBFCs, Departments	Module 2:- Indian Insurance Act 1938: Registration, Deposit, Account, Audit, Register, Investment IRDA'- Terms, Power, Authority, CG, Deposit, Surplus, Advertising.	Module 3:- Actuary - Appointment, Duties, Meetings, Quorum, Registration, Investment, PN, COC, TPA, Indian Stamp Act, 1999. Indian Registration Act 1908	Module 4:- Consumer Protection Act 1986: Definition, Object, Councils, Commissions, Banking Ombudsman, CVC, Lokpal. bill.	

Remarks by H.O.D.: As per university syllabus

Carita

Sign: Sd/

Date: 21/06/2016

Matta

* Reference of case studies whenever required as per syllabus

F: TLP/01
16-17/D - JUNE/SFE/BB/FT/PS

Lecture Plan for the Academic year 2016-2017
CLASS: SYBBI SEMESTER : 3
SUBJECT : MANAGEMENT ACCOUNTING

SR. NO.	DATE	TOPIC	HOURS	REMARKS
UNIT I				
Chapter 1 – Overview of management accounting				
1	16/6/2016	Management Accounting – Meaning & Scope, Functions, Qualities of management accountant, Objectives of management accounting	1.5	
Chapter 2 – Treasurer & Controller				
2	18/6/2016	Role & Function	1.5	
Chapter 3 – Meaning & use of different costs for different purposes				
2	23/6/2016	Meaning of cost & classification of cost - theory	1.5	
3	24/6/2016	Meaning of cost & classification of cost – Sums	1.5	
4	25/6/2016	Meaning of cost & classification of cost - Sums	1.5	
UNIT III				
Chapter 1 – Marginal & Absorption costing				
5	30/6/2016	Meaning, advantages & limitations, Formula explanation	1.5	
6	2/7/2016	Cost Volume Profit Analysis- meaning & Computation of BEP & MOS - Sums	1.5	
7	4/7/2016	----- Sums-----	1.5	
8	6/7/2016	----- Sums-----	1.5	
9	7/7/2016	----- Sums-----	1.5	
10	9/7/2016	----- Sums-----	1.5	
11	14/7/2016	----- Sums-----	1.5	
12	16/7/2016	Single Limiting Factor analysis where a company has restricted freedom of action – Cost Sheet - theory	1.5	
13	21/7/2016	Cost Sheet – Sums	1.5	
14	23/7/2016	----- Sums -----	1.5	
15	28/7/2016	----- Sums -----	1.5	
16	30/7/2016	----- Sums -----	1.5	
17	1/8/2016	----- Sums -----	1.5	
18	3/8/2016	LPP - ----- Sums -----	1.5	
19	4/8/2016	----- Sums -----	1.5	
UNIT IV				
Chapter I Managerial Decision Making				
20	6/8/2016	Product mix decision	1.5	
21	11/8/2016	Make or buy , operate or shut down decision	1.5	
22	13/8/2016	Accept or reject export order	1.5	

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UNIT I				
Chapter 4 – Management Information System				
23	18/8/2016	Concept, need, characteristics, role, limitations	1.5	
24	20/8/2016	MIS & Computers, Different type of reports	1.5	
UNIT II				
Chapter 1 – Interpretation of Financial Statements				
25	22/8/2016	with the help of i) Notes to Accounts	1.5	
26	24/8/2016	with the help of i) Notes to Accounts	1.5	
27	25/8/2016	with the help of ii) Director's report & Auditor's report	1.5	
Chapter 2- Cost Audit				
28	27/8/2016	Theory	1.5	
29	Extra	Revision		
30	Extra	Revision		

Marking scheme: Internal 25 and External 75

REFERENCE BOOKS:

- 1) Accounting for management (Maheshwari & Maheshwari)
- 2) Management Accounting (Bhagvathi & Pillai)
- 3) Advanced Financial Management (I.M. Pandey)
- 4) Advanced Financial Management (Khan & Jain)
- 5) Cost Accoutnig – TYB.Com (Aainapur & Aainapure)

procurer

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TERMWISE TEACHING PLAN

16-17
13-14

/ D - TT/JUN/SFC, BBI/PT/AS

Academic Year: 2016 -17

Term: FIRST

Department: SFC-BBI

Name of the Faculty: Prof Anshu Jindal

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
1.	SYBBI	CRM	Historical Perspective of CRM, Meaning Purpose, significance, winning tools they effective CRM Benefits of CRM - Types/levels of CRM - Relationship Mkt. Concept, purpose	- Measuring effectiveness of R.M - customer Retention • reasons for customer switching • Need for customer retention • customer retention Strategies • levels of retention st • Recall Mgt	- CRM - a cost benefit analysis • Benefits • Costs • Building customer loyalty in B ₂ B • Customer Centric orgn str. • Product Centric orgn str.	- Customer Care Mgt • Customer Care software • Customer Service representative • Customer Service application • Multimedia contact centre • EPOS • Winning strategies & processes for effective CRM in banking & Insurance	

Remarks by H.O.D.: As per university syllabus
Kavita

Sign: Anshu

Date: 28/6/16

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* Reference of case studies whenever required as per syllabus



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F. TLP/01

TERMWISE TEACHING PLAN

16-17
13-14

/ D - TTP/JON/SAC / BBI/PT/TS

Academic Year: 2016-2017

Term: FIRST SEM

Department: Self-finance -

Name of the Faculty: Dr. Triphi Shah

Banking Insurance

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
1	SYBI	Information Technology in Banking & Insurance	Introduction Applications of IT in Banking & Insurance RTIs Concept Functions Types of RTIs E-banking EFT, NEFT Credit Card Working Processing Types Adv. & Disadv	E-comm. process www component DNS, URL portal, website Server-types DBMS Insurance claim mgmt. IT Architecture EDI-working Adv. E-security E-payment E-comm. Adv. & limitations IT Act 2000	Cyber crime Cyber Law IT Act 2008 ERP - working meaning, Adv Functions. MIS - working meaning, need for ERP - MIS DSS - Implementa- tion of ERP - MIS. Data Communi- cation - DBMS	DDL, DML RDBMS. Data mining CRM software SAAs - working Doubt solving Paper pattern	

Remarks by H.O.D.: As per university syllabus

Kanika

Sign: [Signature]

Date: 10/6/16

Matta

* Reference of case studies whenever required as per syllabus

F: TLP/01
16-17/D-JUNE/SFE|BBI|FT|RS



**SYBBI
SEMESTER-III**



ORGANISATION BEHAVIOUR

<i>SR. NO.</i>	<i>DATE</i>	<i>TOPIC</i>	<i>LECTURE DURATION</i>	<i>SIGN</i>
1.	3/6/16	Introduction to OB	1.5 hrs	
2.	7/6/16	Meaning & Features	1.5 hrs	
3.	10/6/16	Scope of OB	1.5 hrs	
4.	14/6/16	Advantages & Limitations	1.5 hrs	
5.	17/6/16	Models of OB	1.5 hrs	
6.	21/6/16	Theories of OB- Maslow, Herzberg	1.5 hrs	
7.	24/6/16	Mc.Gregor, Theory X & Theory Y, Victor Vroom, ERG theory	1.5 hrs	
8.	28/6/16	Application of theories	1.5 hrs	
9.	1/7/16	Motivational techniques in Banking & Insurance	1.5 hrs	
10.	5/7/16	Individual Behaviour	1.5 hrs	
11.	8/7/16	Group Formation, Team building	1.5 hrs	
12.	12/7/16	Team Development, Goal Setting	1.5 hrs	
13.	15/7/16	Soft Skills, Interpersonal skills	1.5 hrs	
14.	19/7/16	Multicultural & Cross cultural skills	1.5 hrs	
15.	22/7/16	Johari Window	1.5 hrs	
16.	26/7/16	Work Culture	1.5 hrs	
17.	29/7/16	Ways to make work culture effective & Lively	1.5 hrs	
18.	2/8/16	Work Conflicts	1.5 hrs	
19.	5/8/16	Organisational Change	1.5 hrs	
20.	9/8/16	Resistance to change	1.5 hrs	
21.	12/8/16	Ways to overcome resistance to change	1.5 hrs	

