



NAGINDAS KHANDWALA COLLEGE

AUTONOMOUS

SELF FINANCE (COMMERCE)

Bachelor of Commerce (Banking and Insurance)

Teaching Learning Plan

ACADEMIC YEAR

2019-2020

BB1



NAGINDAS KHANDWALA COLLEGE

DI/F-TTP/01

Autonomous
TERMWISE TEACHING PLAN

19-20-June/ D – TTP-SFC/BBI/FTVI

Academic Year: 2019-20

Term: Sem. V

Department: SFC

Class: TYBBI

Subject: Financial Reporting and Analysis

Name of the faculty: Vishnupriya Iyengar

Week	June	July	August	September
1		<u>Unit II</u> <u>Final Accounts of Insurance Company</u> Introduction,	<u>Flip Class 1</u> Ethical behavior and implication for accountants – Introduction Financial reports- Link between law and corporate governance, corporate social responsibility and ethics Importance and relevance of ethical behavior in accounting profession Implication of Ethical value For the Principle vs Rule based approaches to accounting std	
2	<u>Unit I</u> <u>Final Accounts of Banking Company</u> Legal Provisions, Statutory Reserves, Non Performing Assets- Classification, Income Recognition, Provisioning	Preparation and presentation of final accounts	<u>Flip Class 2</u> Principle based approach and ethics Accounting Std setting process and ethics Implication of unethical behavior on finance report Company code of Ethics Increasing role of whistle blowing Need to learn Ethics	Proposed dividend and unclaimed dividend, provision for tax and adv tax, Bill of exchange, Capital expenditure included in revenue expenditure, unrecorded sales and purchase, good sold on sale or return basis, managerial remuneration on net profit before tax, transfer to reserve, bad debt and provision for bad debt, calls in arrears, loss by fire, good distributed as free sample, 1
3	Bills Purchase and Discounted, Rebate on Bills	final accounts in accordance with insurance legislation	<u>Unit III</u> Relevant provisions of Companies act related to preparation of final accounts Preparation of final stmt as per companies act AS1 in relation to final account of companies	IFRS -1 First time adoption of international reporting std
4	Final Accounts in prescribed form	Accounting Policies from annual reports of listed insurance companies	Adjustment for- Closing Stock, Depreciation, Outstanding expense and income, prepaid expense and pre received income,	IFRS 2 Share based payment – Objective, scope, definition, Recognition, Equity Settled Vesting conditions, expected vesting period, determining the fair value of equity instruments granted, Modification of terms and condition, Cancellation, Cash Settled Share based Payment transactions, Share based Payment Transactions
5		<u>Unit IV</u> Cash Flow Analysis		

Remarks by H.O.D.: Syllabus as per autonomy

Issued by MR: Dr. Moushumi Datta

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Date: 24/06/19



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TERMWISE TEACHING PLAN

19-20-June/D- TTP- SFC/BBI/FTPP

Academic Year: 2019-20

Term: SEM V

Department: SELF FINANCE

Class: TYBBI

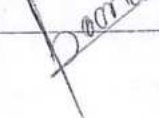
Subject: AUDITING - I

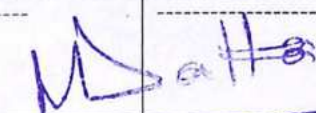
Name of the Faculty: POONAM POPAT

Week	Topics to be covered			
	June	July	August	September
1	-----	<u>Unit 2:</u> Audit planning: meaning, objectives, factors, sources of obtaining information, discussion with client, overall audit approach	Audit Sampling: Meaning, purpose, methods, factors, Sampling risk, Auditors liability. Internal Control: Meaning, purpose, review, Inherent Limitations,	-----
2	<u>Unit 1 – Introduction to Auditing</u> Financial Statements, Users of Financial statements, Meaning and Objectives of Audit, Primary and secondary objective of Audit, Meaning and types of errors and frauds,	Audit Programme: meaning, factors, advantages, disadvantages, overcoming limitations, overall audit approach	Internal control for Sales, Debtors, Purchases, creditors, wages and salaries. Internal check Vs Internal control, Internal check Vs Test check	<u>Audit of Expenditure:</u> Purchases, Salaries and wages, rent, insurance, Telephone expenses, postage, travelling, commission, Advertisement, Interest
3	Inherent limitations of Audit, Basic principles governing an audit Accounting Vs Auditing Auditing Vs Investigation	Audit working papers: meaning, importance, factors, contents, ownership and custody, Auditors lien on working papers and clients books	Internal Audit: (Flip class room) Meaning, principles, Objectives, evaluation of work of internal auditor by external auditor, Internal audit Vs External audit	<u>Audit of Assets:</u> Patterns, Dies, Loose tools, spare parts, empties and containers, Quoted Investment, Unquoted investment, trademarks, land and building, furniture and fixtures
4	Types of Audit: (Flip class room) Balance sheet audit, Interim Audit, Continuous audit, Concurrent audit and Annual audit.	Audit Notebook: Meaning, structure, contents, general information, current information and importance	<u>Unit 4 –</u> <u>Audit of Income:</u> Sales. Sales on approval, Consignment sales, sales return, Bad debts recovery, rent receipts, interest, Dividend, Royalties	<u>Audit of Liabilities:</u> Oust standing expenses, bills payable, secured loan, unsecured loan, contingent Liabilities
5	-----	<u>Unit 3 – Auditing Techniques</u> Test check: Meaning, factors, advantages, Disadvantages and precautions	-----	-----

Remarks by H.O.D.: Syllabus as per autonomy

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TERMWISE TEACHING PLAN

19-20-June/ D – TTP-SFC/BBI/FTKS

Academic Year: 2019-20

Term: Sem. V

Department: SFC

Class: TYBBI

Subject: Financial Services Management

Name of the faculty: Kavita Shah

Week	June	July	August	September
1		Indian Mutual Fund – growth and future	Securitization in India and abroad	
2	Unit I Introduction to Financial Services Financial Services Merchant Banking – definition, Services of merchant banks, Progress and Problems	Factoring-Meaning, Types, Indian Scenario	Depositories-Overview, features, Obligation, record, NSDL	Housing finance scenario in India-Growth factors, Agencies
3	Pledge and Hypothecation Procedure, Confirmation, Closure, Invocation	Forfeiting- Drawbacks & benefits of forfeiting	Unit IV Housing Finance and Consumer Finance Housing Finance- Introduction	Consumer Finance- Introduction, Types
4	Unit II Mutual Fund, Factoring and Forefeiting Introduction, Classification and Pricing of Mutual Funds (Flip Class)	Distinction between factoring and forfeiting	Housing Finance Case study	Mechanisms of consumer finance (Flip Class)
5		Unit III Securitisation of debt and depositories Definition, modus operandi		

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Kavita

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19-20- June/ D – TTP- SFC / BBI / FTGR

Academic Year: 2019-20

Term: SEM V

Department: Self Finance

Class: TYBBI

Subject: Actuarial Analysis in Banking and Insurance

Name of the Faculty: Mr. G. Hanumantharao

Week	June	July	August	September
1	-----	Principles of Actuarial Modelling , Markov Chains, Concept of Survival Models	Expressions in the form of integrals of the means and variance of PV	-----
2	Concept of Probability, Bayes Theorem, Probability Distribution	Estimation Procedures, Maximum Likelihood Estimators. Constant Transition Intensities Binomial Model of Mortality	Death Benefits, Moment of Death, annuity paid continuously	Risk Sharing Arrangements, Statistical Distribution suitable for aggregating losses
3	Expected Value and Variance, Central Limit Theorem	Probability of Death , Standard Table, The Process of Graduation	Concept of Decision Theory, Risk Factor, Minimax Criterion	Principles of statistical inferences, Concept of Excesses and Retention Limits
4	Sampling Distribution, Test of Hypothesis , ANOVA	Simple Assurance and Annuity Contract Means and Variance of PV	Probabilities and Moments of loss determination	The operation of simple forms of Proportional and Excess of Loss Reinsurance
5	-----	PV of benefit payments under each contract. Random Future Lifetime, annuity to be paid in advance or arrear	-----	-----

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H.K.

