



BUNTS SANGHA'S

**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE  
& MANAGEMENT STUDIES**

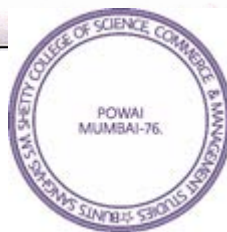
# **WORK DIARY**

## **2018-2019**

Work Diary				
Subject : <u>Statistics</u>				
Date	Class & Time	Subject Taught	Topics Covered	Signature
22/10/18	FYBCom (A/B) (10: - 11:00) FYBBI (12 - 12:30)	Maths Qm I	Systematic Investment Plan Insurance	<i>Atish</i>
<p>I, hereby, declare that I have completed the syllabus of the subjects allotted to me.</p> <p>① FYBCom - Mathematical &amp; Statistical Techniques - I</p> <p>② FYBMS - Business Statistics</p> <p>③ FYBBI - Quantitative Methods I</p> <p><i>Atish</i> 22/10/18</p> <p><i>shir</i> 23/10/2018</p>				

*Atish*  
Coordinator

Principal



**Work Diary**

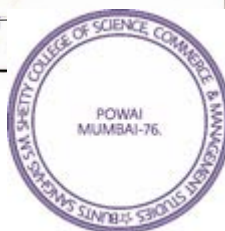
Subject: Information Technology-I

Date	Class & Time	Subject Taught	Topics Covered	Signature
		<p>I hereby declare that I have completed the syllabus of the following classes for the first term of academic year 2018-19.</p> <p>SYBAF :- Information Technology in Accountancy-I</p> <p>SYBBS :- Information Technology in Banking &amp; Insurance-I</p> <p>SYBMS :- Information Technology in management-I</p> <p>TYBCOM :- Computer systems &amp; Applications</p> <p><i>Sax</i> 15/10/18</p>		

Co-ordinator

*Amol*  
15/10/18

22/11/2018



Work Diary				
Subject :- <u>Information Technology-II</u>				
Date	Class & Time	Subject Taught	Topics Covered	Signature
		<p>I hereby declare that I have completed the syllabus of the following classes for the second term of the academic year 2018-19 :-</p> <p>SYBAF :- Information Technology in Accountancy-II</p> <p>SYBBI :- Information Technology in Banking &amp; Insurance-II</p> <p>SYBMS :- Information Technology in Management-II</p> <p>TYSCOM :- Computer Systems &amp; Applications</p> <p><i>[Signature]</i> 22/03/19</p>		

*[Signature]*  
22/03/19



## Work Diary

Subject: Information Technology

Date	Class & Time	Subject Taught	Topics Covered	Signature
15/3/18	TYBCOM 11:10-1:00	Computer Sys. & Applications	Revision on if, Nested if, sorting & filtering.. (Overall class & discussion session).	<i>[Signature]</i>
<p>I hereby declare that I have completed the syllabus of all the allotted subjects of sem IV &amp; sem VI 2018</p> <p>SYBBI - IT in Banking &amp; Insurance - II SYBAF - IT in Accountancy - II SYBMS - IT in Business Management - II TYBCOM - Computer Systems &amp; Applications</p> <p style="text-align: right;"><i>[Signature]</i></p>				

*[Signature]*  
Co-ordinator

*[Signature]*  
Principal

19/3/2018



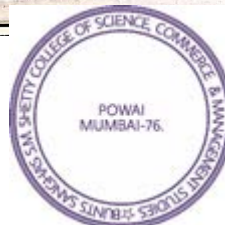
## Work Diary

Subject : \_\_\_\_\_

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby certify that the syllabus of the following subjects have been duly completed.</p> <p>TYBcom A &amp; B - Indirect tax - GST</p> <p>SYBcom A &amp; B - Commerce - IV</p> <p>SYBAF - Research Methodology</p> <p>FYBMM - Principles of Management</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p>

*[Signature]*  
Coordinator

*[Signature]*  
Principal



**Work Diary**

Subject :				
Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I, hereby declare that I, have successfully completed the following course allotted to me for Sem II, IV &amp; VI</p> <p>           SYB.COM            SYB.M.S            SYB.B.I         </p> <p>} Economics</p> <p>TYB.B.I - Central Banking.</p> <p style="text-align: right;"><i>Prashant</i></p>	

*[Signature]*  
Coordinator
*[Signature]*  
Principal



Subject : Practical 16-19-22

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>Innovative Financial Services (TYBMS)</p> <p>Corporate Restructuring (SYBMS)</p> <p>Foundation Course-II (SYBCom)</p> <p>Taxation (Indirect Taxes) (TYBAX)</p> <p>Financial Management for Marketing &amp; Advertising (TYBMM)</p>	<p><i>[Signature]</i></p>

Co-ordinator \_\_\_\_\_ Principal *[Signature]*



Work Diary				
Subject :				
Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that, the below mentioned Subjects allotted to me in the 1<sup>st</sup> term of academic year 2018-19 have been completed successfully.</p> <p><u>Subjects</u> <u>Class:</u></p> <ol style="list-style-type: none"> <li>1. Financial Management - T.Y.BAF (H)</li> <li>2. Auditing - T.Y.BAI (H)</li> <li>3. Foundation Course - 2.Y.BAF (H) (Financial Market Operations)</li> <li>4. Management Accounting - S.Y.Bcom (H)</li> </ol> <p><i>[Signature]</i> 1/11/2018</p>	

*[Signature]* Co-ordinator

*[Signature]* Principal



## Work Diary



Work Diary				
Subject: ACCOUNTANCY				
Date	Class & Time	Subject Taught	Topics Covered	Signature
02/04/19	TYBAA 07:30 to 09:30	Costing -	Managerial Decision Making -	
<p>I hereby declare that I have completed  Syllabus of all the allotted workload -  TYBcom A &amp; B - Financial Accounting  TYBAA - Costing  SYBAA - Financial Accounting  FYBAA - Auditing  FYBBA - Foundation Course</p>				
				02/04/19

*[Signature]*  
Coordinator



Work Diary				
Subject	Class & Time	Subject Taught	Topics Covered	Signature
Accountancy	TYBAA 12.30 To 1.45	Costing	Activity Based Costing -	
<p>I here by declare that i have completed  Syllabus of <del>all</del> all the following allotted classes -</p> <p>TYBAA - Costing  FYBAA - Business Environment  SYBAA - Financial Accounting  PYBAA - Foundation Course  TYBAA - Financial Accounting</p>				
				<p><i>[Signature]</i>  05/11/20</p>

*[Signature]* Coordinator *[Signature]* Principal



Work Diary				
C.A. Zainab R. 2018-19 T-1				
Date	Class & Time	Subject Taught	Topics Covered	Signature
26-10-18	TYBMS - B 7:30 - 8:10	RM	Revision - all units	
28-10-18			<p>This is to declare that I have completed the syllabus as given by the University of Mumbai in the following Semesters.</p> <p>TYBMS - B Risk Management            TYBMS Financial Accounting II (Part)            SYBMS Accounting for Managerial Decisions            SYBMS Accounting &amp; Financial Management Paper III            A &amp; B</p> <p></p>	

02/11/2018.



Handwritten: 18/3/19

**WORK DIARY**

Subject: (A) Zairab R. 18-19 T-2

Date	Class & Time	Subject Taught	Topics Covered	Signature
25-3-19		This is to declare that I have completed syllabus as prescribed by the University of Mumbai in the following classes.	TYBMS B - International finance TYBMS B - Strategic financial Management SYBMS A - Ethics & Governance SYBMS B - Auditing SYBMS B - Ethics & Governance SYBCom A - Accountancy & Financial Management - IV SYBCom B - Accountancy & Financial Management - IV	

Co-ordinator: *[Signature]* Principal: *[Signature]*



B.Com Dept.

SYLLABUS PLANNING 2018-19

FYB.COM

Semester / Term Syllabus Planning		
FYBcom Sem I → Mathematical & Statistical Techniques - I		
Month		Topics to be covered
July	Unit III	<b>Summarization Measures</b> <ul style="list-style-type: none"> <li>Measures of Central Tendencies : Definition of Average, Types of Averages: Arithmetic Mean, Median, and Mode for grouped as well as ungrouped data. Quartiles, Deciles and Percentiles. Using Ogive locate median and Quartiles. Using Histogram locate mode. Combined and Weighted mean.</li> <li>Measures of Dispersion : Concept and idea of dispersion. Various measures Range, Quartile Deviation, Mean Deviation, Standard Deviation, Variance, Combined Variance.</li> </ul>
August	Unit IV	<b>Elementary Probability Theory</b> <ul style="list-style-type: none"> <li>Probability Theory : Concept of random experiment/trial and possible outcomes; Sample Space and Discrete Sample Space; Events their types, Algebra of Events, Mutually Exclusive and Exhaustive Events, Complimentary events. Classical definition of Probability. Addition theorem (without proof), conditional probability.</li> <li>Independence of Events : <math>P(A \cap B) = P(A)P(B)</math>. Simple examples.</li> <li>Random Variable : Probability distribution of a discrete random variable; Expectation and Variance of random variable, simple examples on probability distributions.</li> </ul>
	Unit V	<b>Decision Theory</b> <p>Decision making situation, Decision maker, Courses of Action, States of Nature, Pay-off and Pay-off matrix; Decision making under uncertainty, Maximin, Maximax, Minimax regret and Laplace criteria; simple examples to find optimum decision. Formulation of Payoff Matrix. Decision making under Risk, Expected Monetary Value (EMV); Decision Tree; Simple Examples based on EMV, Expected Opportunity Loss (EOL), simple examples based on EOL.</p>
	Unit I	<b>Shares and Mutual Funds</b> <ul style="list-style-type: none"> <li>Shares : Concept of share, face value, market value, dividend, equity shares, preferential shares, bonus shares. Simple examples.</li> <li>Mutual Funds : Simple problems on calculation of Net income after considering entry load, dividend, change in Net Asset Value (N.A.V.) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.)</li> </ul>
September	Unit II	<b>Permutation, Combination and Linear Programming Problems</b> <ul style="list-style-type: none"> <li>Permutation and Combination : Factorial Notation, Fundamental principle of counting, Permutation as arrangement, Simple examples, combination as selection, Simple examples, Relation between <math>{}^nC_r</math> and <math>{}^nC_p</math>. Examples on commercial application of permutation and combination</li> <li>Linear Programming Problem : Sketching of graphs of (i) linear equation <math>Ax + By + C = 0</math> (ii) linear inequalities. Mathematical Formulation of Linear Programming Problems upto 3 variables. Solution of Linear Programming Problems using graphical method up to two variables.</li> </ul>
October		
<div style="display: flex; justify-content: space-between;"> <div>Teacher</div> <div>Coordinator</div> <div>Principal</div> </div>		

SYB.COM



Vijay Vishwakarma

**Advertising-I, Semester III**

Semester / Term Syllabus Planning			
Month		Topics to be covered	
SYBCOM		ADVERTISING-I SEM III	
SYLLABUS		MONTH	
UNIT			
I	<b>Introduction to Advertising</b> • <b>Integrated Marketing Communications (IMC)</b> - Concept, Features, Elements, Role of advertising in IMC • <b>Advertising</b> : Concept, Features, Evolution of Advertising, Active Participants, Benefits of advertising to Business firms and consumers. • <b>Classification of advertising</b> : Geographic, Media, Target audience and Functions.	JULY	
II	<b>Advertising Agency</b> Ad Agency: Features, Structure and services offered, Types of advertising agencies, Agency selection criteria • <b>Agency and Client</b> : Maintaining Agency-Client relationship, Reasons and ways of avoiding Client Turnover, Creative Pitch, Agency compensation • <b>Careers in advertising</b> : Skills required for a career in advertising, Various Career Options, Freelancing Career Options • Graphics, Animation, Modeling, Dubbing.	SEPTEMBER & OCTOBER	
III	<b>Economic &amp; Social Aspects of Advertising</b> Economic Aspects: Effect of advertising on consumer demand, monopoly and competition, Price. • Social aspects: Ethical and social issues in advertising, positive and negative influence of advertising on Indian values and culture • <b>Pro Bono/Social advertising</b> : Pro Bono Advertising, Social Advertising by Indian Government through Directorate of Advertising and Visual Publicity (DAVP), Self-Regulatory body- Role of ASCI (Advertising Standard Council of India)	AUGUST	
IV	<b>Brand Building and Special Purpose Advertising</b> Brand Building: The Communication Process, AIDA Model, Role of advertising in developing Brand Image and Brand Equity, and managing Brand Crises. • <b>Special purpose advertising</b> : Rural advertising, Political advertising-, Advocacy advertising, Corporate Image advertising, Green Advertising - Features of all the above special purpose advertising. • <b>Trends in Advertising</b> : Media, Ad spends, Ad Agencies, Execution of advertisements	SEPTEMBER	



**Advertising-II, Semester IV**[illegible]

John Menezes

**Commerce-III, Semester III**

S.Y.B.COM. - COMMERCE - III SEM. III (MANAGEMENT: FUNCTIONS AND CHALLENGES)	
MONTH	Topics to be covered
JUNE 2018	<b>Module I. Introduction to Management:</b> <ul style="list-style-type: none"><li>• <b>Management</b> - Concept, Nature, Functions, Managerial Skills &amp; Competencies</li><li>• <b>Evolution of Management Thoughts</b> - Classical Approach: Scientific Management – F.W.Taylor's Contribution Classical Organization Theory: Henri Fayol's Principles</li></ul>
JULY 2018	Neo Classical: Human Relations Approach – Elton Mayo's Hawthorne experiments • <b>Modern Management Approach</b> – Peter Drucker's Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management. <b>Module II. Planning and Decision making:</b> <ul style="list-style-type: none"><li>• <b>Planning</b> - Steps, Importance, Components, Coordination – Importance</li></ul>
AUGUST 2018	• <b>M.B.O</b> - Process, Advantages, Management By Exception- Advantages, Management Information System- Concept, Components • <b>Decision Making</b> - Techniques, Essentials of a Sound Decision Making. Impact of Technology on Decision Making. <b>Module III. Organizing:</b> <ul style="list-style-type: none"><li>• <b>Organizing</b> - Steps, Organization Structures – Features of Line &amp; Staff Organization, Matrix Organization, Virtual Organization, Formal v/s Informal Organization.</li></ul>
SEPTEMBER 2018	• <b>Departmentation</b> - Meaning - Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organization. • <b>Delegation of Authority</b> - Process, Barriers to Delegation, Principles of Effective Delegation. Decentralization: Factors Influencing Decentralization, Centralization v/s Decentralization. <b>Module IV. Directing and Controlling:</b> <ul style="list-style-type: none"><li>• <b>Motivation</b> - Concept, Importance, Influencing factors. Importance of Communication, Barriers to Effective Communication</li></ul>
OCTOBER 2018	• <b>Leadership</b> - Concept, Functions, Styles, Qualities of a good leader. • <b>Controlling</b> - Concept, Steps, Essentials of good control system, Techniques of Controlling - PERT, CPM, Budgetary Control, Management Audit.
<div>Teacher</div> <div>Co-ordinator</div> <div>Principal</div>	





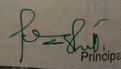
Commerce-IV, Semester IV

Semester / Term Syllabus Planning	
S.Y.B.COM. - COMMERCE - IV SEM. IV (PRODUCTION & FINANCE)	
MONTH	Topics to be covered
DECEMBER 2018	<b>Module I Production &amp; Inventory Management</b> <b>Production Management:</b> Objectives, Scope Production Planning & Control : Steps, Importance <b>Production Systems:</b> Concept, Types - Continuous and Intermittent
JANUARY 2019	<b>Module I Production Planning and Inventory Control</b> Productivity: Concept, Factors Influencing Productivity, Measures for improving Productivity. <b>Inventory Management-</b> Objectives, Inventory Control- Techniques. Scientific Inventory Control System – Importance <b>Module II. Quality Management:</b> Introduction to Quality: Dimensions of Quality. Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost, Prevention Cost, Quality Circle: Features.  Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process
FEBRUARY 2019	Service Quality Management: Importance, SERVQUAL Model, Measures to improve service quality. <b>Module III. Indian Financial System</b> Indian Financial Market: Structure, Primary Market – IPO Procedure Dematerialisation: Process, Role of Depositories : NSDL and CDSL SEBI: Functions of SEBI, Investors protection measures of SEBI. Stock Exchange – Functions, Speculators. Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, and ICRA.
MARCH 2019	<b>Module IV. Recent Trends In Finance</b> Mutual Funds- Advantages and Limitations, Types, Factors responsible for growth of mutual funds – Systematic Investment Plan. Commodity Market: Categories, Derivatives Market: Types, Participants, Types of Derivative Instruments. Start-up Ventures – Concept, Sources of Funding, Micro Finance – Importance, Role of Self Help Groups.
Teacher	Coordinator
	Principal



Prachiti

**Business Economics, Semester IV**

Semester / Term Syllabus Planning	
Month	Topics to be covered
SY B.COM (SEM - IV) COURSE: BUSINESS ECONOMICS	
TOPICS TO BE COVERED	
MONTH	
DECEMBER	<b>The Role Of Government In An Economy</b> <ul style="list-style-type: none"><li>• Meaning and Scope of Public finance. • Major fiscal functions : allocation function, distribution function &amp; stabilization function</li><li>• Principle of Maximum Social Advantage: Dalton and Musgrave Views - the Principle in Practice, Limitations.</li></ul>
JANUARY	<b>Relation between Efficiency, Markets and Governments • The concept of Public Goods and the role of Government</b> <ul style="list-style-type: none"><li>• Public Revenue • Sources of Public Revenue :tax and non-tax revenues • Objectives of taxation - Canons of taxation - Types of taxes : direct and indirect - Tax Base and Rates of taxation : proportional, progressive and regressive taxation</li><li>• Shifting of tax burden: Impact and incidence of taxation - Processes- factors influencing incidence of taxation</li><li>• Economic Effects of taxation: on Income and Wealth, Consumption, Savings, Investments and Production.</li><li>• Redistributive and Anti - Inflationary nature of taxation and their implications</li></ul>
FEBRUARY	<b>Public Expenditure And Public Debt</b> <ul style="list-style-type: none"><li>• Public Expenditure: Canons - classification - economic effects of public spending -on production, consumption, distribution, employment and stabilization - Theories of Public Expenditure: Wagner's Hypothesis and Wiseman Peacock Hypothesis - Causes for Public Expenditure Growth.</li><li>• Significance of Public Expenditure: Social security contributions- Low Income Support and Social Insurance Programmes.</li><li>• Public Debt :Classification - Burden of Debt Finance : Internal and External- Public Debt and Fiscal Solvency</li></ul>
MARCH/APRIL	<b>Fiscal Management and Financial Administration</b> <ul style="list-style-type: none"><li>• Fiscal Policy: Meaning, Objectives, constituents and Limitations.</li><li>• Contra cyclical Fiscal Policy and Discretionary Fiscal Policy :Principles of Sound and Functional Finance</li><li>• Budget- Meaning objectives and types - Structure of Union budget - Deficit concepts- Fiscal Responsibility and Budget Management Act.</li><li>• Intergovernmental Fiscal Relations: fiscal federalism and fiscal decentralization - central-state financial relations - 14th Finance Commission recommendations</li></ul>
<div>Teacher:  Coordinator:  Principal: </div>	



**John Menezes**

### Semester / Term Syllabus Planning



### Direct and Indirect Taxes-II, Semester VI

Semester / Term Syllabus Planning	
T.Y.B.COM. - DIRECT AND INDIRECT TAXES PAPER - II	
SEM. VI GOODS AND SERVICE TAX ACT	
MONTH	Topics to be covered
DECEMBER 2018	<p>1. Introduction</p> <ul style="list-style-type: none"> <li>What is GST</li> <li>Need for GST</li> <li>Dual GST Model</li> <li>Definitions</li> </ul> <p>Section 2(17) Business            Section 2(13) Consideration            Section 2(45) Electronic Commerce Operator            Section 2(52) Goods            Section 2(56) India            Section 2(78) Non taxable Supply            Section 2(84) Person            Section 2(90) Principal Supply            Section 2(93) Recipient            Section 2(98) Reverse charge            Section 2(102) Services            Section 2(105) Supplier            Section 2(107) Taxable Person            Section 2(108) Taxable Supply</p> <ul style="list-style-type: none"> <li>Goods &amp; Services Tax Network (GSTN)</li> </ul>
JANUARY 2019	<p>5. Registration under GST Law</p> <ul style="list-style-type: none"> <li>Persons not liable registration</li> <li>Compulsory registration</li> <li>Procedure for registration</li> <li>Deemed registration</li> <li>Cancellation of registration</li> </ul> <p>2. Levy and Collection of Tax</p> <ul style="list-style-type: none"> <li>Scope of Supply</li> <li>Non taxable Supplies</li> <li>Composite and Mixed Supplies</li> <li>Composition Levy</li> </ul>
FEBRUARY 2019	<ul style="list-style-type: none"> <li>Levy and Collection of tax</li> <li>Exemption from tax</li> </ul> <p>3. Time, Place and Value of Supply</p> <ul style="list-style-type: none"> <li>Time of Supply</li> </ul>
Teacher	Co-ordinator Principal





Semester / Term Syllabus Planning	
	<ul style="list-style-type: none"> <li>• Place of Supply</li> <li>• Value of Supply</li> </ul>
MARCH 2019	<b>4. Input Tax Credit &amp; Payment of Tax</b> <ul style="list-style-type: none"> <li>• Eligibility for taking Input Tax Credit</li> <li>• Input Tax Credit in Special Circumstances</li> <li>• Computation of Tax Liability and payment of tax</li> </ul>




**Sandesha Shetty**

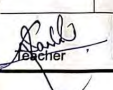
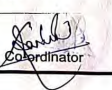

TY B.Com : SEMESTER V	
Cost Accounting	
MODULES/UNITS	
MONTHS	
JUNE	<b>Unit I:</b> <b>Introduction to Cost Accounting</b> Objectives and scope of cost accounting Cost centres and cost units Cost classification for stock valuation , profit measurement , decision making and control , Coding systems, Element of cost, cost behavior pattern
JULY	<b>Unit V:</b> <b>Classification of costs and cost sheets:</b> Cost of sales, profit centre and investment centre Cost sheet, total costs and unit costs, different costs for different purpose Simple practical problems on preparation of cost sheet  <b>Unit II:</b> <b>Material cost</b> Procurement procedures, Inventory control, Inventory Accounting Problems on EOQ, Raw Material Turnover Ratio, Stock Ledger on FIFO, Weighted Average Cost
AUGUST	<b>Unit III:</b> <b>Labour Cost</b> Attendance and Payroll Procedures, Labour Turnover Utilisation of Labour , Direct and Indirect Labour, Charging of Labour cost , Identifying Labour Hours with work orders Efficiency Rating Procedures Remuneration Systems and Incentive Schemes Problems on- Preparation of labour cost statements Remuneration and incentives systems based on Piece work plan , Halsey Premium Plan , Rowan System , Gantt's Task Labour Cost problems solution  <b>UNIT IV:</b> <b>Overheads</b> Functional Analysis, Behavioural Analysis Problems on – Departmentalization and apportionment of primary overheads, overhead rates including machine overhead rates Direct Labour method and Prime Cost Method
SEPTEMBER	<b>Unit VI:</b> Reconciliation of cost and financial accounts

  
Teacher

  
Coordinator

  
Principal




F.Y. B.COM. SEM I – ACCOUNTING AND FINANCIAL MANAGEMENT	
MONTH	UNITS/MODULE COVERAGE
JULY - AUGUST	<b>Module 1:</b> Accounting standards issued by ICAI and Inventory valuation  Inventory Valuation Meaning of inventories Cost for inventory valuation Inventory systems : Periodic Inventory system and Perpetual Inventory System Valuation: Meaning and importance Methods of Stock Valuation as per AS – 2 : FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet
AUGUST	<b>Module 2:</b> Final Accounts Expenditure: Capital, Revenue Receipts: Capital, Revenue Adjustment and Closing Entries Final accounts of Manufacturing concerns (Proprietary Firm)
SEPTEMBER	<b>Module 3:</b> Departmental Accounts Meaning Basis of Allocation of Expenses and Incomes/Receipts Inter Departmental Transfer : at Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit & Loss Account and Balance Sheet
OCTOBER	<b>Module 4:</b> Accounting for Hire Purchase Meaning Calculation of interest Accounting for hire purchase transactions by asset purchase method based on full cash price, Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor(excluding default, repossession and calculation of cash price)
OCTOBER	<b>Module 1:</b> Accounting standards: Concepts, benefits, procedures for issue of accounting standards Various AS : AS – 1: Disclosure of Accounting Policies AS – 2: Valuation of Inventories (Stock) AS – 9: Revenue Recognition
 Teacher	 Coordinator
 Principal	

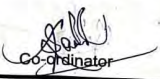
Prachi Agarwal




## Semester / Term Syllabus Planning

TY B.COM (SEM – V)		COURSE: EXPORT MARKETING
Month	Units to be covered	
July	<b>1. Introduction to Export Marketing</b> <ul style="list-style-type: none"> <li>Concept and Features of Export Marketing, Importance of Exports for a Nation and a Firm, Distinction Between Domestic Marketing and Export Marketing</li> <li>Factors Influencing Export Marketing, Risks Involved in Export Marketing, Problems of India's Export Sector</li> <li>Major commodities Export of India (Since 2015), Services Exports of India (Since 2015), Region-wise India's Export Trade (Since 2015)</li> </ul> <b>2. Global Framework For Export Marketing</b> <ul style="list-style-type: none"> <li>Trade Barriers, Types of Tariff Barriers and Non-Tariff Barriers, Distinction Between Tariff and Non-Tariff Barriers</li> </ul>	
August	<ul style="list-style-type: none"> <li>Major Economic Groupings of the World, Positive and Negative Impact of Regional Economic Groupings, Agreements of WTO</li> <li>Need For Overseas Market Research, Market Selection Process, Determinants of Foreign Market Selection</li> </ul> <b>3. India's Foreign Trade Policy</b> <ul style="list-style-type: none"> <li>Foreign Trade Policy (FTP) 2015-20 - Highlights and Implications, Export Trade Facilitations and ease of doing business as per the new FTP</li> <li>Role of Directorate General of Foreign Trade (DGFT), Negative List of Exports, Deemed Exports</li> <li>Benefits to Status Holders and Towns of Excellence, Common Benefits For EHTP, BTP and STP, Benefits enjoyed by (IIAS) Integrated Industrial Areas (SEZ), EOU, AEZ</li> </ul>	
September	<b>4. Export Incentives and Assistance</b> <ul style="list-style-type: none"> <li>Financial Incentives available to Indian Exporters - Marketing Development Assistance, Market Access Initiative, Assistance to States for Infrastructure Development for Exports, Industrial Raw Material Assistance Centre</li> <li>Institutional Assistance to Indian Exporters - Federation of Indian Export Organisations, India Trade Promotion Organisation, The Federation of Indian Chambers of Commerce and Industry, Export Promotion Councils and Commodity Boards, Indian Institute of Foreign Trade, Indian Institute of Packaging</li> <li>Schemes - Export Promotion Capital Goods Scheme, Duty Exemption and Remission Schemes, Export Advance Authorisation Scheme, Duty Drawback IGST Refund for Exporters</li> </ul>	

  
 Teacher

  
 Co-ordinator

  
 Principal



## Semester / Term Syllabus Planning

TY B.COM (SEM – VI)		COURSE: EXPORT MARKETING
MONTH	TOPICS TO BE COVERED	
NOV- DECEMBER	<b>1. Export Finance</b> <ul style="list-style-type: none"> <li>• Methods of Payment; Procedure to open LC, Types and Benefits of Countertrade</li> <li>• Features of Pre-Shipment and Post-shipment finance; Distinction between two, Procedure to obtain Export Finance Pre-shipment and Post Shipment Finance.</li> <li>• Role of Commercial Banks, EXIM Bank, SIDBI in financing exporters; Role of ECGC</li> </ul>	
JANUARY	<b>2. Product Planning and Pricing Decisions for Export Marketing</b> <ul style="list-style-type: none"> <li>• Planning for Export Marketing with regards to Product, Branding, Packaging</li> <li>• Need for Labeling and Marking in Exports, Factors determining Export Price; Objectives of Export Pricing</li> <li>• International Commercial (INCO) Terms; Export Pricing Quotations – (FOB), Cost Insurance and Freight (CIF) and Cost and Freight (C&amp;F); Problems on FOB quotation</li> </ul>	
FEBRUARY	<b>3. Export Distribution and Promotion</b> <ul style="list-style-type: none"> <li>• Factors influencing Distribution Channels; Direct and Indirect Exporting Channels; Distinction between Direct and Indirect Exporting Channels</li> <li>• Components of Logistics in Export marketing; Selection criteria of Modes of Transport; Need for Insurance in Export Marketing</li> <li>• Sales Promotion Techniques used in Export Marketing; Importance of Trade Fairs and Exhibitions; Benefits of Personal Selling; Essentials of Advertising in Export Marketing</li> </ul> <b>4. Export Procedure and Documentation</b> <ul style="list-style-type: none"> <li>• Registration with different authorities; Pre-shipment Procedure involved in Exports; Procedure of Quality Control and Pre-shipment Inspection</li> </ul>	
MARCH	<ul style="list-style-type: none"> <li>• Shipping and Custom Stage Formalities; Role of Clearing &amp; Forwarding Agent; Post-shipment Procedure for Realization of Export Proceeds; Procedure of Export under Bond and Letter of Undertaking.</li> <li>• Importance of - Commercial Invoice cum Packing list, Bill of Lading/ Airway Bill, Shipping Bill/Bill of Export, Consular Invoice, Certificate of Origin</li> </ul>	

*Prachi*  
Teacher

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Co-ordinator

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Principal

4-8



Pooja Pandey

CLASS - C4B.COM SUBJECT - BUSINESS ECONOMICS III  
**Semester / Term Syllabus Planning**

TH	MONTH - JUNE & JULY
1	<b>INTRODUCTION</b> <ul style="list-style-type: none"> <li>• Macroeconomics: Meaning, Scope and Importance.</li> <li>• Circular flow of aggregate income and expenditure and its Importance- closed and open economy models</li> <li>• The Measurement of National Product: Meaning and Importance of National Income Accounting- conventional and Green GNP and NNP concepts -National Income and Economic Welfare.</li> <li>• Trade Cycles: Features and Phases</li> <li>• Classical Macro economics : Say's law of Markets - Features, Implications and Criticism</li> </ul>
2	<b>BASIC CONCEPTS OF KEYNESIAN ECONOMICS</b> <ul style="list-style-type: none"> <li>• The Principle of Effective Demand: Aggregate Demand and Aggregate Supply</li> <li>• Consumption Function: Properties, Assumptions and Implications</li> <li>• Investment function and Marginal Efficiency of capital</li> <li>• Investment Multiplier effect on Income and Output: Assumptions, Working, Leakages, Criticism and Importance - paradox of thrift</li> <li>• Relevance of Keynesian theory tools to the developing countries</li> </ul>
3	<b>POST KEYNESIAN DEVELOPMENTS IN MACRO ECONOMICS</b> <ul style="list-style-type: none"> <li>• The IS-LM model of integration of commodity and money markets</li> <li>• Inflation and unemployment : Philips curve</li> <li>• Stagflation : meaning, causes, and consequences</li> <li>• Supply side economics : Basic propositions and critical appraisal</li> </ul>
4	<b>MONEY, PRICES AND INFLATION</b> <ul style="list-style-type: none"> <li>• Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money</li> <li>• Demand for Money : Classical and Keynesian approaches and Keynes' liquidity preference theory of interest - Friedman's restatement of Demand for money</li> <li>• Money and prices : Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach</li> <li>• Inflation : Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy - policy measures to curb inflation- monetary policy and inflation targeting</li> </ul>

Teacher


Co-ordinator

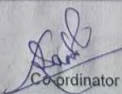
Principal

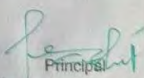


## Semester / Term Syllabus Planning

<b>TYBCom Semester-VI</b> <b>Computer Systems and Applications</b>	
Month	Syllabus to be covered
December/ January	Ecommerce Definition of e-commerce, features, types of e-commerce, business models in e-commerce. Major B2C models-commerce security, Encryption, payment systems, limitations of e-commerce, M-commerce (Definition and features)
January/ February	Advanced Ms-Excel Date functions :- TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360 String functions:- LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM Conditional logic functions:- IF, Nested IF, COUNTIF, SUMIF, AVERAGEIF Statistical Functions :- COUNTA, COUNTBLANK, CORREL Database Functions:- LOOKUP, VLOOKUP, HLOOKUP Data Analysis: Graphical representation of data, column, pie, line bar charts Goal seek, using solver
February / March	Visual Basic Introduction to Visual Basic, GUI Introduction to VB Controls Variables, Constants and Calculations Decision and condition Sub-procedures and sub-functions

  
Teacher

  
Coordinator

  
Principal



## Semester / Term Syllabus Planning

TYBCom Semester-V

Computer Systems and Applications

MONTH	TOPICS TO BE COVERED
JUNE/JULY	<b>Module-I</b> <b>Data Communication, Networking and Internet</b> a. Data Communication components, data representation, distributed processing b. Networking Basics and Infrastructure: Definition, types(LAN,MAN,WAN) Advantages, Network structures, Topologies-Star,Bus, Ring, Network Media wired-twisted pair, Co-axial, fiber optic and wireless-Radio and infra-red
JULY/AUGUST	<b>Module-II</b> a. Database and My SQL Introduction to Databases, Relational and Non-relational database system, MySQL as a non-procedural language, Views of data b. MySQL Basics Statements, names, datatypes, creating database, inserting data, updating data, deleting data, expressions, CREATE, USE, ALTER, RENAME, SHOW, DESCRIBE and DROP, PRIMARY KEY, FOREIGN KEY.
AUGUST/SEPT	<b>Module-III Database and MySQL</b> a. MySQL Simple queries:- The SELECT statement(FROM, where, Group BY, Having, OrderBY, Distinct), Filtering Data by using conditions. Simple and complex conditions using logical, arithmetic and relational operators b. Multi-table queries: Simple joins(INNER JOIN), SQL Considerations for multi table queries c. Nested Queries(Only up to two levels)
SEPT/OCTOBER	<b>Module-IV : Spread Sheet</b> a. Creating and Navigating worksheets and adding information to worksheets:-types of data, Auto correct, Auto fill, Auto fit, Undo, Redo, Moving data, Find and replace values. Spell check b. Multiple Spreadsheets: Adding, removing, hiding, renaming worksheets, Add headers/footers to a workbook, Page breaks, cell references, Absolute, Relative(within a worksheet, other workbooks) c. Functions: Financial Functions:FV, PV, PMT, PPMT, IPMT, NPER, RATE Mathematical & Statistical functions: ROUND, ROUNDDOWN, ROUNDUP, CEILING FLOOR, INT, MAX, MIN, MOD, SUM, COUNT, AVERAGE d. Data Analysis: Sorting, Subtotal Pivot Tables-Building Pivot Tables, Pivot Table regions

Teacher

Co-ordinator

Principal



**PREETI**

**Teaching Learning Plan – Even Semester – 2018-19**

**FOUNDATION COURSE (CONTEMPORARY ISSUES) - SYBCOM (SEM IV)**

MONTH	SYLLABUS
December	Unit 1: Significant, Contemporary Rights of Citizens A. Rights of Consumers-Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements. B. Right to Information- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories. C. Protection of Citizens'/Public Interest-Public Interest Litigation, need and procedure to file a PIL; some landmark cases. D. Citizens' Charters, Public Service Guarantee Acts.
January	Unit 2: Approaches to understanding Ecology A. Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centrist, Ecofeminism and Deep Ecology. B. Environmental Principles-1: the sustainability principle; the polluter pays principle; the precautionary principle. C. Environmental Principles-2: the equity principle; human rights principles; the participation principle.
February	Unit 3: Science and Technology –II Part A: Some Significant Modern Technologies, Features and Applications i. Laser Technology- Light Amplification by Stimulated Emission of Radiation; use of laser in remote sensing, GIS/GPS mapping, medical use. ii. Satellite Technology- various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses. iii. Information and Communication Technology- convergence of various technologies like satellite, computer and digital in the information revolution of today's society. iv. Biotechnology and Genetic engineering- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life. v. Nanotechnology- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.  Part B: Issues of Control, Access and Misuse of Technology.
March	Unit 4: Introduction to Competitive Exams Part A. Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres: i. Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT).

### Teaching Learning Plan - Even Semester - 2018-19

ii. Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.


#### Part B. Soft skills required for competitive examinations

- i. Information on areas tested: Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking
- ii. Motivation: Concept, Theories and Types of Motivation
- iii. Goal-Setting: Types of Goals, SMART Goals, Stephen Covey's concept of human endowment
- iv. Time Management: Effective Strategies for Time Management
- v. Writing Skills: Paragraph Writing, Report Writing, Filing an application under the RTI Act, Consumer Grievance Letter.

April

Revision

  
TEACHER

  
CO-ORDINATOR

  
PRINCIPAL

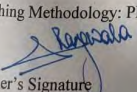
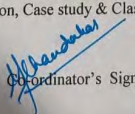

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BUNTS SANGHA'S  
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES  
TEACHING AND LEARNING PLAN FOR THE ACADEMIC YEAR 2019-20  
PROGRAM : S.Y.B.Com.- SEMESTER III  
COURSE:-ACCOUNTANCY AND FINANCIAL MANAGEMENT -III

Month	Topics
June	Partnership Final Accounts based on Adjustment of Admission or Retirement/Death of a Partner during the year i) Simple final accounts questions to demonstrate the effect on final Accounts when partner is admitted during the year or when partner Retires / dies during the year. ii) Allocation of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is not given and apportionment of other expenses based on time / Sales/other given basis. iii) Ascertainment of gross profit prior to and after admission/retirement/death when stock on the date of admission/retirement is given and apportionment of other expenses based on time / Sales / other given basis Excluding Questions where admission/retirement / death takes place in the same year.
July	Piecemeal Distribution of Cash/Excess Capital Method only, Asset taken over by a partner, Treatment of past profits or past losses in the Balance sheet, Contingent liabilities / Realization expenses / amount kept aside for expenses and adjustment of actual, Treatment of secured liabilities, Treatment of preferential liabilities like Govt. dues / labor dues etc. Excluding : Insolvency of partner and Maximum Loss Method
August	Amalgamation of Firms, Realization method only, Calculation of purchase consideration, Journal / ledger accounts of old firms, Preparing Balance sheet of new firm, Adjustment of goodwill in the new firm, Realignment of capitals in the new firm by current accounts / cash or a combination thereof Excluding Common transactions between the amalgamating firms
September	Conversion / Sale of a Partnership Firm into a Ltd. Company, Realization method only, Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance sheet of new company

Course outcome:- To familiarize the learners with the fundamental aspects of Partnership final accounts with attributes of admission, retirement and death of partner. To introduce the basic concepts, functions, process, techniques of Piecemeal Distribution of Cash. To give a comprehensive overview of Amalgamation and Conversion of a Partnership firm


Teaching Methodology: PPT presentation, Case study & Classroom Discussion


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BUNTS SANGHA'S  
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES  
TEACHING AND LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19  
S.Y.B.Com. - SEMESTER IV  
SUBJECT:- ACCOUNTANCY AND FINANCIAL MANAGEMENT IV

Month	Topics
November-December	Introduction to Company Accounts-Introduction of basic terms: Types of companies, nature and formation of companies, Shares, Debentures, Share Capital, Reserves and surplus, types of assets and liabilities, dividend, format of Balance Sheet (Only theory) Issue of shares: Different modes IPO, Private Placements, Preferential, Rights, ESO, SWEAT and ESCROW account, Issue of shares at par, premium and discount, Under subscription and Over subscription of shares, forfeiture and reissue of forfeited shares, issue of shares for consideration other than cash. (Only theory) Issue of Debentures: types of Debentures, Issue of debentures at par, premium and discount, Issue of Debentures with consideration of Redemption, Issue of debentures for cash receivable in installments or at a time Issue of debentures for consideration other than cash. (Only theory)
January	Redemption of Preference Shares-Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules. Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013: The proceed of a fresh issue of shares, the capitalization of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption, (Question on entries and/or Balance Sheet) Note: Companies governed by Section 133 of the Companies Act, 2013 and comply with the accounting standards prescribed for them. Hence, the balance in security premium accounts not to be utilized for premium payable on redemption of preference shares.
February	Redemption of Debentures-Introduction: Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures Methods of redemption of debentures: By payment in lump sum and by payment in installments (excluding from by purchase in open market), Conversion. (Question on entries, ledgers and/or Balance Sheet and /or redemption of preference shares)
March	Ascertainment and Treatment of Profit Prior to Incorporation-Principles for ascertainment Preparation of separate combined, columnar Profit and Loss A/c including different basis of allocation of expenses and income

Teaching Methodology: PPT presentation, Case study & Classroom Discussion


  
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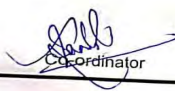
  
Co-ordinator's Signature


  
Principal's Signature

VIRENDRA SINGH

5 <sup>th</sup> Semester / Term Syllabus Planning	
Month	Topics to be covered
JUNE & JULY	<b>TY B Com - A &amp; B - FINANCIAL ACCOUNTING</b> Investment Accounting (w.r.t. Accounting Standard - 13) For Shares (Variable Income Bearing Securities) For Debentures / Preference Shares (Fixed Income Bearing Securities) Accounting for Transactions of Purchase and Sale of Investments with Ex and Cum Interest Prices and Finding Cost of Investment Sold and Carrying Cost as per Weighted Average Method (Excluding Brokerage) Columnar Format for Investment Account
JULY & AUGUST	<b>Preparation of Final Accounts of Companies</b> Relevant Provisions of Companies Act related to Preparation of Final Account (excluding Cash Flow Statement) Preparation of Financial Statements as per Companies Act (excluding Cash Flow Statement) AS 1 in relation to Final Accounts of Companies (Disclosure of Accounting Policies) Adjustment for - 1. Closing Stock 2. Depreciation 3. Outstanding Expenses and Income 4. Prepaid Expenses and Pre-received Income 5. Proposed Dividend and Unclaimed Dividend 6. Provision for Tax and Advance Tax 7. Bill of Exchange (Endorsement, Honour, Dishonour) 8. Capital Expenditure included in Revenue Expenditure and vice versa e.g. - Purchase of Furniture included in Purchases 9. Unrecorded Sales and Purchases 10. Good Sold on Sale or Return Basis 11. Managerial Remuneration on Net Profit Before Tax 12. Transfer to Reserves 13. Bad Debt and Provision for Bad Debts 14. Calls in Arrears 15. Loss by Fire (Partly and fully insured goods) 16. Goods Distributed as Free Samples 17. Any other adjustments as per the prevailing accounting standard
AUGUST & SEPTEMBER	<b>Internal Reconstruction</b> Need For Reconstruction and Company Law Provisions Distinction Between Internal and External Reconstructions Methods including alteration of Share Capital, Variation of Shareholder Rights, Sub-division, Consolidation, Surrender and Re-issue / Cancellation, Reduction of Share Capital with relevant Legal Provisions and Accounting treatment for same.