M. Satta

22.	16/8/16	Time management	1.5 hrs	
23.	19/8/16	Stress management	1.5 hrs	
24.	23/8/16	Organisational Development	1.5 hrs	
25.	26/8/16	Meaning & Nature of OD	1.5 hrs	
26.	30/8/16	Presentations	1.5 hrs	
27.	2/9/16	Presentations	1.5 hrs	
28.	6/9/16	Techniques of OD	1.5 hrs	
29.	9/9/16	Importance of OD	1.5 hrs	
30.	13/9/16	Revision	1.5 hrs	

REFERNCE BOOKS:

1. Stephen P. Robbins, "Organisational Behaviour", Prentice Hall of India Private Ltd.
2. Suja Nair, "Organisational Behaviour", Himalaya Publishing House, Mumbai.
3. Joan V. Gallos, "Organisational Development", John Wiley and Sons Publications, San Francisco.

INTERNAL MARKS ALLOCATION

10 Marks - Internal written test

10 marks – Project Presentation & Viva

05 marks – Attendance & Class Participation

P. Nair
M. Satta

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TERMWISE TEACHING PLAN

16-17
13-14

/ D - TT/JUN/SFC /BBI/PT/BP

f: TLP/01

Academic Year: 2016-2017

Term: FIRST

Department: SFC - BBI

Name of the Faculty: Ms. BHUMIKA PATEL

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
	SYBB1	Taxation of Financial Services	<u>Unit 1</u> - Basic Terms - Residential Status + Scope of Total Income - Incomes Exempted.	- Income from Salary - Income from Business & Profession - Income from other sources.	<u>Unit 3</u> Provisions for deductions from total income - TDS (Provisions for TDS on Rent, Interest, payment to contractor, commission, Professional fees). - Advance Tax Provisions	<u>Unit 4</u> Taxable Services	
			<u>Unit 2</u> - Income from capital gain - Income from House Property				

Remarks by H.O.D.: As per university syllabus
Kavita

Sign: B. Patel

Date: 24/06/2016

M. Datta

* Reference of case studies whenever required as per syllabus

Lecture Plan for Academic Year 2015-2017

Class: FYBBI

Subject: Principles of Management

Sr No	Date & Signature	Toics	Duration(Hr)	Remark
1	02/07/16	Importance, meaning, definition of management, process	1.5	
2	6/07/16	Levels of management, managerial skills	1.5	
3	9/07/16	Management Art, Science, Profession, professional Vs Family Management	1.5	
4	13/07/16	Basis of Departmentation	1.5	
5,6,7	16/07/16,20/07/16,23/07/16	Organization structure	4.5	
8	27/07/16	Staffing	1.5	
9,10	30/07/16,3/08/16	Recruitment, sources of recruitment, process, criteria,	3.0	
11	6/08/16	Authority and responsibility	1.5	
12	10/08/16	Directing concepts, importance, features	1.5	
13,14	13/08/16,20/08/16	Motivation theories	3.0	
15	24/08/16	Control process, effective control techniques	1.5	
16	27/08/16	Leadership style, traits	1.5	
17,18	31/08/16,3/09/16	Control techniques	3.0	
19	7/09/16	Co-ordination	1.5	
20,21	10/09/16,14/09/16	Classical theories	3.0	
22,23	21/09/16,24/09/16	Modern theory of management	3.0	
24,25	26/09/16,27/09/16	Planning, planning process, techniques	3.0	
26,27	28/09/16,29/09/16	Concepts, importance, steps	3.0	
28,29	30/09/16,4/10/16	Definition of business plan, Preparation of business plan, practical examples of business plan	3.0	
30	5/10/16	Case study and syllabus discussion	1.5	

Examination pattern:

External: 75 marks and Internal : 25 marks (Internal test 10 Marks, Project and assignment 10, and attendance 05 marks)

Reference books: 1) Principles of management by T. Ramaswamy

2) Wisdom of Indian Business Leaders by G. Narayana

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NAGINDAS KHANDWALA COLLEGE F/ TTP