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Academic Year: 2019-20

Term: Sem. V

19-20-June / D – TTP-SFC /BBI /PTSM

Department: SFC

Class: TYBBI

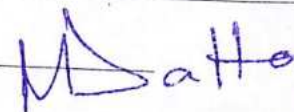
Subject: International Banking and Finance

Name of the Faculty: Sunny Mondal

Week	Topics to be covered			
	June	July	August	September
1	-----	Current Exchange Rate Systems	Foreign Exchange Arithmetic	-----
2	Unit 1: Fundamentals of International Finance	Unit 2: International Capital Markets	Risk Management	Functions of International Banking
3	International Monetary System	International Equity Markets	Unit 4: Fundamentals of International Banking Operations	International Lending Operations
4	International Monetary System	International Bond Market	Functions of International Banking	Revision
5	-----	Unit 3: Introduction to Foreign Exchange Market	-----	-----

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TERMWISE TEACHING PLAN

19-20-June/ D – TTP-SFC/BBI/FTSS

Academic Year: 2019-20

Term: Sem. V

Department: SFC

Class: TYBBI

Subject: Research Methodology

Faculty: Sonali Singh

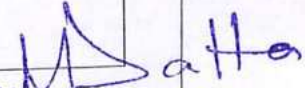
Week	June	July	August	September
1		Sampling: Meaning of sample and sampling Methods of sampling Non Probability Sampling Probability Sampling	Coding, Tabulation. Analysis of Data. Interpretation of Data.	
2	Unit 1: Introduction to Research Meaning, Objectives and Importance of Research. Types of Research Steps in Research Process. Characteristics of Good Research.	Unit 2 :Data Collection and Processing Types of Data and their Sources Methods of collection of primary Data: Observation	Hypothesis Testing : One sample T test, ANOVA. Sums, Case Studies.	Unit 4 : Advanced Statistical techniques Correlation and Regression Analysis. Sums, Case Studies.
3	Importance of Research Problem Steps in Formulation of Research Problem Research Design : Meaning, Definition Need, Scope and importance of Research Design	Methods of collection of Primary Data: Experimental Interview Survey	Hypothesis Testing : F test. Paired t sample test. Sums, Case Studies.	Factor Analysis Cluster Analysis Discriminant Analysis Multidimensional Analysis
4	Steps in Research Design, Essentials of a Good Research Design Hypothesis: Meaning, Nature, Significance, types and sources.	Methods of collection of Primary Data: Survey Instrument Questionnaire Designing Types of Questions	Hypothesis Testing : Chi Square. Sums, Case Studies.	Unit 5: Research Report Meaning, importance, Structure Types. Process and Essentials of a Good Report
5		Scaling Techniques: Likert Scale, Semantic Scale Unit 3: Data Analysis and Interpretation Processing of Data-Meaning and essentials of Editing		

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TERMWISE TEACHING PLAN

19-20-June/ D – TTP-SFC/BBI/FTVP

Academic Year: 2019-20

Term: Sem. III

Department: SFC

Class: SYBBI

Subject: Financial Markets

Name of the faculty: Vishnupriya Iyengar

Week	June	July	August	September
1		Unit II Financial Markets in India Indian Money Market - meaning, features, functions, importance.	Unit IV Derivatives Market Meaning, history, factors driving growth of derivative market	
2	Unit I Indian Financial System Structure of Indian Financial System- Financial Intermediaries, Financial Markets, Financial Instruments, Financial Services	Indian Money Market - defects, participants, components, reforms Indian Capital Market- Meaning, features, functions, importance, participants, instruments, reforms	Types of derivatives, elements of derivative market	Unit III Commodity Market Flip Class 2 Introduction to Commodities markets-meaning, history and origin
3	Functions and weakness of financial system, Evolution of Indian Financial System, Overview of phases of Indian financial system since independence.	Indian Debt Market- Market instruments, listing, primary and secondary segments	Types of underlying assets, participants of derivative market, advantages, disadvantages of trading in derivatives market	Types of commodities traded, structure of commodities market in India, participants in commodities markets
4	Role of Government in financial development, Monitoring framework for financial conglomerates.	Flip Class 1 Indian Stock Market- Meaning and functions of Stock exchange, NSE, BSE	Current volumes of derivative trade in India, difference between forwards and futures	Trading in commodities in india, commodity exchanges in india and abroad, reasons for investing in commodities
5		Equity Market- Primary Market. IPO, Book Building, Role of merchant bankers, ASBA, Green shoe option, Issue of bonus shares, Right Shares, Sweat equity shares, ESOP		

Remarks by H.O.D.: Syllabus as per autonomy

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Vijaya

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TERMWISE TEACHING PLAN

19-20-June/ D – TTP-SFC/BBI/FTSL

Academic Year: 2019-20
Department: SFC

TERM: SEM 3
Class: SYBBI Subject: Financial Management

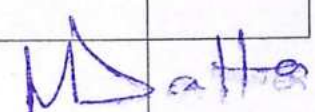
Name of the faculty: Prof Shezad Lalani

Week	June	July	August	September
1	----- ---	Capital Structure Decisions-Meaning Importance of Capital Structure	UNIT 2 Financial Goal Setting & Time Value of Money Meaning ,technique, benefits of Financial Planning	-----
2	UNIT 4 Financial Decisions Cost of Capital	EBIT-EBT Analysis, Walter & Gordon model	Economic Value Added, Free Cash Flow	UNIT 1 Introduction to Financial Management Types of finance, Long Term & Short term sources of finance, Venture Capital & Hybrid Financing.
3	WACC using Book Value & Market Value as weights	UNIT 3 Investment Decisions -Capital Budgeting NPV, Payback period	PV of Annuity, Techniques of discounting	Meaning, Importance & scope of Financial management, Functions & Objectives of Financial Management
4	Marginal Cost of Capital	Capital Rationing, Profitability Index	PV of Annuity, Discounting Techniques (FLIP CLASS)	Objectives of Firm-Profit Maximization & Shareholders Wealth Maximization
5	-----	NPV ,Capital Rationing (FLIP CLASS)	-----	-----

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19-20-June/ D – TTP-SFC/BBI/PTDS

Academic Year: 2019-20

Term: Sem. III

Department: SFC

Class: SYBBI

Subject: Management Accounting

Name of the faculty: Darshan Shah

Week	June	July	August	September
1	-----	Study of Corporate Financial Statement Analysis.(Practical Sums)	Unit III Working Capital Management (Theory)	-----
2	Unit I Introduction to Management Accounting Meaning, Definition, Role and Tools of Management Accounting.	Ratio Analysis (Theory)	Working Capital Management (Theory)	Unit IV Management of Profits/Dividend Policy & Bonus (Theory)
3	Unit II: Study of Corporate Financial Statement Analysis.(Theory & Practical Sums)	Ratio Analysis (Practical Sums)	Working Capital Management (Practical Sums)	Management of Profits/Dividend Policy & Bonus (Practical)
4	Study of Corporate Financial Statement Analysis.(Practical Sums)	Ratio Analysis (Practical Sums)	Working Capital Management (Practical Sums)	Management of Profits/Dividend Policy & Bonus (Practical)
5	-----	Ratio Analysis (Practical Sums)	-----	-----