  
Teacher

  
Coordinator

  
Principal

## Semester / Term Syllabus Planning

Month	Topics to be covered
SEPTEMBER	<p>Buy Back of Shares</p> <p>Company Law / Legal Provisions (including Related Restrictions, Power, Transfer to Capital Redemption Reserve Account and Prohibitions)</p> <p>Compliance of Conditions including Sources, Maximum Limits and Debt Equity Ratio, Cancellation of Shares Bought Back (excluding Buy Back of Minority Shareholding)</p>
OCTOBER	<p><b>Ethical Behaviour and Implications For Accountants</b></p> <p>Introduction, Meaning of Ethical Behaviour</p> <p>Financial Reports - What is the Link Between Law, Corporate Governance, Corporate Social Responsibility and Ethics ?</p> <p>What does the Accounting Profession mean by the Ethical Behaviour ?</p> <p>Implications of Ethical Values for the Principles versus Rule based Approaches to Accounting Standards</p> <p>The Principal based Approach and Ethics</p> <p>The Accounting Standard Setting Process and Ethics</p> <p>The IFAC Code of Ethics for Professional Accountants</p> <p>Ethics in the Accounting Work Environment - A Research Report</p> <p>Implications of Unethical Behaviour for Financial Reports</p> <p>Company Codes of Ethics.</p> <p>The Increasing Role of Whistle-Blowing</p> <p>Why should Student Learn Ethics ?</p>

## Semester / Term Syllabus Planning

Month	Topics to be covered
	<u>T.Y. B.Com. FINANCIAL ACCOUNTING</u>
Nov & Dec	Accounting of Transactions of Foreign Currency In relation to purchase and sale of goods, services and assets and loan and credit transactions Computation and Treatment of Exchange Rate Differences
JAN -	AS - 14 - Amalgamation, Absorption and External Reconstruction (Excluding Inter-Company holdings) In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase method respectively. Meaning and Computation of Purchase Consideration. Problems based on Purchase Method only.
FEB	Liquidation of Companies Meaning of Liquidation or Winding up Preferential Payments Overriding Preferential Payments Preparation of Statement of Affairs, Deficit / Surplus Account Liquidator's Final Statement of Account
FEB -	Underwriting of Shares and Debentures Introduction, Underwriting, Underwriting Commission Provision of Companies Act with respect to Payment of Underwriting Commission Underwriters, Sub-Underwriters, Brokers and Manager to Issues Types of Underwriting, Abatement Clause Marked, Unmarked and Firm-Underwriting Applications, Liability of the Underwriters in respect of Underwriting Contract Practical Problems
MARCH -	Accounting For Limited Liability Partnership Statutory Provisions Conversion of Partnership Firm into LLP Final Accounts

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Co-ordinator

Principal

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### Semester / Term Syllabus Planning

S.Y. B.COM. SEM III – INTRODUCTION TO MANAGEMENT ACCOUNTING	
MONTH	UNITS/MODULE COVERAGE
JUNE	<b>Module 1:</b> A. Introduction to Management Accounting Nature, Scope and Functions of Management Accounting – Role of Management Accounting in Decision Making – Management Accounting and Financial Accounting
JUNE-JULY	B. Analysis and Interpretation of Accounts – Vertical Balance Sheet and P & L A/c a. Trend Analysis b. Comparative Statement c. Common Size Statement
AUGUST	<b>Module 2:</b> Ratio Analysis a. Balance sheet ratios b. Revenue statement ratios c. Combined ratios
SEPTEMBER	<b>Module 3:</b> Working Capital Management: Concept, Nature of Working Capital, Estimation and Operating Cycle
OCTOBER	<b>Module 4:</b> Capital Budgeting: Introduction, Capital Budgeting Projects and Techniques - Pay -back Period, ARR, NPV, PI, Discounted Payback.

  
Teacher

  
Co-ordinator

  
Principal

S.Y. B.COM. SEM IV FINANCIAL ACCOUNTING AND AUDITING VI – AUDITING UNITS/MODULE COVERAGE	
MONTH DEC- JAN	<p>MODULE 1: Introduction to Auditing</p> <p>A. Basics – Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing, Inherent limitations of Audit, Difference between Accounting and Auditing, Investigation and Auditing.</p> <p>B. Errors &amp; Frauds – Definitions, Reasons and Circumstances, Types of Error, Types of frauds, Risk of fraud and Error in Audit, Auditors Duties and Responsibilities in case of fraud.</p> <p>C. Principles of Audit, Materiality, True and Fair view</p> <p>D. Types of Audit – Meaning, Advantages, Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit, Statutory Audit</p>
JAN	<p>MODULE 2: Audit Planning, Procedures and Documentation</p> <p>A. Audit Planning – Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussion with Client, Overall Audit Approach</p> <p>B. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before commencing Work, Overall Audit Approach.</p> <p>C. Audit Working Papers – Meaning, importance, Factors determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books.</p>
FEB- MARCH	<p>MODULE 3: Auditing Techniques and Internal Audit introduction</p> <p>A. Test Check – Test Checking Vs Rotating Checking, test Check meaning, features, factors to be considered, when Test Checks can be used, advantages, disadvantages, precautions.</p> <p>B. Audit Sampling – Audit Sampling, meaning, purpose, factors in determining sample size – Sampling Risk, Tolerable Error and expected error, methods of selecting Sample Items Evaluation of Sample Results auditors Liability in conducting audit based on Sample</p> <p>C. Internal Control – Meaning and purpose, review of internal control, advantages, auditors duties, review of internal control, Inherent Limitations of Internal control, internal control samples for sales and debtors, purchases and creditors, wages and salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.</p> <p>D. Internal Audit : Meaning, basic principles of establishing Internal audit, objectives, evaluation of internal Audit by statutory auditor, usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit</p>
MARCH	<p>MODULE 4: Auditing Techniques: Vouching &amp; Verification</p>
<p>Teacher's Signature</p> <p>Co-ordinator</p> <p>Principal's Sign</p>	

- A. Audit of Income : Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received Royalties Received
- B. Audit of Expenditure : Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense
- C. Audit of Assets Book Debts / Debtors, Stocks – Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures
- D. Audit of Liabilities : Outstanding Expenses, Bills Payable Secured loans Unsecured Loans. Contingent Liabilities

AVNEET

## Semester / Term Syllabus Planning

TYBCom Semester-V  
Computer Systems and Applications

MONTH	TOPICS TO BE COVERED
JUNE/JULY	<b>Module-I</b> <b>Data Communication, Networking and Internet</b> a. Data Communication components, data representation, distributed processing b. Networking Basics and Infrastructure: Definition, types (LAN, MAN, WAN) Advantages, Network structures, Topologies-Star, Bus, Ring, Network Media wired-twisted pair, Co-axial, fiber optic and wireless-Radio and infra-red
JULY/AUGUST	<b>Module-II</b> <b>a. Database and My SQL</b> Introduction to Databases, Relational and Non-relational database system, MySQL as a non-procedural language, Views of data <b>b. MySQL Basics</b> Statements, names, datatypes, creating database, inserting data, updating data, deleting data, expressions, CREATE, USE, ALTER, RENAME, SHOW, DESCRIBE and DROP, PRIMARY KEY, FOREIGN KEY.
AUGUST/SEPT	<b>Module-III Database and MySQL</b> a. MySQL Simple queries:-The SELECT statement (FROM, where, Group BY, Having, Order BY, Distinct), Filtering Data by using conditions. Simple and complex conditions using logical, arithmetic and relational operators b. Multi-table queries: Simple joins (INNER JOIN), SQL Considerations for multi table queries c. Nested Queries (Only up to two levels)
SEPT/OCTOBER	<b>Module-IV : Spread Sheet</b> a. Creating and Navigating worksheets and adding information to worksheets:-types of data, Auto correct, Auto fill, Auto fit, Undo, Redo, Moving data, Find and replace values. Spell check b. Multiple Spreadsheets: Adding, removing, hiding, renaming worksheets, Add headers/footers to a workbook, Page breaks, cell references, Absolute, Relative (within a worksheet, other workbooks) c. Functions: Financial Functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE Mathematical & Statistical functions: ROUND, ROUNDDOWN, ROUNDUP, CEILING FLOOR, INT, MAX, MIN, MOD, SUM, COUNT, AVERAGE d. Data Analysis: Sorting, Subtotal Pivot Tables-Building Pivot Tables, Pivot Table regions

Teacher

Co-ordinator

Principal

# Semester / Term

## TYBCom Semester-VI Computer Systems and Applications

### Syllabus to be covered

Month	
December/ January	Ecommerce Definition of e-commerce, features, types of e-commerce, business models in e-commerce. Major B2C models-commerce security, Encryption, payment systems, limitatons of e-commerce, M-commerce(Definition and features)
January/ February	Advanced Ms-Excel Date functions :- TODAY,NOW,DATE,TIME,DAY,MONTH,YEAR,WEEKDAY,DAYS360 String functions:- LEFT,RIGHT,MID,LEN,UPPER,LOWER,PROPER,TRIM Conditional logic functions:- IF, Nested IF,COUNTIF,SUMIF,AVERAGEIF Statistical Functions :- COUNTA,COUNTBLANK,CORREL Database Functions:- LOOKUP,VLOOKUP,HLOOKUP Data Analysis: Graphical representation of data, column ,pie, line bar charts Goal seek, using solver
February / March	Visual Basic Introduction to Visual Basic,GUI Introduction to VB Controls Variables, Constants and Calculations Decision and condition Sub-procedures and sub-functions

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*Amee*  
Teacher

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Co-ordinator

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**HAMID**

**BUNTS SANGHA'S  
JESUIT COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**

BUSINESS LAW (SYBCOM – SEM IV) AY 2018-19 LESSON PLAN	
MONTH DECEMBER	<ul style="list-style-type: none"> <li>Indian Companies Act – 2013 Part-I</li> <li>Company – Concept, Features, Role of Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of non-registration, and Lifting of Corporate Veil.</li> <li>Classification of Companies Distinction between Private Company and Public Company, Advantages and disadvantages of Private Company and Public Company. – Common Procedure for Incorporation of Company.</li> <li>Memorandum of Association (MOA) &amp; Article of Association(AOA) – Concept, Clauses of MOA, AOA- Contents, Doctrine of constructive notice, Doctrine of Ultra Vires, Doctrine of Indoor Management.</li> <li>Prospectus – Concept, Kinds, Contents, Private Placement</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>INTELLECTUAL PROPERTY RIGHTS</li> <li>Concept, Nature, Introduction &amp; background of IPR in India.</li> <li>IPR relating to Patents – Concepts of invention and discovery, Comparison (S2 (i)), Concept of Patents, General principles applicable to working of patented inventions, Term of Patent. Infringement of Patent Rights &amp; Remedies. (Ss. 104-115)</li> <li>IPR relating to Copyrights- Concept of Copyright (Ss. 14, 16, 54,) Concept of author and authorised acts, (S.2) Ownership of Copy right (S.17) Duration or term of Copy right. (S. 22-27), Original work and fair use, Rights of Copyright holder, Infringement of Copyrights &amp; Remedies. (Ss. 51, 52)</li> <li>IPR relating to Trademarks –Concept, Functions of Trade Mark, types, trademarks that cannot be registered, Registration of Trade Marks and rights of the proprietor of Trade Marks, Procedure for registration of Trade Marks., Infringement of Trademarks &amp; Remedies.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>Indian Companies Act – 2013, Part –II</li> <li>Member of a Company –Concept, Who can become a member, Modes of acquiring membership, Cessation of membership, Right &amp; Liabilities of Members.</li> <li>Director – Qualifications&amp; Disqualification, Classification, Director Identification Number (DIN), Legal Position of Directors.</li> <li>Meetings – Types, Legal Provisions of Statutory Meeting.</li> </ul>

Teacher

Coordinator




Principal

Annual General Meeting, Extra-Ordinary Meeting, Board Meeting	
APRIL	<ul style="list-style-type: none"> <li>Indian Partnership Act – 1932</li> <li>Partnership – Concept, Essentials, True Test of Partnership, Partnership Deed, Types of Partnership, Rights and Duties of Partners, Distinguish between Partnership &amp; Hindu Undivided Family (HUF).</li> <li>Dissolution – Concept, Modes of Dissolution, Consequences of Dissolution.</li> <li>Limited Liability Partnership (LLP) 2008 – Concept, Characteristics, Advantages &amp; Disadvantages, Procedure for Incorporation.</li> <li>Extent of L.L.P. – Conversion of LLP, Mutual rights &amp; duties of partners, Winding up of LLP, Distinction between LLP and Partnership.</li> </ul>
MAY	<ul style="list-style-type: none"> <li>Consumer Protection Act, 1986 &amp; Competition Act 2002</li> <li>Consumer Protection Act – Concept, Objects, Reasons for enacting the Act, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services.</li> <li>Consumer Protection Councils &amp; Redressal Agencies – District, State &amp; National.</li> <li>Competition Act 2002 – Concept, Salient Features, Objectives &amp;</li> </ul>

STEFFI SALVE

**BUNTS SANGHA'S**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES, POWAI.**  
**TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19** ES,  
**SEMESTER V**  
**SUBJECT: MARKETING & HUMAN RESOURCE MANAGEMENT**  
**COURSE: B.COM CLASS: THIRD YEAR**

MONTH	TEACHING-LEARNING PLAN
June	<ul style="list-style-type: none"><li>• Meaning and features and functions of Marketing</li><li>• Strategic Marketing Management</li><li>• Customer Relationship Management</li><li>• Social Marketing</li><li>• Digital Marketing</li><li>• Event Marketing</li><li>• Challenges of Marketing manager</li></ul>
July	<ul style="list-style-type: none"><li>• Marketing Information System</li><li>• Market Research</li><li>• Consumer Behavior, buying process</li><li>• Market Segmentation, Niche marketing</li></ul>
August	<ul style="list-style-type: none"><li>• Marketing mix</li><li>• Product designs</li><li>• Branding- components</li><li>• Pricing- factors, objectives, strategies</li></ul>
September	<ul style="list-style-type: none"><li>• Physical distribution-channels</li><li>• Trends in distribution</li><li>• Promotion decision- elements of promotion</li><li>• Integrated Marketing Communication- components</li></ul> <p>*Case studies as applicable Teaching Methodology: Class Discussion and Newspaper Articles Discussion</p>

 Class Teacher       Coordinator       Principal

**HUNTER BACHHAU**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES,**  
**POWAI**  
**TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19**

SEMESTER VI

SUBJECT: HUMAN RESOURCE MANAGEMENT

COURSE: B.COM. CLASS: THIRD YEAR

MONTH	TEACHING-LEARNING PLAN
DECEMBER	<ul style="list-style-type: none"> <li>• Concept of HRM- its Nature, importance and Function – Role of HR Managers in the changing Business Environment</li> <li>• Human Resource Planning: Importance and Process</li> <li>• HRP-Job Analysis-Meaning and Uses (NEWS PAPER CUT OUTS)</li> <li>• Recruitment and its sources, Selection Procedure</li> <li>• Employment Tests and interviews-their roles and types –Importance of Placement and Induction</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Concept and Scope of HRD- Training and Development-Importance, Types and Methods (CLASS DISCUSSION)</li> <li>• Performance Appraisal-benefits, limitations, and techniques of appraisal. 360 Degree Appraisal</li> <li>• Employee Retention-Compensation and Incentives</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Nature and importance of human relations-Leadership-Traits and Styles.</li> <li>• Motivation-Factors of motivation-Theories of motivations-Maslow's Theory, Herzberg's Theory and McGregor's X &amp; Y Theory, Pink's Theory. Employee Morale-Nature and Importance</li> <li>• Grievances handling and procedure. (CLASS DISCUSSION)</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• IV Current Issue in HRM: Lectures 10</li> <li>• Human Resource Accounting-Concept, advantage and limitations.</li> <li>• Human resource Audit-Objective and scope</li> <li>• Group Dynamics and team Building, Emotional Quotient and Mentoring, Career Planning and Development Empowerment and Participation (CLASS DISCUSSION)</li> <li>• Emerging challenges in HRM –managing workforce diversity- Managing Downsizing, Outsourcing</li> <li>• Safety and security management-Importance (CLASS DISCUSSION)</li> </ul>

\*Case studies as applicable


TEACHER'S SIGNATURE


COORDINATOR'S SIGNATURE


PRINCIPAL'S SIGNATURE

**ASHISH NAVIK**

COMMERCE - I (F.Y.B.Com. – SEM I) AY 2018-19	
MONTH	LESSON PLAN
JULY	<b>Unit I Business</b> Introduction: Concept, Functions, Scope and Significance of business. Traditional and Modern Concept of business. Objectives of Business: Steps in setting business objectives, classification of business objectives, Reconciliation of Economic and Social Objectives.
AUGUST	New Trends in Business: Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario, Restructuring and turnaround strategies.  <b>Unit-II Business Environment</b> Introduction: Concept and Importance of business environment, Interrelationship between Business and Environment
SEPTEMBER	Constituents of Business Environment: Internal and External Environment, Educational Environment and its impact, International Environment – Current Trends in the World, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.  <b>Unit – III Project Planning</b> Introduction: Business Planning Process; Concept and importance of Project Planning; Project Report; feasibility Study types and its importance Business Unit Promotion: Concept and Stages of Business Unit Promotion, Location – Factors determining location, and Role of Government in Promotion. Statutory Requirements in Promoting Business Unit: Licensing and Registration procedure, Filling returns and other documents, Other important legal provisions.
OCTOBER	<b>Unit – IV Entrepreneurship</b> Introduction: Concept and importance of entrepreneurship, factors Contributing to Growth ofEntrepreneurship,Entrepreneur and Manager, Entrepreneur and Intrapreneur The Entrepreneurs:Types of Entrepreneurs,Competencies ofan Entrepreneur,Entrepreneurship Training andDevelopment centers in India.Incentives to Entrepreneurs inIndia. Women Entrepreneurs: Problems and Promotion.

  
TEACHER

  
COORDINATOR

  
PRINCIPAL

Teaching Learning Plan – Even Semester – 2018-19

COMMERCE - II  
(F.Y.B.Com. – SEM 2 )

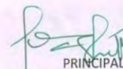
MONTH	LESSON PLAN
December	<b>Unit I Concept of Services</b> <b>Introduction:</b> Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian. <b>Marketing Mix Services:</b> Consumer expectations, Services Mix, - Product, Place, Price, and Promotion, Process of Services delivery, Physical evidence and people. <b>Service Strategies:</b> Market research and Service development cycle, Managing demand and capacity, opportunities and challenges in service sector.
January	<b>Unit II Retailing</b> <b>Introduction:</b> Concept of organized and unorganized retailing , Trends in retailing, growth of organized retailing in India, Survival strategies for unorganized Retailers <b>Retail Format:</b> Store format, Non – Store format, Store Planning, design and layout <b>Retail Scenario:</b> Retail Scenario in India and Global context – Prospects and Challenges in India. <b>Mall Management –</b> Retail Franchising, FDI in Retailing, Careers in Retailing
February	<b>Unit III Recent Trends in Service Sectors</b> <b>ITES Sector:</b> Concept and scope of BPO, KPO, LPO and ERP. <b>Banking and Insurance Sector:</b> ATM, Debit & Credit Cards, <b>Internet Banking –</b> Opening of Insurance sector for private players, FDI and its impact on Banking and Insurance Sector in India <b>Logistics:</b> Net working – Importance – Challenges
March	<b>Unit VI</b> <b>Introduction:</b> Meaning, Features, Functions and Scope of E-Commerce- Importance and Limitations of E-Commerce <b>Types of E-Commerce:</b> Basic ideas and Major activities of B2C, B2B, C2C. Transition to E-Commerce in India, E-Transition Challenges for Indian Corporates; on-line Marketing Research.
April	Revisions



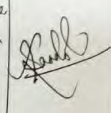
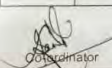
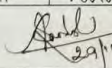
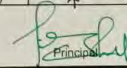
TEACHER



COORDINATOR



PRINCIPAL

Work Diary				
Date	Class & Time	Subject Taught	Topics Covered	Signature
29/10/18 (Mon)	10.00 - 12.00pm T.Y.B.A.F.	Taxation	Deemed Registration, Procedure for Registration, Registration of Non-Resident and Casual taxable person, Cancellation of Registration, Problems on liability of GST (Registration), Calculation of aggregate turnover, Registration under CGST - Normal Limit, Registration under CGST - special category state, Compulsory Registration under CGST	
29/10/18	I hereby declare that, I have completed the syllabus of the following subjects which are allotted to me in this semester:			
	Semester/Class	Name of the Subject	Hours	
	Ist sem B.Com	Accounting & Financial Management	4+4	
	V sem B.Com	Cost Accounting	4+4	
	IV sem B.A.F.	Taxation-IV (Indirect taxes-II)	4	
 Coordinator  29/10/2018  Principal				

Work Diary																
Subject: <u>Accountancy &amp; Financial Management</u>																
Date	Class & Time	Subject Taught	Topics Covered	Signature												
20/3/19	<p>I hereby declare that, I have completed the syllabus of the following subjects which are allotted to me in this semester:</p> <table border="1"> <thead> <tr> <th>Semester &amp; Class</th> <th>Name of the subject</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>II<sup>nd</sup> semester B.Com</td> <td>Accounting &amp; Financial Mgt</td> <td>4+4</td> </tr> <tr> <td>VI Semester B.Com</td> <td>Cost Accounting</td> <td>4+4</td> </tr> <tr> <td>VI Semester BBI</td> <td>Personnel Management</td> <td>4</td> </tr> </tbody> </table>			Semester & Class	Name of the subject	Hours	II <sup>nd</sup> semester B.Com	Accounting & Financial Mgt	4+4	VI Semester B.Com	Cost Accounting	4+4	VI Semester BBI	Personnel Management	4	
Semester & Class	Name of the subject	Hours														
II <sup>nd</sup> semester B.Com	Accounting & Financial Mgt	4+4														
VI Semester B.Com	Cost Accounting	4+4														
VI Semester BBI	Personnel Management	4														
			<p><i>[Signature]</i> 20/3/2019</p>													
<p><i>[Signature]</i> Coordinator</p>		<p><i>[Signature]</i> Principal 20/3/2019</p>														

Date	Class & Time	Subject Taught	Topics Covered	Signature
3-11-18			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:-</p> <p>FYBMS (A+B) Introduction to financial Accounting</p> <p>FYBcom (A+B) Commerce -I</p> <p>SYBMS -B Corporate Finance</p> <p>SYBBI Management Accounting</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p>05/12/2018</p>

*[Signature]*  
Co-ordinator

Principal

Date	Class & Time	Subject Taught	Topics Covered	Signature
3-11-18			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:-</p> <p>FYBMS (A+B) Introduction to financial Accounting</p> <p>FYBcom (A+B) Commerce -I</p> <p>SYBMS -B Corporate Finance</p> <p>SYBBI Management Accounting</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p>05/12/2018</p>

*[Signature]*  
Co-ordinator

Principal

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>           BTBMS (A+5) Business Environment            BTBcom (A+5) Commerce -II            T4BMS-8 Project Management-            T4BMM Advertising and Marketing Research         </p>	<p><i>[Signature]</i></p>

Principal


Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>           BTBMS (A+5) Business Environment            BTBcom (A+5) Commerce -II            T4BMS-8 Project Management-            T4BMM Advertising and Marketing Research         </p>	<p><i>[Signature]</i></p>

Principal

# Work Diary

Subject :

Hamid Khan, 8-19 F-2

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me. They are as follows</p> <p>FVBS (A&amp;B) Industrial Law            SYBS (A&amp;B) Business Law            SYBSAF Company Law            SYBSJ Corporate &amp; Securities Law</p>	

Principal

Staff: S. 18-19 - 72

Date	Class & Time	Subject Taught	Topics Covered	Signature
19/10	P4BMS A&B 10.20-11.10	PHS	Types of groups & team building.	
20/10	<del>P4BMS A&amp;B</del> 10.20-11.10	PHS	Activity on stages of team building	
24/10			<p>I hereby declare that I have completed syllabus of Term I, 2018-19 of the following subjects allotted to me:</p> <ol style="list-style-type: none"> <li>1. TYBMS - E-commerce &amp; Digital Marketing</li> <li>2. TYBMM - Commerce V - MHRM</li> <li>3. SYBMS - Business Planning &amp; Entrepreneurial Management.</li> <li>4. P4BMS - Foundation of Human Skills</li> </ol>	

Principal

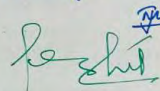

Principal

**WORK DIARY**      *Sep 18-19-20*

Subject :				Principal
Date	Class & Time	Subject Taught	Topics Covered	Signature
25/03			Academic Audit Preparation TYBMS Prelims assessment	<i>[Signature]</i>
26/03			Academic Audit Preparation TYBMS Prelims assessment	
27/03 onwards			Invigilation, Assessment, Result, Admission  I hereby declare that I have completed the syllabus of the subjects allotted to me for Term II 2018-2019. 1. TYBCOM - M.HRM 2. TYBMS - Retail Management 3. SYBMS - Ethics & Governance 4. PYBMS - Principles of Management.	

*[Signature]*  
Principal

*[Signature]*  
Coordinator

Subject :					Work Diary	
Date	Class & Time	Subject Taught	Topics Covered	Signature		
			<p>I hereby certify that the syllabus of the following subjects have been duly completed</p> <p>           TYBCom A &amp; B - Direct Taxation            SYBCom A &amp; B - Commerce <u>II</u>            TYBMS A - Customer Relationship Management            TYBB1 - Research Methodology            SYBB1 - Organisational Behaviour in Banking &amp; Insurance         </p> <p style="text-align: right;">   <u>Principal</u> </p>			
		 Coordinator	Principal			

Work Diary

Coordinator		Principal		
work Diary				
Date	Class & Time	Subject Taught	Topics Covered	Signature
14/3/19	A1 BMS (B) 7:30-8:20	Foundation Course	ways to resolve conflict	Prachi
15/3/19	10:20-12 FY BMS (A) 8:20-9:10	TY Bcom. Foundation Course	SUPERVISION Hierarchy of self actualization & ways to resolve conflict.	Prachi
			<p>I HEREBY DECLARE THAT I HAVE COMPLETED THE SYLLABUS OF FOLLOWING SUBJECTS ALLIOTED TO ME:</p> <p>in the second half of the Academic year 2018-19.</p> <p>(1) TY B.COM - EXPORT MARKETING</p> <p>(2) TY BMS - BRAND MANAGEMENT</p> <p>(3) SY BMS - EVENT MARKETING</p> <p>(4) FY BMS - FOUNDATION COURSE</p>	Prachi

Co-ordinator

Principal

25/3/2019

Subject :

### Work Diary




Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus of the following subjects allotted to me:</p> <ul style="list-style-type: none"><li>(1) TV BCOM - EXPORT MARKETING</li><li>(2) TV BMS - SALES &amp; DISTRIBUTION MANAGEMENT</li><li>(3) SY BMS - ADVERTISING</li><li>(4) FY BMS - FOUNDATION COURSE</li></ul>	<p>P. Sachin</p> <p><i>[Signature]</i></p>

*[Signature]*  
Principal

Principal

Work Diary					
Subject		Class & Time	Subject Taught	Topics Covered	Signature
Date					
				<p>I, hereby declare that            I have successfully completed            the following course allotted to me            for Sem I, III, V</p> <p>             FYBAAF - Foundation Course-I              MGT601 - Advertising I              MGT602 - Consumer Behaviour              MGT603 - Service Marketing              MGT604 - International Banking &amp; Finance           </p> <p><u>Vijay Krishnakumar</u></p>	

Principal

Month	S.Y.BMM - Semester III	Subject Name: Introduction to Advanced Computer
June-2018	<b>Unit I : I Basics of Online Marketing (Chalk and Talk,PDF,Flip Classroom )</b> Building an online marketing foundation, Planning and Building the Website, Content Marketing, Blogging, Social Media Marketing and Web Analytics. (Google Analytics), Search Engine optimization / How Google Works, Online Advertising / Search Engine Marketing. (Google Ad words), Email Marketing / Webinar, Online Public Relation Managing Multitasking Web Marketing.	
July- 2018	<b>Unit II : Basics Of Animation (Chalk and Talk)</b> Understanding Animation (Adobe Flash may be used), Working with Fills and Outline, Layers and Pen tool, Understanding Layers and Symbols, Working with Text and Mask Layers, Creating Frame by Frame Animation Motion Tweening and Motion Editor, Classic tweening and Shape tweening, Working with Sound and Video and Publishing a Movie. <b>Unit III : HTML 5 with CSS (Chalk and Talk,PDF)</b> Introduction to the Web, Introduction to HTML5, Formatting Text Using Tags, Creating Hyperlinks and Anchors, Introduction to CSS3, Formatting Using Style Sheets, Displaying Graphics and CSS3 Animation, Creating Navigational Aids and Division Based Layout, Creating Tables,HTML Forms, HTML5 Audio and Video.	
August- 2018	<b>Unit IV : Web Designing (Chalk and Talk,PDF)</b> Getting Started with Web Designing (Dreamweaver CS 6 may be used),Working with Lists, Tables, Links and Frames, Forms, CSS, Behaviors and Snippets, Working with Multimedia Objects, Testing a Website, Working with Dynamic Websites. <b>Unit V :Basics Of Audio / Video Editing (Chalk and Talk, Video )</b> Introduction to Adobe Audition, Working with Audio Editing, Working with Multi-track Editor and Recording Audio, Working with Audio Effect, Introduction to Digital Video Editing, Starting with Adobe Premiere Pro CS6,Capturing Clips and Using Tools, Video Editing.	
September - 2018	<b>Unit V: Animating, Effects, Transitions and Exporting Video, Working with Audio</b> Creating Titles and Superimposing, Previewing & Rendering Output. <b>Unit VI : Basics Of 3D Animation (Chalk and Talk, Video,PDF )</b> Overview, Working with Objects, Transforming and Grouping, Shapes and Modifiers, Compound Objects, Low Poly Modeling, High Poly Modeling, Creating Models with Nurbs,Patch Modeling and Surface Tool,	
October- 2018	<b>Unit VI: Modifying Objects. (Chalk and Talk, Video )</b> Integration of Various Modeling Techniques, Creation of Morph Targets. Revision Of Entire Syllabus.	
 Teacher		 Co-ordinator
		 Principal

## Semester / Term Syllabus Planning

Month	F.Y.B.Sc.IT - Semester I	Subject Name: Operating System
July-2018	<b>Unit I : Introduction(Chalk and Talk)</b> What is an operating system? History of operating system, computer hardware, different operating systems, operating system concepts, System calls, operating system structure. <b>Processes and Threads:</b> Processes, threads, interprocess communication, scheduling, IPC Problems. <b>II Memory Management(Chalk and Talk, Video )</b> No memory abstraction, memory abstraction: address spaces, virtual memory, and page replacement algorithms, design issues for paging Systems, implementation issues, and segmentation. <b>File Systems: (Chalk and Talk, Video )</b> Files, directories, file system implementation, file-system management and optimization, MS-DOS file system, UNIX V7 file system, CD ROM file system.	
August-2018	<b>Unit II :Memory Management: (Chalk and Talk, Video ,PDF)</b> No memory abstraction, memory abstraction: address spaces, virtual memory, and page replacement algorithms, design issues for paging Systems, implementation issues, and segmentation. <b>File Systems: (Chalk and Talk, Video)</b> Files, directories, file system implementation, file-system management and optimization, MS-DOS file system, UNIX V7 file system, CD ROM file system. <b>Unit III : Input-Output: (Chalk and Talk, Video)</b> Principles of I/O hardware, Principles of I/O software, I/O software layers, disks, clocks, user interfaces: keyboard, mouse, monitor, thin clients, power management, <b>Deadlocks: (Chalk and Talk, Video)</b> Resources, introduction to deadlocks, the ostrich algorithm, deadlock detection and recovery, deadlock avoidance, deadlock prevention, Issues.	
September-2018	<b>Unit IV : Virtualization and Cloud: (Chalk and Talk, Video)</b> History, requirements for virtualization, type 1 and 2 hypervisors, techniques for efficient virtualization, hypervisor microkernels, memory virtualization, I/O virtualization, Virtual appliances, virtual machines on multicore CPUs, Clouds. <b>Multiple Processor Systems (Chalk and Talk, Video)</b> Multiprocessors, multicomputer, distributed systems	
October-2018	<b>Unit V: Case Study on LINUX and ANDROID: (Chalk and Talk, Video, Flip Classroom)</b> History of Unix and Linux, Linux Overview, Processes in Linux, Memory management in Linux, I/O in Linux, Linux file system, Security in Linux. Android <b>Case Study on Windows: (Chalk and Talk, Video )</b> History of windows through Windows 10, programming windows, system structure, processes and threads in windows, memory management, caching in windows, I/O in windows, Windows NT file System, Windows power management, Security in windows.	

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## Semester / Term Syllabus Planning

Month	S.Y.B.Sc.IT - Semester III	Subject Name: Mobile Programming Practical
July- 2018	<b>Practical 1</b> <ul style="list-style-type: none"> <li>➤ Creating and building simple "Hello World" App using Cordova</li> <li>➤ Adding and Using Buttons</li> </ul> <b>Adding and Using Event Listeners</b> <b>Practical 2</b> <ul style="list-style-type: none"> <li>➤ Creating and Using Functions</li> <li>➤ Using Events</li> <li>➤ Handling and using Back Button</li> </ul> <b>Practical 3</b> <ul style="list-style-type: none"> <li>➤ Installing and Using Plugins</li> <li>➤ Installing and Using Battery Plugin</li> <li>➤ Installing and Using Camera Plugin</li> </ul> <b>Practical 4</b> <ul style="list-style-type: none"> <li>➤ Installing and Using Contacts Plugin</li> <li>➤ Installing and Using Device Plugin</li> <li>➤ Installing and Using Accelerometer Plugin</li> </ul> <b>Practical 5</b> <ul style="list-style-type: none"> <li>➤ Install and Using Device Orientation plugin</li> <li>➤ Install and Using Device Orientation plugin</li> <li>➤ Create and Using Prompt Function</li> </ul>	
August- 2018	<b>Practical 6</b> <ul style="list-style-type: none"> <li>➤ Installing and Using File Plugin</li> <li>➤ Installing and Using File Transfer Plugin</li> <li>➤ Using Download and Upload functions</li> </ul> <b>Practical 7</b> <ul style="list-style-type: none"> <li>➤ Installing and Using Globalization Plugin</li> <li>➤ Installing and Using Media Plugin</li> <li>➤ Installing and Using Media Capture Plugin</li> </ul> <b>Practical 8</b> <ul style="list-style-type: none"> <li>➤ Installing and Using Network Information Plugin</li> <li>➤ Installing and Using Splash Screen Plugin</li> <li>➤ Installing and Using Vibration Plugin</li> </ul>	
September - 2018	<b>Practical 9</b> <ul style="list-style-type: none"> <li>➤ Developing Single Page Apps</li> <li>➤ Developing Multipage Apps</li> <li>➤ Storing Data Locally in a Cordova App</li> </ul> <b>Practical 10</b> <ul style="list-style-type: none"> <li>➤ Use of sqlite plugin with Phone Gap /apache Cordova</li> <li>➤ Using sqlite read/write and search</li> <li>➤ Populating Cordova SQLite storage with the JQUERY API</li> </ul>	

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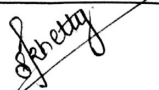


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## Semester / Term Syllabus Planning

Month	Topics to be covered
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T.Y.B.Sc.IT (A+B) Sem – VI ( 2018-19)		Subject: - Business Intelligence
<b>Dec 2018</b>	<b>Unit I</b> <b>Business intelligence:</b> Effective and timely decisions, Data, information and knowledge, The role of mathematical models, Business intelligence architectures, Ethics and business intelligence. <b>Decision support systems:</b> Definition of system, Representation of the decision-making process, Evolution of information systems, Definition of decision support system, Development of a decision support system.	
<b>Jan 2019</b>	<b>Unit II-Mathematical models for decision making:</b> Structure of mathematical models, Development of a model, Classes of models <b>Data mining:</b> Definition of data mining, Representation of input data, Data mining process, Analysis methodologies. <b>Data preparation:</b> Data validation, Data transformation, Data reduction. <b>Unit III-Classification:</b> Classification problems, Evaluation of classification models, Bayesian methods, Logistic regression, Neural networks, Support vector machines. <b>Clustering:</b> Clustering methods, Partition methods, Hierarchical methods, Evaluation of clustering models.	
<b>Feb 2019</b>	<b>Unit IV-Business intelligence applications:</b> <b>Marketing models:</b> Relational marketing, Sales force management, <b>Logistic and production models:</b> Supply chain optimization, Optimization models for logistics planning, Revenue management systems. <b>Data envelopment analysis:</b> Efficiency measures, Efficient frontier, The CCR model, Identification of good operating practices. <b>Unit V-Knowledge Management:</b> Introduction to Knowledge Management, Organizational Learning and Transformation, Knowledge Management Activities, Approaches to Knowledge Management, Information Technology (IT) In Knowledge Management, Knowledge Management Systems Implementation, Roles of People in Knowledge Management.	
<b>Mar 2019</b>	<b>Unit V-Artificial Intelligence and Expert Systems:</b> Concepts and Definitions of Artificial Intelligence, Artificial Intelligence Versus Natural Intelligence, Basic Concepts of Expert Systems, Applications of Expert Systems, Structure of Expert Systems, Knowledge Engineering, Development of Expert Systems (PPT).	