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TERMWISE TEACHING PLAN

16-17
13-14

/ D - TT / JUN / SFC / BBI / PT / BP

Academic Year: 2016 - 17

Term: Term - I - Sem - I

Department: Banking & Insurance Name of the Faculty: Asst. Prof. Mrs. Bhumika A Patel

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
1)	FYBBI	Introduction to Financial Accounting	/	1) <u>Introduction to Accounting.</u> - Meaning, Scope, objectives, need & importance, limitations of accounting. - Journal, ledger subsidiary books. - Trial balance.	2) <u>Classification of Income & Expenditure</u> Capital & Revenue Accounting standards 1, 2, 6, 8, 9, 10 IFRS 3) <u>Issue of shares, stock valuation & Hire purchase.</u>	4) <u>Final Accounts</u>	

Remarks by H.O.D.: As per university syllabus
Kavita

Sign: B. Patel

Date: 29/7/2016

* Reference of case studies whenever required as per syllabus

F: TLP/01
16-19/D - SUNE1 SFC / BBI / FT / ND



**FYBBI
SEMESTER-I
BUSINESS COMMUNICATION-I**



Sr. No	Date & Sign	Topic	Duration	Remarks
1.	4/7/16	The Concept of Communication	1 ½ Hr.	
2.	5/7/16	The Concept of Communication	1 ½ Hr.	
3.	11/7/16	The Concept of Communication	1 ½ Hr.	
4.	12/7/16	Channels and Objective of Communication	1 ½ Hr.	
5.	18/7/16	Channels and Objective of Communication	1 ½ Hr.	
6.	19/7/16	Channels and Objective of Communication	1 ½ Hr.	
7.	19/7/16	Methods and Modes of Communication	1 ½ Hr.	
8.	25/7/16	Methods and Modes of Communication	1 ½ Hr.	
9.	26/7/16	Methods and Modes of Communication	1 ½ Hr.	
10.	26/7/16	Barriers to Communication	1 ½ Hr.	
11.	1/8/16	Barriers to Communication	1 ½ Hr.	
12.	2/8/16	Barriers to Communication	1 ½ Hr.	
13.	8/8/16	Listening Skills	1 ½ Hr.	
14.	9/8/16	Listening Skills	1 ½ Hr.	
15.	16/8/16	Listening Skills	1 ½ Hr.	
16.	22/8/16	Introduction to Business Ethics	1 ½ Hr.	
17.	23/8/16	Introduction to Business Ethics	1 ½ Hr.	

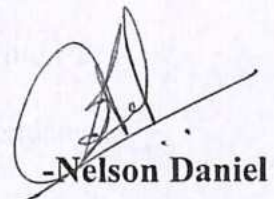
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18.	23/8/16	Introduction to Business Ethics	1 ½ Hr.	
19.	29/8/16	Introduction to Business Ethics	1 ½ Hr.	
20.	30/8/16	Introduction to Business Ethics	1 ½ Hr.	
21.	5/9/16	Introduction to Business Ethics	1 ½ Hr.	
22.	6/9/16	Theory of Business Letter Writing	1 ½ Hr.	
23.	12/9/16	Theory of Business Letter Writing	1 ½ Hr.	
24.	13/9/16	Theory of Business Letter Writing	1 ½ Hr.	
25.	19/9/16	Personnel Correspondence	1 ½ Hr.	
26.	19/9/16	Personnel Correspondence	1 ½ Hr.	
27.	20/9/16	Personnel Correspondence	1 ½ Hr.	
28.	20/9/16	Some Commercial Terms	1 ½ Hr.	
29.	26/9/16	Paragraph Writing	1 ½ Hr.	
30.	27/9/16	Remedial Grammar	1 ½ Hr.	

Internal Evaluation : 25 Marks

- 1) 20 Marks : Written Test
- 2) 5 Marks – Attendance.


-Nelson Daniel


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F! TLP/01

TERMWISE TEACHING PLAN

~~16-17~~
16-17

/ D - TT / SF / BB / PT / KR

Academic Year: 2016-17

Term: First

Department: BB/ I/C.S.