Remarks by H.O.D.:

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Sign.:

D. M. Shah

Date:

24/6/19

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TERMWISE TEACHING PLAN

19-20- JUNE / D - TTP-SFC / BBI / PTRNI

Academic Year: 2019-20
Department: SFC-BBI

Term: Sem. III
Class: SYBBI

Subject: Direct Tax

Name of the Faculty: Ramnath Iyer

Week	June	July	August	September
1		Computation of Income from salaries	Income from House property	
2	Definitions: Basic terms, Assessment year and previous year	Exemption, HRA, Gratuity, Leave salary, Pension	Practical problems on Income from house property	Profit and gains form business and profession
3	Determination of residential status	Problems on computation of salary income	Capital gains	Profit and gains form business and profession
4	Computation of Income from Salaries	Problems on computation of salary income	Capital gains	Computation of Total Income of Individuals
5		Income from House property		

Remarks by H.O.D.: Syllabus as per autonomy

Sign. : *Ramnath Iyer*

Date: 24/06/19

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TERMWISE TEACHING PLAN

19-20 -June/ D – TTP- SFC/ BBI/PTTS

Academic Year: 2019-20

Term: SEM III

Department: Self Finance

Class: SYBBI

Subject: Information Technology in Banking & Insurance: I

Name of the Faculty: Dr. Trupti Shah

Week	June	July	August	September
1	-----	Technology behind the web- Security and web-Excel- use of different formulas- Pivot table- What if analysis- types of cell address	Application in Banking and Insurance sectors- calculation of interest-cash flow-	-----
2	Introduction- E-Commerce- Framework-Applications	Market forces influencing the I way- Network access Equipment-	E-banking- meaning- features- core banking-Electronic Payment System- Types of EPS-	Cyber security-Password and reporting internet fraud. Various threats and attacks-Denial of service-
3	Network Infrastructure- Components of I-way- WWW components	Advanced functions of Excel- financial function-Lookup functions-	E-banking- use of plastic cards or other readymade software to make payment- Risk in EPS-	Cyber security-Password and reporting internet fraud.
4	Excel- Worksheet- Manipulating data in Excel- Cell reference- working with advanced feature of Excel	Other Formulas of Excel- E-Banking- meaning- features- Legal framework-	Cyber Law- Cyber security-need and history- Cybercrime and other threats-	Computer security- e-security- password security- doubt solving-
5	-----	Other Formulas of Excel- with proper examples	-----	-----

Remarks by H.O.D.: Syllabus as per autonomy

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TERMWISE TEACHING PLAN

19-20-June / D – TTP-SFC /BBI /PTSM

Academic Year: 2019-20

Term: Sem. III

Department: SFC

Class: SYBBI

Subject: Risk Management

Name of the Faculty: Sunny Mondal

Week	Topics to be covered			
	June	July	August	September
1	-----	Unit 2: Equity, Currency and Commodities Market in India	RBI Guidelines on Credit Rating Framework in Banks	-----
2	Unit 1: Basic Risk Types	Equity, Currency and Commodities Market in India	Introduction of Basel Norms and Calculation of Capital Adequacy Ratio	Risk Management through Derivatives
3	The Role of Risk Management and Enterprise Risk Management	Introduction to Derivatives	Introduction of Basel Norms and Calculation of Capital Adequacy Ratio	Interest Rates and Measures of Interest Rate Sensitivity
4	History of Financial Disasters	Fixed Income Securities	Unit 4: Risk Measurement	Revision
5	-----	Unit 3: Credit Market Risk Management	-----	-----

Remarks by H.O.D.: Syllabus as per autonomy.

Sign.:

Sunny Mondal
M Datta

Date: 12 June 2019.

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18-19- JUNE / D – TTP-SFC / BBI /FTSJ

Academic Year: 2019-20
Department: BBI

Term: Sem. III
Class: SYBBI

Subject: Human Resource Management

Name of the Faculty: Swapna Joshi

Week	June	July	August	September
1		Techniques of job analysis, Job design, method of job design, factors affecting job design ✓	Recruitment – meaning, sources of recruitment- internal and external , selection procedure	
2	Unit 1: Framework of Human Resource Management Introduction , Nature, scope , functions and objectives of HRM, policies, HR policies, types, importance	Job Evaluation, meaning Importance, competency based Job Analysis.	Unit 3: Training and Development Employee training and development, nature, process of training, training method (Flip Classroom)	Unit 4: Compensation Meaning, need, importance, current trends in compensation. (Flip Classroom)
3	Role and functions of HR manager, Qualities of HR manager, HRM and strategies, Strategic functions of HRM, Strategic HR, Global Competitiveness and HR	Job Satisfaction ,need, importance, meaning, objectives	On the job and off the job training, Management development program- need , importance , process, scope, methods	Team based incentives, pension schemes with reference to B&I. fringe benefits, perquisites , Allowances and other non- monetary benefits
4	Unit 2: HR procurement Planning and Recruitment Job Analysis, meaning, importance, benefits, information required for job analysis	HR planning, meaning, importance , process, methods of HR Planning	Difference between training and development, performance appraisal – method, process , advantages and limitations	VRS- concept, types, need, effects, participative management – meaning, levels, employee welfare, comparative study of working conditions in banks, insurance companies, financial institutions
5		Preparing manpower inventory, promotion and transfer, meaning, importance.		

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Sign. : Swapna Joshi

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19-20-July / D – TTP- SFC /BBI /FTND

Academic Year: 2019-20
Department: SFC-BBI

Class: FYBBI

Term: Sem. I

Subject: Business Communication I

Name of the Faculty: Nelson Daniel

Week	Topics to be covered			
	July	August	September	October
1	Theory of Communication and Leadership: The Concept of Communication	Obstacles to Communication in Business World (FLIP CLASS) ➤ Barriers to Communication	---	Language and Writing Skills Paragraph Writing
2	Theory of Communication and Leadership Channels and Objectives of Communication	Obstacles to Communication in Business World ➤ Listening Skills (FLIP CLASS)	Business Correspondence ➤ Personnel Correspondence	---
3	Theory of Communication and Leadership Methods and Modes of Communication	Obstacles to Communication in Business World ➤ Introduction to Business Ethics	Language and Writing Skills ➤ Commercial Terms used in Business Communication	---
4	Theory of Communication and Leadership Methods and Modes of Communication	Business Correspondence ➤ Theory of Business Letter Writing	Language and Writing Skills ➤ Commercial Terms used in business Communication	---
5	Obstacles to Communication in Business World ➤ Problems in Communication	---	Language and Writing Skills ➤ Paragraph Writing	---

Remarks by H.O.D: Syllabus as per autonomy

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TERMWISE TEACHING PLAN

19-20- July / D – TTP- SFC / BBI/PTAF

Academic Year: 2019-20
Department: SFC-BBI

Term: Sem. I
Class: FYBBI

Subject: Foundation Course -I

Name of the Faculty: Ashley Fernandes

Week	July	August	September	October
1	Unit I- Multi – cultural diversity, Overview of Indian society, demographic composition Population	Unit III Concept of Disparity II Explore disparities arising out of gender with special reference to violence against women.	-----	Political party system in India, Local self – government – urban and rural.
2	Understanding regional variations according to rural, urban, tribal characteristics. Concept of Diversity	Female foeticide (declining sex ratio), portrayal of women in media.	Unit IV The Indian Constitution Philosophy of the constitution as set out in the Preamble	-----
3	Unit II- Understanding the concept of disparity as arising out of stratification and inequality	Inequalities faced by people with disabilities.	Structure of the constitution Fundamental duties of the Indian citizen	-----
4	Examine inequalities manifested due to the caste system and inter – group conflicts arising thereof. Understand inter – group conflicts arising out of communalism.	Understand issues of people with physical and mental disabilities	Basic features of the constitution	-----
5.	Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.	-----	-----	-----