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## Semester / Term Syllabus Planning

M. Sc. IT Part -I ---- Semester 1	
Subject : Distributed Systems	
Month	Topics to Be Covered
JULY-18	<b>Characterization Of Distributed Systems:</b> Introduction, Examples of Distributed Systems, Trends In Distributed Systems, Focus On Resource Sharing, Challenges, Case Study: The World Wide Web. (TM : Audio visual) <b>System Models:</b> Physical Models, Architectural Models, Fundamental Models (TM : Flipped Class )
AUGUST-18	<b>Networking And Internetworking:</b> Types Of Network, Network Principles, Internet Protocols, Case Studies: Ethernet, Wifi And Bluetooth. (TM : PPT ) <b>Interprocess Communication:</b> The Api For The Internet Protocols, External Data Representation And Marshalling, Multicast Communication, Network Virtualization: Overlay Networks, (TM : Case Study: MPI )
SEPTEMBER-18	<b>Remote Invocation:</b> Request-Reply Protocols, Remote Procedure Call, Remote Method Invocation. (TM: Case Study: Java RMI) <b>Indirect Communication:</b> Group communication, Publish-subscribe systems, Message queues, Shared memory approaches (TM : Role Play) <b>Web Services:</b> Web services, Service descriptions and IDL for web services, A directory service for use with web services, XML security, Coordination of web services, applications of web services. (TM : )
OCTOBER-18	<b>Coordination And Agreement:</b> Distributed mutual exclusion Elections Coordination and agreement in group communication, Consensus and related problems (TM : Role Play ) <b>Name Services:</b> Name services and the Domain Name System, Directory services, Case study: The Global Name Service, Case study: The X.500 Directory Service. (TM: Case study) <b>Time And Global States:</b> Clocks, events and process states , Synchronizing physical clocks , Logical time and logical clocks, Global states, Distributed debugging (TM : PPT )
NOVEMBER-18	<b>Distributed Transactions:</b> Flat and nested distributed transactions, Atomic commit protocols, Concurrency control in distributed transactions, Distributed deadlocks. (TM : PPT ) <b>Replication:</b> System model and the role of group communication, Fault-tolerant services, Case studies of highly available services: The gossip architecture, Bayou and Coda, Transactions with replicated data (TM : PPT ) <b>Mobile And Ubiquitous Computing:</b> Association, Interoperation, Sensing and context awareness, Security and privacy, Adaptation (TM: Case study: Cooltown. )

## Semester / Term Syllabus Planning

T.Y.B.Sc. IT - Semester V	
Subject : Advanced Web Programming	
Month	Topics to Be Covered
JUNE-18	<p><b>Introducing .NET:</b> The .NET Framework, C#, VB, and the .NET Languages, The Common Language Runtime, The .NET Class Library. (TM : PPT )</p> <p><b>The C# Language:</b> C# Language Basics, Variables and Data Types, Variable Operations, Object-Based Manipulation, Conditional Logic, Loops, Methods.</p> <p><b>Types, Objects, and Namespaces:</b> The Basics About Classes, Building a Basic Class, Value Types and Reference Types, Understanding Namespaces and Assemblies, Advanced Class Programming. (TM : Drill and Practice )</p>
JULY-18	<p><b>Web Form Fundamentals:</b> Writing Code, Using the Code-Behind Class, Adding Event Handlers, Understanding the Anatomy of an ASP.NET Application, Introducing Server Controls, Using the Page Class, Using Application Events, Configuring an ASP.NET Application. (TM : PPT )</p> <p><b>Form Controls:</b> Stepping Up to Web Controls, Web Control Classes, List Controls, Table Controls, Web Control Events and AutoPostBack, Validation, Understanding Validation, Using the Validation Controls, Rich Controls, The Calendar, The AdRotator, Pages with Multiple Views, User Controls and Graphics, User Controls, Dynamic Graphics, The Chart Control, Website Navigation: Site Maps, URL Mapping and Routing, The SiteMapPath Control, The TreeView Control, The Menu Control. (TM : Flipped Class )</p>
AUGUST-18	<p><b>Error Handling, Logging, and Tracing :</b> Avoiding Common Errors, Understanding Exception Handling, Handling Exceptions, Throwing Your Own Exceptions, Using Page Tracing. (TM : PPT )</p> <p><b>State Management :</b> Understanding the Problem of State, Using View State, Transferring Information Between Pages, Using Cookies, Managing Session State, Configuring Session State, Using Application State, Comparing State Management Options. (TM : PPT )</p> <p><b>Styles, Themes, and Master Pages :</b> Styles, Themes, Master Page Basics, Advanced Master Pages. (TM : Practical Demonstration )</p>
SEPTEMBER-18	<p><b>ADO.NET Fundamentals:</b> Understanding Databases, Configuring Your Database, Understanding SQL Basics, Understanding the Data Provider Model, Using Direct Data Access, Using Disconnected Data Access (TM : PPT)</p> <p><b>Data Binding:</b> Introducing Data Binding, Using Single-Value Data Binding, Using Repeated-Value Data Binding, Working with Data Source Controls</p> <p><b>The Data Controls:</b> The GridView, Formatting the GridView, Selecting a GridView Row, Editing with the GridView, Sorting and Paging the GridView, Using GridView Templates, The DetailsView and FormView. (TM : Project-Based Learning )</p>
OCTOBER-18	<p><b>XML:</b> XML Explained, The XML Classes, XML Validation, XML Display and Transforms. (TM : Drill and Practice )</p> <p><b>Security Fundamentals:</b> Understanding Security Requirements, Authentication and Authorization, Forms Authentication, Windows Authentication. (TM : PPT )</p> <p><b>ASP.NET AJAX:</b> Understanding Ajax, Using Partial Refreshes, Using Progress Notification, Implementing Timed Refreshes, Working with the ASP.NET AJAX Control Toolkit. (TM : Drill and Practice)</p>

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## Semester / Term Syllabus Planning

T. Y. B. Sc. IT - Semester VI	
Subject : IT Services Management	
Month	Topics to Be Covered
DECEMBER -18	<p><b>IT Service Management:</b> Introduction, What is service management? What are services? Business Process, <b>Principles of Service management:</b> Specialisation and Coordination, The agency principle, Encapsulation, Principles of systems, The service Life Cycle, Functions and processes across the life cycle. <b>Service Strategy Principles:</b> Value creation, Service Assets, Service Provider Service Structures, Service Strategy Principles.</p> <p><b>Service Strategy:</b> Define the market, Develop the offerings, Develop Strategic Assets, Prepare for execution. <b>Challenges, Critical Success factors and risks:</b> Complexity, Coordination and Control, Preserving value, Effectiveness in measurement, Risks.</p>
JANUARY -19	<p><b>Service Design:</b> Fundamentals, <b>Service Design Principles:</b> Goals, Balanced Design, Identifying Service requirements, identifying and documenting business requirements and drivers, Design activities, Design aspects, Subsequent design activities, Design constraints, Service oriented architecture, Business Service Management, Service Design Models</p> <p><b>Service Design Processes:</b> Service Catalogue Management, Service Level Management, Capacity Management, Availability Management, IT Service Continuity Management, Information Security Management, Supplier Management <b>Challenges, Critical Success factors and risks:</b> Challenges, Risks</p> <p><b>Service Transition:</b> Fundamentals, <b>Service Transition Principles:</b> Principles Supporting Service Transition, Policies for Service Transition <b>Service Transition Processes:</b> Transition planning and support, Change Management, Service Asset Configuration Management, Service and Deployment Management, Service Validation and Testing, Evaluation, Knowledge Management. <b>Challenges, Critical Success factors and risks:</b> Challenges, Critical Success factors, Risks, Service Transition under difficult Conditions.</p>
FEBRUARY -19	<p><b>Service Operation:</b> Fundamentals, <b>Service Operation Principles:</b> Functions, groups, teams, departments and divisions, achieving balance in service operations, Providing service, Operation staff involvement in service design and service transition, Operational Health, Communication, Documentation <b>Service Operation Processes:</b> Event Management, Incident Management, Request fulfilment, Problem Management, Access Management, Operational activities of processes covered in other lifecycle phases. <b>Challenges, Critical Success factors and risks:</b> Challenges, Critical Success factors, Risks</p>
MARCH -19	<p><b>Continual Service Improvement(CSI) Principles:</b> CSI Approach, CSI and organizational change, Ownership, CSI register, External and Internal drivers, Service level management, Knowledge management, The Deming cycle, Service Measurement, IT governance, Frameworks, models, standards and quality Systems, CSI inputs and outputs. <b>CSI Process:</b> The seven-step improvement process. <b>CSI Methods and Techniques:</b> Methods and techniques, Assessments, benchmarking, Service Measurement, Metrics, Return on Investment, Service reporting, CSI and other service management processes. <b>Organising for CSI:</b> Organisational development, Functions, roles, Customer Engagement, Responsibility model - RACI, Competence and training. <b>Technology considerations:</b> Tools to support CSI activities. <b>Implementing CSI:</b> Critical Considerations for implementing CSI, The start, Governance, CSI and organisational change, Communication Strategy and Plan</p>

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## Semester / Term Syllabus Planning

T. Y. B. Sc. IT - Semester VI	
Subject : Advanced Mobile Programming Practical	
Month	Topics to Be Covered
DECEMBER -18	<b>Introduction to Android, Introduction to Android Studio IDE, Application Fundamentals:</b> Creating a Project, Android Components, Activities, Services, Content Providers, Broadcast Receivers, Interface overview, Creating Android Virtual device, USB debugging mode, Android Application Overview. Simple "Hello World" program. <b>Programming Resources Android Resources:</b> (Color, Theme, String, Drawable, Dimension, Image).
JANUARY -19	<b>Programming Activities and fragments:</b> Activity Life Cycle, Activity methods, Multiple Activities, Life Cycle of fragments and multiple fragments <b>Programs related to different Layouts:</b> Coordinate, Linear, Relative, Table, Absolute, Frame, List View, Grid View <b>Programming UI elements</b> AppBar, Fragments, UI Components
FEBRUARY -19	<b>Programming menus, dialog, dialog fragments</b> <b>Programs on Intents, Events, Listeners and Adapters</b> The Android Intent Class, Using Events and Event Listeners <b>Programs on Services, notification and broadcast receivers</b> <b>Database Programming with SQLite</b>
MARCH -19	<b>Programming threads, handles and asynchronized programs</b> <b>Programming Media API and Telephone API</b> <b>Programming Security and permissions</b> <b>Programming Network Communications and Services (JSON)</b>

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**M. Sc. IT Part -II ---- Semester 4**

**Subject : IT Infrastructure Management**

**Topics to Be Covered**

Month	
FEBRUARY -19	<p><b>Introduction:</b> The four perspectives (attributes) of IT service management, benefits of IT service management, business and IT alignment, What is ITIL?, What are services?, Service Management as a practice, The concept of Good Practice, Concept of a Service, Concept of Service Management, Functions and Processes, The process model and the characteristics of processes.</p> <p><b>The Service Lifecycle:</b> Mapping the Concepts of ITIL to the Service Lifecycle, How does the Service Lifecycle work?</p> <p><b>Service Strategy:</b> Objectives, Creating Service Value, Service Packages and Service Level Packages, Service Strategy Processes, Service Portfolio Management, Financial Management, Demand Management, Service Strategy Summary, Interfaces with the Service Design Phase, Interfaces with the Service Transition Phase, Interfaces with the Service Operation Phase, Interfaces with the Continual Service Improvement Phase, Service Strategy Service Scenario, Overall Service Strategy, Service Portfolio Management Considerations, Financial Management Considerations.</p>
MARCH -19	<p><b>Service Design:</b> Objectives, Major Concepts, Five Major Aspects of Service Design, Service Design Packages, Service Design Processes, Service Level Management, Supplier Management, Service Catalogue Management, Capacity Management, Availability Management, IT Service Continuity Management, Information Security Management, Service Design Scenario, Service Level Management Considerations, Capacity Management Considerations, Availability Management Considerations, Information Security Management Considerations, Service Catalogue Management Considerations, ITSCM Considerations, Supplier Management Considerations</p> <p><b>Service Transition:</b> Objectives, Service Transition Processes, Knowledge Management, Service Asset and Configuration Management, Change Management, Release and Deployment Management, Service Validation and Testing, Service Transition Summary, Service Transition Scenario, Knowledge Management Considerations, Service Asset and Configuration Management Considerations, Change Management Considerations, Release and Deployment Management Considerations, Service Validation and Testing Considerations</p>
APRIL -19	<p><b>Service Operation:</b> Objectives, Major Concepts, Service Operation Functions, The Service Desk, Technical Management, IT Operations Management, Application Management, Service Operation Processes, Event Management, Incident Management, Problem Management, Request Fulfillment, Access Management, Service Operation Summary, Service Operation Scenario, Functions, Processes</p> <p><b>Continual Service Improvement:</b> Objectives, Major Concepts Continual Service Improvement Processes, Service Level Management, Service Measurement and Reporting , CSI (7 Step) Improvement Process, Continual Service Improvement Summary, Continual Service Improvement Scenario, Service Level Management Service Measurement and Reporting, CSI Process</p>

  
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# Semester / Term Syllabus Planning

B. Sc. (Information Technology)  
Course Name: Internet of Things Course

Semester – V  
Code: USIT502

Month	Content
June'18	<p><b>The Internet of Things: An Overview :</b> The Flavour of the Internet of Things, The "Internet" of "Things", The Technology of the Internet of Things, Enchanted Objects, Who is Making the Internet of Things?</p> <p><b>Design Principles for Connected Devices:</b> Calm and Ambient Technology, Magic as Metaphor, Privacy, Keeping Secrets, Whose Data Is It Anyway? Web Thinking for Connected Devices, Small Pieces, Loosely Joined, First-Class Citizens On The Internet, Graceful Degradation, Affordances.</p> <p><b>Teaching Methodology:</b> PPT, Group Discussion, Brain Storming, Real-World Applications</p>
July'18	<p><b>Internet Principles:</b> Internet Communications: An Overview, IP, TCP, The IP Protocol Suite (TCP/IP), UDP, IP Addresses, DNS, Static IP Address Assignment, Dynamic IP Address Assignment, IPv6, MAC Addresses, TCP and UDP Ports, An Example: HTTP Ports, Other Common Ports, Application Layer Protocols, HTTP, HTTPS: Encrypted HTTP, Other Application Layer Protocols.</p> <p><b>Thinking About Prototyping:</b> Sketching, Familiarity, Costs versus Ease of Prototyping, Prototypes and Production, Changing Embedded Platform, Physical Prototypes and Mass Personalisation, Climbing into the Cloud, Open Source versus Closed Source, Why Closed? Why Open? Mixing Open and Closed Source, Closed Source for Mass Market Projects, Tapping into the Community.</p> <p><b>Prototyping Embedded Devices:</b> Electronics, Sensors, Actuators, Scaling Up the Electronics, Embedded Computing Basics, Microcontrollers, System-on-Chips, Choosing Your Platform, Arduino, Developing on the Arduino, Some Notes on the Hardware, Openness, Raspberry Pi, Cases and Extension Boards, Developing on the Raspberry Pi, Some Notes on the Hardware, Openness.</p> <p><b>Teaching Methodology:</b> PPT, Group Discussion, Brain Storming, Real-World Applications</p>
August'18	<p><b>Prototyping the Physical Design:</b> Preparation, Sketch, Iterate, and Explore, Nondigital Methods, Laser Cutting, Choosing a Laser Cutter, Software, Hinges and Joints, 3D Printing, Types of 3D Printing, Software, CNC Milling, Repurposing/Recycling.</p> <p><b>Chapter 7: Prototyping Online Components:</b> Getting Started with an API, Mashing Up APIs, Scraping, Legalities, Writing a New API, Clockodillo, Security, Implementing the API, Using Curl to Test, Going Further, Real-Time Reactions, Polling, Comet, Other Protocols, MQ Telemetry Transport, Extensible Messaging and Presence Protocol, Constrained Application Protocol.</p> <p><b>Techniques for Writing Embedded Code:</b> Memory Management, Types of Memory, Making the Most of Your RAM, Performance and Battery Life, Libraries, Debugging</p> <p><b>Teaching Methodology:</b> PPT, Group Discussion, Brain Storming, Real-World Applications</p>
September'18	<p><b>Business Models:</b> A Short History of Business Models, Space and Time, From Craft to Mass Production, The Long Tail of the Internet, Learning from History, The Business Model Canvas, Who Is the Business Model For? Models, Make Thing, Sell Thing, Subscriptions, Customisation, Be a Key Resource, Provide Infrastructure: Sensor Networks, Take a Percentage, Funding an Internet of Things Startup, Hobby Projects and Open Source, Venture Capital, Government Funding, Crowdfunding, Lean Startups.</p> <p><b>Moving to Manufacture:</b> What Are You Producing? Designing Kits, Designing Printed circuit boards, Software Choices, The Design Process, Manufacturing Printed Circuit Boards, Etching Boards, Milling Boards. Assembly, Testing, Mass-Producing the Case and Other Fixtures, Certification, Costs, Scaling Up Software, Deployment, Correctness and Maintainability, Security, Performance, User Community.</p> <p><b>Teaching Methodology:</b> PPT, Group Discussion, Brain Storming, Real-World Applications</p>
October'18	<p><b>Ethics:</b> Characterizing the Internet of Things, Privacy, Control, Disrupting Control, Crowdsourcing, Environment, Physical Thing, Electronics, Internet Service, Solutions, The Internet of Things as Part of the Solution, Cautious Optimism, The Open Internet of Things Definition.</p> <p><b>Teaching Methodology:</b> PPT, Group Discussion, Brain Storming, Real-World Applications</p>

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Class: SYIT-B

Subject: Python Programming

Month	Topics
June 2018	<p><b>Introduction:</b> The Python Programming Language, History, features, Installing Python, Running Python program, The Difference Between Brackets, Braces, and Parentheses,</p> <p><b>Variables and Expressions:</b> Variables, Variable Names and Keywords, Type conversion, Operators and Operands, Expressions, Interactive Mode and Script Mode, Order of Operation</p> <p><b>Conditional Statements:</b> if, if-else, nested if-else</p> <p><b>Looping:</b> for, while, nested loops</p> <p><b>Control statements:</b> Terminating loops, skipping specific conditions</p> <p><b>Functions:</b> Function Calls, Type Conversion Functions, Math Functions, Composition, Adding New Functions, Definitions and Uses, Flow of Execution, Parameters and Arguments, Variables and Parameters Are Local, Stack Diagrams, Fruitful Functions and Void Functions, Why Functions?</p>
July 2018	<p><b>Strings:</b> A String Is a Sequence, Traversal with a for Loop, String Slices, Strings Are Immutable, Searching, Looping and Counting, String Methods, The in Operator, String Comparison, String Operations.</p> <p><b>Lists:</b> Values and Accessing Elements, Lists are mutable, traversing a List, Deleting elements from List, Built-in List Operators, Concatenation, Repetition, In Operator, Built-in List functions and methods</p> <p><b>Tuples and Dictionaries:</b> Tuples, Accessing values in Tuples, Tuple Assignment, Tuples as return values, Variable-length argument tuples, Basic tuples operations, Concatenation, Repetition, in Operator, Iteration, Built-in Tuple Functions Creating a Dictionary, Accessing Values in a dictionary, Updating Dictionary, Deleting Elements from Dictionary, Properties of Dictionary keys, Operations in Dictionary, Built-In Dictionary Functions, Built-in Dictionary Methods</p>
August 2018	<p><b>Files:</b> Text Files, The File Object Attributes, Directories</p> <p><b>Exceptions:</b> Built-in Exceptions, Handling Exceptions, Exception with Arguments, User-defined Exceptions.</p> <p><b>Regular Expressions</b> – Concept of regular expression, various types of regular expressions, using match function.</p> <p><b>Classes and Objects:</b> Overview of OOP (Object Oriented Programming), Class Definition, Creating Objects, Instances as Arguments, Instances as return values, Built-in Class Attributes, Inheritance, Method Overriding, Data Encapsulation, Data Hiding</p> <p><b>Multithreaded Programming:</b> Thread Module, creating a thread, synchronizing threads, multithreaded priority queue</p>
September 2018	<p><b>Modules:</b> Importing module, Creating and exploring modules, Math module, Random module Time module.</p> <p><b>Creating the GUI Form and Adding Widgets:</b></p> <p><b>Widgets:</b> Button, Canvas, Checkbutton, Entry, Frame, Label, Listbox, Menubutton, Menu, Message, Radiobutton, Scale, Scrollbar, text, Toplevel, Spinbox, PanedWindow, LabelFrame, tkinter messagebox.</p> <p><b>Layout Management:</b> Designing GUI applications with proper Layout Management features.</p> <p><b>Look and Feel Customization:</b> Enhancing Look and Feel of GUI using different appearances of widgets.</p>
October 2018	<p><b>Storing Data in Our MySQL Database via Our GUI :</b> Connecting to a MySQL database from Python, Configuring the MySQL connection, Designing the Python GUI database, Using the INSERT command, Using the UPDATE command, Using the DELETE command, Storing and retrieving data from MySQL database.</p>

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## Semester / Term Syllabus Planning

Month	M.Sc IT Sem III Ethical Hacking
July '18	Introduction to Ethical Hacking, Foot printing , and Reconnaissance, Scanning Networks, Enumeration (Teaching Methodology : Presentations)
August '18	System Hacking, Trojans and Backdoors, Viruses & Worms, Sniffing Social Engineering ,DOS ,Session Hijacking ,Hacking Web Servers, Hacking Web Applications, SQL Injection (Teaching Methodology : Presentations)
Sepetember '18	Hacking Wireless Networks, Hacking Mobile Platforms (Teaching Methodology : Audio-Visual + Presentations)
October '18	Evading IDS,Firewalls and Honey pots ,Buffer Overflows Cryptography, Penetration Testing (Teaching Methodology : Case Study + Presentations)

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## F.Y.B.Sc.(IT) SEM – II (2018-19)

### Green Computing

Month	Topics
December	<p>Overview and Issues:</p> <p>Problems: Toxins, Power Consumption, Equipment Disposal, And Company's Carbon Footprint: Measuring, Details, reasons to bother, Plan for the Future, Cost Savings: Hardware, Power.</p> <p>(Teaching Methodology – Evolution Discussion, Group Talk, Asking Questions)</p>
January	<p>Initiatives and Standards:</p> <p>Global Initiatives: United Nations, Basel Action Network, Basel Convention, North America: The United States, Canada, Australia, Europe, WEEE Directive, RoHS, National Adoption, Asia: Japan, China, Korea.</p> <p>Minimizing Power Usage:</p> <p>Power Problems, Monitoring Power Usage, Servers, Low-Cost Options, Reducing Power Use, Data De-Duplication, Virtualization, Management, Bigger Drives, Involving the Utility Company, Low-Power Computers, PCs, Linux, Components, Servers, Computer Settings, Storage, Monitors, Power Supplies, Wireless Devices, Software.</p> <p>Cooling:</p> <p>Cooling Costs, Power Cost, Causes of Cost, Calculating Cooling Needs, Reducing Cooling Costs, Economizers, On-Demand Cooling, HP's Solution, Optimizing Airflow, Hot Aisle/Cold Aisle, Raised Floors, Cable Management, Vapour Seal, Prevent Recirculation of Equipment Exhaust, Supply Air Directly to Heat Sources, Fans, Humidity, Adding Cooling, Fluid Considerations, System Design, Datacentre Design, Centralized Control, Design for Your Needs, Put Everything Together.</p> <p>(Teaching Methodology – Videos, Presentations, Verbal)</p>
February	<p>Changing the Way of Work:</p> <p>Old Behaviours, starting at the Top, Process Reengineering with Green in Mind, Analysing the Global Impact of Local Actions, Steps: Water, Recycling, Energy, Pollutants, Teleworkers and Outsourcing, Telecommuting, Outsourcing, how to Outsource.</p> <p>Going Paperless:</p> <p>Paper Problems, The Environment, Costs: Paper and Office, Practicality, Storage, Destruction, Going Paperless, Organizational Realities, Changing Over, Paperless Billing, Handheld Computers vs. the Clipboard, Unified Communications, Intranets, What to Include, Building an Intranet, Microsoft Office SharePoint Server 2007, Electronic Data Interchange (EDI), Nuts and Bolts, Value Added Networks, Advantages, Obstacles.</p> <p>Recycling:</p>

  
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Problems, China, Africa, Materials, Means of Disposal, Recycling, Returbishing, Make the Decision, Life Cycle, from beginning to end, Life, Cost, Green Design, Recycling Companies, Finding the Best One, Checklist, Certifications, Hard Drive Recycling, Consequences, cleaning a Hard Drive, Pros and cons of each method, CDs and DVDs, good and bad about CD and DVDs disposal, Change the mind-set, David vs. America Online

Hardware Considerations:  
 Certification Programs, EPEAT, RoHS, Energy Star, Computers, Monitors, Printers, Scanners, All-in-Ones, Thin Clients, Servers, Blade Servers, Consolidation, Products, Hardware Considerations, Planned Obsolescence, Packaging, Toxins, Other Factors, Remote Desktop, Using Remote Desktop, Establishing a Connection, In Practice

(Teaching Methodology – Videos, Presentations, Verbal)

**March** Greening Your Information Systems:  
 Initial Improvement Calculations, Selecting Metrics, Tracking Progress, Change Business Processes, Customer Interaction, Paper Reduction, Green Supply Chain, Improve Technology Infrastructure, Reduce PCs and Servers, Shared Services, Hardware Costs, Cooling.

Staying Green:  
 Organizational Check-ups, Chief Green Officer, Evolution, Sell the CEO, SMART Goals, Equipment Check-ups, Gather Data, Tracking the data, Baseline Data, Benchmarking, Analyse Data, Conduct Audits, Certifications, Benefits, Realities, Helpful Organizations.

(Teaching Methodology – Videos, Presentations, Verbal)

### S.Y.B.Sc.(IT) SEM – IV (2018-19)

#### Computer Oriented Statistical Techniques-Practical

Month	Topics
December	Using R execute the basic commands, array, list and frames.
January	Create a Matrix using R and Perform the operations addition, inverse, transpose and multiplication operations. Using R Execute the statistical functions: mean, median, mode, quartiles, range, inter quartile range histogram
February	Using R import the data from Excel / .CSV file and Perform the above functions. Using R import the data from Excel / .CSV file and Calculate the standard deviation, variance, co-variance. Using R import the data from Excel / .CSV file and draw the skewness.
March	Import the data from Excel / .CSV and perform the hypothetical testing. Import the data from Excel / .CSV and perform the Chi squared Test. Using R perform the binomial and normal distribution on the data. Perform the Linear Regression using R. Compute the Least squares means using R. Compute the Linear Least Square Regression

  
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## Semester / Term Syllabus Planning


F.Y.B.Sc.IT-SEM II	
SUBJECT: Object Oriented Programming	
Month	Topics to be Covered
DECEMBER- JANUARY	<p><b>UNIT I:</b> Object Oriented Methodology: Introduction, Advantages and Disadvantages of Procedure Oriented Languages, what is Object Oriented? What is Object Oriented Development? Object Oriented Themes, Benefits and Application of OOPS.</p> <p>Principles of OOPS: OOPS Paradigm, Basic Concepts of OOPS: Objects, Classes, Data Abstraction and Data Encapsulation, Inheritance, Polymorphism, Dynamic Binding, Message Passing</p> <p><b>UNIT II:</b> Classes and Objects: Simple classes (Class specification, class members accessing), Defining member functions, passing object as an argument, Returning object from functions, friend classes, Pointer to object, Array of pointer to object.</p> <p>[TM:CHALK &amp; TALK,PPT,VIDEO]</p>
FEBRUARY	<p><b>UNIT II:</b> Constructors and Destructors: Introduction, Default Constructor, Parameterized Constructor and examples, Destructors</p> <p><b>UNIT III:</b> Polymorphism: Concept of function overloading, overloaded operators, overloading unary and binary operators, overloading comparison operator, overloading arithmetic assignment operator, Data Conversion between objects and basic types.</p> <p>[TM:CHALK &amp; TALK,PPT,VIDEO]</p>
MARCH	<p><b>UNIT IV:</b> Program development using Inheritance: Introduction, understanding inheritance, Advantages provided by inheritance, choosing the access specifier, Derived class declaration, derived class constructors, class hierarchies, multiple inheritance, multilevel inheritance, containership, hybrid inheritance.</p> <p>Exception Handling: Introduction, Exception Handling Mechanism, Concept of throw &amp; catch with example.</p> <p><b>UNIT V:</b> Templates: Introduction, Function Template and examples, Class Template and examples.</p> <p>Working with Files: Introduction, File Operations, Various File Modes, File Pointer and their Manipulation.</p> <p>[TM:CHALK &amp; TALK,PPT]</p>

## Semester / Term Syllabus Planning

Month	Topics to be covered		
B.Sc.(Information Technology)			
Semester-I			
Course Name: Discrete Mathematics			
Course code: USIT 104			
Teaching Methodology : CHALK AND DUSTER			
Month	Topic to be covered		
July	<b>Unit 1:Introduction:</b> Variables, The Language of Sets, The Language of Relations and Function <b>Set Theory:</b> Definitions and the Element Method of Proof, Properties of Sets, Disproofs, Algebraic Proofs, Boolean Algebras, Russell's Paradox and the Halting Problem.		
August	<b>The Logic of Compound Statements:</b> Logical Form and Logical Equivalence, Conditional Statements, Valid and Invalid Arguments <b>Unit 2:Quantified Statements:</b> Predicates and Quantified Statements,Statements with Multiple Quantifiers, Arguments with Quantified Statements <b>Elementary Number Theory and Methods of Proof:</b> Introduction to Direct Proofs, Rational Numbers, Divisibility, Division into Cases and the Quotient-Remainder Theorem, Floor and Ceiling. <b>Indirect Argument:</b> Contradiction and Contraposition, Two Classical Theorems, Applications in algorithms. <b>Unit 3:Sequences, Mathematical Induction, and Recursion:</b> Sequences,Mathematical Induction, Strong Mathematical Induction and the Well-Ordering Principle for the Integers, Correctness of algorithms, defining sequences recursively, solving recurrence relations by iteration, Second order linear homogenous recurrence relations with constant coefficients. General recursive definitions and structural induction.		
September	<b>Functions:</b> Functions Defined on General Sets, One-to-One and Onto, Inverse Functions, Composition of Functions, Cardinality with Applications to Computability <b>Unit 4 : Relations:</b> Relations on Sets, Reflexivity, Symmetry, and Transitivity, Equivalence Relations, Partial Order Relations <b>Graphs and Trees:</b> Definitions and Basic Properties, Trails, Paths, and Circuits, Matrix Representations of Graphs, Isomorphism's of Graphs, Trees, Rooted Trees, Isomorphism's of Graphs, Spanning trees and shortest paths.		
October	<b>Unit 5: Counting and Probability:</b> Introduction, Possibility Trees and the Multiplication Rule, Possibility Trees and the Multiplication Rule, Counting Elements of Disjoint Sets: The Addition Rule, The Pigeonhole Principle, Counting Subsets of a Set: Combinations, r-Combinations with Repetition Allowed, Probability Axioms and Expected Value, Conditional Probability, Bayes' Formula, and Independent Events.		
Books And References:			
Sr.No.	Title	Author/s	Publisher
1.	Discrete Mathematics with Applications	Sussana S. Epp	Cengage Learning

  
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B.Sc.(Information Technology)		Semester-III	
Course Name: Applied Mathematics		Course code: USIT 305	
Teaching Methodology : Chalk and Duster.			
Month	Topic to be covered		
June	<b>Unit 1:Matrices:</b> Inverse of a matrix, Properties of matrices, Elementary Transformation, Rank of Matrix, Echelon or Normal Matrix, Inverse of matrix, Linear equations, Linear dependence and linear independence of vectors, Linear transformation, Characteristics roots and characteristics vectors, Properties of characteristic vectors, CaleyHamilton Theorem, Similarity of matrices, Reduction of matrix to a diagonal matrix which has elements as characteristics values.		
July	<b>Complex Numbers:</b> Complex number, Equality of complex numbers, Graphical representation of complex number(Argand's Diagram), Polar form of complex numbers, Polar form of $x+iy$ for different signs of $x, y$ , Exponential form of complex numbers, Mathematical operation with complex numbers and their representation on Argand's Diagram, Circular functions of complex angles, Definition of hyperbolic function, Relations between circular and hyperbolic functions, Inverse hyperbolic functions, Differentiation and Integration, Graphs of the hyperbolic functions, Logarithms of complex quantity, $j(=i)$ as an operator(Electrical circuits) <b>Unit 2:</b> Equation of the first order and of the first degree: Separation of variables, Equations homogeneous in $x$ and $y$ , Non-homogeneous linear equations, Exact differential Equation, Integrating Factor, Linear Equation and equation reducible to this form, Method of substitution.		
August	<b>Differential equation of the first order of a degree higher than the first:</b> Introduction, Solvable for $p$ (or the method of factors), Solve for $y$ , Solve for $x$ , Clairaut's form of the equation, Methods of Substitution, Method of Substitution. <b>Linear Differential Equations with Constant Coefficients:</b> Introduction, The Differential Operator, Linear Differential Equation $f(D) y = 0$ , Different cases depending on the nature of the root of the equation $f(D) = 0$ , Linear differential equation $f(D) y = X$ , The complimentary Function, The inverse operator $1/f(D)$ and the symbolic expiration for the particular integral $1/f(D) X$ ; the general methods, Particular integral : Short methods, Particular integral : Other methods, Differential equations reducible to the linear differential equations with constant coefficients.		
September	<b>Unit 3: The Laplace Transform:</b> Introduction, Definition of the Laplace Transform, Table of Elementary Laplace Transforms, Theorems on Important Properties of Laplace Transformation, First Shifting 12 13 Theorem, Second Shifting Theorem, The Convolution Theorem, Laplace Transform of an Integral, Laplace Transform of Derivatives. <b>Inverse Laplace Transform:</b> Shifting Theorem, Partial fraction Methods, Use of Convolution Theorem, Solution of Ordinary Linear Differential Equations with Constant Coefficients, Solution of Simultaneous Ordinary Differential Equations, Laplace Transformation of Special Function, Periodic Functions, Heaviside Unit Step Function, Dirac-delta Function (Unit Impulse Function). <b>Unit 4:Multiple Integrals:</b> Double Integral, Change of the order of the integration, Double integral in polar co-ordinates, Triple integrals. <b>Applications of integration:</b> Areas, Volumes of solids.		
October	<b>Unit 5:</b> Beta and Gamma Functions – Definitions, Properties and Problems. Duplication formula. <b>Differentiation Under the Integral Sign</b> <b>Error Functions</b>		
Books And References:			
Sr.No.	Title	Author/s	Publisher
1.	A text book of Applied Mathematics Vol I	P. N. Wartikar and J. N. Wartikar	Pune VidyathiGraha
2.	Applied Mathematics II	P. N. Wartikar and J. N. Wartikar	Pune VidyathiGraha
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# Semester / Term Syllabus Planning

F.Y.B.Sc.IT – SEM-II

Month	Topic to be covered
December	<p><b>Unit:1-</b>  <b>Mathematical Modeling and Engineering Problem Solving:</b> A Simple Mathematical Model, Conservation Laws and Engineering Problems  <b>Approximations and Round-Off Errors:</b> Significant Figures, Accuracy and Precision, Error Definitions, Round-Off Errors  <b>Truncation Errors and the Taylor Series:</b>  The Taylor Series, Error Propagation, Total Numerical Errors, Formulation Errors and Data Uncertainty. (CHALK &amp; TALK , PPT)</p> <p><b>Unit : 2-</b>  <b>Solutions of Algebraic and Transcendental Equations:</b> The Bisection Method,</p>
January	<p>The Newton-Raphson Method, The Regula-falsi method, The Secant Method.  <b>Interpolation:</b> Forward Difference, Backward Difference, Newton's Forward Difference Interpolation, Newton's Backward Difference Interpolation, Lagrange's Interpolation. (CHALK &amp; TALK , PPT)</p> <p><b>Unit 3: -</b>  <b>Solution of simultaneous algebraic equations (linear) using iterative methods:</b> Gauss-Jordan Method, Gauss-Seidel Method.  <b>Numerical differentiation and Integration:</b> Numerical differentiation, Numerical integration using Trapezoidal Rule, Simpson's 1/3rd and 3/8th rules.  <b>Numerical solution of 1st and 2nd order differential equations:</b> Taylor series, Euler's Method, Modified Euler's Method, Runge-Kutta Method for 1st and 2nd Order Differential Equations. (CHALK &amp; TALK , PPT)</p>
February	<p><b>Unit:4 -</b>  <b>Least-Squares Regression:</b>  Linear Regression, Polynomial Regression, Multiple Linear Regression, General Linear Least Squares, Nonlinear Regression  <b>Linear Programming:</b> Linear optimization problem, Formulation and Graphical solution, Basic solution and Feasible solution. . (CHALK &amp; TALK , PPT)</p> <p><b>Unit :5 -</b>  <b>Random variables:</b> Discrete and Continuous random variables, Probability density function, Probability distribution of random variables, Expected value, Variance.</p>
March	<p><b>Distributions:</b> Discrete distributions: Uniform, Binomial, Poisson, Bernoulli, Continuous distributions: uniform distributions, exponential, (derivation of mean and variance only and state other properties and discuss their applications) Normal distribution state all the properties and its applications. (CHALK &amp; TALK , PPT)</p>

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**S.Y.B.Sc.IT – SEM-IV**

**Subject: Computer Oriented Statistical Techniques**

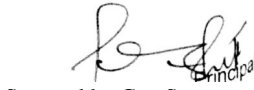
Month	Topic to be covered
December	<p><b>Unit:1-</b>  <b>The Mean, Median, Mode, and Other Measures of Central Tendency:</b> Index, or Subscript, Notation, Summation Notation, Averages, or Measures of Central Tendency, The Arithmetic Mean, The Weighted Arithmetic Mean, Properties of the Arithmetic Mean, The Arithmetic Mean Computed from Grouped Data, The Median, The Mode, The Empirical Relation Between the Mean, Median, and Mode, The Geometric Mean G, The Harmonic Mean H, The Relation Between the Arithmetic, Geometric, and Harmonic Means, The Root Mean Square, Quartiles, Deciles, and Percentiles, Software and Measures of Central Tendency.</p>
January	<p><b>The Standard Deviation and Other Measures of Dispersion:</b> Dispersion, or Variation, The Range, The Mean Deviation, The Semi-Interquartile Range, The 10–90 Percentile Range, The Standard Deviation, The Variance, Short Methods for Computing the Standard Deviation, Properties of the Standard Deviation, Charlie's Check, Sheppard's Correction for Variance, Empirical Relations Between Measures of Dispersion, Absolute and Relative Dispersion; Coefficient of Variation, Standardized Variable; Standard Scores, Software and Measures of Dispersion. (CHALK &amp; TALK, PPT)</p> <p><b>Unit:2-</b>  <b>Moments, Skewness, and Kurtosis :</b> Moments, Moments for Grouped Data, Relations Between Moments, Computation of Moments for Grouped Data, Charlie's Check and Sheppard's Corrections, Moments in Dimensionless Form, Skewness, Kurtosis, Population Moments, Skewness, and Kurtosis, Software Computation of Skewness and Kurtosis.  <b>Elementary Probability Theory:</b> Definitions of Probability, Conditional Probability; Independent and Dependent Events, Mutually Exclusive Events, Probability Distributions, Mathematical Expectation, Relation Between Population, Sample Mean, and Variance, Combinatorial Analysis, Combinations, Stirling's Approximation to <math>n!</math>, Relation of Probability to Point Set Theory, Euler or Venn Diagrams and Probability.  <b>Elementary Sampling Theory :</b> Sampling Theory, Random Samples and Random Numbers, Sampling With and Without Replacement, Sampling Distributions, Sampling Distribution of Means, Sampling Distribution of Proportions, Sampling Distributions of Differences and Sums, Standard Errors, Software Demonstration of Elementary Sampling Theory (CHALK &amp; TALK, PPT)</p>
February	<p><b>Unit:3-</b>  <b>Statistical Estimation Theory:</b> Estimation of Parameters, Unbiased Estimates, Efficient Estimates, Point Estimates and Interval Estimates; Their Reliability, Confidence-Interval Estimates of Population Parameters, Probable Error.  <b>Statistical Decision Theory:</b> Statistical Decisions, Statistical Hypotheses, Tests of Hypotheses and Significance, or Decision Rules, Type I and Type II Errors, Level of Significance, Tests Involving Normal Distributions, Two-Tailed and One-Tailed Tests, Special Tests, Operating-Characteristic Curves; the Power of a Test, p-Values for Hypotheses Tests, Control Charts, Tests Involving Sample Differences, Tests Involving Binomial Distributions.  <b>Statistics in R:</b> mean, median, mode, Normal Distribution, Binomial Distribution, Frequency Distribution in R. (CHALK &amp; TALK, PPT)</p> <p><b>Unit:4-</b>  <b>Small Sampling Theory:</b> Small Samples, Student's t Distribution, Confidence Intervals, Tests of Hypotheses and Significance, The Chi-Square Distribution, Confidence Intervals for Sigma, Degrees of Freedom, The F Distribution.  <b>The Chi-Square Test:</b> Observed and Theoretical Frequencies, Definition of chi-square, Significance Tests, The Chi-Square Test for Goodness of Fit, Contingency Tables, Yates' Correction for Continuity, Simple Formulas for Computing chi-square, Coefficient of Contingency, Correlation of Attributes, Additive Property of chi-square. (CHALK &amp; TALK, PPT)</p>
March	<p><b>Unit:5</b>  <b>Curve Fitting and the Method of Least Squares:</b> Relationship Between Variables, Curve Fitting, Equations of Approximating Curves, Freehand Method of Curve Fitting, The Straight Line, The Method of Least Squares, The Least-Squares Line, Nonlinear Relationships, The Least-Squares Parabola, Regression, Applications to Time Series, Problems Involving More Than Two Variables.  <b>Correlation Theory:</b> Correlation and Regression, Linear Correlation, Measures of Correlation, The Least-Squares Regression Lines, Standard Error of Estimate, Explained and Unexplained Variation, Coefficient of Correlation, Remarks Concerning the Correlation Coefficient, Product-Moment Formula for the Linear Correlation Coefficient, Short Computational Formulas, Regression Lines and the Linear Correlation Coefficient, Correlation of Time Series, Correlation of Attributes, Sampling Theory of Correlation, Sampling Theory of Regression. (CHALK &amp; TALK, PPT)</p>

## Semester / Term Syllabus Planning

S.Y.B.Sc.IT - Semester III	
Subject : DBMS	
Month	Topics to Be Covered
JUNE-18	<b>UNIT I: Introduction to Databases and Transactions</b> What is database system, purpose of database system, view of data, relational databases, database architecture, transaction management <b>Data Models</b> The importance of data models, Basic building blocks, Business rules, The evolution of data models, Degrees of data abstraction. [TM: CHALK & TALK, PPT, VIDEO]
JULY-18	<b>Database Design, ER Diagram and Unified Modeling Language</b> Database design and ER Model: overview, ER Model, Constraints, ER Diagrams, ERD Issues, weak entity sets, Codd's rules, Relational Schemas, Introduction to UML. <b>UNIT II: Relational database model:</b> Logical view of data, keys, integrity rules, Relational Database design: features of good relational database design, atomic domain and Normalization (1NF, 2NF, 3NF, BCNF). <b>Relational Algebra and Calculus</b> Relational algebra: introduction, Selection and projection, set operations, renaming, Joins, Division, syntax, semantics. Operators, grouping and ungrouping, relational comparison. [TM: CHALK & TALK, PPT]
AUGUST-18	<b>UNIT II: Calculus:</b> Tuple relational calculus, Domain relational Calculus, calculus vs algebra, computational capabilities. <b>UNIT III: Constraints, Views and SQL</b> Constraints, types of constrain, Integrity constraints, Views: Introduction to views, data independence, security, updates on views, comparison between tables and views SQL: data definition, aggregate function, Null Values, nested sub queries, Joined relations. Triggers. [TM : Practical Demonstration]
SEPTEMBER-18	<b>UNIT IV: Transaction management and Concurrency</b> Control Transaction management: ACID properties, serializability and concurrency control, Lock based concurrency control (2PL, Deadlocks), Time stamping methods, optimistic methods, database recovery management. [TM: CHALK & TALK, PPT, VIDEO]
OCTOBER-18	<b>UNIT V: PL-SQL:</b> Beginning with PL / SQL, Identifiers and Keywords, Operators, Expressions, Sequences, Control Structures, Cursors and Transaction, Collections and composite data types, Procedures and Functions, Exceptions Handling, Packages, With Clause and Hierarchical Retrieval, Triggers [TM: CHALK & TALK, PPT]

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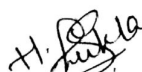
  
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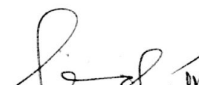
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## Semester / Term Syllabus Planning