Name of the Faculty: Kavita Rana

Sr.No.	Class	Subject	Topics to be covered				
			June	July	August	September	October
1.	FYBB I	Quantitative Methods-I	-	Introduction, Organising data, freq, distribution, data represent ⁿ , Measures of Central Tendency, defn of avg, AM, GM, HM, mode, median, quartiles, deciles, percentiles	Dispersion - range, Quartile deviation, Mean deviation, std deviation, geo represent ⁿ , Covariance - defn, app ^l , Correlation, Regression, Least sq method, estimation line	Concept of probability, Venn diagram, Baye thm, Exp. Value, decision theory, Index nos., agg & relative method, Time reversal factor, Value Index, Retail prices, Insurance - meaning, obj, age, premium, bonus.	

Remarks by H.O.D.: As per university syllabus

Kavita

Sign.: Kavita

Date: 29/07/16

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* Reference of case studies whenever required as per syllabus



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Academic Year: 2016-17

16-17-NOV D - TTP-SFC/BBI /FTSJ

Term: Sem. I/II/III/IV/V/VI ✓

Department: Self Finance BBI

Class : TYBBI

Subject : Strategic Management

Name of the Faculty: Swapna Joshi

Week	Topics to be covered				
	June / November (2)	July / December (C)	August / January (S)	September / February (S)	October / March (C)
1	—	Process of SM.	Political envt. & government.	Mission/Vision/ goals.	Resource Mobilisation
2	—	Environment of SM.	Technological envt.	BCG, GE, life cycle, FS	Leadership / Motivation / Creativity
3	—	Social envt. & ethics.	Economic facet & global trends.	Strategies.	Evaluation & control.
4	Strategic Mgmt. Overview	—	Strategy formulation	Organisational structure	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per Mumbai University

Date : 10/12/16

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Sign. : Sjoshi

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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI ✓

16-17-NOV/D - TTP-FC / BBI / FTPS

Department: Self Finance BBI

Class : TYBBI

Subject : Central Banking

Name of the Faculty: Poonam Shah

Week	Topics to be covered				
	June / November (2)	July / December (C)	August / January (B)	September / February (S)	October / March (G)
1	—	RBI	RBI & rural credit	Money supply	Financial stability
2	—	Instruments of Central Banking	RBI & non-banking financial	Conduct of Central Banks	Autonomy
3	—	their working.	Financial sector reforms	Monetary policy.	Revision & University papers
4	Central Banks	—	Credit creation	Market orientation	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per Mumbai University

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Academic Year: 2016-17

Term: Sem. I/II/III/IV/V/VI ✓

16-17-NOV/D - TTP-SFC/BB1 /FTKS

Department: Self Finance BBI

Class : TYBB1

Subject : International Business

Name of the Faculty: Kavita Shah

Week	Topics to be covered				
	June / November (2)	July / December (C)	August / January (S)	September / February (S)	October / March (C)
1	—	Legal aspect & Economic integration	International HRM.	International environment in India	BOP } theories
2	—	International Mktg strategy	Risk Mgmt & Export finance	DGFT	BOP } Importances.
3	—	TNC	EXIM Bank.	SEZ	BOP } mechanism
4	International business FDI	—	ECCAC	Export pricing.	IMF & World Bank
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as Mumbai University
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Academic Year: 2016-17

Term: Sem. I/II/III/IV/V/VI ✓

16-17-NOV/D - TTP-SFC/BB/1PTKS

Department: Self Finance BBI

Class: TYBB1

Subject: Human Resource Management

Name of the Faculty: Kinjal Shah

Week	Topics to be covered				
	June / November (2)	July / December (C)	August / January (3)	September / February (5)	October / March (6)
1	—	HR P	Participative Mgmt	HRM in Insurance sector	Impact of same
2	—	HRD	HR Audit	HR policies in financial sectors, banks & Insurance.	Case Study
3	—	Personnel policies	HRM in banks	Corruption frauds and scams.	Revision
4	HRM	—	HRM in financial institutions.	—	—
5	—	—	—	—	—