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TERMWISE TEACHING PLAN

19-20- July / D – TTP- SFC / BBI/PTSC

Academic Year: 2019-20

Term: Sem. I

Department: SFC-BAF

Class: FYBAF 'A'

Subject: Business Economics

Name of the Faculty: Shylaja Chakravorty

Week	July	August	September	October
1	Module - I Definition & Scope Business Economics.	Module III – Production Function types Isoquants curves	-----	Pricing methods
2	Basic Concepts of Economics & Basic Tools – Demand Analysis	Law of diminishing marginal returns – law of returns to scale.	Module IV Markets- perfect competition- features, short run- long run equilibrium.	-----
3	Changes in Demand & supply analysis. Market Equilibrium	Economies of Scale internal & external. Definition of Cost concepts – Numericals	Monopoly – features, short run- long run equilibrium	-----
4	Nature of demand Curve. Under different Markets Module II- Elasticity of demand .Definitions – factors & importance	Short run & long run Cost curves- Break Even analysis case study	Monopolistic competition, Oligopoly - features	-----
5.	Numerical Problems demand forecasting – Types importance & methods Numericals	-----	-----	-----

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Sign. : *S Chakravorty*

Date: 11/07/19

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TERMWISE TEACHING PLAN

19-20- July / D – TTP- SFC / BBI/FTSJ

Academic Year: 2019-20

Term: Sem. I

Department: SFC-BI

Class: FYBBI

Subject: Principles of Management

Name of the Faculty: Ms. Swapna Joshi

Week	July	August	September	October
1	Unit I Introduction to Management Management concept, nature , process , and importance and significance	Controlling – meaning, importance, process Reporting and budgeting	-----	Framework and principles, management of crises.
2	Different functional areas of management, 6M's of management , managerial roles, managerial skills	Unit III Strategic Management Meaning , factors for strategic choice , levels of strategy	Unit IV Recent Trends In Management Social responsibility of business, concept, cases for and against	-----
3	Contribution of management – F.W Taylor, Henry Fayol, Elton Mayo	Strategic Management process, corporate portfolio Analysis.	Responsibility towards various stakeholder, concept of change management	-----
4	Unit II Functions of Management Planning – concept, meaning, importance, planning process, Organizing – concept, meaning , importance	BCG Matrix, GE Machesney framework , Hofer's matrix	Process, causes and consequences of change, causes of resistance to change. (Flip Class)	-----
5	Staffing – meaning, recruitment , sources (Flip Class)	-----	Overcoming resistance to change , business ethics and corporate governance.- concept , theories	----- MANAGEMENT REPRESENTATIVE ISO 9001 : 2015 NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS) MALAD (W), MUMBAI - 400 064

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19-20- July / D – TTP- SFC / BBI/PTSK

Academic Year: 2019-20

Term: Sem. I

Subject: Environment and Management of Financial Services

Department: SFC-BBI

Class: FYBBI

Name of the Faculty: Surabhi Kapadia

Week	July	August	September	October
1	Unit 1: Financial System, Institutional Set up, Marketing Structure and instruments.	Unit 2: Significance and role of Banking and Insurance in Mobilizing Savings, Investment, Accumulations and Economic Growth	-----	Revision & Presentations
2	Unit 1: Overview of Different Kinds of Financial Service	Unit 2: Significance and role of Banking and Insurance in Mobilizing Savings, Investment, Accumulations and Economic Growth	Unit 3: Asset Liability Management in Banking & Insurance	-----
3	Unit 1: Overview of Different Kinds of Financial Service	Unit 2: Functions and working of Banking and Insurance companies	Unit 3: Organizational Structure and Management	-----
4	Meaning, Definition and Scope of Banking and Insurance	Unit 3: Risk Management within the organization of Banks and Insurance Companies	Unit 4: Banking companies and RBI Acts and Legal Framework Governing the Insurance, Developmental Activities of IRDA & RBI	----- <i>M. Datta</i>
5	Meaning, Definition and Scope of Banking and Insurance	-----	Unit 4: Mechanism of Supervision and Regulation & Prudential Norms	----- MANAGEMENT REPRESENTATIVE ISO 9001 : 2015 NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS) MALAD (W), MUMBAI - 400 064

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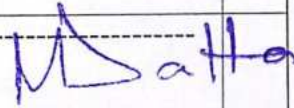
Academic Year: 2019-20

Term: Sem. I

Department: SFC-BBI Class: FYBBI

Subject: Financial Accounting

Name of the Faculty: Asst. Prof. Bhumika Patel

Week	July	August	September	October
1	Unit 1- Introduction to Accounting -Meaning, scope, objectives, need, importance and limitations of accounting	-Stock Valuation –Weighted Average method	-----	- Final Accounts of Manufacturing & Trading Concerns -Accounting Standard 1
2	-Accounting terminology, accounting principles, concepts and conventions. -Branches of accounting	-Hire purchase- Calculation of interest, journal and ledger in the books of hirer and vendor	-Meaning ,type of debentures -Issue of debentures at par, premium and discount	-----
3	-Classification of accounts and rules of debit and credit -Journal entries , ledger	Unit 4- Issue of Shares & Debentures -Meaning, nature and types of shares	-Issue of shares and debentures for consideration other than cash -Balance sheet extracts	-----
4	-Subsidiary books -Trial balance -Capital & Revenue, Expenditure & Receipts	-Issue of shares at par, premium and discount -Forfeiture and reissue of shares -ESOP	Unit 3 – Final Accounts of Manufacturing & Trading Concerns	 MANAGEMENT REPRESENTATIVE <small>ISO 9001:2015</small> NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS) MALAD (W), MUMBAI - 400 064
5	Unit 2- Stock Valuation and Hire Purchase -Stock Valuation –FIFO method	-----	- Final Accounts of Manufacturing & Trading Concerns	-----

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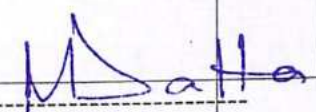
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Academic Year: 2019-20
Class: FYBBI

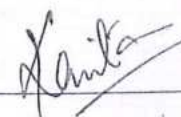
Term: Sem. I
Subject: Quantative Methods-I

Department: SFC-BBI
Name of the Faculty: Kavita Rana

Week	July	August	September	October
1	Unit I : Organizing data, frequency distribution, graphical and diagrammatic representation	Geographical representation and utility, Covariance- definition, application	-----	Quantity and value index nos for agricultural, industrial production, retail prices, consumer price index nos for security prices etc.
2	Histogram, frequency polygon, ogives, averages – objective and types.	Correlation – concept, rank correlation, regression- concept, relation with correlation	Rules of probability, conditional and unconditional probability, Bayes theorem	-----
3	Arithmetic, geometric, harmonic mean – advantages, disadvantages and uses,	Regression – estimation: fitting of straight line, method of least square	Discrete and continuous variable, expected value, Decision theory, normal distribution.	-----
4	Mode, median, quartiles, deciles and percentiles for grouped and ungrouped data	Construction of estimation line. Unit III : Probability – concept, venn diagrams	Unit IV : Index nos – Concept, usage, construction, types, aggregate and relative method of constructing index nos.	----- 
5	Unit II : Dispersion-concept and idea, Range, Quartile deviation, Mean deviation, Standard deviation, relative measures	-----	Chain base index nos., Test of consistency, time reversal factor, reversal and circular test	----- MANAGEMENT REPRESENTATIVE ISO 9001 : 2015 NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS) MALAD (W), MUMBAI - 400 064