S.Y.B.Sc.IT - Semester III	
Subject : Data Structure	
Month	Topics to Be Covered
JUNE-18	<b>UNIT I: Introduction:</b> Data and Information, Data Structure, Classification of Data Structures, Primitive Data Types, Abstract Data Types, Data structure vs. File Organization, Operations on Data Structure, Algorithm, Importance of Algorithm Analysis, Complexity of an Algorithm, Asymptotic Analysis and Notations, Big O Notation, Big Omega Notation, Big Theta Notation, Rate of Growth and Big O Notation. [TM: CHALK & TALK, PPT, VIDEO]
JULY-18	<b>UNIT I: Array:</b> Introduction, One Dimensional Array, Memory Representation of One Dimensional Array, Traversing, Insertion, Deletion, Searching, Sorting, Merging of Arrays, Multidimensional Arrays, Memory Representation of Two Dimensional Arrays, General Multi- Dimensional Arrays, Sparse Arrays, Sparse Matrix, Memory Representation of Special kind of Matrices, Advantages and Limitations of Arrays. <b>UNIT II: Linked List:</b> Linked List, One-way Linked List, Traversal of Linked List, Searching, Memory Allocation and De-allocation, Insertion in Linked List, Deletion from Linked List, Copying a List into Other List, Merging Two Linked Lists, Splitting a List into Two Lists, Reversing One way linked List, Circular Linked List, Applications of Circular Linked List, Two way Linked List, Traversing a Two way Linked List, Searching in a Two way linked List, Insertion of an element in Two way Linked List, Deleting a node from Two way Linked List, Header Linked List, Applications of the Linked list, Representation of Polynomials, Storage of Sparse Arrays, Implementing other Data Structures. [TM: CHALK & TALK, PPT]
AUG-18	<b>UNIT III: Stack:</b> Introduction, Operations on the Stack Memory Representation of Stack, Array Representation of Stack, Applications of Stack, Evaluation of Arithmetic Expression, Matching Parenthesis, infix and postfix operations, Recursion. <b>Queue:</b> Introduction, Queue, Operations on the Queue, Memory Representation of Queue, Array representation of queue, Linked List Representation of Queue, Circular Queue, Some special kinds of queues, Deque, Priority Queue, Application of Priority Queue, Applications of Queues. <b>UNIT IV: Sorting and Searching Techniques</b> -Bubble, Selection, Insertion, Merge Sort. Searching: Sequential, Binary, Indexed Sequential Searches, Binary Search. <b>Tree:</b> Tree, Binary Tree, Properties of Binary Tree, Memory Representation of Binary Tree, Operations Performed on Binary Tree, Reconstruction of Binary Tree from its Traversals, Huffman Algorithm, Binary Search Tree, Operations on Binary Search Tree, Heap, Memory Representation of Heap, Operation on Heap, Heap Sort.
SEP-18	<b>UNIT IV: Advanced Tree Structures:</b> Red Black Tree, Operations Performed on Red Black Tree, AVL Tree, Operations on AVL Tree, 2-3 Tree, B-Tree. <b>UNIT V: Hashing Techniques:</b> Hash function, Address calculation techniques, Common hashing functions Collision resolution, Linear probing, Quadratic, Double hashing, Bucket hashing, Deletion and rehashing. [TM: CHALK & TALK, PPT, VIDEO]
OCT-18	<b>UNIT V: Graph:</b> Introduction, Graph, Graph Terminology, Memory Representation of Graph, Adjacency Matrix Representation of Graph, Adjacency List or Linked Representation of Graph, Operations Performed on Graph, Graph Traversal, Applications of the Graph, Reachability, Shortest Path Problems, Spanning Trees. [TM: CHALK & TALK, PPT, VIDEO]

  
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## Semester / Term Syllabus Planning

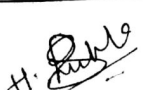


F.Y.B.Sc.IT - Semester I	
Subject : Imperative Programming	
Month	Topics to Be Covered
JULY-18	<p><b>UNIT I: Introduction:</b> Types of Programming languages, History, features and application, Simple program logic, program development cycle, pseudo-code statements and flowchart symbols, sentinel value to end a program, programming and user environments, evolution of programming models., desirable program characteristics.</p> <p><b>Fundamentals:</b> Structure of a program. Compilation and Execution of a Program, Character Set, identifiers and keywords, data types, constants, variables and arrays, declarations, expressions, statements, Variable definition, symbolic constants.</p> <p><b>UNIT II: Operators and Expressions:</b> Arithmetic operators, unary operators, relational and logical operators, assignment operators, assignment operators, the conditional operator, library functions.</p> <p><b>Data Input and output:</b> Single character input and output, entering input data, scanf function, printf function, gets and puts functions, interactive programming. [TM: Chalk &amp; Talk, Practical Demonstration ]</p>
AUGUST-18	<p><b>UNIT III: Conditional Statements and Loops:</b> Decision Making Within A Program, Conditions, Relational Operators, Logical Connectives, If Statement, If-Else Statement, Loops: While Loop, Do While, For Loop. Nested Loops, Infinite Loops</p> <p><b>Functions:</b> Overview, defining and accessing a function, passing arguments to a function, specifying argument data types, function prototypes, recursion, standard library of c functions, prototype of a function: parameter list, return type, function call, block structure, passing arguments to a function: call by reference, call by value. [TM: Chalk &amp; Talk,PPT, Practical Demonstration]</p>
SEPTEMBER-18	<p><b>UNIT IV: Program structure:</b> Storage classes, automatic variables, external variables, static variables, multifile programs, more library functions.</p> <p><b>Arrays:</b> Definition, processing, is passing arrays to functions, multidimensional arrays, arrays and strings.</p> <p><b>Preprocessor:</b> Features, #define and #include, Directives and Macros.</p> <p><b>UNIT V: Pointers:</b>, Pointer Arithmetic, Functions and Pointers, Arrays And Pointers, Pointer Array Fundamentals, declarations, Pointers Address Operators, Pointer Type Declaration, Pointer Assignment, Pointer Initialization s, passing functions to other functions. [TM : Chalk &amp; Talk, PPT,Practical Demonstration]</p>
OCTOBER-18	<p><b>UNIT V: Structures and Unions:</b> Structure Variables, Initialization, Structure Assignment, Nested Structure, Structures and Functions, Structures and Arrays: Arrays of Structures, Structures Containing Arrays, Unions, Structures and pointers. [TM : Chalk &amp; Talk, PPT,Practical Demonstration]</p>

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## Semester / Term Syllabus Planning

Month	Topics to be covered
<b>F.Y.B.Sc.IT-SEM II</b>	
<b>SUBJECT: Object Oriented Programming</b>	
Month	Topics to be Covered
DECEMBER- JANUARY	<b>UNIT I:</b> Object Oriented Methodology: Introduction, Advantages and Disadvantages of Procedure Oriented Languages, what is Object Oriented? What is Object Oriented Development? Object Oriented Themes, Benefits and Application of OOPS. <b>Principles of OOPS:</b> OOPS Paradigm, Basic Concepts of OOPS: Objects, Classes, Data Abstraction and Data Encapsulation, Inheritance, Polymorphism, Dynamic Binding, Message Passing <b>UNIT II:</b> Classes and Objects: Simple classes (Class specification, class members accessing), Defining member functions, passing object as an argument, Returning object from functions, friend classes, Pointer to object, Array of pointer to object. <b>[TM:CHALK &amp; TALK,PPT,VIDEO]</b>
FEBRUARY	<b>UNIT II:</b> Constructors and Destructors: Introduction, Default Constructor, Parameterized Constructor and examples, Destructors <b>UNIT III:</b> Polymorphism: Concept of function overloading, overloaded operators, overloading unary and binary operators, overloading comparison operator, overloading arithmetic assignment operator, Data Conversion between objects and basic types. <b>[TM:CHALK &amp; TALK,PPT,VIDEO]</b>
MARCH	<b>UNIT IV:</b> Program development using Inheritance: Introduction, understanding inheritance, Advantages provided by inheritance, choosing the access specifier, Derived class declaration, derived class constructors, class hierarchies, multiple inheritance, multilevel inheritance, containership, hybrid inheritance. <b>Exception Handling:</b> Introduction, Exception Handling Mechanism, Concept of throw & catch with example. <b>UNIT V:</b> Templates: Introduction, Function Template and examples, Class Template and examples. <b>Working with Files:</b> Introduction, File Operations, Various File Modes, File Pointer and their Manipulation. <b>[TM:CHALK &amp; TALK,PPT]</b>
 <b>Teacher</b>	 <b>Co-ordinator</b>
 <b>Principal</b>	

## Semester / Term Syllabus Planning

S.Y.B.Sc.IT-SEM IV	
SUBJECT: Computer Graphics and Animation	
Month	Topics to be Covered
DECEMBER -JANUARY	<p><b>UNIT I: Introduction to Computer Graphics:</b> Overview of Computer Graphics, Application and Software, some graphics devices, Input Devices for Operator Interaction, Active and Passive Graphics Devices, Display Technologies, Storage Tube Graphics Displays, Calligraphic Refresh Graphics Displays, Raster Refresh Graphics Displays, CRT Basics, Color CRT Raster Scan Basics, Video Basics, The Video Controller, Random-Scan Display Processor, LCD displays.</p> <p><b>Scan conversion</b> – Digital Differential Analyzer (DDA) algorithm, Bresenham's Line drawing algorithm, Bresenham's method of Circle drawing, Midpoint Circle Algorithm, Midpoint Ellipse Algorithm, Mid-point criteria, Problems of Aliasing, end-point ordering and clipping lines, Scan Converting Circles, Clipping Lines algorithms – Cyrus-Beck, Cohen-Sutherland and Liang-Barsky, Clipping Polygons, problem with multiple components.</p> <p><b>UNIT II: Two-Dimensional Transformations:</b> Transformations and Matrices, Transformation Conventions, 2D Transformations, Homogeneous Coordinates and Matrix Representation of 2D Transformations, Translations and Homogeneous Coordinates, Rotation, Reflection, Scaling, Combined Transformation, Transformation of Points, Transformation of The Unit Square, Solid Body Transformations, Rotation About an Arbitrary Point, Reflection through an Arbitrary Line, Geometric Interpretation of Homogeneous Coordinates, The Window-to-Viewport Transformation  <b>[TM:CHALK &amp; TALK,PPT,VIDEO]</b></p>
FEBRUARY	<p><b>UNIT II: 3D Transformations:</b> 3D Scaling, 3D Shearing, 3D Rotation, 3D Reflection, 3D Translation, Multiple Transformation, Rotation about an Arbitrary Axis in Space, Reflection through an Arbitrary Plane, Matrix Representation of 3D Transformations, Composition of 3D Transformations, Affine and Perspective Geometry, Perspective Transformations, Techniques for Generating Perspective Views, Vanishing Points, the Perspective Geometry and camera models, Orthographic Projections, Axonometric Projections, Oblique Projections, View volumes for projections.</p> <p><b>UNIT III: Viewing in 3D:</b> Stages in 3D viewing, Canonical View Volume (CVV), Specifying a Arbitrary 3D View, Examples of 3D Viewing, The Mathematics of Planar Geometric Projection Combined transformation matrices for projections and viewing, Coordinate Systems and matrix camera model and viewing pyramid.</p> <p><b>Light:</b> Radiometry, Transport, Equation, Photometry</p> <p><b>Color:</b> Colorimetry, Color Spaces, Chromatic Adaptation, Color Appearance.  <b>[TM:CHALK &amp; TALK,PPT,VIDEO]</b></p>
MARCH	<p><b>UNIT IV: Visible-Surface Determination:</b> Techniques for efficient Visible-Surface Algorithm Categories of algorithms, Back face removal, The z-Buffer Algorithm, Scan-line method, Painter's algorithms (depth sorting), Area sub-division method, BSP trees, Visible-Surface Ray Tracing, comparison of the methods.</p> <p><b>Plane Curves and Surfaces:</b> Curve Representation, Nonparametric Curves, Parametric Curves Parametric Representation of a Circle, Parametric Representation of an Ellipse, Parametric Representation of a Parabola, Parametric Representation of a Hyperbola, Representation of Space Curves, Cubic Splines, , Bezier Curves, B-spline Curves, B-spline Curve Fit, B-spline Curve Subdivision, Parametric Cubic Curves, Quadric Surfaces. Bezier Surfaces.</p> <p><b>UNIT V: Computer Animation:</b> Principles of Animation, Key framing, Deformations, Character Animation, Physics-Based Animation, Procedural Techniques, Groups of Objects.</p> <p><b>Image Manipulation and Storage:</b> What is an Image? Digital image file formats, Image compression standard – JPEG, Image Processing - Digital image enhancement, contrast stretching Histogram Equalization, smoothing and median Filtering  <b>[TM:CHALK &amp; TALK,PPT]</b></p>


Teacher

Co-ordinator

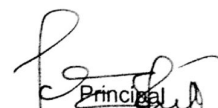
Principal

## Semester / Term Syllabus Planning

S.Y.B.Sc.IT-SEM IV	
SUBJECT: Introduction to Embedded Systems Practical	
Month	Topics to be Covered
DECEMBER- JANUARY	<p>1: Design and develop a reprogrammable embedded computer using 8051 microcontrollers and to show the following aspects.</p> <ol style="list-style-type: none"> <li>Programming</li> <li>Execution</li> <li>Debugging.</li> </ol> <p>2:</p> <ol style="list-style-type: none"> <li>Configure timer control registers of 8051 and develop a program to generate given time delay.</li> <li>To demonstrate use of general purpose port i.e. Input/ output port of two controllers for data transfer between them.</li> </ol> <p>3:</p> <ol style="list-style-type: none"> <li>Port I / O: Use one of the four ports of 8051 for O/P interfaced to eight LED's. Simulate binary counter (8 bit) on LED's</li> <li>To interface 8 LEDs at Input-output port and create different patterns.</li> <li>To demonstrate timer working in timer mode and blink LED without using any loop delay routine</li> </ol>
FEBRUARY	<p>4:</p> <ol style="list-style-type: none"> <li>Serial I / O: Configure 8051 serial port for asynchronous serial communication with serial port of PC exchange text messages to PC and display on PC screen. Signify end of message by carriage return.</li> <li>To demonstrate interfacing of seven-segment LED display and generate counting from 0 to 99 with fixed time delay.</li> <li>Interface 8051 with D/A converter and generate square wave of given frequency on oscilloscope.</li> </ol> <p>5:</p> <ol style="list-style-type: none"> <li>Interface 8051 with D/A converter and generate triangular wave of given frequency on oscilloscope.</li> <li>Using D/A converter generate sine wave on oscilloscope with the help of lookup table stored in data area of 8051.</li> </ol> <p>6:</p> <p>Interface stepper motor with 8051 and write a program to move the motor through a given angle in clock wise or counter clock wise direction.</p>
MARCH	<p>7: Generate traffic signal.</p> <p>8: Implement Temperature controller.</p> <p>9: Implement Elevator control.</p> <p>10: Using Flash Magic</p> <ol style="list-style-type: none"> <li>To demonstrate the procedure for flash programming for reprogrammable embedded system board using Flash Magic</li> <li>To demonstrate the procedure and connections for multiple controllers programming of same type of controller with same source code in one go, using flash magic</li> </ol>

  
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## Semester / Term Syllabus Planning

Class: FYBSc(IT)		Subject: Digital Electronics
July 2018	<b>UNIT I: Number System:</b> Analog System, digital system, numbering system, binary number system, octal number system, hexadecimal number system, conversion from one number system to another, floating point numbers, weighted codes binary coded decimal, non-weighted codes Excess - 3 code, Gray code, Alphanumeric codes - ASCII Code, EBCDIC, ISCII Code, Hollerith Code, Morse Code, Teletypewriter (TTY), Error detection and correction, Code conversion. <b>(TM: Group Discussion, Chalk-N-Talk)</b> <b>Binary Arithmetic:</b> Binary addition, Binary subtraction, Negative number representation, Subtraction using 1's complement and 2's complement, Binary multiplication and division, Arithmetic in octal number system, Arithmetic in hexadecimal number system, BCD and Excess - 3 arithmetic. <b>(TM: Chalk-N-Talk)</b>	
August 2018	<b>UNIT II: Boolean Algebra and Logic Gates:</b> Introduction, Logic (AND OR NOT), Boolean theorems, Boolean Laws, De Morgan's Theorem, Perfect Induction, Reduction of Logic expression using Boolean Algebra, Deriving Boolean expression from given circuit, exclusive OR and Exclusive NOR gates, Universal Logic gates, Implementation of other gates using universal gates, Input bubbled logic, Assertion level. <b>(TM: Chalk-N-Talk)</b> <b>Minterm, Maxterm and Karnaugh Maps:</b> Introduction, minterms and sum of minterm form, maxterm and Product of maxterm form, Reduction technique using Karnaugh maps - 2/3/4/5/6 variable K-maps, Grouping of variables in K-maps, K-maps for product of sum form, minimize Boolean expression using K-map and obtain K-map from Boolean expression, Quine Mc Cluskey Method. <b>(TM: Chalk-N-Talk)</b> <b>UNIT III: Combinational Logic Circuits and Arithmetic Circuits:</b> Introduction, Multi-input, multi-output Combinational circuits, Code converters design and implementations, Introduction, Adder, BCD Adder, Excess - 3 Adder, Binary Subtractors, BCD Subtractor, Multiplier, Comparator. <b>(TM: PPT)</b>	
Sept 2018	<b>UNIT IV: Multiplexer, Demultiplexer, ALU, Encoder and Decoder:</b> Introduction, Multiplexer, Demultiplexer, Decoder, ALU, Encoders. <b>(TM: PPT)</b> <b>Sequential Circuits: Flip-Flop:</b> Introduction, Terminologies used, S-R flip-flop, D flip-flop, JK flip-flop, Race-around condition, Master - slave JK flip-flop, T flip-flop, conversion from one type of flip-flop to another, Application of flip-flops. <b>(TM: PPT)</b> <b>Unit V: Counters:</b> Introduction, Asynchronous counter, Terms related to counters, IC 7493 (4-bit binary counter), Synchronous counter, Bushing, Type T Design, Type JK Design, Presettable counter, IC 7490, IC 7492, Synchronous counter ICs, Analysis of counter circuits. <b>(TM: Practical Demo)</b>	
October 2018	<b>Shift Register:</b> Introduction, parallel and shift registers, serial shifting, serial-in serial-out, serial-in parallel-out, parallel binary sequence generator, IC7495, Seven Segment displays, analysis of shift counters. <b>(TM: Chalk N Talk, PPT)</b>	

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## Semester / Term Syllabus Planning

Class: FYBMM

Subject: INTRODUCTION TO COMPUTERS

<b>July 2018</b>	<b>Computer Basics</b> Basic structure of a PC, Type of Computers, Input/ output devices (definition), Use of Printer, Scanner, microphone speaker.(TM:Group Discussion) Memory, storage, storage devices, RAM, ROM, Processor, Processing speed and RAM, Hard Disk and RAM. What does one mean by the speed of a computer? Operating Systems, Windows Operating System, Windows basics, windows commands and keyboard shortcuts,File Management, importance of organizing work in folders, Disk partitions, physical and logical drives, etc. Scratch programming; Introduction to Scratch Project, Sprite and movements, types of statements and sequencing.(TM:Practical Demo) <b>Networking Basics</b> Introduction to networks, Types of networks (peer to peer, client server, LAN, WAN, VPN, etc.), Intranet and Internet, Client Server ArchitectureImportance of networks in a media organization, Networking in editing studios, television networks, knowledge management, access to archives, Networking through satellites, transfer of footage through OB Vans. .(TM:Chalk N Talk)
<b>August 2018</b>	<b>Introduction to Internet</b> Domain names, webserver, URL and parts of a URL. Types of websites - Static and Dynamic websites, Portals (Horizontal and vertical portals). Services (email, search engines, ftp, etc.) Searching on the web, keywords etc., Internet Security, threats, legal challenges – copyright issues, technology issues, political issues, social issues; economic issues – ethical issues Importance of internet in media, effect of internet on journalism, Newsrooms and the internet, internet and research, journalists and the internet. Media and Internet : advantages, limitations.(TM: PPT) <b>Text and Documents Editing and Presentation Microsoft Word</b> Creating, Saving documents Editing documents (formatting characters, lines and paragraphs, section & Page Breaks, Headers & Footers, Tool, index), Language Tools (spelling, grammar thesaurus) Inserting images, cut, copy, paste(TM: Practical Demo)
<b>September 2018</b>	<b>Creating Tables</b> Mail merge, Use of keyboard shortcuts(TM: Practical Demo) <b>Introduction to Designing</b> Types of communication, What is design, Types of design Colour theory, Hierarchy in a design, Typography (fonts & typefaces, type of fonts), Observation & visualization, perspective Unicode, installing and using Unicode. (TM: Practical Demo)
<b>October 2018</b>	<b>Introduction to Corel Draw</b> CorelDraw Terminology and Concepts Drawing Ellipses, Circles, Arcs, and Pie Shapes Drawing Lines in CorelDraw Drawing Rectangles, Squares, Polygons and Stars Cloning objects, applying colour and tone effects (TM: Practical Demo and PPT)

  
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December 2018	<b>UNIT I</b> <b>Introduction:</b> Embedded Systems and general purpose computer systems, history, classifications, applications and purpose of embedded systems [Group Discussion, Chalk-N-Talk] <b>Core of embedded systems:</b> microprocessors and microcontrollers, RISC and CISC controllers, Big endian and Little endian processors, Application specific ICs, Programmable logic devices, COTS, sensors and actuators, communication interface, embedded firmware, other system components.[ Chalk-N-Talk]
January 2019	<b>UNIT I</b> <b>Characteristics and quality attributes of embedded systems:</b> Characteristics, operational and non-operational quality attributes. [Group Discussion] <b>UNIT II</b> <b>Embedded Systems – Application and Domain Specific:</b> Application specific – washing machine, domain specific - automotive. [Group Discussion] <b>Embedded Hardware:</b> Memory map, i/o map, interrupt map, processor family, external peripherals, memory – RAM , ROM, types of RAM and ROM, memory testing, CRC ,Flash memory.[ Chalk-N-Talk] <b>Peripherals:</b> Control and Status Registers, Device Driver, Timer Driver - Watchdog Timers. <b>UNIT III</b> <b>The 8051 Microcontrollers:</b> Microcontrollers and Embedded processors, Overview of 8051 family. 8051 Microcontroller hardware, Input/output pins, Ports, and Circuits, External Memory.[ Chalk-N-Talk]
February 2019	<b>UNIT III:</b> <b>8051 Programming in C:</b> Data Types and time delay in 8051 C, I/O Programming, Logic operations, Data conversion Programs. [Chalk-N-Talk] <b>UNIT IV</b> <b>Designing Embedded System with 8051 Microcontroller:</b> Factors to be considered in selecting a controller, why 8051 Microcontroller, Designing with 8051. [Practical Demonstration] <b>Programming embedded systems:</b> structure of embedded program, infinite loop, compiling, linking and debugging.[ Practical Demonstration ,Chalk-N-Talk]
March 2019	<b>UNIT V</b> <b>Real Time Operating System (RTOS):</b> Operating system basics, types of operating systems, Real-Time Characteristics, Selection Process of an RTOS. [Chalk-N-Talk] <b>Design and Development:</b> Embedded system development Environment – IDE, types of file generated on cross compilation, disassembler/ de-compiler, simulator, emulator and debugging, embedded product development life-cycle, trends in embedded industry.[Group Discussion]

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December 2018	<b>UNIT I:</b> <b>Microprocessor, microcomputers, and Assembly Language:</b> Microprocessor, Microprocessor Instruction Set and Computer Languages, From Large Computers to Single-Chip Microcontrollers, Applications. [Group Discussion] Microprocessor Architecture and its operation's, Memory, I/O Devices, Microcomputer System, Logic
January 2019	<b>UNIT II:</b> Devices and Interfacing, Microprocessor-Based System Application. [Chalk-N-Talk] Introduction, 8085 Microprocessor unit, 8085-Based Microcomputer, Memory Interfacing, Interfacing the 8155 Memory Segment, Illustrative Example: Designing Memory for the MCTS Project, Testing and Troubleshooting Memory Interfacing Circuit, 8085-Based Single-Board microcomputer. [Chalk-N-Talk] <b>Introduction to 8085 Instructions:</b> Data Transfer Operations, Arithmetic Operations, Logic Operation [Practical Demonstration] <b>Introduction to 8085 Instructions:</b> Branch Operation, Writing Assembly Languages Programs, Debugging a Program. [Practical Demonstration] Basic Interfacing concepts, Interfacing Output Displays, Interfacing Input Devices, Memory Mapped I/O, Testing and Troubleshooting I/O Interfacing Circuits. [Chalk-N-Talk] The 8085 Programming Model, Instruction Classification, Instruction, Data and Storage, Writing assembling and Execution of a simple program, Overview of 8085 Instruction Set, Writing and Assembling Program. [Practical Demonstration]
February 2019	<b>UNIT III: Programming Techniques With Additional Instructions:</b> Programming Techniques: Looping, Counting and Indexing, Additional Data Transfer and 16-Bit Arithmetic Instructions, Arithmetic Instruction Related to Memory, Logic Operations: Rotate, Logics Operations: Compare, Dynamic Debugging. [Chalk-N-Talk] <b>Counters and Time Delays:</b> Counters and Time Delays, Illustrative Program: Hexadecimal Counter, Illustrative Program: zero-to-nine (Modulo Ten) Counter, Generating Pulse Waveforms, Debugging Counter and Time-Delay Programs. [Practical Demonstration] <b>Stacks and Sub-Routines:</b> Stack, Subroutine, Restart, Conditional Call, Return Instructions, Advanced Subroutine concepts. [Practical Demonstration] <b>UNIT IV:</b> <b>Code Conversion, BCD Arithmetic, and 16-Bit Data Operations:</b> BCD-to-Binary Conversion, Binary-to-BCD Conversion, BCD-to-Seven-Segment-LED Code Conversion, Binary-to-ASCII and ASCII-to-Binary Code Conversion, BCD Addition, BCD Subtraction, Introduction To Advanced Instructions and Applications, Multiplication, Subtraction With Carry. [Chalk-N-Talk] <b>Software Development System and Assemblers:</b> Microprocessors-Based Software Development system, Operating System and Programming Tools, Assemblers and Cross-Assemblers, Writing Program Using Cross Assemblers. [Chalk-N-Talk] <b>Interrupts:</b> The 8085 Interrupt, 8085 Vectored Interrupts, Restart as S/W Instructions, Additional I/O Concepts and processes. [Chalk-N-Talk]
March 2019	<b>UNIT V:</b> The Pentium and Pentium Pro microprocessors: Introduction, Special Pentium registers, Memory management, Pentium instructions, Pentium Pro microprocessor, Special Pentium Pro features. [Group Discussion] Core 2 and later Microprocessors: Introduction, Pentium II software changes, Pentium IV and Core 2, i3, i5 and i7. SUN SPARC Microprocessor: Architecture, Register file, data types and instruction format [Group Discussion, Chalk-N-Talk]

  
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## Semester / Term Syllabus Planning

**S.Y.B.Sc.I.T Div A & B-Sem – III( 2018-19) Teaching Plan**

**Subject: - Computer Networks**

Month	Topics to be covered
<b>Jun 2018</b>	<b>Unit-I</b> <b>Introduction:</b> Data communications, networks, network types, Internet history, standards and administration. <b>Network Models:</b> Protocol layering, TCP/IP protocol suite, The OSI model. <b>Introduction to Physical layer:</b> Data and signals, periodic analog signals, digital signals, transmission impairment, data rate limits, performance. (PPT)
<b>July 2018</b>	<b>Digital and Analog transmission:</b> Digital-to-digital conversion, analog-to-digital conversion, transmission modes, digital-to-analog conversion, analog-to-analog conversion. <b>Unit - II</b> <b>Bandwidth Utilization: Multiplexing and Spectrum Spreading:</b> Multiplexing, Spread Spectrum <b>Transmission media:</b> Guided Media, Unguided Media <b>Switching:</b> Introduction, circuit switched networks, packet switching, structure of a switch. <b>Introduction to the Data Link Layer:</b> Link layer addressing, Data Link Layer Design Issues, Error detection and correction, block coding, cyclic codes, checksum, forward error correction, error correcting codes, error detecting codes. <b>Unit -III</b> <b>Data Link Control:</b> DLC services, data link layer protocols, HDLC, Point-to-point protocol. (Problems Solving/ PPT / Audio- Video technique for network configuration Practical)
<b>Aug 2018</b>	<b>Media Access Control:</b> Random access, controlled access, channelization, Wired LANs – Ethernet Protocol, standard ethernet, fast ethernet, gigabit ethernet, 10 gigabit ethernet, <b>Wireless LANs:</b> Introduction, IEEE 802.11 project, Bluetooth, WiMAX, Cellular telephony, Satellite networks. <b>Connecting devices and Virtual LANs.</b> <b>Unit-IV</b> <b>Introduction to the Network Layer:</b> Network layer services, packet switching, network layer performance, IPv4 addressing, forwarding of IP packets, Internet Protocol, ICMPv4, Mobile IP, transition from IPv4 to IPv6. (PPT)
<b>Sep 2018</b>	<b>Unicast Routing:</b> Introduction, routing algorithms, unicast routing protocols. <b>Next generation IP:</b> IPv6 addressing, IPv6 protocol, ICMPv6 protocol, transitio <b>Unit – V</b> <b>Introduction to the Transport Layer:</b> Introduction, Transport layer protocols (Simple protocol, Stop-and-wait protocol, Go-Back-n protocol, Selective repeat protocol, Bidirectional protocols), (PPT)
<b>Oct 2018</b>	<b>Transport layer services,</b> User datagram protocol, Transmission control protocol, <b>Standard Client0Server Protocols:</b> World wide-web and HTTP, FTP, Electronic mail, Telnet, Secured Shell, Domain name system. (PPT)



Teacher



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## Semester / Term Syllabus Planning

F.Y.B.Sc.IT Div -A (2018-19) Semester I Teaching Plan  
Subject : Imperative Programming

Month	Topics to Be Covered
Jul-18	<p><b>UNIT I: Introduction:</b> Types of Programming languages, History, features and application. Simple program logic, program development cycle, pseudo-code statements and flowchart symbols, sentinel value to end a program, programming and user environments, evolution of programming models., desirable program characteristics.</p> <p><b>Fundamentals:</b> Structure of a program. Compilation and Execution of a Program, Character Set, identifiers and keywords, data types, constants, variables and arrays, declarations, expressions, statements, Variable definition, symbolic constants.</p> <p><b>UNIT II: Operators and Expressions:</b> Arithmetic operators, unary operators, relational and logical operators, assignment operators, assignment operators, the conditional operator, library functions.</p> <p><b>Data Input and output:</b> Single character input and output, entering input data, scanf function, printf function, gets and puts functions, interactive programming. [ Chalk &amp; Talk, Practical Demonstration/ PPT ]</p>
Aug-18	<p><b>UNIT III: Conditional Statements and Loops:</b> Decision Making Within A Program, Conditions, Relational Operators, Logical Connectives, If Statement, If-Else Statement, Loops: While Loop, Do While, For Loop. Nested Loops, Infinite Loops</p> <p><b>Functions:</b> Overview, defining and accessing a function, passing arguments to a function, specifying argument data types, function prototypes, recursion, standard library of c functions, prototype of a function: parameter list, return type, function call, block structure, passing arguments to a function: call by reference, call by value. [ Chalk &amp; Talk, PPT, Practical Demonstration]</p>
Sept-18	<p><b>UNIT IV: Program structure:</b> Storage classes, automatic variables, external variables, static variables, multifile programs, more library functions.</p> <p><b>Arrays:</b> Definition, processing, is passing arrays to functions, multidimensional arrays, arrays and strings.</p> <p><b>Preprocessor:</b> Features, #define and #include, Directives and Macros.</p> <p><b>UNIT V: Pointers:</b> Pointer Arithmetic, Functions and Pointers, Arrays And Pointers, Pointer Array Fundamentals, declarations, Pointers Address Operators, Pointer Type Declaration, Pointer Assignment, Pointer Initialization s, passing functions to other functions. [Chalk &amp; Talk, PPT ]</p>
Oct-18	<p><b>UNIT V: Structures and Unions:</b> Structure Variables, Initialization, Structure Assignment, Nested Structure, Structures and Functions, Structures and Arrays: Arrays of Structures, Structures Containing Arrays, Unions, Structures and pointers. [Chalk &amp; Talk, PPT]</p>

Teacher

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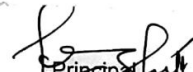
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T.Y.B.Sc.IT (A+B) Sem – VI (2018-19)		Subject: - Security in Computing
Dec 2018	<b>Unit-I-- Information Security Overview :</b> The Importance of Information Protection, The Evolution of Information Security, Justifying Security Investment, Security Methodology, How to Build a Security Program, The Impossible Job, The Weakest Link, Strategy and Tactics, Business Processes vs. Technical Controls. (PPT)	
Jan 2019	<b>Risk Analysis:</b> Threat Definition, Types of Attacks, Risk Analysis. <b>Secure Design Principles:</b> The CIA Triad and Other Models, Defense Models, Zones of Trust, Best Practices for Network Defense. <b>Unit-II - Authentication and Authorization:</b> Authentication, Authorization <b>Encryption:</b> A Brief History of Encryption, Symmetric-Key Cryptography, Public Key Cryptography, Public Key Infrastructure. <b>Storage Security:</b> Storage Security Evolution, Modern Storage Security, Risk Remediation, Best Practices. <b>Database Security:</b> General Database Security Concepts, Understanding Database Security Layers, Understanding Database-Level Security, Using Application Security, Database Backup and Recovery, Keeping Your Servers Up to Date, Database Auditing and Monitoring. <b>Unit – III -Secure Network Design:</b> Introduction to Secure Network Design, Performance, Availability, Security. <b>Network Device Security:</b> Switch and Router Basics, Network Hardening. (PPT)	
Feb 2019	<b>Firewalls:</b> Overview, The Evolution of Firewalls, Core Firewall Functions, Additional Firewall Capabilities, Firewall Design. <b>Wireless Network Security:</b> Radio Frequency Security Basics, Data-Link Layer Wireless Security Features, Flaws, and Threats, Wireless Vulnerabilities and Mitigations, Wireless Network Hardening Practices and Recommendations, Wireless Intrusion Detection and Prevention, Wireless Network Positioning and Secure Gateways. <b>Unit – IV -Intrusion Detection and Prevention Systems:</b> IDS Concepts, IDS Types and Detection Models, IDS Features, IDS Deployment Considerations, Security Information and Event Management (SIEM). <b>Voice over IP (VoIP) and PBX Security:</b> Background, VoIP Components, VoIP Vulnerabilities and Countermeasures, PBX, TEM: Telecom Expense Management. (PPT)	
Mar 2019	<b>Operating System Security Models:</b> Operating System Models, Classic Security Models, Reference Monitor, Trustworthy Computing, International Standards for Operating System Security. <b>Unit –V - Virtual Machines and Cloud Computing:</b> Virtual Machines, Cloud Computing. <b>Secure Application Design:</b> Secure Development Lifecycle, Application Security Practices, Web Application Security, Client Application Security, Remote Administration Security. <b>Physical Security:</b> Classification of Assets, Physical Vulnerability Assessment, Choosing Site Location for Security, Securing Assets: Locks and Entry Controls, Physical Intrusion Detection. (PPT)	

  
Teacher

  
Co-ordinator

  
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T.Y.B.Sc.I.T. SPem – VI Security in Computing Practical	
<b>1</b>	<b>Configure Routers</b>
<b>a</b>	OSPF MD5 authentication.
<b>b</b>	NTP.
<b>c</b>	to log messages to the syslog server.
<b>d</b>	to support SSH connections.
<b>2</b>	<b>Configure AAA Authentication</b>
<b>a</b>	Configure a local user account on Router and configure authentication on the console and vty lines using local AAA
<b>b</b>	Verify local AAA authentication from the Router console and the PC-A client
<b>3</b>	<b>Configuring Extended ACLs</b>
<b>a</b>	Configure, Apply and Verify an Extended Numbered ACL
<b>4</b>	<b>Configure IP ACLs to Mitigate Attacks and IPV6 ACLs</b>
<b>a</b>	Verify connectivity among devices before firewall configuration.
<b>b</b>	Use ACLs to ensure remote access to the routers is available only from management station PC-C.
<b>c</b>	Configure ACLs on to mitigate attacks.
<b>d</b>	Configuring IPv6 ACLs
<b>5</b>	<b>Configuring a Zone-Based Policy Firewall</b>
<b>6</b>	Configure IOS Intrusion Prevention System (IPS) Using the CLI
<b>a</b>	Enable IOS IPS.
<b>b</b>	Modify an IPS signature.
<b>7</b>	<b>Layer 2 Security</b>
<b>a</b>	Assign the Central switch as the root bridge.
<b>b</b>	Secure spanning-tree parameters to prevent STP manipulation attacks.
<b>c</b>	Enable port security to prevent CAM table overflow attacks.
<b>8</b>	<b>Layer 2 VLAN Security</b>
<b>9</b>	<b>Configure and Verify a Site-to-Site IPsec VPN Using CLI</b>

  
Teacher

  
Co-ordinator

  
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S.Y.B.Sc.I.T (A) Sem – IV (2018-19)		Subject: - Software Engineering
Dec-2018	<b>Unit-I - Introduction:</b> What is software engineering? Software Development Life Cycle, Requirements Analysis, Software Design, Coding, Testing, Maintenance etc. <b>Software Requirements:</b> Functional and Non-functional requirements, User Requirements, System Requirements, Interface Specification, Documentation of the software requirements. <b>Software Processes:</b> Process and Project, Component Software Processes. <b>Software Development Process Models.</b> • Waterfall Model. • Prototyping. • Iterative Development. • Rational Unified Process. • The RAD Model • Time boxing Model. (PPT)	
Jan 2019	<b>Agile software development:</b> Agile methods, Plan-driven and agile development, Extreme programming, Agile project management, Scaling agile methods. <b>Unit-II - Socio-technical system:</b> Essential characteristics of socio technical systems, Emergent System Properties, Systems Engineering, Components of system such as organization, people and computers, Dealing Legacy Systems. <b>Critical system:</b> Types of critical system, A simple safety critical system, Dependability of a system, Availability and Reliability, Safety and Security of Software systems. <b>Requirements Engineering Processes:</b> Feasibility study, Requirements elicitation and analysis, Requirements Validations, Requirements Management. <b>System Models:</b> Models and its types, Context Models, Behavioural Models, Data Models, Object Models, Structured Methods. <b>Unit-III - Architectural Design:</b> Architectural Design Decisions, System Organisation, Modular Decomposition Styles, Control Styles, Reference Architectures. <b>User Interface Design:</b> Need of UI design, Design issues, The UI design Process, User analysis, User Interface Prototyping, Interface Evaluation. <b>Project Management</b> Software Project Management, Management activities, Project Planning, Project Scheduling, Risk Management. (PPT – Simulation videos for practical)	
Feb 2019	<b>Quality Management:</b> Process and Product Quality, Quality assurance and Standards, Quality Planning, Quality Control, Software Measurement and Metrics. <b>Unit-IV- Verification and Validation:</b> Planning Verification and Validation, Software Inspections, Automated Static Analysis, Verification and Formal Methods. <b>Software Testing:</b> System Testing, Component Testing, Test Case Design, Test Automation. <b>Software Measurement:</b> Size-Oriented Metrics, Function-Oriented Metrics, Extended Function Point Metrics <b>Software Cost Estimation:</b> Software Productivity, Estimation Techniques, Algorithmic Cost Modelling, Project Duration and Staffing <b>Unit-V- Process Improvement:</b> Process and product quality, Process Classification, Process Measurement, Process Analysis and Modeling, Process Change, The CMMI Process Improvement Framework. (PPT)	
Mar 2019	<b>Service Oriented Software Engineering:</b> Services as reusable components, Service Engineering, Software Development with Services. <b>Software reuse:</b> The reuse landscape, Application frameworks, Software product lines, COTS product reuse. <b>Distributed software engineering:</b> Distributed systems issues, Client-server computing, Architectural patterns for distributed systems, Software as a service (PPT)	

  
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S.Y.B.Sc.I.T Sem – IV Software Engineering Practical	
1.	Study and implementation of class diagrams.
2.	Study and implementation of Use Case Diagrams.
3.	Study and implementation of Entity Relationship Diagrams.
4.	Study and implementation of Sequence Diagrams.
5.	Study and implementation of State Transition Diagrams.
6.	Study and implementation of Data Flow Diagrams.
7.	Study and implementation of Collaboration Diagrams.
8.	Study and implementation of Activity Diagrams.
9.	Study and implementation of Component Diagrams.
10.	Study and implementation of Deployment Diagrams.