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Term: Sem. I/II/III/IV/V/VI ✓

16-17-~~Nov~~ D - TTP-SFC/BB1 / FT PP

Department: Self Finance BBI

Class : TYBB1

Subject : Business Ethics
and Corporate Governance

Name of the Faculty: Poornam Papat

Week	Topics to be covered				
	June / November (A)	July / December (B)	August / January (S)	September / February (S)	October / March (G)
1	—	Business Ethics Values & culture	Corporate governance	Code of conduct	Zero tolerance
2	—	Work culture	Accountability	transparency	Role of IT
3	Business @ —	Unethical practices	Private cos.	CSR	MRTT
4	—	—	Corporate governance in Banking or finance	Corruption frauds & scams.	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per Mumbai University
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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI ✓

16-17-^{new} / D - TTP-FC / BBI / RSM

Department: Self Finance BBI

Class : TYBBI

Subject : Turnaround
Management

Name of the Faculty: Melha Khandwala

Week	Topics to be covered				
	June / November (2)	July / December (C)	August / January (8)	September / February (5)	October / March (6)
1	—	Growth strategies	Liberalisation	TQM and Restructuring	Networking
2	—	Survival strategies	Industrial Sickness	BPR	Franchisee Agency
3	Introduction to Business	Globalisation	Remedies to overcome sickness	Turnaround strategies	Freelancing
4	Introduction to turnaround mgmt	—	BIFR	Recent trends	Self financing
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per university of Mumbai

Sign. : Melha

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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP-SK / BBI / FTTP

Department: Self Finance BBI

Class : SYBBI

Subject : Universal Banking

Name of the Faculty: Poonam Popat

Week	Topics to be covered				
	June / November (6)	July / December (8)	August / January (9)	September / February (9)	October / March (7)
1	—	Development Banking	Commercial Banks in Securities business	Open Market	Recent Trends.
2	Evolution of Universal Banking	Development Banking	Merchant Banking	Universal Banking in India	—
3	Commercial Banking.	Commercial vs Development Banking	Case Studies	Debate	—
4	Commercial Banking	—	Universal Banking abroad	Issues & challenges	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per Mumbai University

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Term: Sem. I / II / III / IV / V / VI

16-17^{Nov} / D - TTP-*54 BBI* / *FIPS*

Department: Self Finance BBI

Class : *54 BBI*

Subject : *Financial Management*

Name of the Faculty: *Rohan Shah*

Week	Topics to be covered				
	June / November (6)	July / December (C)	August / January (8)	September / February (8)	October / March (2)
1	—	<i>Pay back Method.</i>	<i>Cost of Capital</i>	<i>Equity capital as a source of finance.</i>	<i>Depreciation Policy</i>
2	<i>Capital Investment Decision</i>	<i>NPV Internal rate of return</i>	<i>cost of capital</i>	<i>SEBI IPO</i>	—
3	<i>Control and Post audit.</i>	<i>Profitability Index Annual cost.</i>	<i>Negotiating term loan.</i>	<i>ESOP</i>	—
4	<i>Tools of evaluating capital investment.</i>	—	<i>Borrowers & credit worthiness.</i>	<i>Role of taxation</i>	—
5	—	—	—	—	—

Remarks by H.O.D.: *Syllabus as per Mumbai University*
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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov}D - TTP-sfc/BB) / P553

Department: Self Finance BBI

Class : SYBBI

Subject : Innovations
in Banking &
Insurance.