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19-20-Nov. / D – TTP-SFC/BBI/FTPVS

Academic Year: 2019-20 Term: Sem. IV

Department: SFC Class: TYBBI Subject: Security Analysis and Portfolio Management (SAPM) Name of the Faculty: Ms. Poonam Shah

Week	Topics to be covered				
	November	December	January	February	March
1		Investment Environment in India and Factors Conducive for Investment in India.	<u>UNIT II Portfolio Management – Valuation</u> Portfolio Revision, Portfolio Evaluation	Ratio Analysis, Assessment of risk (Leverages), Dow Theory	CAPM – Theory & Sums
2		Portfolio Analysis – Meaning and its components, Calculations of Expected Rate of Return and Risk, Calculations of Covariance, Risk – Return trade off	Bond Valuation – Bond Return, YTM, Yield to Call	Technical Analysis – Meaning, Principles, Patterns,	Revision
3		Portfolio Selection – Markowitz Model, Measuring Security return and portfolio return and risk under Single Index Model And Multi Index Model	Bond Pricing, Bond Risk, Bond Duration	Mathematical Indicators – Moving Averages, Oscillators, Relative Strength Index Market Indicators, Fundamental Analysis V/S Technical Analysis	
4	<u>UNIT I Portfolio Management – An Introduction and Process</u> Investment Meaning, Characteristics, Objectives, Investment V/S Speculation, Investment V/S Gambling, Types of Investors		<u>Unit III Fundamental Analysis and Technical Analysis</u> Economy Analysis, Industry Analysis, Company Analysis / Financial Statements, Analysis of financial statements	<u>Unit IV – Efficient Market Theory & CAPM</u> Random Walk Theory, Efficient market and Market Efficient Hypothesis	
5	Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management.				

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Academic Year: 2019-20
 Subject: AUDITING-II

Term: Sem. VI

Department: SFC

19-20-Nov. / D – TTP-SFC/BBI FTTP

Class: TYBBI

Name of the Faculty: POONAM POPAT

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Branch, Joint and special audit Maintenance of books of accounts, Related party transaction,	Unit -II Audit of Banking Companies: Form and content of financial statements	Submission of audit report of insurance companies, Audit of account of Insurance companies: Audit of Income and expenditure	Computer Assisted Auditing Techniques (CAAT's) and special techniques used in EDP audit
2	-----	segment reporting, Divisible profit, Dividend and Depreciation, Representation by management	Format of audit report, Long form audit report,	Audit of major assets of Insurance company Audit of major Liabilities of Insurance company	Professional Ethics and Schedules to chartered accountants act 1949 relating to Professional misconduct
3	-----	Contents of annual report, Distinction between report and certificate, types of audit reports, elements of audit report (Flip classroom)	Conducting an audit, Initial considerations by statutory audit, Internal control system, Verification of Assets & Verification of Liabilities	Unit-IV New areas of Auditing Cost audit, HR audit, Management audit, Operational audit, Forecast audit	-----
4	Unit-I Audit of Limited Companies: Qualification, Disqualification, Appointment,	-----	Unit-III Audit of Insurance Companies: General insurance & Life Insurance Books and registers to be maintained by an Insurance Co.	Social audit, Tax audit, Forensic audit, Green audit (Flip classroom) Audit in EDP environment, General approach to EDP audit, CAAT'S	-----
5	Removal, Remuneration, Audit ceiling, Rights, Duties, Liabilities of Auditors	-----	-----	-----	-----

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19-20-Nov/ D – TTP- SFC/BBI/FTMTM

Academic Year: 2019-20

Term: Sem. VI

Department: SFC-BBI

Class: TYBBI

Subject: Banking Aspects in Business

Name of the Faculty: Ms. Meha Mandawewala

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Entrepreneur: meaning, skills, traits, creativity and innovation	Turnaround: meaning, concept, indicators, selling of sick units, going private	Takeover: concept, types, features, process, merits, limitations, issues	Presentations and viva
2	-----	Business plan: meaning and concept, benefits, developing a business plan, preparing a business proposal and project report	Turnaround packages: BPR, TQM, 5s, Kaizen, flowcharts and process mapping	UNIT 4: Institutional support for entrepreneurial activities: financial incentives by government, bank schemes, other NBFCs	Revision
3	Introduction, syllabus and case study	UNIT 2: Industrial Sickness: meaning, causes, symptoms, consequences	UNIT 3: Restructuring: concept, types, teams, issues.	Role of institutes for turnaround: role of banks, BIFR	-----
4	UNIT 1: Entrepreneurship: concept, features, need and importance, functions	-----	Mergers and acquisition: concept, types, features, process, merits, limitations, issues	Role of institutes in restructuring: role of banks and NBFCs, venture capitalist, merchant bankers	-----

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19-20-Nov. /D – TTP-SFC/BBI/FTKS

Academic Year: 2019-20

Term: Sem. VI

Department: SFC

Class: TYBBI

Subject: Marketing in B&I

Name of the Faculty: Dr. Kavita Shah.

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Unit II Consumer Behaviour Consumer response, Consumer delight	Unit III Rural Marketing Concept and Scope	Unit IV E Marketing Scope, Benefits and problems	2P+2C+3S formula in E Marketing
2	-----	Marketing Communication Flow and Process	Rural vs Urban marketing Characteristics of Rural consumer	E marketing techniques and internet marketing	Case Study on Unit III and Unit IV (FLIP CLASS)
3	-----	Interpersonal and persuasive communication	Pricing and promotional strategy for rural markets	Digital Marketing	-----
4	<u>Unit I – a) Introduction to Marketing and Service Marketing</u> Meaning, Importance, Scope Marketing Segmentation Marketing Mix	-----	Logistics Management E Choupal applications	Case Studies on Unit I and II (FLIP CLASS)	-----
5	Marketing mix strategies and Marketing logistics	-----	-----	-----	-----

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Date: 2/12/19

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19-20-Nov./ D – TTP-SFC/BBI/PTSK

Academic Year: 2019-20 Term: Sem. VI
Department: SFC Class: TYBBI

Subject: Central Banking

Name of the Faculty: Ms. Surabhi Kapadia

Week	Topics to be covered				
	November	December	January	February	March
1	----- ---	Module 1: Functions of Central Bank	Module 2: Reserve Bank of India	Module 3: An overview of Fiscal Policy	Module 5: Financial Stability
2	----- -----	Module 1: Contemporary issues	Module 2: India Specific Issues	Module 3: Striking balance between inflation and growth through monetary and Fiscal Policies	Class Evaluation Presentations
3	-----	Module 1: Contemporary issues	Module 3: Monetary Policy	Module 4: Indian Financial System	-----
4	Module 1: Evolutions and Functions of Central Bank	----- ---	Module 3: Credit Policy	Module 5: Financial Stability	-----
5	Module 1: Evolutions and Functions of Central Bank	----- ----	-----	-----	-----

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19-20-Nov. /D – TTP-SFC/BBI/FTKS

Academic Year: 2019-20

Term: Sem. II

Department: SFC

Class: SYBBI

Subject: Business Economics-II

Name of the Faculty: Dr. Kavita Shah.