  
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Class: TYIT

Subject: Linux Administration

Month	Topics
June 2018	<p><b>Introduction to Red Hat Enterprise Linux:</b> Linux, Open Source and Red Hat, Origins of Linux, Distributions, Duties of Linux System Administrator.</p> <p><b>Command Line:</b> Working with the Bash Shell, Getting the Best of Bash, Useful Bash Key Sequences, Working with Bash History, Performing Basic File System Management Tasks, Working with Directories, Piping and Redirection, Finding Files.</p> <p><b>System Administration Tasks:</b> Performing Job Management Tasks, System and Process Monitoring and Management, Managing Processes with ps, Sending Signals to Processes with the kill Command, Using top to Show Current System Activity, Managing Process Niceness, Scheduling Jobs, Mounting Devices, Working with Links, Creating Backups, Managing Printers, <b>Managing Software:</b> Understanding RPM, Understanding Meta Package Handlers, Creating Your Own Repositories, Managing Repositories, Installing Software with Yum, Querying Software, Extracting Files from RPM Packages.</p>
July 2018	<p><b>Configuring and Managing Storage:</b> Understanding Partitions and Logical Volumes, Creating Partitions, Creating File Systems, File Systems Overview, Creating File Systems, Changing File System Properties, Checking the File System Integrity, Mounting File Systems Automatically Through fstab, Working with Logical Volumes, Creating Logical Volumes,</p> <p><b>Connecting to the Network:</b> Understanding Network Manager, Working with Services and Runlevels, Configuring the Network with Network Manager, Working with system-config-network, Network Manager Configuration Files, Network Service Scripts, Networking from the Command Line, Troubleshooting Networking, Setting Up IPv6, Configuring SSH, Enabling the SSH Server, Using the SSH Client, Using PuTTY on Windows Machines,</p> <p><b>Working with Users, Groups, and Permissions:</b> Managing Users and Groups, Commands for User Management, Managing Passwords, Modifying and Deleting User Accounts, Configuration Files, Creating Groups, Using Graphical Tools for User, and Group Management, Using External Authentication Sources, the Authentication Process, sssd, nsswitch, Pluggable Authentication Modules, Managing Permissions, the Role of Ownership, Basic Permissions: Read, Write, and Execute, Advanced Permissions, Working with Access Control Lists.</p>
August 2018	<p><b>Securing Server with iptables:</b> Understanding Firewalls, Setting Up a Firewall with system-config-firewall, Allowing Services, Trusted Interfaces, Masquerading, Configuration Files, Setting Up a Firewall with iptables, Tables, Chains, and Rules, Composition of Rule, Configuration Example, Advanced iptables Configuration, Configuring Logging, The Limit Module, Configuring NAT</p> <p><b>Setting Up Cryptographic Services:</b> Introducing SSL, Proof of Authenticity: the Certificate Authority, Managing Certificates with openssl, Creating a Signing Request, Working with GNU Privacy Guard, Creating GPG Keys, Key Transfer, Managing GPG Keys, Encrypting Files with GPG, GPG Signing, Signing RPM Files</p> <p><b>Configuring Server for File Sharing:</b> What is NFS? Advantages and Disadvantages of NFS, Configuring NFS4, Setting Up NFSv4, Mounting an NFS Share, Making NFS Mounts Persistent, Configuring Automount, Configuring Samba, Setting Up a Samba File Server, Samba Advanced Authentication Options, Accessing Samba Shares,</p> <p><b>Configuring DNS and DHCP:</b> Introduction to DNS, The DNS Hierarchy, DNS Server Types, The DNS Lookup Process, DNS Zone Types, Setting Up a DNS Server, Setting Up a Cache-Only Name Server, Setting Up a Primary Name Server, Setting Up a Secondary Name Server, Understanding DHCP, Setting Up a DHCP Server</p>
September 2018	<p><b>Setting Up a Mail Server:</b> Using the Message Transfer Agent, the Mail Delivery Agent, the Mail User Agent, Setting Up Postfix as an SMTP Server, Working with Mutt, Basic Configuration, Internet Configuration, Configuring Dovecot for POP and IMAP</p> <p><b>Configuring Apache on Red Hat Enterprise Linux:</b> Configuring the Apache Web Server, Creating a Basic Website, Understanding the Apache Configuration Files, Apache Log Files, Working with Virtual Hosts, Securing the Web Server with TLS Certificates, Configuring Authentication, Setting Up Authentication with .htpasswd, Configuring LDAP Authentication, Setting Up MySQL.</p>

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	<p><b>Introducing Bash Shell Scripting:</b> Introduction, Elements of a Good Shell Script, Executing the Script, Working with Variables and Input, Understanding Variables, Variables, Subshells, and Sourcing, Working with Script Arguments, Asking for Input, Using Command Substitution, Substitution Operators, Changing Variable Content with Pattern Matching, Performing Calculations, Using Control Structures, Using if...then...else, Using case, Using while, Using until, Using for, Configuring booting with GRUB.</p>
October 2018	<p><b>High-Availability Clustering:</b> High-Availability Clustering, The Workings of High Availability, High-Availability Requirements, Red Hat High-Availability Add-on Software, Components, Configuring Cluster-Based Services, Setting Up Bonding, Setting Up Shared Storage, Installing the Red Hat High Availability Add-On, Building the Initial State of the Cluster, Configuring Additional Cluster Properties, Configuring a Quorum Disk, Setting Up Fencing, Creating Resources and Services, Troubleshooting a Nonoperational Cluster, Configuring GFS2 File Systems.</p> <p><b>Setting Up an Installation Server:</b> Configuring a Network Server as an Installation Server, Setting Up a TFTP and DHCP Server for PXE Boot, Installing the TFTP Server, Configuring DHCP for PXE Boot, Creating the TFTP PXE Server Content, Creating a Kickstart File, Using a Kickstart File to Perform an Automated, Installation, Modifying the Kickstart File with, system-config-kickstart, Making Manual Modifications to the Kickstart File.</p>

  
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Class: SYIT-B

Subject: Python Programming

Month	Topics
June 2018	<p><b>Introduction:</b> The Python Programming Language, History, features, Installing Python, Running Python program, The Difference Between Brackets, Braces, and Parentheses, (TM:PDF n Practical Demo)</p> <p><b>Variables and Expressions:</b> Variables, Variable Names and Keywords, Type conversion, Operators and Operands, Expressions, Interactive Mode and Script Mode, Order of Operations.</p> <p><b>Conditional Statements:</b> if, if-else, nested if –else (TM:PDF n Practical Demo)</p> <p><b>Looping:</b> for, while, nested loops</p> <p><b>Control statements:</b> Terminating loops, skipping specific conditions (TM:PDF n Practical Demo)</p> <p><b>Functions:</b> Function Calls, Type Conversion Functions, Math Functions, Composition, Adding New Functions, Definitions and Uses, Flow of Execution, Parameters and Arguments, Variables and Parameters Are Local, Stack Diagrams, Fruitful Functions and Void Functions, Why Functions?</p>
July 2018	<p><b>Strings:</b> A String Is a Sequence, Traversal with a for Loop, String Slices, Strings Are Immutable, Searching, Looping and Counting, String Methods, The in Operator, String Comparison, String Operations. (TM:PDF n Practical Demo)</p> <p><b>Lists:</b> Values and Accessing Elements, Lists are mutable, traversing a List, Deleting elements from List, Built-in List Operators, Concatenation, Repetition, In Operator, Built-in List functions and methods (TM:PDF n Practical Demo)</p> <p><b>Tuples and Dictionaries:</b> Tuples, Accessing values in Tuples, Tuple Assignment, Tuples as return values, Variable-length argument tuples, Basic tuples operations, Concatenation, Repetition, in Operator, Iteration, Built-in Tuple Functions Creating a Dictionary, Accessing Values in a dictionary, Updating Dictionary, Deleting Elements from Dictionary, Properties of Dictionary keys, Operations in Dictionary, Built-In Dictionary Functions, Built-in Dictionary Methods (TM:PDF n Practical Demo)</p>
August 2018	<p><b>Files:</b> Text Files, The File Object Attributes, Directories (TM:PDF n Practical Demo)</p> <p><b>Exceptions:</b> Built-in Exceptions, Handling Exceptions, Exception with Arguments, User-defined Exceptions. (TM:PDF n Practical Demo)</p> <p><b>Regular Expressions –</b> Concept of regular expression, various types of regular expressions, using match function. (TM:PDF n Practical Demo)</p> <p><b>Classes and Objects:</b> Overview of OOP (Object Oriented Programming), Class Definition, Creating Objects, Instances as Arguments, Instances as return values, Built-in Class Attributes, Inheritance, Method Overriding, Data Encapsulation, Data Hiding (TM:PDF n Practical Demo)</p> <p><b>Multithreaded Programming:</b> Thread Module, creating a thread, synchronizing threads, multithreaded priority queue (TM:PDF n Practical Demo)</p>
September 2018	<p><b>Modules:</b> Importing module, Creating and exploring modules, Math module, Random module, Time module. (TM:PDF n Practical Demo)</p> <p><b>Creating the GUI Form and Adding Widgets:</b></p> <p><b>Widgets:</b> Button, Canvas, Checkbutton, Entry, Frame, Label, Listbox, Menubutton, Menu, Message, Radiobutton, Scale, Scrollbar, text, Toplevel, Spinbox, PanedWindow, LabelFrame, tkMessageBox.</p> <p><b>Layout Management:</b> Designing GUI applications with proper Layout Management features.</p> <p><b>Look and Feel Customization:</b> Enhancing Look and Feel of GUI using different appearances of widgets. (TM:PDF n Practical Demo)</p>
October 2018	<p><b>Storing Data in Our MySQL Database via Our GUI :</b> Connecting to a MySQL database from Python, Configuring the MySQL connection, Designing the Python GUI database, Using the INSERT command, Using the UPDATE command, Using the DELETE command, Storing and retrieving data from MySQL database. (TM:PDF n Practical Demo)</p>



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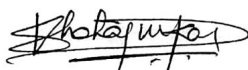
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Class: SYIT-B

Subject: Software Engineering

Month	Topics
December	<p><b>Introduction:</b> What is software engineering? Software Development Life Cycle, Requirements Analysis, Software Design, Coding, Testing, Maintenance etc.</p> <p><b>Software Requirements:</b> Functional and Non-functional requirements, User Requirements, System Requirements, Interface Specification, Documentation of the software requirements.</p> <p><b>Software Processes:</b> Process and Project, Component Software Processes.</p> <p><b>Software Development Process Models.</b> Waterfall Model. Prototyping. Iterative Development. Rational Unified Process. The RAD Model, Time boxing Model. (PDF E-Book)</p>
January	<p><b>Agile software development:</b> Agile methods, Plan-driven and agile development, Extreme programming, Agile project management, Scaling agile methods.</p> <p><b>Socio-technical system:</b> Essential characteristics of socio technical systems, Emergent System Properties, Systems Engineering, Components of system such as organization, people and computers, Dealing Legacy Systems. (PDF E-Book and Videos)</p> <p><b>Critical system:</b> Types of critical system, A simple safety critical system, Dependability of a system, Availability and Reliability, Safety and Security of Software systems.</p> <p><b>Requirements Engineering Processes:</b> Feasibility study, Requirements elicitation and analysis, Requirements Validations, Requirements Management. (PDF E-Book)</p>
February	<p><b>System Models :</b> Models and its types, Context Models, Behavioral Models, Data Models, Object Models, Structured Methods.</p> <p><b>Architectural Design:</b> Architectural Design Decisions, System Organization, Modular Decomposition Styles, Control Styles, Reference Architectures (PDF E-Book)</p> <p><b>User Interface Design:</b> Need of UI design, Design issues, The UI design Process, User analysis, User Interface Prototyping, Interface Evaluation. (PDF E-Book and Videos)</p> <p><b>Project Management:</b> Software Project Management, Management activities, Project Planning, Project Scheduling, and Risk Management.</p> <p><b>Quality Management:</b> Process and Product Quality, Quality assurance and Standards, Quality Planning, Quality Control, Software Measurement and Metrics. (PDF E-Book and Videos)</p> <p><b>Verification and Validation:</b> Planning Verification and Validation, Software Inspections, Automated Static Analysis, Verification and Formal Methods.</p>
March	<p><b>Software Testing:</b> System Testing, Component Testing, Test Case Design, Test Automation. (PDF E-Book and Videos)</p> <p><b>Software Measurement:</b> Size-Oriented Metrics, Function-Oriented Metrics, Extended Function Point Metrics (PDF E-Book)</p> <p><b>Software Cost Estimation:</b> Software Productivity, Estimation Techniques, Algorithmic Cost Modeling, Project Duration and Staffing. (Videos)</p> <p><b>Process Improvement:</b> Process and product quality, Process Classification, Process Measurement, Process Analysis and Modeling, Process Change, The CMMI Process Improvement Framework.</p> <p><b>Service Oriented Software Engineering:</b> Services as reusable components, Service Engineering, Software Development with Services(PDF E-Book)</p> <p><b>Software reuse:</b> The reuse landscape, Application frameworks, Software product lines, COTS product reuse. <b>Distributed software engineering:</b> Distributed systems issues, Client– server computing, Architectural patterns for distributed systems, Software as a service (PDF E-Book)</p>



Teacher Signature



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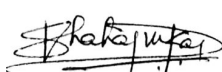
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Class: FYIT-A & B

Subject: Web Designing

Month	Topics
December	<p><b>Internet and the World Wide Web:</b> What is Internet? Introduction to internet and its applications, E-mail, telnet, FTP, e-commerce, video conferencing, e-business. Internet service providers, domain name server, internet address, World Wide Web (WWW): World Wide Web and its evolution, uniform resource locator (URL), browsers – internet explorer, Netscape navigator, opera, Firefox, chrome, Mozilla. Search engine, web saver – apache, IIS, proxy server, HTTP protocol. (PDF EBook)</p> <p><b>HTML5:</b> Introduction, Why HTML5? Formatting text by using tags, using lists and backgrounds, Creating hyperlinks and anchors. Style sheets, CSS formatting text using style sheets, formatting paragraphs using style sheets. (PDF EBook)</p>
January	<p><b>HTML5 Page layout and navigation:</b> Creating navigational aids: planning site organization, creating text based navigation bar, creating graphics based navigation bar, creating image map, redirecting to another URL. (PDF EBook and Videos)</p> <p><b>HTML5 Tables, Forms and Media:</b> Creating tables: creating simple table with the size of the table, specifying the width of the column, merging table cells, using tables for page layout, formatting tables: applying table borders, applying background and foreground fills, Creating user forms: creating basic form, using check boxes and option buttons, creating lists, additional input types in HTML5 (Practical Demonstration)</p> <p>Incorporating sound and video: audio and video in HTML5, HTML multimedia basics, embedding video clips, incorporating audio on web page. (Practical Demonstration and Videos).</p> <p><b>Java Script:</b> Introduction, Client-Side JavaScript, Server-Side JavaScript, JavaScript Objects, JavaScript Security. (PDF EBook and Videos)</p>
February	<p><b>Operators:</b> Assignment Operators, Comparison Operators, Arithmetic Operators, % (Modulus), ++(Increment), --(Decrement), -(Unary Negation), Logical Operators, Short-Circuit Evaluation, String Operators, Special Operators, ?: (Conditional operator), (Comma operator), delete, new, this, void (Videos)</p> <p><b>Statements:</b> Break, comment, continue, delete, do...while, export, for, for...in, function, if...else, import, labelled, return, switch, var, while, with (Practical Demonstration and Videos).</p> <p><b>Core JavaScript (Properties and Methods of Each) :</b> Array, Boolean, Date, Function, Math, Number, Object, String, regExp (PDF EBook)</p> <p><b>Document and its associated objects:</b> document, Link, Area, Anchor, Image, Applet, Layer</p> <p><b>Events and Event Handlers :</b> General Information about Events, Defining Event Handlers, event, onAbort, onBlur, onChange, onClick, onDbClick, onDragDrop, onError, onFocus, onKeyDown, onKeyPress, onKeyUp, onLoad, onMouseDown, onMouseMove, onMouseOut, onMouseOver, onMouseUp, onMove, onReset, onResize, onSelect, onSubmit, onUnload. (Practical Demonstration and Videos).</p>
March	<p><b>PHP:</b> Why PHP and MySQL? Server-side scripting, PHP syntax and variables, comments, types, control structures, branching, looping, termination, functions, passing information with PHP, GET, POST, formatting form variables, strings and string functions, regular expressions, arrays, number handling, basic PHP errors/problems. (Practical Demonstration and Videos).</p> <p><b>Advanced PHP and MySQL:</b> PHP/MySQL Functions, Integrating web forms and databases, Displaying queries in tables, Building Forms from queries, String and Regular Expressions, Sessions, Cookies and HTTP, E-Mail. (PDF EBook and Videos)</p>

  
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**Teacher's Time Table**  
(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30 8.20	SYBMM Intro to Journalism	SYBMM Intro to Journalism	TYBMM-J IGM	SYBMM Radio & TV	SYBMM Radio & TV	
2	8.30 9.10	TYBMM-J IGM	SYBMM Intro to Journalism	TYBMM-J IGM	SYBMM Radio & TV	TYBMM Ad Legal Environment	TYBMM Ad Legal Environment
3	9.10 10.00	FYBMM Political Concepts	TYBMM-J IGM	FYBMM Political Concepts	FYBMM Political Concepts	TYBMM Ad Legal Environment	FYBMM Political Concepts
4	10.20 11.10		TYBMM-Ad Legal Environment		FYBAF Business Comm II		SYBMM Radio & TV
5	11.10 12.00	FYBAF Business Comm II		SYBMM Intro to Journalism			
6							
7							



Teacher



Co-ordinator



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**SECOND YEAR BMM  
Radio & Television**

	Modules / units
<b>November</b>	Introduction No. of lectures A Short History of Radio & TV in India All India Radio Doordarshan
<b>December</b>	<ul style="list-style-type: none"> <li>- Prasar Bharti main points</li> <li>- Convergence trends</li> <li>Introduction to Sound for both TV &amp; Radio</li> <li>- Types of Sound: Natural, Ambient, Recorded</li> <li>- The Studio Setup</li> <li>The Sound Equipment: Mixer, Control Panel</li> <li>- Tape Recording</li> <li>- Digital Recording</li> <li>- Outdoor Recording</li> <li>- Types of Microphones</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>- The Editing suite</li> <li>III. Introduction to Visuals</li> <li>- The Power &amp; Influence of Visuals</li> <li>- The Video-camera: types of shots, camera positions, shot sequences, shot length</li> <li>- Lighting: The importance of lighting</li> <li>Television setup: The TV studio, difference between Studio &amp; on-location shoots</li> </ul> IV. Introduction to Radio Formats Broad guidelines -classifications <ul style="list-style-type: none"> <li>- News</li> <li>- Documentary</li> <li>- Feature</li> <li>- Talk Show</li> <li>- Music shows</li> <li>- Radio Drama</li> <li>- Sports broadcasting</li> </ul>
<b>February</b>	V. Introduction to Television Programming Broad guidelines and classification <ul style="list-style-type: none"> <li>- News</li> <li>- Documentary</li> <li>- Feature</li> <li>- Talk Shows</li> <li>- TV serials &amp; soaps</li> <li>- Sports</li> <li>- Reality</li> <li>- Animation</li> </ul> VI. Different Roles <ul style="list-style-type: none"> <li>-Community Radio-role and importance</li> <li>- Contribution of All India Radio</li> <li>- The Satellite and Direct to Home challenge</li> </ul>
<b>March</b>	VII. Other Requirements <ul style="list-style-type: none"> <li>-Story board</li> <li>-On-line editing</li> <li>- Educational TV with reference to Jamia-milia, etc. virtual classrooms</li> </ul> VIII. Broadcast


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**SECOND YEAR BMM**  
**Radio & Television**

	Modules / units
<b>November</b>	Introduction No. of lectures A Short History of Radio & TV in India All India Radio Doordarshan
<b>December</b>	<ul style="list-style-type: none"> <li>- Prasar Bharti main points</li> <li>- Convergence trends</li> <li>Introduction to Sound for both TV &amp; Radio</li> <li>- Types of Sound: Natural, Ambient, Recorded</li> <li>- The Studio Setup</li> <li>The Sound Equipment: Mixer, Control Panel</li> <li>- Tape Recording</li> <li>- Digital Recording</li> <li>- Outdoor Recording</li> <li>- Types of Microphones</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>- The Editing suite</li> <li>III. Introduction to Visuals</li> <li>- The Power &amp; Influence of Visuals</li> <li>- The Video-camera: types of shots, camera positions, shot sequences, shot length</li> <li>- Lighting: The importance of lighting</li> <li>Television setup: The TV studio, difference between Studio &amp; on-location shoots</li> <li>IV. Introduction to Radio Formats</li> <li>Broad guidelines -classifications</li> <li>- News</li> <li>- Documentary</li> <li>- Feature</li> <li>- Talk Show</li> <li>- Music shows</li> <li>- Radio Drama</li> <li>- Sports broadcasting</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>V. Introduction to Television Programming</li> <li>Broad guidelines and classification</li> <li>- News</li> <li>- Documentary</li> <li>- Feature</li> <li>- Talk Shows</li> <li>- TV serials &amp; soaps</li> <li>- Sports</li> <li>- Reality</li> <li>- Animation</li> <li>VI. Different Roles</li> <li>-Community Radio-role and importance</li> <li>- Contribution of All India Radio</li> <li>- The Satellite and Direct to Home challenge</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>VII. Other Requirements</li> <li>-Story board</li> <li>-On-line editing</li> <li>- Educational TV with reference to Jamia-milia, etc. virtual classrooms</li> <li>VIII. Broadcast</li> </ul>

  
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**THIRD YEAR BMM (JOURNALISM)**  
**Issues of Global Media**

	Modules / units
November	Global media, rise of satellite and internet driven media
December	Relevance of McBride report in contemporary times Presence of conglomerates; NWICO in a multi polar world and biases in global media coverage Global Monopolies' regional presence.[redefining local news]
January	. Independent Media's space . Traditional media's foray into social media & Micro blogging . Parachute Journalism . Challenges in Reporting in Hostile Environments [Presence of Social Media and redefined roles of war correspondents coverage of natural disaster by global media and regional media . Cultural Bias in global media coverage
February	. Global media Perception of terrorism versus regional media perceptions [freedom fighters/separatists /terrorists, .Global audiences' changing need .Opening of Indian markets from the 1990s to contemporary times and the regional versus global media perceptions. Overview of media in China, Japan, U.S., India.  Overview of media in China, Japan, U.S., India.
March	Profiles of BBC, CNN, Reuters, AFP & .Al Jazeera's arrival as an alternate voice[ from Gulf War II to Arab Spring and beyond]



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FIRST YEAR BMM

FIRST YEAR BAF  
Business Communication II

	Modules / units
December	Presentation Skills Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation
January	Group Communication Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Func
February	Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference
March	Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR 3

  
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**SECOND YEAR BMM  
INTRODUCTION TO JOURNALISM**

	<b>Modules / units</b>
<b>November</b>	1. Changing face of journalism from Guttenberg to new media 2. Journalism in India: Earliest publications
<b>December</b>	The rise of nationalist press Post 1947 The emergency 1975 Post Emergency Definition of News; Hard News / Soft News and blend of the two.
<b>January</b>	The news process from the event to the reader. Criteria for news worthiness Components of a news story Finding a new angle Writing a lead Types of Lead Inverted pyramid format
<b>February</b>	9. Role of Journalism with special emphasis on its role to educate Interpretation Transmission of values Development Entertainment 10. Principles of Journalism Objectivity Accuracy Without fear or favour 11. Basic difference in writing for the print, television and online journalism 12. Jobs in journalism 13. Latest trends and issues in journalism
<b>March</b>	14. Press council Audit bureau of circulation New media with special reference to rise the Citizen Journalism



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**Principal's sign**

THIRD YEAR BMM (ADVERTISING) Legal Environment & Advertising Ethics	
	Modules / units
September	Legal Environment: (6) (i) The importance & the relationship between Self-Regulation, Ethics & the Law The laws of the land: - Constitutional Laws – Fundamental Rights - Personal laws- Criminal & Civil laws - Corporate laws - Consumer laws - Laws pertaining to Media (iii) Laws of Defamation & Contempt of Court with respect to cases specific to Media
December	*Module II: Government Policies & Cyber Laws (4) (i) Government Policies governing advertisements (ii) The role of Prasar Bharati for advertisements in Public Broadcast Services (iii) Cyber laws including Section 66; Laws pertaining to advertising in cyber space. (iv) The Question of Net Neutrality & its relevance in Media (v) Right to Information Act
January	Module III: Laws pertaining to Media: (8) (i) Standard Contract between Advertiser & Agency (ii) Laws : - Drugs & Cosmetics Act - Drugs & Magic Remedies ( Objectionable Advertisements) Act - Drugs Price Control Act - Emblems & Names ( Prevention of Improper Use) Act - Indecent Representation of Women's Act - Intellectual Property Rights-  - Copyright Act - Trademarks Act - Patents Act Module IV: A. Ethics in Advertising (8) (i) What is Ethics? Why do we need Ethics? (ii) The philosophy of Ethics- Absolutist & Situational (iii) Ethics in Advertising & Stereotyping: - Religious minorities - Racial minorities - Ethnic groups - Cultural Minorities - Senior Citizens - Children - Women - LGBT (iv) Advertising of Controversial products (v) Surrogate & Subliminal Advertising 13  (vi) Political Advertising (vii) Manipulation of Advertising Research

Module V: Unfair Trade Practices & the Competition Act 2002 (5)

(i) Unfair Trade Practices & Restrictive Trade Practices to Consumers:

- False Promises
- Incomplete Description
- False & Misleading Comparisons
- Bait & Switch offers
- Visual Distortions
- False Testimonials
- Partial Disclosures
- Small print Clarifications

(ii) Unfair Trade Practices & Restrictive Trade Practices to other organizations in the Industry

(iii) The role of the Commission of the Competition Act 2002 in resolving cases of Unfair & Restrictive Trade Practices.

Module VI: Consumer Protection: Government initiatives including Standardization, Consumer Laws & Non- Government initiatives (7)

(i) Consumerism – The rising need for consumer guidance & awareness

(ii) Government Initiatives:

- Standardization- Meaning, Relevance in today's Globalized World in Total Quality Management
- Standardization Bodies in India- AGMARK, BIS, FSSAI & FPO
- International Bodies- ISO, FDA, CMMI, Six Sigma & CE
- Standardization marks- ISI, AGMARK, BIS- Hallmark (Gold), Silkmark, Woolmark, Cotton, Forever mark (Diamonds)

Laws:

- (i) Essential Commodities Act 1955
- (ii) Consumer protection Act 1986
- (iii) Standards of Weights & Measures Act
- (iv) Standards of Weights & Measures (Packaged Commodities) Act
- (v) Prevention of Food Adulteration Act 1954

Other Initiatives:

- PDS- Ministry of Civil Supplies (Public Distribution System or Ration Shops)
- Consumer Co-operatives

Non- Government initiatives:

- CGSI
- CFBP
- CERC
- Grahak Panchayat
- Customer care centre

March

Module VIII: Critique of Advertising (8)

- A study of Vance Packard- The Hidden Persuaders (1957)
- A study of Jean Kilbourne – Can't buy My love
- A study of Naomi Klein – No Logo
- A study of Naomi Woolf- The Beauty Myth
- A study of Noam Chomsky- Understanding Power



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## FIRST YEAR BMM

## Political Concepts and the Indian Political System

	<ul style="list-style-type: none"> <li>Interaction between State and Society</li> <li>Definition and Elements of State and factors building a Nation</li> <li>Democracy: Principles, Institutions and Challenges</li> <li>Democracy: Principles, Institutions and Challenges</li> <li>Non-Democratic forms of government: Characteristics</li> <li>Indian Constitution               <ul style="list-style-type: none"> <li>□ Features of the Constitution</li> <li>□ Preamble and Philosophy of the Constitution</li> <li>□ Fundamental Rights</li> <li>□ Fundamental Duties</li> <li>□ Directive Principles of State Policy</li> <li>□ Federal structure</li> </ul> </li> <li>Political Dynamics (India)               <ul style="list-style-type: none"> <li>□ Indian Party System: Evolution</li> <li>□ Major National and Regional Parties</li> </ul> </li> </ul>
February	<ul style="list-style-type: none"> <li>Political Dynamics (India)cont...</li> <li>□ Caste and Reservation</li> <li>□ Role of Religion in Indian Politics</li> <li>□ Local Self Government</li> <li>□ Electoral System and Reforms</li> <li>□ Coalition governments</li> <li>Political Dynamics (Maharashtra)               <ul style="list-style-type: none"> <li>□ Party system in Maharashtra: Evolution</li> <li>□ Regional Imbalance</li> <li>□ Dominant Caste</li> <li>□ The Dalit movement in Maharashtra and its present status.</li> <li>□ The Naxal movement in Maharashtra</li> <li>□ Mumbai's political history</li> </ul> </li> <li>Politics and Media               <ul style="list-style-type: none"> <li>□ Role of Media in democracy</li> <li>□ Media and formation of Public opinion</li> <li>□ Political Campaigning and advertising in new media</li> </ul> </li> <li>Internal</li> </ul>
March	<ul style="list-style-type: none"> <li>Politics and Media               <ul style="list-style-type: none"> <li>□ Role of Media in democracy</li> <li>□ Media and formation of Public opinion</li> <li>□ Political Campaigning and advertising in new media</li> </ul> </li> <li>Internal</li> <li>Case Studies</li> </ul>



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### Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
I hereby declare that I have completed the syllabus - allotted to me of the following subjects for the even Semester of 2018-19;				
		1. Political Concepts & the Indian Political System - FYBHM		
		2. Business Communication II - FYBAF		
		3. Introduction to Journalism - SYBHM		
		4. Radio & Television - SYBHM		
		5. Issues of Global Media - TYBHM - I		
		6. Legal Environment & Advertising Ethics - TYBHM (Ad)		
		- Neelha Sharma		

Principal

## Semester / Term Syllabus Planning

FY BBI  
Business Communication

	Modules / units	Teaching Tools
June	<b>Theory of Communication</b> <ul style="list-style-type: none"> <li>• Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world</li> <li>• Impact of technological advancements on Communication Channels</li> <li>• Channels Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li> <li>• Objectives of Communication:</li> <li>• Methods and Modes of Communication:</li> <li>• Business Etiquette Modes: Telephone, SMS Communication, Telegram, Facsimile [Fax] Computers and E- communication Video and Satellite Conferencing</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations by students</li> </ul>
July	<b>Obstacles to Communication in Business World</b> <ul style="list-style-type: none"> <li>• Problems in Communication /Barriers to Communication</li> <li>• Barriers Listening: Importance of Listening Skills</li> <li>• Business Ethics</li> <li>• Corporate Social Responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom Discussion</li> <li>• Role Play</li> <li>• Practical application</li> </ul>
August	<b>Business Correspondence</b> <ul style="list-style-type: none"> <li>• Theory of Business Letter Writing:</li> <li>• Principles of Effective Letter Writing, Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination,</li> </ul>	
September	<b>Language and Writing Skills</b> <ul style="list-style-type: none"> <li>• Commercial Terms used in Business Communication</li> <li>• Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing,</li> <li>• Listening Comprehension, Speaking Skills, Paragraph Writing, Reading Comprehension</li> </ul>	


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## Semester / Term Syllabus Planning

FYBBI-SEM I –ENVIRONMENT AND MANAGEMENT OF FINANCIAL SERVICES	
MONTH	UNITS/MODULE
1	Introduction to Financial System
July	<ul style="list-style-type: none"> <li>Financial System               <ul style="list-style-type: none"> <li>Institutional set- up</li> <li>Marketing Structure</li> <li>Instruments</li> <li>Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfeiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.)</li> </ul> </li> </ul>
2	Phases of Development of Banking and Insurance
August	<ul style="list-style-type: none"> <li>Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth.</li> </ul> <p>Functions and working of banking and insurance companies</p>
3	Management, Regulation and Development
August/September	<ul style="list-style-type: none"> <li>Risk management within the organizations of Banks and Insurance companies</li> <li>Asset - Liability Management in Banking and Insurance</li> </ul> <p>Organisational structure and management</p>
4	Regulatory and Developmental Framework of Banking & Insurance
September/October	<ul style="list-style-type: none"> <li>Banking companies and RBI Acts and legal framework governing the insurance.</li> <li>Developmental Activities of RBI and IRDA</li> <li>Mechanism of supervision and regulation.</li> </ul> <p>Prudential Norms.</p>

  
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Month	Topics to be covered
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4 lectures /week	<b>FYBBI : SEMESTER I : FINANCIAL ACCOUNTING</b>
<b>MONTH</b>	<b>MODULES/UNITS</b>
<b>July</b>	<b>Module- I</b> –Meaning, scope, objective , need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of Journal Entries and Ledger , Sub division of Journal and Trial balance
<b>August</b>	<b>Module-II</b> -Classifications of Income, Expenditure and Receipts on the basis of capital and revenue, Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and errors and their Rectification. Accounting Standard 1,2,6,8,9,10. Understanding Fair Value concept Overview of Ind-AS vis-à-vis International Financial Reporting Standards(IFRS)
<b>September</b>	<b>Module III-</b> Stock Valuation(FIFO and Weighted Average Method only). Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession).
<b>September /October</b>	<b>Module-IV-</b> Final Accounts: Trading Account, Profit and Loss Account, Balance sheet, Adjustment Entries.

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## Semester / Term Syllabus

Month	Topics to be covered
	<b>FYBBS - Foundation Course</b>
<b>JULY</b>	<b>Overview of Indian Society</b> Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
<b>AUGUST -</b>	<b>Concept of Disparity- 1</b> Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
<b>AUGUST -</b>	<b>Concept of Disparity-2</b> Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
<b>SEPTEMBER</b>	<b>The Indian Constitution</b> Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
<b>OCTOBER -</b>	<b>Significant Aspects of Political Processes</b> The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

  
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
  
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## Semester / Term Syllabus Planning

Month	Topics to be covered
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4 lectures /week	<b>FYBBI: SEMESTER- I PRINCIPLES OF MANAGEMENT</b>
<b>MONTH</b>	<b>MODULES/UNITS</b>
<b>July</b>	<b>UNIT I:</b> Introduction to Management , Definition of Management , Management as a Profession ,Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)
<b>August</b>	<b>UNIT II:</b> Management Process, Practices, Functions of Management related to Banking and Insurance companies
<b>August/ September</b>	<b>UNIT III:</b> Organization Structure of Banking and Insurance companies
<b>September /October</b>	<b>UNIT IV:</b> <b>Business Leaders</b> - Leaders in the Indian Industry ( J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, Mr Dhirubhai Ambani and Sons, Kiran Mazumdar Shaw, Verghese Kurien) • Leaders in the Banking and Insurance Industry. <b>Indian Leaders</b> (Banking & Insurance- H.Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Chanda Kochhar, Hinduja, Godrej, Aziz Premzi, Narayan Murthy, Anand Mahindra , Governor of RBI). <b>International Leader</b> - President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund.

  
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# Semester / Term Syllabus Planning




FYBB I Sem I - Quantitative Methods I

Month	Topics to be covered
July	1. Introduction, Organising, Data, Frequency Distribution, Data Representation Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives: Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both grouped as well as ungrouped data
	2. Measures of Central Tendencies Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.
	3. Measures of Dispersion Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions
August	4. Co-variance, Correlation and Regression Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line
	5. Probability, Probability Distribution and decision Theory Concept of probability yen diagrams, Rules of Probability conditional & unconditional probability, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution
September	6. Index Nos. Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test. Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.
	7. Insurance Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value.

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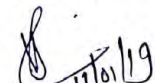
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FYBBI - Financial Accounting	
December Unit I	Valuation of Goodwill Maintainable Profit method
January Unit I	Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method
February Unit II	Buyback of equity shares Company Law/ Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions) Compliance of conditions including sources, maximum limits and debt equity ratio.
Unit III	Redemption of preference shares Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use
March Unit IV	Redemption of debentures by payment from sources including out of capital and / or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount
FYBAF -Cost Accounting	
July Unit I	Introduction to Cost Accounting Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment Coding System Essentials of Good Costing System
August Unit II	Material Cost Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ)
September Unit III	Labour Cost Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
October Unit III	Labour Cost Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
Unit IV	Overheads Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   Teacher </div> <div style="text-align: center;">   Co-ordinator </div> <div style="text-align: center;">   Principle </div> </div>	

## Semester / Term Syllabus Planning

Month	Topics to be covered
	<b>FYBBE - FOUNDATION COURSE</b>
<b>JAN-</b>	<b>Unit 1 : Globalisation and Indian Society</b> Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
<b>JAN</b>	<b>Unit 2 : Human Rights</b> Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution.
<b>FEB-</b>	<b>Unit 3 : Ecology</b> Importance of Environment Studies in the current developmental context; Understanding Concepts of Environment, Ecology and their inter-connectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation - Causes and Impact on human life; Sustainable Development - Concept and components; poverty and environment
<b>FEB</b>	<b>Unit 4 : Understanding Stress and Conflict</b> Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict.
<b>MARCH</b>	<b>Unit 5 : Managing Stress and Conflict in Contemporary Society</b> Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society.

  
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## Semester / Term Syllabus Planning

Topics to be covered

4 hours / week	FYBBI -SEM II -Principles and Practices of Banking and Insurance
MONTH	UNITS/MODULE
December	<b>Unit-I : Introduction to Banking</b> Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision
January	<b>Unit-II: Banking Scenario in India</b> Banking Operations -Types of accounts -Banking Services -Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI.
February	<b>Unit-III: Introduction to Insurance</b> Understanding Risk -Kinds of business risks -Need and Scope of insurance -Evolution of insurance Principles of insurance -Types of insurance and policies -Risk and Return relationship
March	<b>Unit-IV: Insurance Business Environment in India</b> Growth of Insurance Business Actuarial Role – Claim and Settlement Procedures –Insurance Regulations Role of IRDA.

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## Semester / Term Syllabus Planning

SYBBI-SEM III – FOUNDATION COURSE -III	
MONTH	UNITS/MODULE
1	An Overview of Banking Industry
June/July	<ul style="list-style-type: none"> <li>• Definition of Banks, Types of Banks, Principles of Banking</li> <li>• Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks</li> <li>• Emerging trends of banking - Universal banking, electronic banking, globalization of banking.</li> <li>• Brief history of banking sector reforms from 1991-2000 and Current developments in banking sector</li> <li>• Regulatory Architecture – Overview of Banking Regulation Act 1949, Banking Regulation Act(Amendment 2015), Payment and Settlement Act 2007, Negotiable Instrument Act 1881, BIS, Basel I, II and III.</li> <li>• Bank Crises in India</li> <li>• Critical Evaluation of Banking Industry in India</li> </ul>
2	Commercial Banking and Customer – Banker Relationship
August/September	<ul style="list-style-type: none"> <li>• Definition and meaning of Commercial Bank, Evolution of Commercial Banking in India, Functions of Commercial Bank, Services offered by Commercial Bank.</li> <li>• Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products</li> <li>• Corporate Banking -Meaning, Features, Significance of Corporate Banking and Overview of its products</li> <li>• Rural Banking - Meaning, Features, Significance of Rural Banking and Overview of its products</li> <li>• Banking Ombudsman – Meaning and Functions</li> </ul>
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## Semester / Term Syllabus Planning

SYBBI (SEM-III)

Financial Markets

Modules / units	
June	<b>Indian Financial System:</b> Meaning, Functions, Indian financial system from financial neutrality to financial activism, from financial volatility to financial stability, Role of Government in the development of a country, Overview of Indian financial system since independence, Monitoring Framework for financial conglomerates. Structure of Indian Financial System.
July	<b>Financial Markets in India:</b> Indian Money Market, Indian Capital Market, Indian Stock Market ( meaning and functions of NSE and BSE) Equity Market, and Indian Debt Market
August	<b>Commodity Market:</b> Introduction to commodities market, Structure of commodities market, participants in commodities market, commodity exchange in India and abroad, reasons for investing in commodities.
September	<b>Derivatives Market:</b> Introduction, Elements of a derivative contract, factors driving growth of derivatives market, types of derivatives, current volumes of derivative trade in India, Difference between forwards and futures.