Name of the Faculty: Swagata Joshi

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	—	New loans products	Electronic payment system	Integration of third party	Corporate governance
2	Review of functioning of Banks.	New financial services	E-banking	Re-insurance	—
3	Net worth & off Balance sheet items	New financial services	Insurance.	Risk.	—
4	New products deposits	—	New insurance products	Privatisation of Insurance.	—
5	—	—	—	—	—

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Academic Year: 2016-17

Term: Sem. I/II/III/IV/V/VI

16-17-^{Nov} / D - TTP-SFC/BB1 / PPSD

Department: Self Finance BBI

Class : SYBBI

Subject : Corporate Law

Name of the Faculty: Sheetal Desai

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	—	Part IV	SCBI Act	Finance Accounts and Audit	Securities Contract Act
2	Companies Act & Rules	Competition Act	Establishment of SEBI	Penalty & Adjudication	—
3	Part VI	Securitisation Act	Power & functions	Disclosure & Investor Protection	—
4	Part V	—	Registration Certificate	Quotelines	—
5	—	—	—	—	—

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TERMWISE TEACHING PLAN

Academic Year: 2016-17

Term: Sem. I/II/III/IV/V/VI

16-17^{NEW} / D - TTP for BBI / FTMM

Department: Self Finance BBI

Class : SYBBI

Subject : Entrepreneurship
Management

Name of the Faculty: *Meha Mandawekar*

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (9)	September / February (8)	October / March (2)
1	—	Business opportunity and creativity	Planning SSI	HR Mgmt	Training and Centers
2	Meaning of Entrepreneurship	GMs and resources	Location of business	Quick start methods	—
3	Qualities of entrepreneur	Legal considerations	Production mgmt	Entrepreneurship in B+I	—
4	Assessment and EBP	—	Finance mgmt	Entrepreneurship Development Centers	—
5	—	—	—	—	—

Remarks by H.O.D.: *Syllabus as per Mumbai University*

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TERMWISE TEACHING PLAN

Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov}D - TTP-~~SC~~ BBI / PTKS

Department: Self Finance BBI

Class : 54 BBI

Subject : FINANCIAL
MARKETS

Name of the Faculty:
MS. KAVITA SHAH

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (4)
1	-	Call Money Market	Instruments of MM Contd...	Instruments of CM - Bonds	Derivatives Mkt.
2	Indian Financial System	Money Market - Introduction, Import- Export	Commercial Bill Market	Indian Stock Market - BSE	Foreign Exchange Mkt. in India
3	Reserve Bank of India - Org. Mgmt. Functions	Instruments of Money Market	Capital Market - MM vs CM	NSE and other Exchanges	-
4	Regulatory Institutions - Companies Act, SCRA, SEBI	-	Instruments of CM - Shares	Working of SES	-
5	-	-	-	-	-

Remarks by H.O.D.: Syllabus as per Mumbai University
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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP-SPC/BB1 / RTR

Department: Self Finance BBI

Class: SYBB1

Subject: Cost Accounting
of Banking & Insurance

Name of the Faculty: RNIyer

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1		Process Costing	Service Costing / oper of cost.	Standard Costing material, Labour & overhead various.	Costing System & Rec. mat.
2	Identifying elements of cost materials, labour & over.				
3	Methods of Costing - Contract Costing	St. products by product costing.			
4	- Contract Costing.				
5			Cost Acc & Fin. Acc. Compare, Cost of Reconcile	Budgeting, Fixed & Flexible Budgeting. Activity-based Costing.	

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TERMWISE TEACHING PLAN

Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-Nov / D - TTP-SP4 BB1 / RTS5

Department: Self Finance BBI

Class : FYBBI

Subject : Principles and Practices of Banking and Insurance

Name of the Faculty: Swapna Joshi

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	—	Banking Scenario in India	Current Scenario Financial Inclusion	Types & Principles	Insurance in India
2	Introduction to Banking	Banking Scenario in India	RBI	Evolution & Growth	—
3	Introduction to Banking	Banking Services	Introduction to Insurance	Risk & Return & Claim	—
4	Regulation & Supervision	—	Introduction to Insurance	IRDA	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as approved

Date: 01/12/2016

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Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP-SF/BB1/ATR1

Department: Self Finance BBI

Class : FYBBI

Subject : Business Law

Name of the Faculty: R N Iyer

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (8)
1	—	—	Special contract - Indemnity Guarantee	Features - Promissory Bills of Exchange / Cheque	IT Act 2- Objective, Scheme
2	Introduction to Law Indian Constitution	Contract Act - essentials offer, acceptance, consent, free consent, discharge	Warrant / Plea	Crossed, payable to bearer, holder & holder in due course	Digital signature Authentication, Digital Certificate
3	—	Quasi-contracts	Agency	Types: Penal, Bill of Exchange	—
4	—	Breach & Remedies available in contract	Sale of Goods Act	Discharge Payment in discharge	—
5	—	—	—	Endorsement	—
6	—	—	—	—	—