Week	Topics to be covered				
	November	December	January	February	March
1		Short run economic fluctuations: Features and Phases of Trade Cycles	Unit II – MONEY, INFLATION AND MONETARY POLICY Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money	Unit III CONSTITUENTS OF FISCAL POLICY Role of a Government to provide Public goods-Principles of Sound and Functional Finance	Unit IV OPEN ECONOMY; THEORY AND ISSUES OF INTERNATIONAL TRADE The basis of international trade: Ricardo's Theory of comparative cost advantage - Heckscher – Ohlin theory of factor endowments - terms of trade - meaning and types - Factors determining terms of trade - Gains from trade - Free trade versus protection
2		The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply - Consumption Function.	Demand for Money: Classical and Keynesian approaches and Keynes' liquidity preference theory of interest	Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy and Instruments	Foreign Investment, BOP and Foreign Exchange Market (FLIP CLASS)
3		Investment function - effects of Investment Multiplier on Changes in Income and Output.	Inflation: Demand Pull Inflation, and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy.	Union budget -Structure- Deficit concepts-Fiscal Responsibility and Budget Management Act.	
4	Unit I, INTRODUCTION TO MACROECONOMIC DATA AND THEORY Macroeconomics: Meaning, Scope and Importance.		Monetary Policy: Meaning, objectives and instruments, inflation targeting	Unit IV Foreign Exchange Risk, Appraisal and tax management International tax environment	
5	The Measurement of national product: Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare (FLIP CLASS)				

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Date:

Kavita
28/11/19

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Kavita
27/11/19

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19-20-Nov. / D – TTP-SFC/BBI/FTPP

Academic Year: 2019-20

Term: Sem. IV

Department: SFC

Class: SYBBI

Subject: FINANCIAL MANAGEMENT

Name of the Faculty: POONAM POPAT

Week	Topics to be covered				
	November-	December	January	February	March
1	-----	Practical examples Working capital financing	Inventory management: Meaning, objectives, inventory control techniques	Material budget, Cash Budget, Flexible budget, Practical examples on budgeting	Operating leverage, Financial leverage and combined leverage Practical examples
2	-----	Working capital Financing: Trade credit, bank credit, Commercial papers, CD's,	EOQ, ABC analysis, VED analysis, perpetual inventory control technique	Practical examples on budgeting	Investment objective for Individuals and business purpose. Discussion of paper pattern and revision
3	-----	Unit-II Cash Management: Meaning, motives, objectives, factors, strategies	Unit-3 Financial Planning: Meaning, and Essentials of Budgeting Types of budget, Advantages of budgeting	Unit-IV Financial policy and corporate strategy: Meaning of strategic financial management, Functions, decision making framework	-----
4	Unit-I Working capital management: Meaning, Types, Determinants, Operating cycle, Component of WC	Receivables management: Meaning, objectives, credit policies, credit terms, collection policy, credit evaluation	Zero based budgeting, Master budget, Sales budget, Production budget	Business risk and Financial risk, Debt V/S Equity financing, Leverage, Types of Leverage	----- <i>M. Datta</i>
5	Estimate of working capital needs of manufacturing and trading concerns	-----	-----	-----	----- MANAGEMENT REPRESENTATIVE ISO 9001 : 2015 NAGINDAS KHANDWALA COLLEGE (AUTONOMOUS) MALAD (W), MUMBAI - 400 084

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19-20-Nov./ D – TTP-SFC/BFM/FTSL

Academic Year: 2019-20
 Department: SFC

Term: Sem. IV
 Class: SYBBI

Subject: Cost Accounting

Name of the Faculty: Shezad Lalani

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Cost Sheet	Reconciliation of cost and financial records	Standard Costing	Marginal costing
2	-----	Cost Sheet	Reconciliation of cost and financial records	Standard Costing	UNIT 1 Theory Costing
3	-----	Reconciliation of cost and financial records	UNIT 3 Standard Costing	UNIT 4 Marginal costing	Theory Costing
4	-----	-----	Standard Costing	Marginal costing	-----
5	UNIT 2 Cost Sheet	-----	-----	-----	-----

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DI/F- TTP-00

Academic Year: 2019-20
Department: SFC-BBI

Term: Sem. IV
Class: SYBBI

Subject: Corporate Law and Securities Law

19-20-Nov./ D – TTP-SFC/BFM/PTAS

Name of the Faculty: Ms. Arifa

Week	Topics to be covered				
	November	December	January	February	March
1		Application of Company Law to Banking and Insurance Sector - Application of Companies Act to Banking and Insurance sector governed by Special Acts.	Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange.	SECURITY EXCHANGE BOARD OF INDIA SEBI: Objectives-teens-establishment-powers functions-accounts and audit-penalties -registration	Fungibility, Bye laws of depository, Governance of Depository and Internal audit of depository Participants
2		S.1 (4) of Companies Act 2013 Exceptions provided (S.67 (3), S. 73 (1), S.129 (1), 179(3), S.180 (1) (c), S.186, S.189	Corporatization and demutualization of Stock Exchange – Meaning, Procedure & Withdrawal. Power of recognized Stock Exchange to make rules restricting voting rights etc.	Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-IPO-Employee option-right-bonus preferential allotment intermediary-operational promoter lock in period requirements-offer document.	BSDA and single registration for depository participants
3		2. REGULATORY FRAMEWORK GOVERNING STOCK EXCHANGES AS PER SECURITIES CONTRACTS REGULATION ACT 1956	Power of Central Government to Direct Rules or Make rules Power of SEBI to make or amend bye laws of recognized stock exchange	THE DEPOSITORIES ACT, 1996 Depository – Meaning, Benefits, Models, Functions Participants	
4	Development of Company Law in India Doctrines Governing Corporations - Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego.		Books and Accounts to be maintained by recognized stock exchange Grounds on which stock exchange can delist the securities of a company Section 3 to Section 20	The Depository Act 1996 – Objectives, Eligibility condition for depository services	
5	The Principle of Non-Interference (Rule in Foss V/s Harbottle) – Meaning, Advantages, Disadvantages & Exceptions, Majority and Minority Rights under Companies Act				

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DI/F- TTP-00

19-20-Nov./ D – TTP-SFC/BBI/PTTS

Academic Year: 2019-20 Term: Sem. IV

Department: SFC

Class: SYBBI

Subject: Information Technology in Banking II Name of the Faculty: Dr. Trupti Shah

Week	Topics to be covered				
	November	December	January	February	March
1	---	RDBMS Tools -Technological Changes in Indian Banking Industry, Trends in Banking and Information Technology, Technology in Banking, Lead Role of Reserve Bank of India, New Horizons for Banking based IT- Features of Power Point-Hyperlink-Audio and Video in Files-Photo Album-Use of Master Slide-.ppsx file format-	Institute for Development & Research in Banking & Technology (IDRBT)- IT Applications and Banking Objectives, Power Point other features-	E-Checks-Protocols and Standards, Problems on mechanization, e-Banking- RBI Regulations & Supervision, Technology Diffusion. - Applications of Internet: Introduction to e-mail. Steps to create the same- options present on mail box-	Use of Google drive in storing the Google documents, excel sheets, presentations and PDF files.
2	-----	Credit Information Company Regulation Bill- 2004, Automation in Indian Banks, Cheque clearing using MICR technology, Innovations, Products and Services	Electronic Commerce and Banking, Banking Software -Electronic Clearing and Settlement Systems- E-Checks-Protocols and Standards, Problems on mechanization, e-	writing professional e-mails, creating digitally signed documents, use of outlook express:	Practice for PowerPoint presentation Outlook Express- doubt solving.