### FYBAF –Cost Accounting

July	Introduction to Cost Accounting Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment Coding System Essentials of Good Costing System
August	Material Cost Material Cost: The Concept Material Control Procedure Documentation Stock Ledger. Bin Card Stock Levels Economic Order Quantity (EOQ)
September	Labour Cost Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
October	Labour Cost Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
Unit IV	Overheads Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads

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
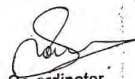

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## Semester / Term Syllabus Planning

3	Investment Decisions: Capital Budgeting
August/September	<p>A) Capital Budgeting</p> <ul style="list-style-type: none"> <li>• Nature of Capital Budgeting</li> <li>• Purpose of Capital Budgeting</li> <li>• Capital Budgeting Process</li> <li>• Types of Capital Investment</li> <li>• Basic Principle of Measuring Project Cash Flows</li> <li>• Increment Principle, Long Term Funds Principle, Exclusion of Financial Cost Principle, Post Tax Principle</li> <li>• Probability technique for measurement of cash flow</li> <li>• Capital Budgeting Techniques: Net Present Value Profitability Index and Discounted Pay Back Method.</li> <li>• A Comparison; Project Selection Under Capital Rationing</li> </ul> <p>(Note: Problems on computation of cash flow, ranking of projects on various techniques, selection and analysis with / without capital rationing)</p>
4	Financial Decisions
September/October	<p>A) Cost of Capital :</p> <ul style="list-style-type: none"> <li>• Introduction and Definition of Cost of Capital</li> <li>• Measurement of Cost of Capital</li> <li>• Measurement of WACC using book value and market value method.</li> <li>• Measuring Marginal Cost of Capital</li> </ul> <p>B) Capital Structure Decisions:</p> <ul style="list-style-type: none"> <li>• Meaning and Choice of Capital Structure</li> <li>• Importance of Optimal Capital Structure</li> <li>• EBIT -EPS Analysis</li> <li>• Capital Structure Theories</li> <li>• Dividend Policies (Walter &amp; Gordon)</li> </ul>

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	 Principal

## Semester / Term Syllabus Planning

SYBBI-SEM III –FINANCIAL MANAGEMENT-I	
MONTH	UNITS/MODULE
1	Introduction to Finance and Financial Management
June/July	<p><b>A) Introduction to Finance</b></p> <ul style="list-style-type: none"> <li>• Meaning and definition of finance</li> <li>• Importance finance</li> <li>• Types of Finance: Public and Private</li> <li>• Sources of finance</li> </ul> <p>1. <b>Long Term Sources</b> : Term Loans, Debentures, Bonds, Zero Coupon bonds, Convertible Bonds, Equity shares, Preference shares, CD, CP, Public Deposits</p> <p>2. <b>Short Term sources</b>: Bank Finance, Trade Credit ,Other Short Term Sources</p> <p>3. <b>Venture Capital and Hybrid Financing</b></p> <p><b>B) Financial Management</b></p> <ul style="list-style-type: none"> <li>• Meaning and Importance of Financial Management</li> <li>• Scope of Financial Management</li> <li>• Functions and Objectives of Financial Management</li> <li>• Primary Objective of Corporate Management</li> <li>• Agency Problem</li> <li>• Organization of Finance Function</li> <li>• Emerging role of Finance Managers in India.</li> </ul> <p><b>C) Objectives of the Firm</b></p> <ul style="list-style-type: none"> <li>• Profit Maximization and Shareholders Wealth Maximization,</li> <li>• Profit V/s Value Maximization</li> </ul>
2	Financial Goal Setting and Time Value of Money
July/August	<p><b>A) Financial Goal Setting</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Financial Forecasting – Meaning, Techniques, Benefits</li> <li>• Approaches to Financial Planning</li> <li>• Economic Value Added (EVA)– Measurement &amp; Components</li> <li>• Free Cash Flow (FCF) -</li> </ul> <p><b>B) Time Value of Money</b></p> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Present Value</li> <li>• Annuity</li> <li>• Techniques of Discounting</li> <li>• Techniques of Compounding.</li> </ul>

  
Teacher

  
Co-ordinator

  
Principal

## Semester / Term Syllabus Planning SYBBI SEM-III

Sub: Information Technology in Banking & Insurance- I

Month	Topics to be covered
June/July	<p><b>1. Introduction to Electronic Commerce</b> E-Commerce Framework, E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications</p> <p>B) The network Infrastructure for Electronic Commerce - Market forces influencing the I-way, Components of I-way, Network Access Equipment</p> <p>C) E-Commerce and World Wide Web- Architectural framework of E-Commerce, WWW and its architecture, hypertext publishing, Technology behind the web, Security and the Web</p>
July/August	<p><b>2. E-banking</b> A) Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking. B) Electronic Payment System: Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Risk in EPS, Designing a EPS</p>
August/September	<p><b>3. MS-Office: Packages for Institutional Automation:</b> A) Ms-Word: Usage of smart art tools, bookmark, cross-reference, hyperlink, mail merge utility and converting word as PDF files. B) Ms-Excel: Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions-Vlookup(), hlookup().PV(), FV(),average(),goal seek(),AVERAGE(), MIN(), MAX(), COUNT(),COUNTA(), ROUND(), INT(), nested functions,name,cells/ranges/constants, relative, absolute &amp; mixed cell references C) Application in Banking and Insurance Sector – Calculation of Interest, Calculation of Instalment, Calculation of Cash Flow, Calculation of Premium, Calculation of risk coverage in Insurance and Reporting.</p>
September/October	<p><b>4 Cyber Law &amp; Cyber Security:</b> A) Need of Cyber Law, History of Cyber Law in India B) Cyber Crimes: Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call &amp; SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking C) Cyber Security: Computer Security, E-Security, Password Security and Reporting internet fraud</p>

Teacher


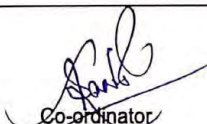

Co-ordinator

Principal



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## Semester / Term Syllabus Planning

Month	Topics to be covered												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">4 lectures /week</td><td style="text-align: center;"><b>SYBBI: SEMESTER III DIRECT TAXATION</b></td></tr> <tr> <td style="text-align: center;"><b>MONTHS</b></td><td style="text-align: center;"><b>MODULES/UNITS</b></td></tr> <tr> <td style="text-align: center;">June</td><td> <b>UNIT 1: Definitions and Residential Status</b>                      A) Basic Terms ( S. 2,3,4)- Assessee, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer.                      B) Determination of Residential Status of Individual, Scope of Total Income (S.5)                 </td></tr> <tr> <td style="text-align: center;">July</td><td> <b>UNIT II: Heads of Income - I</b>                      A) Income from Salary ( S.15-17)                      B) Income from House Property (S. 22-27)                      C) Profit &amp; Gain from Business and Profession (S. 28, 30,31,32, 35, 35D, 36, 37, 40, 40A and 43B)                 </td></tr> <tr> <td style="text-align: center;">August</td><td> <b>UNIT III: Heads of Income - II</b>                      A) Capital Gain (S. 45, 48, 49, 50 and 54)                      B) Income from other sources (S.56- 59)                      C) Exclusions from Total Income (S.10)                      (Exclusions related to specified heads to be covered with relevant heads of income)                 </td></tr> <tr> <td style="text-align: center;">September</td><td> <b>UNIT IV: Computation of Total Income &amp; Taxable Income</b>                      A) Deductions from Total Income S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA                      B) Computation of Taxable Income of Individuals                 </td></tr> </table>		4 lectures /week	<b>SYBBI: SEMESTER III DIRECT TAXATION</b>	<b>MONTHS</b>	<b>MODULES/UNITS</b>	June	<b>UNIT 1: Definitions and Residential Status</b> A) Basic Terms ( S. 2,3,4)- Assessee, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer. B) Determination of Residential Status of Individual, Scope of Total Income (S.5)	July	<b>UNIT II: Heads of Income - I</b> A) Income from Salary ( S.15-17) B) Income from House Property (S. 22-27) C) Profit & Gain from Business and Profession (S. 28, 30,31,32, 35, 35D, 36, 37, 40, 40A and 43B)	August	<b>UNIT III: Heads of Income - II</b> A) Capital Gain (S. 45, 48, 49, 50 and 54) B) Income from other sources (S.56- 59) C) Exclusions from Total Income (S.10) (Exclusions related to specified heads to be covered with relevant heads of income)	September	<b>UNIT IV: Computation of Total Income &amp; Taxable Income</b> A) Deductions from Total Income S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA B) Computation of Taxable Income of Individuals
4 lectures /week	<b>SYBBI: SEMESTER III DIRECT TAXATION</b>												
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 Teacher	 Co-ordinator												
	 Principal												



## Semester / Term Syllabus Planning

S.Y.B.B.I. – SEM III - FOUNDATION COURSE – IV (AN OVERVIEW OF INSURANCE SECTOR)	
UNITS/MODULE COVERAGE	
MONTH	
DEC-JAN	<b>An Introduction to Life Insurance</b>
	<p>A) Life Insurance Business – Components, Human Life Value Approach, Mutuality, Principle of Risk Pooling, Life Insurance Contract, Determinants of Risk Premium</p> <p>B) Products of LIC – Introduction of life insurance plans - Traditional Life Insurance Plans – Term Plans, Whole Life Insurance, Endowment Assurance, Dividend Method of Profit Participation Purpose of plans, Riders in plan - Introduction, Forms and procedures</p> <p>C) Non Traditional Life Insurance Products ( Those of SBI and ICICI – Introduction, Forms and procedures)</p>
JAN-FEB	<b>An Introduction to Health Insurance</b>
	<p>A) Health Insurance – Meaning, IRDA Regulations, determinants of Health Insurance, Health Insurance Market in India and determinants of Risk Premium.</p> <p>B) SBI and ICICI Health Insurance Plans - Introduction and Forms and Procedures of Hospitalization, Indemnity Products, top up covers, cashless insurance, Senior citizen plans, critical illness plans and Micro Insurance.</p>
FEB-MARCH	<b>An Introduction to Home and Motor Insurance</b>
	<p>A) Home Insurance - SBI and ICICI Plans – Introduction, Forms and Procedures, Inclusions and Exclusions in policies, Determinants of Risk Premium and Impact of Catastrophes on Home Insurance.</p> <p>B) Vehicle Insurance- SBI and ICICI Plans-Introduction, Forms and Procedures, Determinants of Risk Premium, Inclusions and Exclusions.</p>
MARCH	<b>Role of Insurance in Logistics</b>
	<p>A) Role of Insurance in Logistic - Meaning &amp; Importance, Hazards, Protection, Social Security – Type of Risks and Accidents.</p> <p>B) Fire Insurance – SBI and ICICI Plans – Introduction, Forms and Procedures, Standard Fire and Special Perils Policy, Tariff system and special policies.</p>

  
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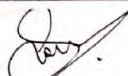
  
 Co-ordinator

  
 Principal

## Semester / Term Syllabus Planning

SEPTEMBER	<b>Module 4:</b> Auditing Techniques: Vouching Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received, Royalties Received. Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone Expenses, Postage and Courier, Petty Cash Expenses, Travelling Commission, Advertisement, Interest Expenses. <b>Module 5:</b> Auditing Techniques: Verification Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers, Quoted Investments and Unquoted Investment, Trade Marks / Copyrights, Patents, Know-how, Plant and Machinery, Land and Buildings, Furniture and Fixtures. Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.
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S.Y. B.A.F. SEM III – FOUNDATION COURSE	
FINANCIAL MARKET OPERATIONS	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<b>Module 1:</b> An Overview of the Financial System Saving and Investment Money, Inflation and Interest Banking and Non Banking Financial Intermediaries
JULY	<b>Module 2:</b> Financial Markets Financial Markets: Introduction and meaning, Government Economic Philosophy and Financial Market, Structure of Financial Market in India Capital Market: Introduction and meaning, Concept, Role, Importance, Evolution in India, Primary Market System and Regulations in India, Secondary Market System Bond Market in India Debt Market in India
AUGUST	<b>Module 3:</b> Financial Instruments Meaning and types of Financial Instruments Characteristics of Financial Instruments: Liquidity, Maturity, Safety and Yield REPO, TBs, Equities, Bonds, Derivatives, others
SEPTEMBER	<b>Module 4:</b> Financial Services Merchant Banking: Managing of Public Equity / Debenture Issues Mobilizing Fixed Deposits, Arranging Inter-corporate Loans, Raising term Finance and Loan Syndication. Other Financial Services: Consumer Finance, Credit Cards, Mutual Funds and Commercial Paper

  
Teacher

  
Co-ordinator

  
Principal

T.Y. B.B.I SEM V – AUDITING - I	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<p><b>Module 1: Introduction to Auditing</b>  <b>Basics</b>–Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing.  <b>Errors &amp; Frauds</b>–Definitions, Reasons and Circumstances, Types of Error – Commission, Omission, Compensating error. Types of frauds, Risk of Fraud and Error in Audit, Auditors Duties and Responsibilities in Case of Fraud  <b>Principles of Audit</b> –Integrity, Objectivity, Independence, Skills, Competence, Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting  <b>Types of Audit</b> – Meaning, Advantages and Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit.</p>
JULY	<p><b>Module 2: Audit Planning, Procedures and Documentation:</b>  <b>Audit Planning</b> –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach.  <b>Audit Program</b> – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach</p>
AUGUST	<p><b>Audit Working Papers</b> - Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books  <b>Audit Notebook</b> – Meaning, Structure, Contents, General Information, Current Information, Importance.  <b>Module 3: Auditing Techniques and Internal Audit Introduction</b>  <b>Test Check</b>- Test Checking Vs Routing Checking, Test Check meaning, Features, Factors to be Considered, When Test Checks Can be Used, Advantages, Disadvantages and Precautions.  <b>Audit Sampling</b> - Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size -Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items, Evaluation of Sample Results, Auditors Liability in Conducting Audit Based on Sample.  <b>Internal Control</b> - Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.  <b>Internal Audit</b> -Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit.</p>

  
Teacher

  
Co-ordinator

  
Principal

## Semester / Term Syllabus Planning

5	Global Scenario
Sept	<p>Business Ethics in Global Economy.</p> <p>Ethics in the Context of Global Economy, Relationship Between Business Ethics &amp; Business Development, Role of Business Ethics in Building a Civilized Society.</p> <p>Corporate Governance and Issues Related to Scams</p> <p>Corruption: Meaning, Causes, Effects.</p> <p>Frauds and Scams in Banks, Insurance Companies, Financial Institutions, Measures to Overcome Fraud and Corruption, Zero Tolerance of Corruption.</p>

### F.Y.B.A.F {COST ACCOUNTING}

Sr. No.	Modules / Units
1	Introduction to Cost Accounting
July	<p>Evolution</p> <p>Objectives and Scope of Cost Accounting</p> <p>Importance and Advantages of Cost Accounting</p> <p>Difference between Cost Accounting and Financial Accounting</p> <p>Limitations of Financial Accounting</p> <p>Definitions: Cost, Costing and Cost Accounting</p> <p>Classification of Cost on Different Bases</p> <p>Cost Allocation and Apportionment</p> <p>Coding System</p> <p>Essentials of Good Costing System</p>
2	Material Cost
Aug	<p>Material Cost: The Concept</p> <p>Material Control Procedure</p> <p>Documentation</p> <p>Stock Ledger, Bin Card</p> <p>Stock Levels</p> <p>Economic Order Quantity (EOQ)</p>
3	Labour Cost
Aug & Sept	<p>Labour Cost: The Concept</p> <p>Composition of Labour Cost</p> <p>Labour Cost Records</p> <p>Overtime / Idle Time / Incentive Schemes</p>
4	Overheads
Sept & Oct	<p>Overheads: The Concept</p> <p>Classification of overheads on different bases</p> <p>Apportionment and Absorption of Overheads</p>

*K. Aliya*  
Teacher

*Sanku*  
Co-ordinator

*P. S. S.*  
Principal

## Semester / Term Syllabus Planning

Month	Topics to be covered
TYBB (Ethics)	
Sr. No.	Modules / Units
1	<b>Introduction to Business Ethics</b>
June	Definition, Meaning, Nature of Ethics, Meaning of Moral & Ethics. Types of Ethics, Importance of Ethics, Business Ethics -Meaning and Nature. Importance of Ethics in Business, Areas of Business Ethics, Meaning of Functional Ethics, Types of Ethics According to Functions of Business- Marketing Ethics, Foreign Trade Ethics and Ethics Relating to Copyright. Ethics relating to Free and Perfect Competitive Market.
2	<b>Application of Ethical Theories in Business</b>
July	Ethical Decision Making: Decision Making (Normal Dilemmas And Problems): (I) Utilitarianism (J. Bentham And J.S. Mill), (II) Deontology (I. Kant) Virtue Ethics (Aristotle). Gandhain Approach In Management And Trusteeship, Importance And Relevance of Trusteeship Principle in Modern Business. Ethical Issues in Functional Areas of Business. Ethics in Advertising (Truth In Advertising). Ethical Issues in Finance,
3	<b>Introduction to Corporate Governance</b>
July & Aug	Definition & Conceptual Framework of Corporate Governance, Business Ethics - an important dimension to Corporate Governance, Fair and Unfair Business Practices. Theoretical Basis of Corporate Governance, Mechanism- Corporate Governance Systems, Indian Model of Governance, Good Corporate Governance, Obligations Towards Society and Stake holders. Theories underlying Corporate Governance (Stake holder's theory and Stewardship theory, Agency theory, Separation of Ownership and Control, Corporate Governance Mechanism: Process, Indian Model, OECD, and Emphasis on Corporate Governance, (Transparency Accountability and Empowerment).
4	<b>Genesis and Implementation of corporate Governance in India:</b>
Aug & Sept	Introduction principles – Arthashastra and Good Governance in ancient India, Protection of Interest of Customer and Investors, Historical perspective of Corporate Governance and Issues in Corporate Governance. Values: Meaning, Types Teaching from Scriptures Like Gita, Quran, Bible Value Systems in Business. <b>Implementation of Corporate Governance</b> Role of Board of Directors and Board Structure, Role of the Non- executive Director, Role of Auditors, SEBI Growth of Corporate Governance. Role of Government, Corporate Governance in India. Accounting Standards and Accounting disclosures. Finance Reporting and Corporate Governance, Non Accounting Regulations in Corporate Governance, Corporate Governance & CSR, Family Owned Business - Background, Family Businesses in India, Need for Professionalization and Transparency in Family Business.

*K. H. Wani*  
Teacher

*S. V. S.*  
Coordinator

*P. S. S.*  
Principal

## Semester / Term Syllabus Planning

5	Introduction to IFRS	T.Y.B.B. (FRA).
Sept	<p><b>IFRS 1- First Time Adoption of International Financial Reporting Standards</b> Objective, Scope, Definitions, First IFRS Financial Statements, Recognition and Measurement, Comparative Information, Explanation of Transition to IFRS, Reconciliations, Interim Financial Reports, Designation of Financial Assets or Financial Liabilities, Use of Fair Value as Deemed Cost, Use of Deemed Cost, Exceptions to Retrospective Application of other IFRS, Exemptions for Business Combination, Exemptions from other IFRS and Presentation and Disclosure.</p> <p><b>IFRS 2- Share Based Payment – Objective, Scope, Definitions, Recognition, Equity Settled Share Based Payment Transactions, Transactions in Which Services are Received, Treatment of Vesting Conditions, Expected Vesting Period, Determining the Fair Value of Equity Instruments granted, Modifications of terms and conditions, Cancellation, Cash Settled Share Based Payment Transactions, Share Based Payment Transactions in Which The Terms of The Arrangement Provide The Counterparty With A Choice of Settlement, Share Based Payment Transactions in which the Terms of the Arrangement Provide the Entity with a Choice of Settlement, Share Based Payment Transactions Among Group Entities ( 2009 Amendments)</b></p>	

		T.Y.B.A.F	F.A - VI.
Sr. No.		Modules / Units	
1		<b>Final Accounts of Banking Company</b>	
July & Aug		<p>Legal provision in Banking Regulation Act, 1949 relating to Accounts. Statutory reserves including Cash Reserve and Statutory Liquidity Ratio. Bill purchase and discounted, rebate of bill discounted. Final Accounts in prescribed form Non – performing assets and Income from non – performing assets. Capital Adequacy Classification of Advances, standard, sub – standard, doubtful and provisioning requirement.</p>	
2		<b>Final Accounts of Insurance Company (Excl. Life Insurance)</b>	
Aug & Sept		<p>General Insurance – Various types of insurance, like fire, marine, Miscellaneous, Special terms like premium, claims, commission, Management expenses, Reserve for unexpired risk, reinsurance Final Accounts in a prescribed form. Revenue Statement – Form B – RA, Profit / Loss Account – Form B – PL and Balance Sheet Form B – BS.</p>	

K. H. Wani  
Teacher

S. K. S.  
Co-ordinator

P. S. S.  
Principal

## Semester / Term Syllabus Planning

TYBB) (FRA)

Sr. No.	Modules / Units
1	<b>Final Accounts of Banking Company</b>
June	Legal Provisions in Banking Regulation Act, 1949 relating to Accounts. Statutory Reserves including Cash Reserve and Statutory Liquidity Ratio. Bills Purchase and Discounted, Rebate on Bill Discounted. Final Accounts in Prescribed Form. Non – performing Assets and Income from Non – performing Assets. Classification of Advances: Standard, Sub – standard, Doubtful and Provisioning Requirement.
2	<b>Final Accounts of Insurance Company</b>
July	(a) Preparation and Presentation of Corporate Final Accounts for Insurance Companies. (b) Final Accounts in accordance with Insurance Legislation (c) Study of Accounting Policies from Annual Reports of Listed Insurance Companies
3	<b>Preparation of Final Accounts of Companies</b>
Aug	Relevant Provisions of Companies Act related to Preparation of Final Account (excluding cash flow statement) Preparation of Financial Statements as per Companies Act. (excluding cash flow statement)
4	<b>Cash Flow Analysis &amp; Ethical Behaviour and Implications for Accountants</b>
Aug & Sept	Cash Flow Analysis as per AS 3 ( Indirect Method Only ) <b>Ethical Behaviour and Implications for Accountants</b> Introduction, Meaning of Ethical Behaviour Financial Reports – Link between Law, Corporate Governance, Corporate Social Responsibility and Ethics. Importance and Relevance of Ethical Behavior in Accounting Profession. Implications of Ethical Values for the Principles Versus Rule Based Approaches to Accounting Standards The Principal Based Approach and Ethics The Accounting Standard Setting Process and Ethics The IFAC Code of Ethics for Professional Accountants Contents of Research Report in Ethical Practices Implications of Unethical Behavior on Financial Reports Company Codes of Ethics The increasing role of Whistle – Blowing Need to learn ethics.

*Kaliwal*  
Teacher

*Sanku*  
Co-ordinator

*P. S. Chaudhary*  
Principal

## Semester / Term Syllabus Planning

3	<b>Securitisation of Debts and Derivatives</b> <b>Securitization of Debt</b> Meaning & Definition of Securitization, Securitization vs. Factoring, Modus Operandi, Role of Merchant Banker, Role of Other Parties, Securitization Structure Securitisable assets, Benefits of Securitization, Conditions for Successful Securitization, Securitization Abroad, Securitization in India, Reasons for non popularity of Securitization, Future Prospects of Securitization. <b>Derivatives</b> Meaning, Types of Financial Derivatives, Options, Futures, Forwards, Swaps, Futures & Options Trading System, Clearing Entities & Their Role.
4	<b>Housing Finance and Consumer Finance</b> <b>Housing Finance</b> Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing Finance Agencies. <b>Consumer Finance</b> Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing & Insurance of Consumer Finance, Consumer Credit Scoring.
5	<b>Depositories &amp; Pledge</b> Overview of Depository, Key features of Depositories Systems in India, Depository- Bank Analogy, Legal Framework, Eligibility Criteria for A Depository, Agreement between Depository & Issuers, Rights & Obligation of Depositories, Records Maintained by Depository, Services of Depository & Functions of Depository, Organization & Functions of NSDL, Pledge & Hypothecation, Procedure for Pledge/Hypothecation, Procedure of Confirmation of Creation of Pledge/Hypothecations by Pledgee, Closure of A Pledge/Hypothecation by Pledgee, Invocation of Pledge by Pledgee.


  
Teacher

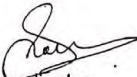
  
Co-ordinator


  
Principal

## Semester / Term Syllabus Planning

TYBBI-SEM V –FINANCIAL SERVICE MANAGEMENT	
MONTH	UNITS/MODULE
1	<b>Introduction to Financial Services</b> <b>Financial Services</b> Meaning, Classification, Scope, Fund Based Activities, Non Fund Based Activities, Modern Activities, Sources of Revenue, Need for Financial Innovation, New Financial Products & Services, Innovative Financial Instruments, Challenges Facing the Financial Sector. <b>Merchant Banking</b> Definition, Origin, Merchant Banking in India, Merchant Banks and Commercial Banks, Services of Merchant Banks, Qualities of Merchant Bankers in Market Making Process, Progress of Merchant Banking in India, Problems, Scope of Merchant Banking in India.
June/July	
2	<b>Mutual Funds, Factoring and Forfeiting</b> <b>Mutual Funds</b> Introduction to Mutual Funds, Structure of Mutual Fund in India, Classification of Mutual Funds, AMFI Objectives, Advantages of Mutual Funds, Disadvantages of Mutual Funds, NAV Calculation and Pricing of Mutual Funds, Mutual Funds Abroad, Mutual Funds in India, Reasons for Slow growth, Future of Mutual Funds Industry. <b>Factoring and Forfeiting</b> Factoring, Meaning, Modus Operandi, Terms and Conditions, Functions, Types of Factoring, Factoring vs. Discounting, Cost of factoring, Benefits, Factoring in India, International Factoring, Definition, Types of Export Factoring, Factoring in Other Countries, EDI Factoring, Forfeiting- Definition, Factoring vs. Forfeiting, Working of Forfeiting, Cost of Forfeiting, Benefits of Forfeiting, Drawbacks of Forfeiting.
July/August	

  
Teacher

  
Co-ordinator

  
Principal

## Semester / Term Syllabus Planning

Month	Topics to be covered
<b>TYBBI INTERNATIONAL BANKING AND FINANCE SEM V</b>	
SYLLABUS	
UNIT	MONTH
I	JULY
II	JULY/AUGUST
III	SEPTEMBER
IV	SEPTEMBER
V	OCTOBER

*Vijay Chidman*  
Teacher

*[Signature]*  
Co-ordinator

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Principal

**Teaching Learning Plan – Odd Semester – 2018-19**

**RESEARCH METHODOLOGY - TYBBI**

MONTH	SYLLABUS
July	Unit 2 - Data Collection and Processing Types of Data and Sources-Primary and Secondary Data Sources• Methods of Collection of Primary data• a. Observation- i) structured and unstructured, ii) disguised and undisguised, iii) mechanical observations (use of gadgets) b. Experimental i) Field ii) Laboratory c. Interview – i) Personal Interview ii) focused group, iii) in- depth interviews Method
August	Unit 2 – Survey– Telephonic survey, Mail, E-mail, Internet survey, Social media, and Media listening. e. Survey instrument– i) Questionnaire designing. a. Types of questions–i) structured/close ended and ii) unstructured/ open ended, iii) Dichotomous, iv) Multiple Choice Questions. b. Scaling techniques- i )Likert scale, ii) Semantic Differential scale.
September	Unit 4 – Advanced Statistical Techniques Introduction, Characteristics and Application of Correlation and Regression Analysis• Factor Analysis• Cluster Analysis• Discriminant Analysis• Multidimensional Scaling•  Unit 5 – Research Report Report writing – i) Meaning, Importance
October	Revision

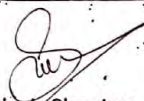
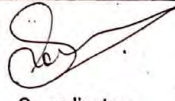

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TEACHER

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CO-ORDINATOR

PRINCIPAL

T.Y. B.B.I. SEM VI AUDITING - II	
MONTH	UNITS/MODULE COVERAGE
DEC-JAN	<b>MODULE 1:</b> <b>Audit of Limited Companies</b> Qualifications, Disqualifications, Appointment, Removal, Remuneration of Auditors, Audit Ceiling, Status, Power, Duties and Liabilities of Auditors, Branch Audit, Joint Audit, Special 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), Representations by Management, Contents of Annual Report. Definition, Distinction between Report and Certificate, Types of Reports/Opinion.
JAN	<b>MODULE 2:</b> <b>Audit of Banking Companies</b> Introduction of Banking Companies, Form and Content of Financial Statements, Qualifications of Auditor, Appointment of Auditor, Remuneration of Auditor, Power of Auditor, Auditor's Report, Format of Audit Report, Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit, Internal Control System, Verifications of Assets and Balances.
FEB	<b>MODULE 3:</b> <b>Audit of Insurance Companies</b> Audit of Companies carrying General Insurance Business, Audit of Companies carrying Life Insurance Business, Applicability of Accounting Standards (AS 3, 4,9,13,17), Books and Registers to be maintained, Submission of Reports and Returns, Audit of Accounts, Preparation of Audit and Internal Controls.
FEB-MARCH	<b>MODULE 4:</b> <b>New Areas of Auditing</b> Introduction to Cost Audit, Human Resource Audit, Management Audit, Operational Audit, Forecast Audit, Social Audit, Tax Audit, Forensic Audit and Environmental (Green) Audit. Audit in an EDP Environment, Introduction, General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment.
MARCH	<b>MODULE 5:</b> <b>Professional Ethics and Misconduct</b> Introduction, Meaning of Professional Ethics Meaning of Professional Misconduct, Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct. Enquiry into Charges of Misconduct of Chartered Accountants.


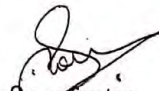

 Teacher's Signature	 Co-ordinator	 Principal's Signature

TYBBI - SEM VI- International Business	
MONTH	UNITS/MODULE
December	<b>UNIT-I -Introduction to International Business:</b> Introduction to International Business - Importance, Nature and Scope of International Business, Drivers of International Business, Evolution of International Business, Strategies of Going International, Globalization, Multi National Corporations- Nature, Goals of MNCs, India's Presence- Advantages and Disadvantages of MNC's <b>International Business Environment:</b> Economic, Political, Cultural and Legal Environments in International Business
January	<b>UNIT-II-International Economic Institutions and Regional Groupings</b> <b>Institutional Support to International Business,</b> Role of World Bank, IMF, ILO, UNCTAD, UNIDO and ADB in International Business, World Trade Organization (WTO), Origin, Objectives, Functions ,GATT and WTO, Principles of WTO, Transparency, MFN Treatment, National Treatment, Free Trade, Dismantling Trade Barriers, Rule Based Trading System, Treatment for LDCs ,Competition Principle, Environment Protection, Key Subjects in WTO, Agriculture, TRIPS, TRIMS, GATS, Implications for India <b>Integration between Countries:</b> Levels of Integration, Growth of Trading Blocs, Impact of Integration, Major Regional Trading Groups, The European Union, NAFTA, APEC, ASEAN, MERCOSUR, BRICS, SAARC, OPEC <b>UNIT-III-International Marketing, Human Resource Management</b> International Marketing, Domestic and International Marketing, Compared Benefits of International Marketing, Major Activities, International Market Assessment, International Product Strategies, Pricing Issues and Decisions, Dumping, Promotion Issues and Policies. International Human Resource Management, Nature, Growing Interest in IHRM, DHRM and IHRM compared, Managing International HR activities, Expatriation and Repatriation of employees
February	<b>UNIT-IV-Preliminaries for Export Import and Documentation</b> Meaning and Definition of Export, Methods of Exporting, Registration Formalities for Exports, Export Licensing, Selection of Export Product, Identification of Market for Exports – Export Pricing Quotations FOB & CIF ,Meaning and Definition of Imports, Liberalisation of Imports, Negative list of Imports ,Categories of Importers, Special Schemes for Importers. Aligned Documentation System – Commercial Invoice , Shipping Bill , Certificate of Origin, Consular Invoice, Mate's Receipt, Bill of Lading, GR Form, ISO 9000, Procedure for obtaining ISO 9000, BIS 14 Certification ,Import Documentation, Transport Documents - Bill of Entry, Certificate of Inspection, Certificate of Measurements, Freight Declaration. <b>UNIT-V-Export Import Procedures and Foreign Trade Policy</b> Steps in Export Procedure , Export Contract, Forward Cover, Export Finance, Institutional Framework Export Finance, Excise Clearance, Pre-shipment Inspection, Methods of Pre-shipment Inspection, Role Clearing and Forwarding Agents, Shipping and Customs Formalities, Customs EDI System, Negotiation Documents, Realization of Exports Proceeds.
March	Pre-Import Procedure- Steps in Import Procedure, Legal Dimensions of Import Procedure, Customs Formalities for Imports, Warehousing of Imported Goods, Exchange Control Provisions for Imports Retirement of Export Documents. Foreign Trade Policy Highlights (latest), Duty Drawback, Deemed Exports, ASIDE, MAI & MDA, Star Export Houses, Town of Export Excellence, EPCG Scheme.


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
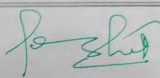
  
Principal

	Financial Statements, (Practical questions on Debt Equity Ratios, Total Debt Ratio, Proprietary ratios, interest coverage ratio, Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios) and Assessment of Risk( Leverages)
March Unit IV	Technical Analysis Dow Theory Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average), Oscillators and Relative Strength Index Market Indicators Fundamental Analysis V/s Technical Analysis
	<b>TYBBI - Security Analysis and Portfolio Management</b>
December Unit I	Portfolio Management – An Introduction & Process Investment, Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors. Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management. Investment Environment in India and Factors Conducive for Investment in India. Portfolio Analysis – Meaning and its Components,
January Unit I	Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off. Portfolio Selection – Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio, Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return and Risk under Single Index Model and Multi Index Model.
Unit II	Portfolio Management – Valuation Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance.
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   Teacher </div> <div style="text-align: center;">   Co-ordinator </div> <div style="text-align: center;">   Principal </div> </div>	

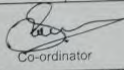

Subject : _____			Principal _____	
Date	Class & Time	Subject Taught	Topics Covered	Signature
26/10/18	F4BBI 10.00-11.30	Financial Accounting	Hire purchase - sum solved.	Niveditha
	F4BAF 11.30-1.00	Financial Accounting	Hire Purchase - sum solved.	
27/10/18	F4BBI 10.00-12.00	Financial Accounting	Hire purchase - sum solved.	Niveditha
29/10/18	F4BBI 10.00-12.00	Financial Accounting	Hire purchase - sum solved.	Niveditha
		Principles of Management	Types of Organisation structure.	
			<p>I hereby declare that I have completed the syllabus of the following subjects which are allotted to me in this semester</p> <p>F4BBI - Financial Accounting - 04</p> <p>F4BBI - Principles of Management - 04</p> <p>S4BBI - Direct Taxation - 04</p>	
			Niveditha	

  
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 Principal

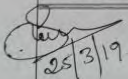
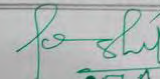
Work Diary			
Class & Time	Subject Taught	Topics Covered	Signature
		SYBAF - Cost Accounting - 04 FYBAF - Financial Accounting - 04 FYBAF - Business Environment - 02	N.ub  31/10/18 

Work Diary			
Class & Time	Subject Taught	Topics Covered	Signature
II Term			

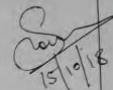

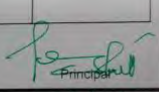
Subject :				
Date	Class & Time	Subject Taught	Topics Covered	Signature
	SYBAF 9.10-10.00	Management Accounting	Working Capital requirement - sum solved.	Nimish
	SYBAF 10.20-11.10	Management Accounting	Working Capital requirement - sum solved.	
15/03/19	SYBBI 8.20-9.10	Cost Accounting	Marginal Costing - sum solved.	Nimish
	FYBAF 10.20-12.00	Financial Accounting	Fire Insurance Claims - sum solved.	
16/03/19	SYBAF 7.30-8.20	Management Accounting	Operating cycle - sum solved.	Nimish
	FYBAF 9.10-10.00	Financial Accounting	Fire Insurance Claims - sum solved.	
I hereby declare that I have completed the syllabus of the following subjects which are allotted to me in this semester.				
 Co-ordinator		 Principal		

## Work Diary

Subject : \_\_\_\_\_

Date	Class & Time	Subject Taught	Topics Covered	Signature
			FYBBI - Principles & Practices of Banking & Insurance (04) FYBAF - Financial Accounting (04) FYBAF - Auditing (02) SYBBI - Cost Accounting (04) SYBAF - Management Accounting (04) TYBBI - International Business (04)	 25/3/19
				 25/3/19 05/4/2019

Co-ordinator \_\_\_\_\_

Date	Class & Time	Subject Taught	Topics Covered	Signature
		<p>I hereby declare that I have completed the syllabus of the following classes for the first term of academic year 2018-19:-</p> <p>SYBAF :- Information Technology in Accountancy-I</p> <p>SYBBI :- Information Technology in Banking &amp; Insurance-I</p> <p>SYBMS :- Information Technology in management-I</p> <p>TYBCOM :- Computer systems &amp; Applications</p> <p>   15/10/18 </p>		
				<p>   15/10/18 </p>
Co-ordinator		<p>   Principal  22/11/2018 </p>		

Principal

### Work Diary

Subject: Information Technology-II

Date	Class & Time	Subject Taught	Topics Covered	Signature
		<p>I hereby declare that I have completed the syllabus of the following classes for the second term of the academic year 2018-19:-</p> <p>SYBAF :- Information Technology in Accountancy-II</p> <p>SYBBI :- Information Technology in Banking &amp; Insurance-II</p> <p>SYBMS :- Information Technology in Management-II</p> <p>TYBCOM :- Computer Systems &amp; Applications</p> <p style="text-align: right;">Principal 23/03/19</p>		

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25/3/19

Co-ordinator

**Work Diary**

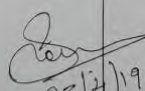

Subject: FFA, FA-VI, BE, Fin Mkt, Tax & Cost

Date	Class & Time	Subject Taught	Topics Covered	Signature
31/10/18	—	—	<p>I hereby declare that I have successfully completed the syllabus of subjects (courses) mentioned below assigned to me during the first half of the year 2018-19.</p> <p>TYBAF Financial Accounting - VI</p> <p>TYBBI Business Ethics &amp; Corporate Governance</p> <p>TYBBI Financial Reporting &amp; Analysis.</p> <p>SYBBI Financial Markets.</p> <p>SYBAF Taxation</p> <p>FYBAF Costing.</p>	<p><i>[Signature]</i></p> <p>Principal</p> <p>05/11/2018</p>

Co-ordinator


## Work Diary

Subject : SAPM, Tax Law, EM & FA

Date	Class & Time	Subject Taught	Topics Covered	Signature
30/03/19		<p> <u>TYBB1 &amp; TYBAF</u> }            3YBB1 - Entrepreneurship Management            3YBB1 - Corporate &amp; Securities Law            3YBAF - Taxation            FYBB1 - Financial Accounting         </p> <p>             23/2/19         </p>	<p>           I hereby declare that I have successfully completed the syllabus of subjects [courses] mentioned below, assigned to me during the second half of the Academic year 2018-19.            Security Analysis &amp; portfolio management         </p>	<p>  </p>

**Semester/Term Syllabus Planning**  
**FIRST YEAR B.COM (ACCOUNTING & FINANCE)**  
**BUSINESS COMMUNICATION –PAPER I**

	Modules / units
	<b>1. Nature and Process of Communication</b> <ul style="list-style-type: none"> <li>• Concept of Communication</li> <li>• Definitions of Communication</li> <li>• Process of Effective Communication</li> <li>• Elements of Communication</li> <li>• Importance of communication in the corporate world</li> </ul>
ust	<b>2. Methods of Communication</b> <ul style="list-style-type: none"> <li>• Nature &amp; definitions of Verbal communication</li> <li>• Oral Communication- definition, advantages and disadvantages</li> <li>• Written Communication: Definition, Advantages and Disadvantages</li> <li>• Guidelines for making effective Verbal Communication</li> <li>• Nonverbal communication</li> </ul>
ptember	<b>3. Dimensions of Corporate Communication</b> <ul style="list-style-type: none"> <li>• Corporate world and communication</li> <li>• Nature of hierarchy in corporate world</li> <li>• Downward comm.-definition, illustration, merits and demerits</li> <li>• Upward Comm.- definition, illustration, merits and demerits</li> <li>• Horizontal comm.- definition, illustration, merits and demerits</li> <li>• Vertical Comm.- definition, illustration, merits and demerits</li> <li>• Grapevine Comm.- definition, illustration, merits and demerits</li> </ul>
October	<b>4. Listening and Communication</b> <ul style="list-style-type: none"> <li>• Nature and Definitions of Listening</li> <li>• Importance of Effective Listening</li> <li>• Active and Passive Listening</li> <li>• Barriers to Effective Listening</li> </ul> <b>5. Guidelines to effective listening</b>

  
 Co-ordinator

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## Semester / Term Syllabus Planning

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## Principles

2 lectures /week	<b>FYBAF: SEMESTER- I BUSINESS ENVIRONMENT</b>
<b>MONTH</b>	<b>MODULES/UNITS</b>
<b>July</b>	<b>UNIT 1: Business and its Environment</b> a) Business Objectives, Dynamics of Business and its Environment, Types of Business Environment b) Environmental Analysis: Importance, Factors.
<b>August</b>	PESTEL Analysis, SWOT Analysis  <b>UNIT II: Business and Society - Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate</b>
<b>September /October</b>	Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option  Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986

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Teacher

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## F.Y.B.A.F { COST ACCOUNTING }

Sr. No.	Modules / Units
1	<b>Introduction to Cost Accounting</b>
July	Evolution Objectives and Scope of Cost Accounting Importance and Advantages of Cost Accounting Difference between Cost Accounting and Financial Accounting Limitations of Financial Accounting Definitions: Cost, Costing and Cost Accounting Classification of Cost on Different Bases Cost Allocation and Apportionment Coding System Essentials of Good Costing System
2	<b>Material Cost</b>
Aug	Material Cost: The Concept Material Control Procedure Documentation Stock Ledger, Bin Card Stock Levels Economic Order Quantity (EOQ)
3	<b>Labour Cost</b>
Aug & Sept	Labour Cost: The Concept Composition of Labour Cost Labour Cost Records Overtime / Idle Time / Incentive Schemes
4	<b>Overheads</b>
Sept & Oct	Overheads: The Concept Classification of overheads on different bases Apportionment and Absorption of Overheads

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CLASS - FYBMS, FYBAF,  
**I Semester / Term Syllabus Planning**

SUBJECT : BUSINESS ECONOMICS - I

1	<p><b>Introduction</b> MONTH - JULY</p> <p>Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,  The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p>
2	<p><b>Demand Analysis</b> MONTH - JULY</p> <p>Demand Function - nature of demand curve under different markets  Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts  <b>Demand estimation and forecasting:</b> Meaning and significance - methods of demand estimation : survey and statistical methods  <i>(numerical illustrations on trend analysis and simple linear regression)</i></p>
3	<p><b>Supply and Production Decisions and Cost of Production</b> MONTH- AUGUST</p> <p><b>Production function:</b> short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.  <b>Cost concepts:</b> Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run <i>(hypothetical numerical problems to be discussed)</i>, LAC and Learning curve - Break even analysis <i>(with business applications)</i></p>
4	<p><b>Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition</b> MONTH - SEPTEMBER</p> <p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long-run equilibrium of a firm under Monopoly  <b>Monopolistic competition:</b> Equilibrium of a firm under monopolistic competition, debate over role of advertising  <i>(topics to be taught using case studies from real life examples)</i>  <b>Oligopolistic markets:</b> key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models  <i>(with practical examples)</i></p>
5	<p><b>Pricing Practices</b> MONTH - SEPTEMBER &amp; OCTOBER</p> <p>Cost oriented pricing methods: cost - plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple - product pricing - transfer pricing  <i>(case studies on how pricing methods are used in business world)</i></p>

Teacher

Co-ordinator

Principal

Month	
	<b>FYBAF SEM- 1 – FINANCIAL ACCOUNTING</b>
4 lectures /week	<b>UNITS/MODULES</b>
<b>MONTH</b>	<b>Module 1: Accounting standards issued by ICAI and Inventory valuation</b>
July	<p>Accounting standards:  Concepts, benefits, procedures for issue of accounting standards Various AS :  AS – 1: Disclosure of Accounting Policies  AS – 2: Valuation of Inventories (Stock)  AS – 9: Revenue Recognition</p> <p>Inventory Valuation  Meaning of inventories ,Cost for inventory valuation  Inventory systems : Periodic Inventory system and Perpetual Inventory System  Valuation: Meaning and importance  Methods of Stock Valuation as per AS – 2 :  FIFO and Weighted Average Method Computation of valuation of inventory as on balance sheet date: If inventory is taken on a date after the balance sheet or before the balance sheet</p>
July/August	<b>Module 2: Final Accounts</b>
	<p>Expenditure: Capital, Revenue  Receipts: Capital, Revenue  Adjustment and Closing Entries  Final accounts of Manufacturing concerns (Proprietary Firm)</p>
August/September	<b>Module 3: Departmental Accounts</b>
	<p>Meaning  Basis of Allocation of Expenses and Incomes/Receipts  Inter Departmental Transfer : at Cost Price and Invoice Price Stock Reserve  Departmental Trading and Profit &amp; Loss Account and Balance Sheet</p>
September/October	<b>Module 4: Accounting for Hire Purchase</b>
	<p>Meaning Calculation of interest  Accounting for hire purchase transactions by asset purchase method based on full cash price  Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor(excluding default, repossession and calculation of cash price)</p>

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Teacher

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Co-ordinator

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FYBAF FOUNDATION COURSE I SEM I		
UNIT	SYLLABUS	MONTH
I	Overview of Indian Society Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference	JULY
II	Concept of Disparity- 1 Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities	JULY/AUGUST
III	Concept of Disparity-2 Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences	AUGUST
IV	The Indian Constitution Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution	SEPTEMBER
V	Significant Aspects of Political Processes The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics	SEPTEMBER/OCTOBER

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
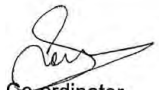

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## Semester / Term Syllabus Planning

FYBAF-SEM I –FINANCIAL MANAGEMENT-I	
MONTH	UNITS/MODULE
1	<b>Introduction to Financial Management</b>
July	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning and Importance</li> <li>• Scope and Objectives</li> <li>• Profit VS Value Maximization</li> </ul>
2	<b>Concepts in Valuation</b>
July/August	<ul style="list-style-type: none"> <li>• The Time Value of Money and Present Value</li> <li>• Internal Rate of Return</li> <li>• Bonds Returns</li> <li>• The Returns from Stocks</li> <li>• Annuity</li> <li>• Techniques of Discounting</li> <li>• Techniques of Compounding</li> </ul>
3	<b>Leverage</b>
August/September	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• EBIT &amp; EPS Analysis</li> <li>• Types of Leverages: Operating Leverage, Financial Leverage &amp; Composite Leverage</li> </ul> <p>Relationship between Operating Leverage and Financial Leverage (Including Practical Problems)</p>
4	<b>Types of Financing</b>
September	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Needs of Finance and Sources: Long Term, Medium Term, Short Term</li> <li>• Long Term Sources of Finance</li> <li>• Short Term Sources of Finance</li> </ul>
5	<b>Cost of Capital</b>
September/October	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition and Importance of Cost of Capital and Measurement of Cost of Capital</li> <li>• WACC</li> </ul> <p>(Including Practical Problems)</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">               Teacher         </div> <div style="text-align: center;">               Co-ordinator         </div> <div style="text-align: center;">               Principal         </div> </div>	

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# Semester / Term Syllabus Planning

Month

Topics to be covered

FYBAF- SEM II- AUDITING	
UNITS/MODULE	
4 L /hours/week IC MONTH	
Dec	<b>Unit-I :Introduction to Auditing</b> <b>•Basics</b> Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing - Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent Limitations of Audit
Jan	<b>•Errors and Frauds</b> Concepts, Reasons and Circumstances, Types of Errors -Commission, Omission, Principle and Compensating, Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in Respect of Fraud <b>•Principles of Audit</b> Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others, Documentation, Planning, Audit Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting
Feb	<b>• Types of Audit</b> Meaning, Advantages and Disadvantages of Balance Sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit <b>•Miscellaneous</b> Advantages of Independent Audit, Qualities of Auditors, Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair <b>•Accounting Concepts Relevant to Auditing</b> Materiality, Going Concern
March	<b>Unit-IV: Internal Audit</b> Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor. Usefulness of Internal Audit Internal Audit Vs External Audit, Internal Checks Vs Internal Audit
Teacher's Signature _____ Co-ordinator _____ Principal's Signature _____	

## FYBAF - AUDITING -

### Audit Planning, Procedures and Documentation

- **Audit Planning**  
Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussions with Client, Overall Audit Plan
- **Audit Programme**  
Meaning, Factors to be Considered, Advantages, Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before Commencing Works of Audit, Overall Audit Approach
- **Audit working Papers**  
Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books
- **Audit Notebook**  
Meaning, Structure, Contents, General Information, Current Information and Importance

### Auditing Techniques

- **Test Check**  
Test Checking Vs Routing Checking, Test Check Meaning, Features, Factors to be Considered, When Test Checks can be Used, Advantages, Disadvantages and Precautions.
- **Audit Sampling**  
Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size - Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items Evaluation of Sample Results Auditors Liability in Conducting Audit based on Sample
- **Internal Control**  
Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors, Purchases and Creditors, Wages and Salaries
- **Internal Checks Vs Internal Control, Internal Checks Vs Test Checks**

  
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Teacher

  
Coordinator

  
Principal

**FIRST YEAR BAF**  
**Business Communication II**

Modules / units
Presentation Skills Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation
Group Communication Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings:: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Func
Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference
Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR 3



  
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## Semester / Term Syllabus Planning

Topics to be covered	
4 hours /week MONTH	FYBAF -SEM II -FINANCIAL ACCOUNTING UNITS/MODULE
December	<b>Unit-I : Accounting from Incomplete Records:</b> Introduction Problems on preparation of final accounts of Proprietary Trading Concern (Conversion Method, a
January	<b>Unit-II: Consignment Accounts</b> Accounting for consignment transactions Valuation of Stock Invoicing of goods at higher price (Excluding Overriding commission, Normal/Abnormal losses)
February	<b>Unit-III: Branch Accounts</b> Meaning/Classification of Branches. Accounting for Dependent Branch not maintaining full books: Debtors Method and Stock and Debtors Method
February/ March	<b>Unit-IV: Fire Insurance Claim</b> Computation of Loss of Stock by Fire Ascertainment of Claim as per the insurance policy Exclude: Loss of profit and Consequential loss.