Remarks by H.O.D.: Syllabus as approved

Date: 01/12/2016

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Term: Sem. I/II/III/IV/V/VI

16-17-^{new} / D - TTP-~~Self~~ / BB / I / FTPS

Department: Self Finance BBI

Class : FYBBI

Subject : Financial Accounting

Name of the Faculty: Poonam Shah

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	-	Valuation of shares	Buyback of equity shares	Redemption of debentures	Reversion
2	Valuation of goodwill	Buyback of equity shares	Redemption of preference shares	Redemption of debentures	-
3	Valuation of goodwill	Buyback of equity shares	Redemption of preference shares	Redemption of debentures	-
4	Valuation of shares	-	Redemption of preference shares	Redemption of debentures	-
5	-	-	-	-	-

Remarks by H.O.D.: Syllabus as approved Karita.

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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-Nov / D - TTP-SFY BBI, FTNP

Department: Self Finance BBI

Class : FYBBI

Subject : Business communication

Name of the Faculty: Nelson Daniel

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (8)
1	-	Use of powerpoint presentation	Meeting	Trade letters	Reports
2	Presentation	Group communication	Conference	Trade letters	
3	Presentation Skills	Interview	Public Relation	Language & writing skills	
4	Use of OHP & transparencies	-	Business correspondence	Summarisation	
5	-	-	-	-	-

Remarks by H.O.D.: Syllabus as approved

Date : 01/12/2016

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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP-SFC, BBI, P.T.S.C

Department: Self Finance BBI

Class : FYBBI

Subject : Foundation
course

Name of the Faculty: *Shylaja Chakravorty*

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	—	Human Rights	Ecology	Causes of conflicts	Conflicts
2	Globalisation	Human Rights	Sustainable development	Values and ethics	—
3	Globalisation and Indian economy	Ecology	Understanding conflicts and stress	Managing conflicts and stress	—
4	Changes in agrarian society	—	Causes of stress	Stress	—
5	—	—	—	—	—

Remarks by H.O.D.: *Syllabus as approved*
Date: *01/12/2016*
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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP-~~Sec~~ / BBI / PTPS

Department: Self Finance BBI

Class : FYBBI

Subject : Organisational Behaviour

Name of the Faculty: *Priya Shreff*

Week	Topics to be covered				
	June / November (6)	July / December (6)	August / January (8)	September / February (8)	October / March (2)
1	—	Group Dynamics	Soft skills. Johari Window	Meaning & Nature OD	Revision
2	Introduction to Organisation behaviour	Individual Behaviour	Organisation culture	Techniques of OD	—
3	Theories of Motivation	Group & team	Organisation change	Importance of OD	—
4	Theories of Motivation	—	Time and Stress mgmt	Cross culture skills	—
5	—	—	—	—	—

Department: Self Finance BBI

Remarks by H.O.D.: *Syllabus as approved*
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Academic Year: 2016-17

Term: Sem. I / II / III / IV / V / VI

16-17-^{Nov} / D - TTP- SFE/ BBI / PTRP

Department: Self Finance BBI

Class : FYBBI

Subject : Quantitative
Methods

Name of the Faculty: Rohit
Prasajapati

Week	Topics to be covered				
	June / November (G)	July / December (G)	August / January (G)	September / February (G)	October / March (G)
1	—	Linear programming	Matrices	Ratio & Proportion	Economic Indicators
2	Testing of hypothesis	Linear programming	Matrices	Percentages	—
3	Testing of hypothesis	Matrices	Determinants	Statistical Application in Investment Mgmt.	—
4	Linear Programming	—	Determinants	Statistical Applications in Investment Mgmt.	—
5	—	—	—	—	—

Remarks by H.O.D.: Syllabus as per approved copy.

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