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			Banking-RBI Regulations & Supervision, Technology Diffusion.		
3		Teleconferencing, Internet Banking, Digital Signature in Banking, MICR- Facility for 'paper-based' clearing, Cheque Truncation.	Dealing with Fraudulent transactions under CTS	Options present on Outlook Express- configuring outlook express, creating and managing profile in outlook, sending and receiving e-mails via outlook express	
4	Introduction-various models- online banking, internet banking, mobile banking, SMS banking, - models of electronic payments, other business models - Power Point presentation other features- Use of master slide-		Applications of Internet: Introduction to e-mail. Steps to create the same- options present on mail box-	Emailing the merged documents, boomerang facility of email, Google drive:	
5	Induction of Techno Management Development Life Cycle, Project Management, Building Data Centers, Role of DBMS in Banking, Data Warehousing and Data Mining				

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NAGINDAS KHANDWALA COLLEGE
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TERMWISE TEACHING PLAN

DI/F- TTP-00

Academic Year: 2019-20
Department: SFC

Term: Sem. IV
Class: SYBBI

Subject: Business Ethics And Corporate Governance

19-20-Nov./ D – TTP-SFC/BBI/ FTSJ

Name of the Faculty: Ms. Swapna Joshi

Week	Topics to be covered				
	November	December	January	February	March
1		Values: meaning, types, Teachings from scriptures like Gita, Quran and Bible w.r.t. Indian value system in business	Malhotra Committee, CII Code. OECD Narshimam Committee	CSR of business towards various groups and CSR towards social organizations	Ethical approach in IPR with respect to Design, Patents and Copyrights. Ethics and IT
2		Unit 2: Corporate Governance - Meaning, principles, significance and framework of Corporate Governance	Corporate Governance in Globalized economy, Corporate Governance in Banking, Insurance and Financial institutions	Unit 4: Corruption – Corruption: Meaning, Causes and Effects Frauds and Scams in Banks,	Case study and revision
3	Unit 1 : Business Ethics Meaning, Nature and sources of business ethics Unfair Business practices: Features and reasons	Corporate Governance reports of Narayan Murthy Committee, Cadbury Committee , Kumar Mangalam Birla Committee	Unit 3: Code Of Conduct And Corporate Social Responsibility - Code of conduct in Business Houses: Meaning, Features of Good Code of Conduct, Code of conduct for banking and insurance sector (with cases of banking companies and Insurance companies)	Frauds and scams in Insurance Companies, Financial Markets (Current case studies and supreme court judgments	
4	Whistle Blowing policy and laws related to protection of whistle Blower		Corporate Social Responsibility: Meaning, Scope and Significance	Measures to overcome frauds and Corruption Zero tolerance of Corruption and Triple line approach Competition Act	
5	Insider trading and Clause 49				

Remarks by H.O.D.:

Date: 30/11/19

Issued by MR: Dr. Moushumi Datta

Ms. Joshi
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Sign :

S. Joshi
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TERMWISE TEACHING PLAN

19-20-Nov/ D – TTP- SFC/BBI/FTMTM

Academic Year: 2019-20

Term: Sem. IV

Department: SFC-BBI

Class: SYBBI

Subject: Foundation Course – IV (International Business)

Name of the Faculty: Ms. Meha Mandawewala

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Strategies to go global. MNCs: nature, goal, India's presence, advantages, disadvantages.	MFN, National treatment, free trade, dismantling trade barriers, rule based trading, LDCs, competition, environment protection, key subjects, agriculture).	Documentation: commercial invoice, shipping bill, certificate of origin, consular's invoice, mate's receipt, bill of lading, GR Form, ISO 9000, BIS 14000, import documentation, transport documents, bill of entry, certificate of inspection, certificate of measurement, freight declaration	Presentations and viva
2	-----	International business environment: political, cultural, legal and economic	TRIPS, TRIMS, GATS, India's integration: level, impact. Trading blocs: EU, NAFTA, APEC, ASEAN, MERCOSUR, BRICS, SAARC, OPEC	UNIT 4: International marketing, domestic marketing VS international marketing, benefits, activities, market assessment.	Revision

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3	Introduction, syllabus and case study	UNIT 2 – Institutional support, World bank, IMF, ILO, UNCTAD, UNIDO, ADB, WTO (Origin, objectives, functions, GATT, Principles, transparency,	UNIT 3: Meaning and definition of exports, methods of exporting, registration formalities, export licensing, selection of product, identification of market, export pricing quotation (FOB & CIF).	Product strategies, pricing issues and decision, dumping, promotional issues and policies.	-----
4	UNIT 1 – Introduction to international business, importance, nature, scope, drivers, evolution.	-----	Imports: Meaning, definition, liberalization of imports, negative list of imports, categories of importers, special scheme for importers.	International human resource management, nature, growing interest, DHRM vs IHRM, activities. Expatriation and repatriation	-----

syllabus as per autonomy
 Remarks by H.O.D.: *Kavita*

Sign. : *26/11/19* *nehe*

Date : *nehe* *26/11/19*

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DI/F-TTP/01

TERMWISE TEACHING PLAN

19-20- November / D – TTP- BAF /FTND

Academic Year: 2019-20
Department: SFC-BAF

Term: Sem. II
Class: FYBBI

Subject :Business Communication - II

Name of the Faculty: Nelson Daniel

Week	Topics to be covered				
	November	December	January	February	March
1	----- -----	Presentations: How to make a Power Point Presentation Making an Effective Presentation	Meetings: Need and importance of Meeting, Conduct of Meeting and Group Dynamics	Public Relations: Meaning , Functions of PR Department, External and Internal Measures of PR	Reports: Parts , Types , Feasibility Repots, Investigation Reports
2	----- -----	Interviews; Group Discussion preparing for an interviews, Types of Interview- Selection , Appraisal, Grievance , Exit	Meetings: Role of the Chairperson, Role of the Participants , Drafting of Notice , Agenda and Resolutions	Public Relations: Meaning , Functions of PR Department, External and Internal Measures of PR	Summarization: Identification of main and supporting / sub points Presenting these in a cohesive manner
3	----- -----	Interviews; Group Discussion preparing for an interviews, Types of Interview- Selection , Appraisal, Grievance , Exit	Conference: Meaning and Importance of Conference, Organizing a Conference	Trade Letter: Order , Credit and Status Enquire, Collection	Summarization: Identification of main and supporting / sub points Presenting these in a cohesive manner
4	----- -----	----- -----	Conference: Modern Methods; video and Tele- Conferencing	Letters under Right to Information (RTI) Act	----- -----
5	Presentations: Principles of Effective Presentation	----- -----	----- -----	----- -----	----- -----

Remarks by H.O.D.: *Syllabus as per Autonomy*
Date : 30/11/19 *Kavita*

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19-20-Nov./ D – TTP-SFC/BBI/PTSN

Academic Year: 2018-19 Term: Sem. II
Department: SFC Class: FYBBI

Subject: Foundation Course II

Name of the Faculty: Prof Sarita G Nair

Week	November	December	January	February	March
1	—	Understanding globalization, Growth of IT and communication and its impact, Impact of globalization on industry	Human rights constituents with special reference to Fundamental rights stated in the constitution.	Unit 4- Understanding stress and conflict in individuals and society. Agents of socialization and the role played by them in developing the individual	Types of conflict and use of coping mechanisms for managing individual stress. Maslow's theory of self-actualization
2	—	Changes in employment, and increasing migration, Changes in agrarian sector due to globalization, rise in corporate farming, and increase in farmer suicides	Unit 3- Importance of environmental studies in the current developmental context, Understanding concepts of environment, ecology and their inter connectedness	Significance of values ethics and prejudices in developing the individual	Different methods of responding to conflicts in society, Conflict resolution and efforts towards building peace and harmony in society
3	—	Unit 2- Human rights-concept of human rights, origin and evolution of the concept, The Universal declaration of Human rights	Understanding concepts of environment, ecology and their inter connectedness, Environment as a natural capital and connection to quality of human life	Stereotyping and prejudice as significance factors in causing conflicts in society.	—