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### Consumer Finance and Credit Rating

#### a) Consumer Finance:

• Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance

#### b) Plastic Money:

• Growth of Plastic Money Services in India, Types of Plastic Cards-Credit card-Debit Card-Smart card-Add-on Cards, Performance of Credit Cards and Debit Cards, Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection. Indian Scenario.

• Smart Cards-Features, Types, Security Features and Financial Applications

#### c) Credit Rating:

• Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating.


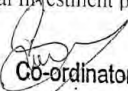

February/  
March/

  
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FYBAF-SEM II –INNOVATIVE FINANCIAL SERVICES	
UNITS/MODULE	
MONTH	
<b>1</b>	<b>Introduction to Traditional Financial Services</b>
December/ January	<p><b>a)Financial Services:</b></p> <ul style="list-style-type: none"> <li>•Concept, Objectives/Functions, Characteristics, Financial Service Market, Financial Service Market Constituents, Growth of Financial Services in India, Problems in Financial Services Sector, Banking and Non-Banking Companies, Regulatory Framework</li> </ul> <p><b>b)Factoring and Forfaiting:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Types of Factoring, Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting, Benefits and Drawbacks of Forfaiting, Practical Problems.</li> </ul> <p><b>c)Bill Discounting:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Framework, Bill Market Schemes, Factoring V/s Bill Discounting in Receivable Management.</li> </ul>
<b>2</b>	<b>Issue Management and Securitization</b>
January	<p><b>a)Issue Management and Intermediaries:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue</li> </ul> <p><b>b)Stock Broking:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Stock Brokers, Sub Brokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading ( Cash and Normal) Derivative Trading</li> </ul> <p><b>c)Securitization:</b></p> <ul style="list-style-type: none"> <li>•Definition, Securitization v/s Factoring, Features of Securitization, Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization</li> </ul>
<b>3</b>	<b>Financial Services and its Mechanism</b>
February	<p><b>a)Lease and Hire-Purchase:</b></p> <ul style="list-style-type: none"> <li>•Meaning, Types of Lease -Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing, Leasing in India, Legal Aspects of Leasing.</li> <li>•Definition of Hire Purchase, Hire Purchase and Installment Sale Characteristics, Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase.</li> </ul> <p><b>b)Housing Finance:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance, Housing Finance in India-Major Issues, Housing Finance in India –Growth Factors, Housing Finance Institutions in India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC's, Housing Finance Agencies.</li> </ul> <p><b>c)Venture Capital:</b></p> <ul style="list-style-type: none"> <li>•Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario</li> </ul>
<p>Teacher's Signature  Co-ordinator  Principal's Sign </p>	

## Semester / Term Syllabus Planning

Month	Topics to be covered

4 lectures /week	<b>SYBAF: SEMESTER III COST ACCOUNTING</b>
<b>MONTHS</b>	<b>MODULES/UNITS</b>
June/July	<b>UNIT I:</b> Classification of Costs and Cost Sheet Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre Cost Sheet, Total Costs and Unit Costs, Different Costs for different purpose Problems on preparation of cost sheet & Estimated Cost sheet
July	<b>UNIT II:</b> Reconciliation of cost and financial accounts Practical problems based on reconciliation of cost and Financial accounts
August	<b>UNIT III:</b> Contract Costing Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries. Escalation clause, practical problems
September	<b>UNIT IV:</b> Process Costing Process loss, Abnormal gains and losses, Joint products and by products. (Excluding Equivalent units, Inter-process profit )

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	Principal



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## Semester / Term Syllabus Planning

4	OPEN ECONOMY : THEORY AND ISSUES OF INTERNATIONAL TRADE
	MONTH - SEPTEMBER
	<ul style="list-style-type: none"> <li>• <b>The basis of international trade</b> : Ricardo's Theory of comparative cost advantage - The Heckscher - Ohlin theory of factor endowments - terms of trade - meaning and types - Factors determining terms of trade - Gains from trade - Free trade versus protection</li> <li>• <b>Foreign Investment</b> : Foreign Portfolio investment- Benefits of Portfolio capital flows- Foreign Direct Investment - Merits of Foreign Direct Investment - Role of Multinational corporations</li> <li>• <b>Balance of Payments</b>: Structure - Types of Disequilibrium - Measures to correct disequilibrium in BOP.</li> <li>• <b>Foreign Exchange and foreign exchange market</b> : Spot and Forward rate of Exchange - Hedging, Speculation and Arbitrage -Fixed and Flexible exchange rates- Managed flexibility</li> </ul>
Teacher	Co-ordinator
	Principal



CLASS - SYBAF

BUSINESS ECONOMICS II

1 INTRODUCTION TO MACRO ECONOMICS

MONTH - JUNE

- **Macroeconomics:** Meaning, Scope and Importance.
- **Circular flow of aggregate income and expenditure:** closed and open economy models
- **The Measurement of national product:** Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare.
- **Short run economic fluctuations :** Features and Phases of Trade Cycles
- **The Keynesian Principle of Effective Demand:** Aggregate Demand and Aggregate Supply - Consumption Function - Investment function - effects of Investment Multiplier on Changes in Income and Output

2 MONEY, INFLATION AND MONETARY POLICY MONTH - JUNE & JULY

- **Money Supply:** Determinants of Money Supply - Factors influencing Velocity of Circulation of Money
- **Demand for Money :** Classical and Keynesian approaches and Keynes' liquidity preference theory of interest
- **Money and prices :** Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach
- **Inflation:** Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy.
- **Monetary policy :** Meaning, objectives and instruments, inflation targeting

3 CONSTITUENTS OF FISCAL POLICY

MONTH - AUGUST

- **Role of a Government** to provide Public goods- Principles of Sound and Functional Finance
- **Fiscal Policy:** Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy
- **Instruments of Fiscal policy :** Canons of taxation - Factors influencing incidence of taxation - Effects of taxation Significance of Public Expenditure - Social security contributions- Low Income Support and Social Insurance Programmes - Public Debt - Types, Public Debt and Fiscal Solvency, Burden of debt finance
- **Union budget** -Structure- Deficit concepts-Fiscal Responsibility and Budget Management Act.



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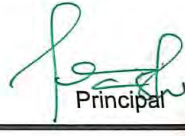
## Semester / Term Syllabus Planning

Month	Topics to be covered
AUGUST	<b>Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year</b> Simple final accounts questions to demonstrate the effect on final Accounts when a partner is admitted during the year or when partner Retires / dies during the year Allocation of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is not given and apportionment of other expenses based on time / Sales / other given basis Ascertainment of gross profit prior to and after admission / retirement / death when stock on the date of admission / retirement is given and apportionment of other expenses based on time / Sales / other given basis Excluding Questions where admission / retirement / death takes place in the same year
SEPTEMBER	<b>Amalgamation of Firms</b> Realization method only Calculation of purchase consideration Journal/ledger accounts of old firms Preparing Balance sheet of new firm Adjustment of goodwill in the new firm Realignment of capitals in the new firm by current accounts / cash or a combination thereof Excluding : Common transactions between the amalgamating firms
OCTOBER	<b>Conversion / Sale of a Partnership Firm into a Ltd. Company</b> Realisation method only Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms. Preparing Balance Sheet of new company
	T.Y. BAF
JUNE	<b>Uniform Costing and Inter-Firm Comparison</b> <b>Uniform Costing</b> Meaning of and Need for Uniform Costing Essentials for Success of Uniform Costing Advantages and Limitations of Uniform Costing Areas of Uniformity, Uniform Cost Manual

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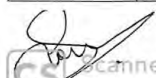
  
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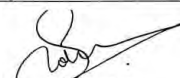
  
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	<b>SYBAF- FINANCIAL ACCOUNTING</b>
<b>JUNE &amp; JULY</b>	<b>Accounting of Transactions of Foreign Currency</b> In relation to purchase and sale of goods, services and assets and loan and credit transactions. Computation and treatment of exchange rate differences
<b>JULY</b>	<b>Piecemeal Distribution of Cash</b> Excess Capital Method only Asset taken over by a Partner Treatment of past profits or past losses in the Balance sheet Contingent liabilities / Realization expenses / amount kept aside for expenses and adjustment of actual Treatment of secured liabilities Treatment of Preferential Liabilities like Govt. dues / labour dues etc. Excluding: Insolvency of Partner and Maximum Loss Method
 Teacher	 Co-ordinator
	 Principal

Contingent Liabilities.

S.Y. B.A.F. SEM III – FOUNDATION COURSE FINANCIAL MARKET OPERATIONS	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<b>Module 1:</b> An Overview of the Financial System Saving and Investment Money, Inflation and Interest Banking and Non Banking Financial Intermediaries
JULY	<b>Module 2:</b> Financial Markets Financial Markets: Introduction and meaning, Government Economic Philosophy and Financial Market, Structure of Financial Market in India Capital Market: Introduction and meaning, Concept, Role, Importance, Evolution in India, Primary Market System and Regulations in India, Secondary Market System Bond Market in India Debt Market in India
AUGUST	<b>Module 3:</b> Financial Instruments Meaning and types of Financial Instruments Characteristics of Financial Instruments: Liquidity, Maturity, Safety and Yield REPO, TBs, Equities, Bonds, Derivatives, others
SEPTEMBER	<b>Module 4:</b> Financial Services Merchant Banking: Managing of Public Equity / Debenture Issues Mobilizing Fixed Deposits, Arranging Inter-corporate Loans, Raising term Finance and Loan Syndication. Other Financial Services: Consumer Finance, Credit Cards, Mutual Funds and Commercial Paper

  
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## Semester / Term Syllabus Planning

SYBAF SEM-III

Sub: Information Technology in Accountancy – I

Month	Topics to be covered
June/July	<b>Introduction to Internet and other emerging technologies</b> Introduction – Internet components – electronic commerce – e-commerce applications – Electronic Data Exchange – Extranet – Payment systems – Risks and security considerations – Legal issues – Other emerging technologies
July/August	<b>Electronic Commerce :-</b> Meaning, Advantages and Limitations of E Commerce, The role of Strategy in E Commerce, Value chains in E Commerce, Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce, Electronic Commerce software, Security Threats to electronic Commerce , Implementing Security for Electronic Commerce, Electronic Payment Systems <b>Office Productivity Tools</b> MS Word: Creating, Editing, Formatting
August/September	<b>Web</b> Use of Various Web Browser, Information Searching Tools, Downloading, Create New email ID, Sending Data through email, Search engine optimization, MS Excel, Power Point <b>Use of Tools In Accounting :-</b> Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation, TDS, Salary, Taxes, inventory and reconciliation
September/October	<b>Introduction to Computers</b> History of Computers, Parts of Computers Hardwares: Specifications and Data Storage Management Softwares: Concept of System Software and Applications Networking: Introduction and types of network topologies

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Principal

SYBAF (TAX) Planning	
June	<p><b>1 Definitions u/s - 2 , Basis of Charge and Exclusions from Total Income</b></p> <p><b>Definitions u/s - 2 :</b>            Section 2 - Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer  <b>Basis of Charge :</b>            Section 3 - 9 - Previous Year, Residential Status, Scope Of Total Income, Deemed Income  <b>Exclusions from Total Income:</b>            Section 10 - restricted to, Agricultural Income, Sums Received From HUF By Member, Share of Profit from Firm, Casual &amp; Non - Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.  <b>Note - Exemptions related to specific Heads of Income to be covered with Relevant Provisions.</b></p>
July	<p><b>2 Heads of Income</b></p> <p><b>Various Heads of Income</b>  <b>Salary Income:</b>            Section 15 - 17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Gratuity, Pension - Commutation, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund  <b>Income From House Property :</b>            Section 22 - 27, Including Section 2 - Annual Value  <b>Profits &amp; Gains From Business &amp; Profession :</b>            Vocation Section 28-32, 36, 37, 40, 40A, 43B, 44AD, 44ADA &amp; 44AE including.: Section 2 - Business  <b>Capital Gains :</b>            Section 45, 48, 49, 50, 54 and 55  <b>Income from Other Sources:</b>            Section 56 - 59</p>
Aug	<p><b>3 Deductions under Chapter VI - A</b></p> <p>80 A- Restriction on claim in Chapter VI- A deductions            80 C - Payment of LIC/PF and other eligible investments            80CCC - Contribution to certain Pension Fund            80D - Medical Insurance Premium            80 DD- Maintenance and medical treatment of handicapped dependent            80E - Interest on Educational Loan            80 TTA- Interest on Saving Bank account            80U - Deduction in the case of totally blind or physically handicapped or mentally retarded resident person</p>
Sept	<p><b>4 Computation of Total Income</b></p> <p>Computation of Total Income of Individual and HUF with respect to above heads and deductions</p>

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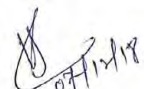
Principal

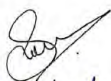


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## SYBAF - FINANCIAL ACCOUNTING

NOV/DEC	<b>Ascertainment and Treatment of Profit Prior to Incorporation</b> Principles for ascertainment Preparation of separate, combined and columnar Profit and Loss Account including different basis of allocation of expenses / incomes
JAN -	<b>Foreign Branch</b> Conversion as per AS 11 and incorporation in HO accounts
JAN -	<b>Preparation of Final Accounts of Companies</b> Relevant provisions of Companies Act related to preparation of Final Account (excluding cash flow statement) Preparation of financial statements as per Companies Act. (excluding cash flow statement) AS 1 in relation to final accounts of companies (disclosure of accounting policies)
FEB	<b>Redemption of Preference Shares</b> Provision of the Companies Act for redemption of Preference Shares (Sec. 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules. Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013 : The proceed of a fresh issue of shares, the capitalisation of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption (Question on entries and/or Balance Sheet) Note: Companies governed by Section 133 of the Companies Act, 2013 and comply with the accounting standards prescribed for them. Hence, the balance in security premium account not to be utilised for premium payable on redemption of preference shares.
MARCH	<b>Redemption of Debentures</b> Introduction : Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures Methods of redemption of debentures: By payment in lumpsum and by payment in instalments (excluding from by purchase in open market), Conversion. (Question on entries, ledgers and/or Balance Sheet and /or redemption of preference shares)


  
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## Semester / Term Syllabus Planning

SYBAF-SEM IV –FOUNDATION COURSE IN MANAGEMENT	
MONTH	UNITS/MODULE
<b>1</b>	<b>Introduction to Basic Management Concepts</b>
December	Introduction to Management, Definition of Management Nature of Management Objectives of Management Administration vs Management Levels of Management Principles of Management
<b>2</b>	<b>Planning</b>
December/ January	Definition and Importance of Planning Process of Planning Limitations of Planning Features of Sound Planning Features and process of decision making
<b>3</b>	<b>Organising</b>
January	Definition, nature and significance Process of organisation Principles of organisation Formal and Informal organisation -features, advantages and disadvantages Centralisation and decentralisation –factors, merits and demerits Departmentation and Delegation
<b>4</b>	<b>Staffing</b>
February/	Meaning, Importance of Staffing Recruitment and its sources Selection procedure Distinction between Recruitment and Selection Employment tests and types of Interview
<b>5</b>	<b>Directing and Controlling</b>
February/ March	Meaning and Importance of directing Principles of Directing Leadership traits and Styles Motivation – Importance and Factors Co-ordination – Meaning, features and Importance Meaning and steps in controlling Essentials of a good control system.

  
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Co-ordinator

  
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## Semester / Term Syllabus Planning

### SYBAF SEM-IV

#### Information Technology in Accountancy – II

Month	Syllabus to be covered
December/January	<b>Business Process</b> Introduction, Definition and Meaning of business process ,Flow of business process for accounting, purchase, sales and finance ,Classification of business processes ,Introduction, Definition and Meaning of Business Process Management Principles and practices of Business Process Management, Business Process Management life cycle. Theories of Business Management Process, Implementation of Business process Management – need, key factors and importance. Automation of business Processes – benefits, risks, challenges. Accounting systems automation IT and Business Process Management Information systems – Meaning, Use of IT in accountancy.
January/February	<b>Computerized accounting system</b> Introduction and meaning, Uses and Benefits Role, Need and requirements of computerized accounting .Basic requirements of computerized accounting system Limitations of computerized accounting system .Understand the development and design of a computerized accounting system; determining how the accounting data will be processed, i.e. what accounts and books are needed and what is the desired output i.e. financial reports and other reports. <b>Accounting Software</b> Introduction and meaning, Advantages of accounting software, Uses of Accounting software ,Various accounting softwares Accounting software TALLY – Accounting and reports
February/March	<b>Concept of MIS Reports in Computer Environment</b> Introduction ,concept of MIS, Need of MIS, Characteristic of MIS,Role of MIS, Knowledge required for studying MIS
March	<b>IT and Auditing</b> Need and importance of IT in auditing Auditing in IT environment

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**BUNTS SANGHA'S**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT**  
**STUDIES**

**Business Law (Company Law) - III**  
**(SYBAF – SEM IV) AY 2018-19**

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"><li>• Section 2 Clause (2) – Accounting Standard Clause (7) – Auditing Standard Clause (13) – Books of Accounts Clause (31) – Deposit Clause (41) – Financial Year Clause (42) – Foreign Company Clause (47) – Independent Director Clause (48) – Indian Depository Receipts Clause (62) – One Person Company Clause (85) – Small Company</li></ul>
JANUARY	<ul style="list-style-type: none"><li>• Incorporation of companies Section 3 to Section 2</li><li>• Public Offer Sections 23, 25 to 28, 33, 35, 39</li></ul>
FEBRUARY	<ul style="list-style-type: none"><li>• Private Placement Section 42</li></ul>
MARCH	<ul style="list-style-type: none"><li>• Share Capital and Debentures Sections 43, 46, 47, 52 to 56, 61 to 72</li></ul>
APRIL	<ul style="list-style-type: none"><li>• REVISION</li></ul>



Teacher



Coordinator



Principal



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4 hours/ week	SYBAF : SEMESTER IV : MANAGEMENT ACCOUNTING
MONTHS	MODULES/UNITS
November/ December	<b>Unit -I- Introduction to Management Accounting</b> Meaning, Features, Scope, Importance, Functions, Role of Management Accounting, Management Accounting framework, Tools, Management Accounting and Financial Accounting . <b>Unit-II Analysis and Interpretation of Accounts:</b> a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis b) Trend Analysis.
January	c) Comparative Statement d) Common Size Statement. <b>Unit-III-Financial Statement Analysis: Ratio Analysis</b> Meaning of financial statement analysis, steps, objectives and types of analysis Ratio Analysis: Meaning, classification, Du point chart, advantages and limitations. <b>Balance Sheet Ratios:</b> i) Current Ratio ii) Liquid Ratio iii) Stock Working Capital Ratio iv) Proprietary Ratio v) Debt Equity Ratio vi) Capital Gearing Ratio
February	<b>Revenue Statement Ratios:</b> i) Gross Profit Ratio ii) Expenses Ratio iii) Operating Ratio iv) Net Profit Ratio v) Net Operating Profit Ratio vi) Stock Turnover Ratio <b>Combined Ratio</b> i) Return on Capital employed (Including Long Term Borrowings) ii) Return on proprietor's Fund (Shareholders Fund and Preference Capital) iii) Return on Equity Capital iv) Dividend Payout Ratio v) Debt Service Ratio vi) Debtors Turnover vii) Creditors Turnover
February/ March	<b>Unit-IV-Preparation of Cash Flow Statement</b> with reference to Accounting Standard No .3. (Indirect method only) <b>Unit-V-Working Capital Management-</b> A. Concept ,Nature of working capital, Planning of working capital B. Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization. C. Operating Cycle practical problems.
Teacher	Co-ordinator
	Principal

## Semester / Term Syllabus Planning

SYBAF TAXATION	
December	Tax Planning & Ethics in Taxation – Basic Concepts, Clubbing of Income - Section 60 to 65
January	Set Off & Carry Forward of Losses Sec: 70 – Set off Loss from one Source against Income from another Source under the Same Head of Income Sec: 71 – Set Off Loss from One Head against Income of another Head Sec: 71B – Carry Forward & Set off Losses from House Property Sec: 72 – Carry Forward & Set Off of Losses of Business Losses Sec: 73- Losses in Speculation Business Sec: 74- Loss under the head Capital Gains 3 Computation of Tax liability of Individual & HUF
February	Computation of Tax liability of Individual & HUF. Computation of Income of Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax. Return of Income – Sec 139 Excluding u/s 139(4A), 139(4B), 139(4C) & 139 (4D). Tax Deduction at Source Advance Tax U/S 207, 208, 209, 210 & 211 Interest Payable U/S 234A, 234B, 234C Basic Aspects of Deduction of Taxes at Source Sec: 192 – TDS on Salary Sec: 194A – TDS on Interest Sec: 194C – TDS on Contractor Sec: 194H – TDS on Commission Sec: 194I – TDS on Rent Sec: 194J – TDS on Professional Fees
March	Advance Tax U/S 207, 208, 209, 210 & 211 Sec: 207 – Income Liable to Advance Tax Sec: 208 – Liability of Advance Tax Sec: 209 – Computation of Advance Tax Sec: 210 – Payment of Advance Tax by Assesse on His Own Account Sec: 211 – Due Dates of Payment of Advance Tax Interest Payable U/S 234A, 234B, 234C Sec: 234A – Interest for default in furnishing return of income Sec: 234B – Interest for default in payment of advance tax Sec: 234C – Interest for deferment of advance tax. DTAA U/S 90 & 91
SYBBI – Corporate and Securities Law	
December Unit I	Company Law – An Overview A) Development of Company Law in India B) Doctrines Governing Corporates – Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego.
January Unit I	The Principle of Non Interference ( Rule in Foss V/s Harbottle) – Meaning , Advantages , Disadvantages & Exceptions, Majority and Minority Rights under Companies Act C) Application of Company Law to Banking and Insurance Sector Application of Companies Act to Banking and Insurance sector governed by Special Acts. 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
February Unit I Unit III	C) Application of Company Law to Banking and Insurance Sector Application of Companies Act to Banking and Insurance sector governed by Special Acts. 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. Security Exchange Board Of India A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration.
March Unit III	B) 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.

Teacher

Co-ordinator

Principal

## Semester / Term Syllabus Planning

Month	Topics to be covered
JUNE <del>2020</del>	<b>Inter-Firm Comparison</b> Pre requisites of inter firm comparison Advantages and Limitations Practical Problems
JULY —	<b>Integrated System and Non Integrated System of Accounts</b> <b>Integrated System</b> Meaning, Features, Advantages and Disadvantages Journal Entries and Preparing Integrated Ledgers Practical Problems <b>Non-Integrated System</b> Meaning, Features, Advantages and Disadvantages Journal Entries and Preparing Cost Control Accounts Practical Problems
AUGUST —	<b>Operating Costing</b> Meaning of Operating Costing Determination of per unit cost Pricing of Services Collection of Costing Data Non-Practical problems based on costing of hospital, hotel, goods and passenger transport services
SEPTEMBER —	<b>Process Costing - Equivalent Units of Production and Inter-Process Profit</b> Valuation of Work in Progress and Equivalent Production (FIFO Method and Weighted Average Method) Inter Process transfer at Profit Practical Problems
OCTOBER —	<b>Activity Based Costing System</b> Activity Based Costing - Introduction, Advantages, Limitations, Identification of Cost Drivers, Practical Problems on Traditional v/s Activity Based Costing System
Teacher	Co-ordinator Principal

	Calculation of New Purchase consideration, Journal / Ledger Accounts of old firms.
	Preparing Balance Sheet of new company
	T.Y. BAF
JUNE -	Uniform Costing and Inter-Firm Comparison
	Uniform Costing
	Meaning of and Need for Uniform Costing
	Essentials for Success of Uniform Costing
	Advantages and Limitations of Uniform Costing
	Areas of Uniformity, Uniform Cost Manual
Teacher	Co-ordinator
	Principal

## Semester / Term Syllabus Planning

TYBAF-SEM V –FINANCIAL ACCOUNTING-V	
MONTH	UNITS/MODULE
1	<b>Underwriting of shares &amp; debentures</b>
June	<p>Introduction, Underwriting, Underwriting Commission</p> <p>Provision of Companies Act with respect to Payment of underwriting commission Underwriters, Sub-Underwriters, Brokers and Manager to issues</p> <p>Types of underwriting, Abatement Clause</p> <p>Marked, Unmarked and Firm-underwriting applications, Liability of the underwriters in respect of underwriting contract</p> <p>Practical problems</p>
2	<b>Buy Back of Shares</b>
July	<p>Company Law / Legal provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions). Compliance of conditions including sources, maximum limits and debt equity ratio. Cancellation of Shares Bought back(Excluding Buy Back of minority shareholding)</p> <p>Practical problems</p>
3	<b>AS – 14 - Amalgamation, Absorption &amp; External Reconstruction (excluding inter-company holdings)</b>
July/August	<p>In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase method respectively. Meaning and Computation of purchase consideration. Problems based on purchase method only.</p> <p>Practical problems</p>

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Teacher

Co-ordinator

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## Semester / Term Syllabus Planning

4	<b>Internal Reconstruction</b>
August/September	Need for reconstruction and company law provisions. Distinction between internal and external reconstruction. Methods including alteration of share capital, variation of shareholder rights, sub division, consolidation, surrender and reissue / cancellation, reduction of share capital with relevant legal provisions and accounting treatment for same. Practical problems
5	<b>Liquidation of Companies</b>
September/October	Meaning of liquidation or winding up Preferential payments Overriding preferential payments Preparation of statement of affairs, deficit / surplus account Liquidator's final statement of account Practical problems

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T.Y.B.A.F F.A - VI.

Sr. No.	Modules / Units
1	<b>Final Accounts of Banking Company</b>
July & Aug	Legal provision in Banking Regulation Act, 1949 relating to Accounts. Statutory reserves including Cash Reserve and Statutory Liquidity Ratio. Bill purchase and discounted, rebate of bill discounted. Final Accounts in prescribed form Non - performing assets and Income from non - performing assets. Capital Adequacy Classification of Advances, standard, sub - standard, doubtful and provisioning requirement.
2	<b>Final Accounts of Insurance Company (Excl. Life Insurance)</b>
Aug & Sept	General Insurance - Various types of insurance, like fire, marine, Miscellaneous, Special terms like premium, claims, commission, Management expenses, Reserve for unexpired risk, reinsurance Final Accounts in a prescribed form. Revenue Statement - Form B - RA, Profit / Loss Account - Form B - PL and Balance Sheet Form B - BS.

*K. K. K.*  
Teacher

*K. K. K.*  
Co-ordinator

*P. K. K.*  
Principal

T.Y. B.A.F. SEM V – FINANCIAL MANAGEMENT - II	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<b>Module 1:</b> <b>Strategic Financial Management</b> Strategic Financial Management – Need and Importance Corporate, Business and Functional Strategy Financial Planning - Need and Importance Profit Maximization Wealth Maximization Interface of Financial Policy and Strategic Management Relationship of Finance to Economics and Accounting Role of Financial Manager
JULY	<b>Module 4:</b> <b>Mutual Fund and Bond Valuation</b> Introduction to Mutual Fund- History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India. Classification of Mutual Fund - Functional/Operational – Open ended, close ended, Interval, Portfolio – Income, Growth, Balanced, MMMF, Geographical/ Location – Domestic and Offshore, Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan Debt Funds and SIP. Calculations of NAV, Entry Load and Exit Load. Bond Valuation - Meaning, Measuring Bond Returns – Yield to Maturity, Yield to call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration. (PRACTICAL PROBLEMS ON YTM AND BOND DURATION.)
AUGUST	<b>Module 2:</b> <b>Capital Budgeting – Project Planning &amp; Risk Analysis</b> Introduction - Capital Budgeting Process, Project Classification and Investment Criteria. Techniques of Capital Budgeting - NPV, Benefit Cost Ratio, Internal Rate of Return, Modified Internal Rate of Return, Payback period, Discounted Payback Period and ARR. (Inclusive of Estimation of Project Cash Flows) Capital Rationing – Meaning, Need and Dealing with Capital Rationing Problems Risk Analysis in Capital Budgeting – Sources and Perspectives of Risk, Sensitivity Analysis, Scenario Analysis, Simulation Model, Decision Tree Analysis and Break -Even Analysis.



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## Semester / Term Syllabus Planning

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## Teaching Learning Plan – Odd Semester – 2018-19

### *INTERNATIONAL FINANCE - TYBAF*

MONTH	SYLLABUS
July	Unit 1 - Derivatives – Futures Derivatives – Need and Importance, Major Players in Derivative Markets, Features of Forward Contracts, Features of Future Contract, Forward V/s Future, Theoretical Future Price, Pricing Index Futures, Initial Margin and Maintenance Margin, Marking to Market and Variation Margin.
August	Unit 2 – Derivatives – Options Options- Long Call, Short Call, Long Put, Short Put, Options V/s Futures, Writer of an Option, At the Money, In the Money and Out of The Money Options. Intrinsic and Time Value, Option Spreads and Strategies, Put Call Parity Theorem.  Unit 3 - Foreign Exchange Markets and Dealings Introduction – Participants of Foreign Exchange Markets, Characteristics of Foreign Exchange Market, Major Foreign Currencies that Trade Worldwide, Foreign Currency Accounts – Nostro, Vostro and Loro (Cash Position and Currency position)
September	Unit 3 – Terms in Forex Market – Direct Quote and Indirect Quote, Bid, Ask and Spread, American terms, European terms, Spot, Tom, Cash and Forward Rates, Appreciation and Depreciation of currency, Premium and Discount, Swap Points, and Cross Rates.  Unit 4 – Foreign Exchange Exposure and Risk Management Exchange Rate Determination Theories – The theory of Purchasing Power Parity, The Fischer effect, The International Fischer Effect and The Theory of Interest Rate Parity. Calculation of Forward Rate and Future Spot Rate. Arbitrage in Foreign Exchange Market – Covered and Uncovered Interest Arbitrage. Foreign Exchange Risk - Introduction, Types of Exposures and Strategies for Exposure Management. Hedging Transaction Exposure, Hedging Techniques, Money Market Hedge, Forward Hedge and Hedging of Futures & Options
October	Revision

*Anthony*

TEACHER

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CO-ORDINATOR

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PRINCIPAL

## 2<sup>nd</sup> Semester Syllabus Planning - 2018-19

### TY BAF - COST ACCOUNTING

Nov - JAN

#### **Standard Costing and Variance Analysis**

Preliminaries in installing of a standard cost system  
Material Cost Variance  
Labour Cost Variance  
Variable Overhead Variances  
Fixed Overhead Variances  
Sales Variances  
Profit Variances  
*Practical Problems*

JAN -

#### **Absorption Costing and Marginal Costing, Cost Volume and Profit Analysis**

##### **Absorption Costing and Marginal Costing**

Meaning of Absorption Costing  
Introduction to Marginal Costing  
Distinction between absorption costing and marginal costing  
Advantages and Limitations of Marginal Costing

##### **Cost Volume and Profit Analysis**

Break even analysis meaning and graphic presentation  
Margin of Safety  
Key Factor

*Practical problems based on using the marginal costing formulae and Key Factor*

FEB -

#### **Managerial Decision Making**

Make or buy  
Sales mix decisions  
Exploring new markets  
Plant shut down decision  
*Practical Problems*

MARCH -

#### **Budgeting and Budgetary Control**

Meaning & objectives, Advantages and Limitations of Budgets  
Functional budgets, fixed and flexible budgets  
Zero based budgeting, performance budgeting  
*Practical Problems of preparing flexible budgets and functional budgets*



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Co-ordinator

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Principal

TYBAF-SEM VI –FINANCIAL ACCOUNTING-VII	
MONTH	UNITS/MODULE
<b>1</b>	<b>Final Account for Electricity Company</b>
December/ January	Final Accounts as per Double Account System •Final Accounts as per Electricity Rules •Receipt & Expenditure on Capital Account •General Balance Sheet •Contingency Reserve Disposal of Surplus (As per Electricity Rules): Norms regarding Disposal of Surplus Replacement of Assets Simple practical problems
<b>2</b>	<b>Final Accounts for Co-Operative Society(Co-Operative Housing Society and Consumer Co-Operative Society)</b>
January	Provisions of Maharashtra State Co-Operative Societies Act and rules. Accounting provisions including appropriation to various funds Format of Final Accounts –Form N Simple practical problems on preparation of final accounts of a Co-Operative housing society & Consumer Co-Operative Society
<b>3</b>	<b>Investment Accounting (w.r.t. Accounting Standard-13)</b>
February/	For shares (variable income bearing securities) For debentures/Preference. shares (fixed income bearing securities) Accounting for transactions of purchase and sale of investments with ex and cum interest prices and finding cost of investment sold and carrying cost as per weighted average method (Excl. brokerage). Columnar format for investment account.
<b>4</b>	<b>Mutual Fund</b>
February/ March	Introduction, Historical Background SEBI Guidelines, Organisation, NAC Scheme, Types of Mutual Fund Schemes, , FOF Scheme, Load or No-Load Scheme, Investment Valuation norms, Pricing of units, Contents of Balance sheet and revenue Account, Evaluation of mutual funds, Disposal of Investments, Recognition of Income, Accounting policies and entries.

  
Teacher's Signature

  
Co-ordinator

  
Principal's Signature

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**Introduction to IFRS**

March

**Accounting standards:** Role/objectives of accounting standards, Development of accounting standards in India -Requirements of international accounting standards - International organizations engaged in accounting harmonization -IASB -FASB -Role of IASB in developing IFRS, Applicability, Interpretation, Scope and compliance of Accounting Standards

**Indian Accounting standards (Ind AS):**

Introduction, Road map, First time adaptation of Indian Accounting Standard, Conceptual framework.

**Comparison of Ind AS, IFRS and AS**

**IFRS :** Introduction, scope Purpose & Objective of financial statement-its Frame work- its assumption, characteristics, element, recognition & measurement., first time adoption of IFRS

Convergence of Ind-As and IFRS



Teacher



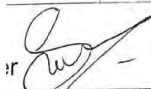
Co-ordinator



Principal

Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense  
 C. Audit of Assets Book Debts / Debtors, Stocks – Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures  
 D. Audit of Liabilities : Outstanding Expenses, Bills Payable Secured loans Unsecured Loans, Contingent Liabilities

T.Y. B.A.F. SEM V – FINANCIAL MANAGEMENT - III	
UNITS/MODULE COVERAGE	
MONTH	
DEC	<b>MODULE 2:</b> <b>Mergers and Acquisitions</b> Introduction- Basic modes of acquiring another firm, Synergy effects, Difference between Merger and Takeover, Advantages of Mergers and Acquisitions. Benefits of Merger for Acquiring firm. Reasons of companies to offer themselves for sale; Reasons for failure of Mergers and Reverse Merger. Commonly Used Bases for determining the Exchange Ratio – EPS, MPS, Book value and Combination of Measures and Evaluation of Mergers (Practical Problems)
DEC - JAN	<b>MODULE 3:</b> <b>Corporate Restructuring and Takeovers</b> Introduction – Meaning, Need and Importance, Forms of Restructuring, Advantages and Disadvantages Takeovers – Meaning, SEBI Guidelines, Anti-takeover defences and Asset and Liability Restructuring. (Practical Problems)
JAN	<b>MODULE 1:</b> <b>Business Valuation</b> Conceptual Framework of Valuation – Book Value, Market Value, Economic Value, Liquidation Value, Replacement Value, Salvage Value, Value of Goodwill and Fair Value Approaches of Valuation – Assets Based Approach to Valuation, Earnings Based Approach to Valuation, Earnings Measure on Cash Flow Basis, Market Value Added Approach and Economic Value Added.
FEB	<b>MODULE 4:</b> <b>Lease and Hire Purchase Financing</b> Introduction – Meaning and Types of Leases, Rationale, Mechanics, Operating Leases, Leasing as Financing Decisions, Calculation of Cash flows of a finance lease. Hire Purchase – Meaning, Need and Importance, Calculation of Hire Purchase installments. Choice between Leasing and Hire Purchase
MARCH	<b>MODULE 5:</b> <b>Working Capital financing</b> Introduction – Key features and Characteristics of Trade Credit, Bank Credit, Commercial Papers, Certificate of Deposits and Factoring. Practical Problems based on Factoring and calculations of yield of CP's and CD's

  
 Co-ordinator

  
 Co-ordinator

  
 Principal

## Semester / Term Syllabus Planning

TYBAF - Security Analysis and Portfolio Management	
December Unit I	Portfolio Management – An Introduction & Process Investment, Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors. Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management. Investment Environment in India and Factors Conducive for Investment in India. Portfolio Analysis – Meaning and its Components.
January Unit I Unit II	Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off. Portfolio Selection – Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio, Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return and Risk under Single Index Model and Multi Index Model. Portfolio Management – Valuation Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance.
February Unit III	Fundamental Analysis Economy Analysis – Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building. Industry Analysis – Concept of Analysis, Industry Life Cycle, Industry Characteristics Company Analysis – Financial Statements, Analysis of Financial Statements, (Practical questions on Debt Equity Ratios, Total Debt Ratio, Proprietary ratios, interest coverage ratio, Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios) and Assessment of Risk( Leverages)
March Unit IV	Technical Analysis Dow Theory Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average), Oscillators and Relative Strength Index Market Indicators Fundamental Analysis V/s Technical Analysis
TYBBI - Security Analysis and Portfolio Management	
December Unit I	Portfolio Management – An Introduction & Process Investment, Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors. Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management. Investment Environment in India and Factors Conducive for Investment in India. Portfolio Analysis – Meaning and its Components.
January Unit I Unit II	Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off. Portfolio Selection – Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio, Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return and Risk under Single Index Model and Multi Index Model. Portfolio Management – Valuation Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance.