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4	Unit I- Globalization and Indian society- Understanding the concept of liberalization, privatization and globalization	Human rights constituents with special reference to Fundamental rights stated in the constitution.	Environmental degradation-causes and impact on human life	Aggression and violence as the public expression of conflict	
5	—	—	Sustainable development – concept and components – poverty and environment	—	—

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

Date: Kavita
27/11/19

Sign.: Deepina
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19-20-Nov./ D – TTP-SFC/BBI/ FTSJ

Academic Year: 2019-20 Term: Sem. II
Department: SFC Class: FYBBI

Subject: Organizational Behavior

Name of the Faculty: Ms. Swapna Joshi

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Organizational Culture: Work culture, Ways for making work culture effective and lively	Learning: Concept, Process, Principles, Theories, Methods	Power and Politics: Concept, Basis, Types,	Management strategies including negotiations.
2	-----	Organizational Development: Meaning, Nature, Techniques and Importance	Perception: Concept, Factors, Theories	Reasons and Managing Transactional Analysis: Concept, Types, Ego State, Life positions	Leadership: Concept, Features, Importance, Traits, Styles and Theories
3	-----	Unit 2 : Individual Behavior Personality: Concept, Determinants, traits, IQ, EQ, SQ	Johari window, Values Emotions and Attitude	Virtual teams, Group Cohesiveness and Group decision making.	Motivation: Concept, Features, Types, Importance and Theories Time and stress management
4	-----	-----	Unit 3 : Group Behavior Groups and Teams: Concept, Formation, Types and Distinguish between Groups and Teams.	Unit 4 : Organizational Dynamics Conflict Management and Negotiations: Concept of Conflict, Types, Sources, Consequences and	-----
5	Unit 1 Introduction To Organizational Behavior - Organizational behaviour: Meaning, Nature, Goals, Elements, Scope and Models.	-----	-----	-----	-----

Remarks by H.O.D.: Syllabus as per autonomy.
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Date: 30/11/19

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Academic Year: 2019-20

Term: Sem. II

Class: FYBBI

Subject: BUSINESS LAW

19-20-Nov. / D – TTP-SFC/BBI/PTRN1

Department: SFC | BBI

Name of the Faculty: RAMNATH IYER

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Contract Act	Unit –II Sale of goods Act	Unit-III Negotiable Instruments Act	Consumer Protection Act
2	-----	Contract Act	Sale of goods Act	Negotiable Instruments Act	Consumer Protection Act
3	-----	Contract Act	Sale of goods Act	Negotiable Instruments Act	Consumer Protection Act
4	-----	-----	Sale of goods Act	Unit-IV Consumer Protection Act	-----
5	UNIT-I Contract Act	-----	-----	-----	-----

Remarks by H.O.D.:

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19-20-Nov./ D – TTP-SFC/BBI/FTSS

Academic Year: 2018-19 Term: Sem. II

Department: SFC

Class: FYBBI

Subject: Principles and Practices of Banking and Insurance

Name of the Faculty: Sonali Singh

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Banking Regulation Act, 1949 Payment and Settlement Act 2007 Negotiable Instruments Act 1881	Rural Banking Banking Ombudsman Bank Crisis and Critical Evaluation	RTGS, NEFT, POS Terminal, IMPS, NUUP, AEPS, APBS, KYC norms.	Determinants of Risk Premium Non-life insurance: Health Insurance
2	-	BIS, Basel I, II norms Basel III norms Corporate Banking	Innovation in Banking Sector: Microfinance NABARD, SIDBI Financial Inclusion	Introduction to Insurance: Overview of Insurance sector. Actuarial Role: Introduction and Concept Claims and Settlement procedures	Home Insurance Motor -Vehicle Insurance
3	-----	Universal Banking Commercial Banking Retail Banking	Technology in Banking: E-banking, Mobile banking, Internet banking,	Major Players in Insurance Sector Insurance Products and Services: Life Insurance: Components	Fire insurance Marine Insurance
4	-----	-----	Brown Label, White Label ATMs, CBS, CTS, Digital Signature, M Wallets.	Human Life Value Approach, Mutuality, Principle of Risk Pooling.	-----
5	Introduction to Banking: Overview of Banking System (India) Regulatory Architecture	-----	-----	-----	-----

Remarks by H.O.D.:

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19-20-Nov./ D – TTP-SFC/BBI/ FTHT

Academic Year: 2019-20 Term: Sem. II
Department: SFC Class: FYBBI

Subject: Financial Accounting-II

Name of the Faculty: CA Hardik Thakkar

Week	Topics to be covered				
	November	December	January	February	March
1	-----	Unit 3- Redemption of Preference shares. Meaning of Divisible profits, equation, securities premium, Journal entries	Unit 2- Buyback of equity shares Introduction to issue of shares, Legal provisions	Unit 4- redemption of Debentures. Introduction, legal provisions, Types of debentures	Unit 1- Valuation of goodwill and shares. Introduction, meaning of goodwill, factors affecting goodwill
2	-----	Basic sums without balance sheet.	Basic sums without balance sheet	Concept of Debenture Redemption reserve and its legal provisions	Sums of Average method and super profit method, Sums on capitalization method
3	-----	Comprehensive ums with balance sheet.	Conditions for buyback and calculation of maximum shares to be bought back	Basic sums on redemption	Valuation of shares with intrinsic value, yield vale and Fair value method.
4	-----	-----	Comprehensive sums with balance sheet.	Comprehensive sums on redemption	-----
5	Unit 3- Redemption of Preference shares. Introduction, format of B/S as per companies Act, types of preference shares.	-----	-----	-----	-----

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Remarks by H.O.D.: *Syllabus as per Autonomy*Date: 30/11/19 *[Signature]*

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19-20-Nov./ D – TTP-SFC/BFM/PTSM

Academic Year: 2019-20 Term: Sem. II

Department: SFC

Class: FYBBI

Subject: Quantitative Methods

Name of the Faculty: Prof. Sunny Mondal

Topics to be covered

Week	November	December	January	February	March
1	-----	Ratio – Proportion, Ratio, Continued Ratio/Inverse Ratio, Percentage and Joining Proportion	Matrices & Determinants: - Types, Transpose, Addition, Multiplication, Type of Determinants	Economic Indicators – GDP, Real Growth in GDP Price level, Money Supply, Index agriculture production index	Linear Programming – Simplex Method and Graphical method
2	-----	Ratio – Proportion, Joint variation, Percentages, Meaning and Computation of Percentage	Matrices and Determinants – Application of Matrices and Determinants in Business Economics	Economic Indicator – Index for industrial production, Electrical and other Rates	Linear Programming – Duality in linear programming with maximization and minimization
3	-----	Matrices – Adjoint Method of Row / Column Transformation	Statistical Applications – Expected return on shares	Linear Programming – Meaning, Advantages, limitation, Business Application	
4	-----	-----	Measuring total risk from investigator shares, Measuring risk of Portfolio	Linear Programming – Basic Terminology and formulation	-----
5	Testing of Hypothesis – Null Hypothesis, Alternative Hypothesis, Critical Region, Type I & II	-----	-----	-----	-----

Remarks by H.O.D.: *Syllabus as per Autonomy*Date: 30/11/19

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