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Teacher

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Co-ordinator

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Principal

## Teaching Learning Plan – Even Semester – 2018-19

### TAXATION (INDIRECT TAXES III) – TYBAF SEM VI

MONTH	SYLLABUS
December	<p>Unit 6 : Foreign Trade Policy</p> <p>Introduction to FTP – legislation governing FTP, salient features of an FTP, Foreign Trade Policy 2015- 20, administration of FTP, contents of FTP, scope of FTP. Provision related to import and export of goods Basic concepts relating to export promotion schemes provided under FTP – Duty Exemption &amp; remission Schemes, Duty Free Import Authorization Scheme, Reward scheme, Export Promotion Capital Goods Scheme, EOU, STP, BTP AND EHTP scheme.</p>
January	<p>Unit 1: Payment of Tax and Refunds</p> <p>Payment of Tax, Interest and other Amounts, Interest on delayed Payment, TDS, TCS Refund of tax, Refund in certain cases, Interest on delayed refunds</p> <p>Unit 2: Returns</p> <p>Types of Returns and Provisions relating to filing of Returns</p> <p>Unit 3: Accounts, Audit, Assessment and Records</p> <p>Accounts and other records, Period of retention of accounts, Electronic Way Bill Self-Assessment, Provisional Assessment, Scrutiny of Returns, Assessment of nonfilers of Returns, Assessment of Unregistered person, summary assessment in certain special cases, Audit by tax authorities, Special Audit.</p>
February	<p>Unit 4: Custom Act - I</p> <p>Introduction to customs law including Constitutional aspects Levy of and exemptions from customs duties – All provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty Types of customs duties Classification and valuation of imported and export goods</p>
March	<p>Unit 5: Custom Act - II</p> <p>Import and Export Procedures – All import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores Provisions relating to coastal goods and vessels carrying coastal goods Warehousing and Drawback</p>
April	Revision

  
TEACHER

  
CO-ORDINATOR

  
PRINCIPAL

## Work Diary

Subject :				
Date	Class & Time	Subject Taught	Topics Covered	Signature
25/10/18	FYBBI 9.30 - 11.30 am	EMFS	Took Presentation of EMFS.	Sushetty
	TYBAF 12.00 - 2.00 pm	Financial Accounting	Practical sums solved in the class of Amalgamation of Company.	Sushetty
29/10/18	TYBAF 11.00 - 1.00 pm	Financial Accounting	Practical sums On liquidation of Companies.	Sushetty
30/10/18	TYBAF 11.30 - 1.00 pm	Financial Accounting	Practical sums solved in the class of liquidation of Companies.	Sushetty
1/11/18	TYBAF 10.45 - 12.00 pm	Financial Accounting	Practical sums solved in the class of liquidation of Companies.	Sushetty
I hereby Declare that I have Completed the Syllabus of the Following Subjects which are allotted to me in this Semester. FYBBI - Environment And Management of Financial Service. TYBAF - Financial Management				Sushetty

## Work Diary

Subject :				
Date	Class & Time	Subject Taught	Topics Covered	Signature
			FYBBI - Financial Management.	Sushetty
			TYBAF - Financial Accounting - V	
			FYBBI - Financial Service Management.	
				03/12/2018.

## Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
25/3/19	T4BAF 7.30-9.30	Financial Accounting	Practical sums solved in the class on Mutual Funds.	Sushetty
			<p>I hereby Declare that I have Completed the Syllabus of the Following Subjects Which were allotted to me in this Semester.</p> <p>FYBAF - Innovative Financial Services (4)</p> <p>FYBcom - Foundation Course (3+3=6)</p> <p>SYBBI - Financial Management (4)</p> <p>SYBAF - Foundation Course (4)</p> <p>T4BAF - Financial Accounting-XII (4)</p>	Sushetty
			<p><i>[Signature]</i> 25/3/19.</p> <p><i>[Signature]</i> 25/3/19</p>	<p><i>[Signature]</i> 05/4/2019.</p>

work Diary


Subject: Accounting **Work Diary**

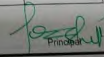
Date	Class & Time	Subject Taught	Topics Covered	Signature
01/11/18	<u>PYBAF</u> <del>12.30 to 14.00</del> 12.30 to 14.00	Costing	Activity Based Costing	
		I here by declare that i have completed syllabus of <del>all</del> all the following allied classes - TYBAF - Costing PYBAF - Business Environment SYBAF - Financial Accounting PYBSA - Foundation Course TYBSA - Financial Accounting		
				01/11/18 Per shift 05/11/2018

Coordinator \_\_\_\_\_ Principal \_\_\_\_\_

Work Diary				
Subject : ACCOUNTANCY				
Date	Class & Time	Subject Taught	Topics Covered	Signature
02/04/19	TYBAA 07:30-09:30	Costing -	Managerial Decision Making -	
<p>I hereby declare that i have completed all  Syllabus of all the allotted workload -</p> <p>TRBAA - FINANCIAL ACCOUNTING  TYBAA - Costing  SYBAA - Financial Accounting  FYBAA - Auditing  FYBBS - Foundation Course</p> <p style="text-align: right;">02/04/19</p>				
				Principal

Subject: _____				
Work Diary				
Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that the below mentioned Subjects allotted to me in the 1<sup>st</sup> term of academic year 2018-19 have been completed successfully.</p> <p><u>Subjects</u> <u>Class:</u></p> <ol style="list-style-type: none"> <li>1. Financial Management - P.Y.BAF (H)</li> <li>2. Auditing - P.Y.BAI (H)</li> <li>3. Foundation Course - S.Y.BAF (H) (Financial Market Operations)</li> <li>4. Management Accounting - S.Y.B.Com (H+H)</li> </ol> <p><i>[Signature]</i> 1/11/2018</p>	

  
Co-ordinator

  
Principal

Class	Class & Time	Subject Taught	Topics Covered	Signature
26/3/19	T.V.BAF [10-11.30]	F.m.	Commercial Paper: Theory & Sums Solved.	
28/3/19	T.V.BAF [10-11.30]	F.m.	<p>Certificate of Deposits: Theory &amp; Sums Solved. Revision of all 1-5 units &amp; A.P. format discussed.</p> <p>I hereby declare that the below mentioned subjects allotted to me in the III term of Academic year 2018-19 have been completed successfully.</p> <p>Subjects: <u>Class:</u></p> <ol style="list-style-type: none"> <li>1. Financial Management: T.V.BAF (4)</li> <li>2. Auditing: T.V.BAF (4)</li> <li>3. Foundation Course: B.V.BAF (4)</li> <li>4. Auditing: S.V.Bcom (4+4)</li> </ol>	
			29/3/19.	Principal

**CORPORATE FINANCE**  
**SYBMS (SEM 3)**

JULY	<p><b>Unit-I Introduction:</b> Introduction to Corporate Finance: Meaning, Principles of Corporate Finance, Significance of Corporate Finance, Amount of Capitalization, Over Capitalization and Under Capitalization, Fixed Capital and Working Capital Funds. Introduction to Ownership securities: Ordinary Shares, Preference Shares, Creditor ship Securities, Debts and Bonds, Convertible Debentures, Concept of Private Placement of Securities.</p> <p><b>Unit-II Capital Structure and Leverage</b> Introduction to Capital Structure Theories, EBIT-EPS analysis for Capital Structure decision. Cost of Capital - Cost of Debt, Cost of Preference Shares, Cost of Equity Shares and Cost of Retained Earnings.</p>
AUGUST	<p><b>Unit-II Capital Structure and Leverage</b> Calculation of Weighted cost of capital Introduction to Concept of leverage - Operating Leverage, Financial Leverage and Combined leverage</p> <p><b>Unit-III Time Value of Money</b> Introduction to Time value of Money - compounding and discounting Introduction to Basis of Capital Budgeting (time value of money based methods) - NPV and IRR (Net Present Value and Internal Rate of Return) Importance of risk and return analysis in corporate Finance.</p>
September	<p><b>Emerging Technology in Corporate Communication and Public Relations:</b> Introduction, Today's Communication Technology, Importance of Technology to Corporate Communication, Functions of Communication Technology in Corporate Communication, Types of Communication Technology, New Media: Web Conferencing, Really Simple Syndication (RSS). Introduction, E-media Relations, E-internal Communication, E-brand Identity and Company Reputation.</p> <p><b>Corporate Blogging</b> Introduction, Defining Corporate Blogging, Characteristics of a Blog, Types of Corporate Blogs, Role of Corporate Blogs, Making a Business Blog.</p>
October	Revision sessions.

Principal

TEACHER

COORDINATOR

PRINCIPAL

Teaching Learning Plan – Odd Semester – 2018-19

**STRATEGIC MANAGEMENT**  
**SYBBI (SEM 3)**


MONTH	LESSON PLAN
July	<p><b>Unit-I Introduction to Management Accounting</b> Meaning and Definition, Scope, Functions, Objectives, Importance, Role of Management Accounting, Management Accounting Framework, Tools of Management Accounting.</p> <p><b>Unit-III Working Capital Management</b> Concept, Nature of working capital, Planning of working capital, Estimation / Projection of working capital requirements in case of trading and Manufacturing Organisation. Operating cycle.</p>
August	<p><b>Unit-II Financial Statement Analysis</b></p> <p><b>A. Introduction to corporate Financial Statements:</b> Understanding the balance sheet and revenue statements with the heading and sub-headings, uses of financial statements, users of financial statements.</p> <p><b>B. Financial Statement Analysis</b> Introduction and meaning of Financial Statement Analysis, steps, objective, types of analysis. Ratio Analysis: Meaning, classification, Du Point Chart, advantages &amp; limitations. Balance sheet ratios: Current ratio, Liquid ratio, stock working capital ratio, Proprietary ratio, Debt Equity ratio, capital gearing ratio. Revenue statement ratios: Gross Profit ratio, Expenses ratio, Operating ratio, net profit ratio, net operating profit ratio, stock turnover ratio</p>
September	<p><b>Unit-II Financial Statement Analysis</b> Combined ratio, return on capital employed (including long term borrowings), return on proprietor's fund (Shareholders Fund and Preference Capital, Return on Equity capital, Dividend Pay-out ratio, Debt Service Ratio, Debtors Turnover, Creditors Turnover.</p> <p><b>Unit-IV Management of Profits/Dividend Policy</b> Meaning, Types, Factors influencing dividend policy, Forms of Dividend. Determinants of Dividends policy: Factors; Dividend policy in India; Bonus shares (Stock dividend) and stock (Shares) splits; Legal, Procedural and Tax aspects associated with Dividend Decision.</p>
October	Revision sessions.

COORDINATOR

PRINCIPAL

**COMMERCE - I**  
(F.Y.B.Com. – SEM I) AY 2018-19

MONTH	LESSON PLAN
JULY	<b>Unit I Business</b> Introduction: Concept, Functions, Scope and Significance of business. Traditional and Modern Concept of business. Objectives of Business: Steps in setting business objectives, classification of business objectives, Reconciliation of Economic and Social Objectives.
AUGUST	New Trends in Business: Impact of Liberalization, Privatization and Globalization, Strategy alternatives in the changing scenario, Restructuring and turnaround strategies  <b>Unit-II Business Environment</b> Introduction: Concept and Importance of business environment, Interrelationship between Business and Environment
SEPTEMBER	Constituents of Business Environment: Internal and External Environment, Educational Environment and its impact, International Environment – Current Trends in the World, International Trading Environment – WTO and Trading Blocs and their impact on Indian Business.  <b>Unit – III Project Planning</b> Introduction: Business Planning Process; Concept and importance of Project Planning; Project Report; feasibility Study types and its importance Business Unit Promotion: Concept and Stages of Business Unit Promotion, Location – Factors determining location, and Role of Government in Promotion. Statutory Requirements in Promoting Business Unit: Licensing and Registration procedure, Filling returns and other documents, Other important legal provisions.
OCTOBER	<b>Unit – IV Entrepreneurship</b> Introduction: Concept and importance of entrepreneurship, factors Contributing to Growth of Entrepreneurship, Entrepreneur and Manager, Entrepreneur and Intrapreneur The Entrepreneurs: Types of Entrepreneurs, Competencies of an Entrepreneur, Entrepreneurship Training and Development centers in India. Incentives to Entrepreneurs in India. Women Entrepreneurs: Problems and Promotion.

  
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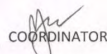
  
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## Teaching Learning Plan – Odd Semester – 2018-19

### INTRODUCTION TO FINANCIAL ACCOUNTING (FYBMS – SEM 1) AY 2018-19

MONTH	LESSON PLAN
JULY	<b>Unit – I Introduction</b> Meaning and Scope of Accounting: Need and development, definition: Book Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting • Accounting principles: Introductions to Concepts and conventions. • Introduction to Accounting Standards: Meaning and Scope) AS 1 : Disclosure to Accounting Policies AS 6: Depreciation Accounting. AS 9: Revenue Recognition. AS 10: Accounting For Fixed Assets. • International Financial Reporting Standards (IFRS): Introduction to IFRS IAS-1: Presentation of Financial Statements (Introductory Knowledge) IAS-2: Inventories (Introductory Knowledge) • Accounting in Computerized Environment: Introduction, Features and application in various areas of Accounting
AUGUST	<b>Unit – II Accounting Transactions • Accounting transactions:</b> • Accounting transactions: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal & ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns & cash book –Triple Column), Bank Reconciliation Statement. • Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure Unusual expenses: Effects of error: Criteria test. • Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts. • Profit or Loss: Revenue profit or loss, capital profit or loss
SEPTEMBER	<b>Unit – III Depreciation Accounting &amp; Trial Balance</b> Depreciation accounting: Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained). • Preparation of Trial Balance: Introduction and Preparation of Trial Balance
OCTOBER	<b>Unit – IV Final Accounts</b> Introduction to Final Accounts of a Sole proprietor. • Rectification of errors. • Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. • Preparation and presentation of Final Accounts in horizontal format • Introduction to Schedule 6 of Companies Act, 1956.

  
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# Teaching Learning Plan – Even Semester – 2018-19

## COMMERCE - II (F.Y.B.Com. – SEM 2 )

MONTH	LESSON PLAN
December	<b>Unit I Concept of Services</b> <b>Introduction:</b> Meaning, Characteristics, Scope and Classification of Services – Importance of service sector in the Indian. <b>Marketing Mix Services:</b> Consumer expectations, Services Mix, - Product, Place, Price, and Promotion, Process of Services delivery, Physical evidence and people. <b>Service Strategies:</b> Market research and Service development cycle, Managing demand and capacity, opportunities and challenges in service sector.
January	<b>Unit II Retailing</b> <b>Introduction:</b> Concept of organized and unorganized retailing , Trends in retailing, growth of organized retailing in India, Survival strategies for unorganized Retailers <b>Retail Format:</b> Store format, Non – Store format, Store Planning, design and layout <b>Retail Scenario:</b> Retail Scenario in India and Global context – Prospects and Challenges in India. <b>Mall Management</b> – Retail Franchising, FDI in Retailing, Careers in Retailing
February	<b>Unit III Recent Trends in Service Sectors</b> <b>ITES Sector:</b> Concept and scope of BPO, KPO, LPO and ERP. <b>Banking and Insurance Sector:</b> ATM, Debit & Credit Cards, <b>Internet Banking</b> – Opening of Insurance sector for private players, FDI and its impact on Banking and Insurance Sector in India <b>Logistics:</b> Net working – Importance – Challenges
March	<b>Unit VI</b> <b>Introduction:</b> Meaning, Features, Functions and Scope of E-Commerce- Importance and Limitations of E-Commerce <b>Types of E-Commerce:</b> Basic ideas and Major activities of B2C, B2B, C2C. Transition to E-Commerce in India, E-Transition Challenges for Indian Corporates; on-line Marketing Research.
April	<b>Revisions</b>

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# Teaching Learning Plan – Even Semester – 2018-19

## BUSINESS ENVIRONMENT (F.Y.B.M.S – SEM 2 )

MONTH	LESSON PLAN
December	<b>Unit I Introduction to Business Environment</b> <b>Business:</b> Meaning, Definition, Nature & Scope, Types of Business Organizations <b>Business Environment:</b> Meaning, Characteristics, Scope and Significance, Components of Business Environment <b>Micro and Macro Environment:</b> Definition, Differentiation, Analysis of Business Environment, SWOT Analysis. <b>Introduction to Micro-Environment:</b> Internal Environment: Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity External Environment: Firm, customers, suppliers, distributors, Competitors, Society <b>Introduction to Macro Components:</b> Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal)
January	<b>Unit II Political and Legal environment</b> Political Institutions: Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. Economic environment: economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy Impact of business on Private sector, Public sector and Joint sector Sun-rise sectors of India Economy. Challenges of Indian economy.
February	<b>Unit III Social and Cultural Environment, Technological environment and Competitive Environment</b> <b>Social and Cultural Environment:</b> Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business <b>Technological environment:</b> Features, impact of technology on Business <b>Competitive Environment:</b> Meaning, Michael Porter's Five Forces Analysis, Competitive Strategies
March	<b>Unit IV International Environment</b> International Environment – <b>GATT/ WTO:</b> Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO. <b>Globalization:</b> Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. <b>MNCs:</b> Definition, meaning, merits, demerits, MNCs in India <b>FDI:</b> Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India.
April	<b>Challenges faced by International Business and Investment Opportunities for Indian Industry.</b>

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# Teaching Learning Plan – Even Semester – 2018-19

## ADVERTISING AND MARKETING RESEARCH TYBMM (SEM 6)

Nov.	<b>Module – I Fundamentals of Research</b> <ul style="list-style-type: none"> <li>- Meaning and objectives of Research</li> <li>- Concepts in Research: Variables, Qualitative and Quantitative</li> <li>- Literature Review</li> <li>- Stages in Research Process</li> </ul>
Dec	<b>Module – II Hypothesis</b> <ul style="list-style-type: none"> <li>- Meaning, Nature, Significance, Types of Hypothesis</li> </ul> <b>Module – III Research Design</b> <ul style="list-style-type: none"> <li>- Meaning, Definition, Need and Importance, Scope of Research Design</li> <li>- Types – Descriptive, Exploratory and casual</li> </ul> <b>Module – IV Sampling</b> <ul style="list-style-type: none"> <li>- Meaning of Sample and Sampling</li> <li>- Process of Sampling</li> <li>- Methods of Sampling                             <ul style="list-style-type: none"> <li>(i) Non-probability sampling: Convenient, Judgement, Quota, Snow ball.</li> <li>(ii) Probability Sampling: Simple Random, systematic, Stratified, Cluster, Multi Stage</li> </ul> </li> </ul>
Jan	<b>Module – V Data Collection</b> <ul style="list-style-type: none"> <li>(1) Types of Data and Sources : Primary and Secondary Data Sources</li> <li>(2) Methods of collection of Primary Data                             <ul style="list-style-type: none"> <li>(a) Observation</li> <li>(b) Experimental</li> <li>(c) Interview                                     <ul style="list-style-type: none"> <li>Personal interview, Focused Group, In-depth Interviews</li> </ul> </li> <li>(d) Survey</li> <li>(e) Survey Instrument – Questionnaire Designing</li> <li>(f) Scaling Techniques                                     <ul style="list-style-type: none"> <li>Likert Scale, Semantic Differential Scale, Staple Scale, Constant Sum scale</li> </ul> </li> </ul> </li> </ul> <b>Projective Techniques</b> <ul style="list-style-type: none"> <li>Association, Completion, Constructive, Expressive</li> </ul> <b>Module VI Report Writing</b> <ul style="list-style-type: none"> <li>(a) Essentials of a good Report</li> <li>(b) Content of Report</li> <li>(c) Steps in writing a Report</li> <li>(d) Footnotes and Bibliography</li> </ul>
Feb	<b>Module VII Advertising Research</b> <ul style="list-style-type: none"> <li>(a) Introduction,</li> <li>(b) Copy Research: Concept Testing, Name Testing, Slogan Testing</li> <li>(c) Copy Testing Measures and Methods                             <ul style="list-style-type: none"> <li>Free Association, Direct Questioning, Direct Mail Tests, Statement Comparison Tests, Qualitative interviews, Focus Groups</li> </ul> </li> <li>(d) Pretesting                             <ul style="list-style-type: none"> <li><b>Print Pretesting:</b> Consumer Jury test, Portfolio Test, Paired comparison test, Order-of-merit test, Mock Magazine test, Direct mail test.</li> <li><b>Broad Casting Pretesting:</b> Trailer Tests, Theatre Tests, Live Telecast Test, Clutter Tests.</li> <li><b>Challenges to Pre-testing :</b> Example: The Halo Effect</li> </ul> </li> <li>(e) Post Testing                             <ul style="list-style-type: none"> <li>Recall Tests, Recognition Test, Triplet Association Test, Sales Response Test</li> </ul> </li> </ul>

March	<b>Module VII Advertising Research</b> Neuroscience in Advertising Research 1. Neuroscience: a New Perspective 2. When to use neuroscience Physiological Rating Scale 1. Pupil Metric Devices 2. Eye-movement camera 3. Galvanometer 4. Voice Pitch Analysis 5. Brain Pattern Analysis <b>Module VII Marketing Research</b> 1. Introduction to advertising Research 2. New Product Research 3. Branding Research 4. Pricing Research 5. Packaging Research Product Testing
	Revision
April	



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## Teaching Learning Plan – Even Semester – 2018-19

### PROJECT MANAGEMENT TYBMS-B (SEM 6)

MONTH	LESSON PLAN
December	<p><b>Unit I Introduction to Project Management &amp; Project Initiation</b></p> <p><b>(a) Introduction to Project Management:</b> Meaning/Definition of Project &amp; Project Management, Classification of Projects, Why Project Management, Characteristics/Importance of Project Management, Need for Project Management (Objectives), History of Project Management</p> <p><b>b) Organizational Structure (Project Organization):</b> Meaning/Definition of Organizational Structure, Organizational Work Flow, Developing Work Integration Positions, Types of Organizational Structure, Forms of Organization, Strategic Business Units (SBU) in Project Management.</p> <p><b>c) Project Initiation:</b></p> <ul style="list-style-type: none"> <li>• <b>Project Selection</b>-Meaning of Project Selection, Importance of Project Selection, Criteria for Project Selection ( Models),</li> <li>• Types of Project Selection, Understanding Risk &amp; Uncertainty in Project Selection</li> <li>• <b>Project Manager</b>- Meaning of Project Manager, Role of Project Manager, Importance of Project Manager, Role of Consultants in Project Management, Selecting Criteria for Project Manager</li> <li>• <b>Project Planning</b>-Importance of Project Planning, Functions of Project Planning, System Integration, Project Management Life Cycle, Conflicts &amp; Negotiation Handling in Project Management, Planning Cycle &amp; Master Production Scheduling</li> </ul>
January	<p><b>Unit II Analyzing Project Feasibility</b></p> <p><b>a) Project Feasibility Analysis:</b> Meaning/Definition of Project Feasibility, Importance of Project Feasibility, Scope of Project Feasibility Types of Project Feasibility- Market Feasibility, Technical Feasibility, Financial Feasibility, Economic Viability, Operational Feasibility SWOT Analysis ( Environment Impact Assessment, Social Cost Benefit Analysis)</p> <p><b>b) Market Analysis:</b> Meaning of Market Analysis, Demand Forecasting, Product Mix Analysis, • Customer Requirement Analysis</p> <p><b>c) Technical Analysis:</b> Meaning of Technical Analysis, Use of Various Informational Tools for Analyzing, Advancement in the Era of E- Commerce in Project Management</p> <p><b>d) Operational Analysis:</b> Meaning of Operation Management Importance of Operation Management,</p> <p><b>d) Operation Strategy</b> - Levels of Decisions, Production Planning &amp; Control, Material Management - Work Study &amp; Method Study, Lean Operations</p>
February	<p><b>Unit III Budgeting, Cost &amp; Risk Estimation in Project Management</b></p> <p><b>a) Funds Estimation in Project:</b> Means of Financing, Types of Financing, Sources of Finance, Government • Assistance towards Project Management for Start ups, Cost Control (Operating Cycle, Budgets &amp; Allocations), Determining Financial Needs for Projects, Impact of Leveraging on Cost of Finance</p>

# Teaching Learning Plan – Even Semester – 2018-19

February	<p><b>b) Risk Management in Projects:</b> What is Risk, Types of Risk in Projects, Risk Management Process, Risk Analysis &amp; Identification, Impact of Risk Handling Measures, Work break Down Structure, New Venture Valuation (Asset Based, Earnings Based, Discounted Cash flow Models)</p> <p><b>c) Cost Benefit Analysis in Projects</b> Introduction to Cost Benefit Analysis, Efficient Investment Analysis, Cash – Flow Projections, Financial Criteria for Capital Allocation, Strategic Investment Decisions</p>
March	<p><b>Unit IV New Dimensions in Project Management</b></p> <p>a) Modern Development in Project Management: Introduction to Modern Development in Project Management, Project Management Maturity Model (PMMM), Continuous Improvement, Developing Effective Procedural Documentation, Capacity Planning</p> <p>b) Project Monitoring &amp; Controlling: Introduction to Project Monitoring &amp; Controlling, The Planning – Monitoring Controlling Cycle, Computerized Project Management Information System (PMIS), Balance in Control System in Project Management, Project Auditing – Life Cycle</p> <p>c) Project Termination &amp; Solving Project Management Problems: Meaning of Project Termination, Reasons for Termination of Projects, Process for Terminating Projects, Strategy/ Ways to Solve Project Management Problems, Project Review &amp; Administrative Aspects, Execution Tools for Closing of Projects</p>

TEACHER

COORDINATOR

PRINCIPAL

**WORK DIARY**      Ashish D 18-19 T1

Subject: \_\_\_\_\_

Date	Class & Time	Subject Taught	Topics Covered	Signature
3-11-18			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:-</p> <p>FXBMS (A+B) Introduction to financial Accounting</p> <p>FXBcom (A+B) Commerce -I</p> <p>SYBMS -B Corporate Finance</p> <p>SYBBI Management Accounting</p>	<p><i>[Signature]</i></p> <p><i>[Signature]</i></p> <p>03/12/20</p>

Co-ordinator *[Signature]*      Principal

**WORK DIARY** Winn 18-19 - T1

Subject : \_\_\_\_\_

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>FTSM5 (A+5) Business Environment C4Bcom (A+5) Commerce - II T4BMS - 8 Project Management T4BMM Advertising and Marketing Research</p>	<p><i>[Signature]</i></p>

Co-ordinator \_\_\_\_\_ Principal \_\_\_\_\_

**BUNTS SANGHA'S**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT**  
**STUDIES**

**Business Law (Company Law) - III**  
**(SYBAF – SEM IV) AY 2018-19**

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"><li>• Section 2 Clause (2) – Accounting Standard Clause (7) – Auditing Standard Clause (13) – Books of Accounts Clause (31) – Deposit Clause (41) – Financial Year Clause (42) – Foreign Company Clause (47) – Independent Director Clause (48) – Indian Depository Receipts Clause (62) – One Person Company Clause (85) – Small Company</li></ul>
JANUARY	<ul style="list-style-type: none"><li>• Incorporation of companies Section 3 to Section 2</li><li>• Public Offer Sections 23, 25 to 28, 33, 35, 39</li></ul>
FEBRUARY	<ul style="list-style-type: none"><li>• Private Placement Section 42</li></ul>
MARCH	<ul style="list-style-type: none"><li>• Share Capital and Debentures Sections 43, 46, 47, 52 to 56, 61 to 72</li></ul>
APRIL	<ul style="list-style-type: none"><li>• REVISION</li></ul>

  
Teacher

  
Coordinator

  
Principal

BUNTS SANGHA'S  
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES

**INDUSTRIAL LAW**  
(F.Y.BMS – SEM II) AY 2018-19

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"><li>• <b>Law related to Industrial Relation and Industrial Disputes</b><ul style="list-style-type: none"><li>i. Industrial Disputes Act, 1947 (Definitions, authorities award and settlement, strikes, lockouts, layoffs, retrenchment and closure)</li></ul></li><li>• ii. The Trade Unions Act, 1926</li></ul>
JANUARY	<ul style="list-style-type: none"><li>• <b>Laws Related to Health, Safety and Welfare</b></li><li>• The Factory Act 1948: (Provisions related to Health, Safety and Welfare)</li><li>• The Workmen's Compensation Act, 1923 Provisions: Introduction: The doctrine of assumed risk, The doctrine of Common Employment, The doctrine of Contributory Negligence Definitions, Employers liability for compensation (S-3 to 13)</li><li>• Rules as to Compensation (Sec 4 to Sec 9) (14 A &amp; 17)</li></ul>
FEBRUARY	<ul style="list-style-type: none"><li>• <b>Social Legislation</b></li><li>• Employee State Insurance Act 1948</li><li>• Definition and Employees Provident Fund</li><li>• Miscellaneous Provision Act 1948: Schemes, Administration and determination of dues</li></ul>
MARCH	<ul style="list-style-type: none"><li>• <b>Laws related to Compensation Management</b></li><li>• i) The Payment of Wages Act, 1948 (Objectives, Definitions authorized deductions)</li><li>• ii) The minimum Wages Act, 1948</li><li>• iii) The Payment of Gratuity Act, 1972</li></ul>
APRIL	REVISION

  
Teacher

  
Coordinator

  
Principal

**BUNTS SANGHA'S**  
**G.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**

**BUSINESS LAW**  
**(SVB COM – SEM IV) AY 2018-19**

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"> <li>Indian Companies Act – 2013 Part-I</li> <li>Company –Concept, Features, Role of Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of non-registration, and Lifting of Corporate Veil.</li> <li>Classification of Companies Distinction between Private Company and Public Company, Advantages and disadvantages of Private company and Public Company. –Common Procedure for Incorporation of Company,</li> <li>Memorandum of Association (MOA) &amp; Article of Association(AOA) – Concept , Clauses of MOA, AOA- Contents, Doctrine of constructive notice, Doctrine of Ultra Vires, Doctrine of Indoor Management. Prospectus – Concept, Kinds, Contents, Private Placement</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li><b>INTELLECTUAL PROPERTY RIGHTS</b></li> <li>Concept, Nature, Introduction &amp; background of IPR in India.</li> <li>IPR relating to Patents – Concepts of Invention and discovery, Comparison (S2 (j)), Concept of Patents, General principles applicable to working of patented inventions, Term of Patent. Infringement of Patent Rights &amp; Remedies. (Ss. 104-115)</li> <li>IPR relating to Copyrights- Concept of Copyright (Ss. 14, 16, 54,) Concept of author and authorised acts, (S.2) Ownership of Copy right (S.17) Duration or term of Copy right. (S. 22-27), Original work and fair use, Rights of Copyright holder, Infringement of Copyrights &amp; Remedies. (Ss. 51, 52)</li> <li>IPR relating to Trademarks –Concept, Functions of Trade Mark, types, trademarks that cannot be registered, Registration of Trade Marks and rights of the proprietor of Trade Marks. Procedure for registration of Trade Marks., Infringement of Trademarks &amp; Remedies.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li><b>Indian Companies Act – 2013, Part –II</b></li> <li>Member of a Company –Concept, Who can become a member, Modes of acquiring membership, Cessation of membership, Right &amp; Liabilities of Members.</li> <li>Director – Qualifications&amp; Disqualification, Classification, Director Identification Number (DIN), Legal Position of Directors.</li> <li>Meetings – Types, Legal Provisions of Statutory Meeting,</li> </ul>

Teacher




Coordinator



Principal



Annual General Meeting, Extra-Ordinary Meeting, Board Meeting.	
ARCH	<ul style="list-style-type: none"> <li>• <b>Indian Partnership Act – 1932</b></li> <li>• Partnership – Concept, Essentials, True Test of Partnership, Partnership Deed, Types of Partnership, Rights and Duties of Partners, Distinguish between Partnership &amp; Hindu Undivided Family (HUF).</li> <li>• Dissolution – Concept, Modes of Dissolution, Consequences of Dissolution.</li> <li>• Limited Liability Partnership (LLP) 2008 – Concept, Characteristics, Advantages &amp; Disadvantages, Procedure for Incorporation.</li> <li>• Extent of L.L.P. – Conversion of LLP, Mutual rights &amp; duties of partners, Winding up of LLP, Distinction between LLP and Partnership.</li> </ul>
RII	<ul style="list-style-type: none"> <li>• <b>Consumer Protection Act, 1986 &amp; Competition Act 2002</b></li> <li>• Consumer Protection Act – Concept, Objects, Reasons for enacting the Consumer Protection Act, Definition of Consumer, Consumer Dispute, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services.</li> <li>• Consumer Protection Councils &amp; Redressal Agencies – District, State &amp; National.</li> <li>• Competition Act 2002 – Concept, Salient Features, Objectives &amp; Advantages.</li> <li>• Abuse of Dominant Position, Competition Commission of India, Anti Competition Agreements.</li> <li>• Concept, Objects, Reasons for enacting the Consumer Protection Act, Definition of Consumer, Consumer Dispute, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services.</li> <li>• Consumer Protection Councils &amp; Redressal Agencies – District, State &amp; National.</li> <li>• Competition Act 2002 – Concept, Salient Features, Objectives &amp; Advantages.</li> <li>• Abuse of Dominant Position, Competition Commission of India, Anti Competition Agreements</li> </ul>

  
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SAL SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT  
STUDIES

Corporate and Securities Law - III  
(SYBIII - SEM IV) AY 2018-19

DECEMBER	<ul style="list-style-type: none"> <li>• The Depositories Act, 1996</li> <li>• Depository - Meaning, Benefits, Models, Functions Participants</li> <li>• Objectives, Eligibility condition for depository services, Fungibility.</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• The Depository Act 1996 -</li> <li>• Objectives, Bye laws of depository, Governance of Depository</li> <li>• Internal audit of depository Participants, ISDA and single registration for depository participants.</li> </ul>
FEBRUARY	<p><b>Regulatory Framework governing Stock Exchanges as per Securities Contracts Regulation Act 1956</b></p> <ul style="list-style-type: none"> <li>• Definition of Securities, Spot Delivery Contract, Ready Delivery Contract Stock Exchange</li> <li>• Corporatisation and demutualisation of Stock Exchange - Meaning</li> <li>• Procedure &amp; Withdrawal Power of Recognised Stock Exchange to make rules restricting voting rights etc</li> <li>• Power of Central Government to Direct Rules or Make rules</li> <li>• Power of SEBI to make or amend bye laws of recognised stock exchange</li> </ul>
MARCH	<p><b>Regulatory Framework governing Stock Exchanges as per Securities Contracts Regulation Act 1956</b></p> <ul style="list-style-type: none"> <li>• Power of SEBI to make or amend bye laws of recognised stock exchange</li> <li>• Books and Accounts to be maintained by recognized stock exchange</li> <li>• Grounds on which stock exchange can delist the securities of a company.</li> <li>• Section 3 to Section 20</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>• REVISION</li> </ul>

  
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## Work Diary

Subject :

Hindi 10th 1st 1st

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me. They are as follows</p> <p>FYBMS (H.B.) Industrial Law FYBCom (H.B.) Business Law FYBAP Company Law FYBBIJ Corporate &amp; Securities Law</p>	

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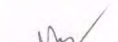
Principal

## Teaching Learning Plan – Odd Semester – 2018-19

### CORPORATE COMMUNICATION AND PUBLIC RELATIONS TYBMS (SEM 5)

June	<b>Foundation of Corporate Communication:</b> Introduction, Meaning, Scope of corporate communication, Corporate Communication in India, Need/ Relevance of Corporate Communication in Contemporary Scenario. Corporate Identity: Meaning and Features, Corporate Image: Meaning, Factors Influencing Corporate Image, Corporate Reputation: Meaning, Advantages of Good Corporate Reputation. Importance of Ethics in Corporate Communication, Corporate Communication and Professional Code of Ethics, Mass Media Laws: Defamation, Invasion of Privacy, Copyright Act, Digital Piracy, RTI [Expert session of legal aspects of Media Laws & CCPR]
July	<b>Understanding Public Relations:</b> Introduction, Meaning, Essentials of Public Relations, Objectives of Public Relations, Scope of Public Relations, Significance of Public Relations in Business Tracing Growth of Public Relations, Public Relations in India, Reasons for Emerging International Public Relations. Introduction, Social and Cultural Issues, Economic Issues, Political Issues, Legal Issues Systems Theory, Situational Theory, Social Exchange Theory, Diffusion Theory <b>Functions of Corporate Communication and Public Relations:</b> Introduction, Importance of Media Relations, Sources of Media Information, Building Effective Media Relations, Principles of Good Media Relations. Introduction, Sources of Employee Communications, Organizing Employee Communications, Benefits of Good Employee Communications
August	<b>Functions of Corporate Communication and Public Relations:</b> Steps in Implementing An Effective Employee Communications Programme, Role of Management in Employee Communications. Introduction, Impact of Crisis, Role of Communication in Crisis, Guidelines for Handling Crisis, Trust Building. <b>Financial Communication:</b> Introduction, Tracing the Growth of Financial Communication in India, Audiences for Financial Communication, Financial Advertising. <b>Presentations on various Media Relations and Crisis Management topics</b>
September	<b>Emerging Technology in Corporate Communication and Public Relations:</b> Introduction, Today's Communication Technology, Importance of Technology to Corporate Communication, Functions of Communication Technology in Corporate Communication, Types of Communication Technology, New Media: Web Conferencing, Really Simple Syndication (RSS). Introduction, E-media Relations, E-internal Communication, E-brand Identity and Company Reputation. <b>Corporate Blogging</b> Introduction, Defining Corporate Blogging, Characteristics of a Blog, Types of Corporate Blogs, Role of Corporate Blogs, Making a Business Blog.
October	<b>Revision sessions.</b>

  
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# Teaching Learning Plan – Odd Semester – 2018-19

## STRATEGIC MANAGEMENT SYBMS (SEM 3)

MONTH	LESSON PLAN
	Business Policy-Meaning, Nature, Importance. Strategy-Meaning, Definition. Strategic Management-Meaning, Definition, Importance, Strategic management. Process & Levels of Strategy and Concept and importance of Strategic Business Units (SBU's). Strategic Intent - Mission, Vision, Goals, Objective, Plans. Strategy Formulation- Environment Analysis and Scanning (SWOT ) Practice Sessions on SWOT Analysis
	Corporate Level Strategy (Stability, Growth, Retrenchment, Integration and Internationalization). Business Level Strategy(Cost Leadership, Differentiation, Focus) Functional Level Strategy(R & D, HR, Finance, Marketing ,Production)
st	Strategic Implementation Models of Strategy making. Strategic Analysis & Choices & Implementation : BCG Matrix, GE 9 Cell, Porter 5 Forces, 7S Frame Work Implementation: Meaning, Steps and implementation at Project, Process, Structural, Behavioural, Functional level.
mber	Strategic Evaluation & Control :- Meaning, Steps of Evaluation & Techniques of Control Synergy : Concept , Types , evaluation of Synergy. Synergy as a Component of Strategy & its Relevance . Change Management – Elementary Concept
er	Revision sessions.

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Teaching Learning Plan – Odd Semester – 2018-19

**FOUNDATION OF HUMAN SKILLS**  
(FYBMS – SEM 1) AY 2017-18

LESSON PLAN	
MONTH	<p><b>Introduction to Group Behaviour: Group Dynamics:</b> Nature, types, group behaviour model (roles, norms, status, process, structures), <b>Team effectiveness:</b> nature, types of teams, ways of forming an effective team. Setting goals.</p> <ul style="list-style-type: none"> <li><b>Organizational processes and system: Power and politics:</b> nature, bases of power, politics nature, types, causes of organizational politics, political games.</li> </ul>
WEEK	<p><b>Organizational conflicts and resolution:</b> Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes. <b>Organizational Culture:</b> Characteristics of organizational culture, Types, functions and barriers of organizational culture, Ways of creating and maintaining effective organization culture</p>
SEMESTER	<p><b>Motivation at workplace:</b> Concept of motivation, Theories of motivation: A.Maslow Need Hierarchy, F.Hertzberg Dual Factor, McGregor theory X and theory Y.</p> <p><b>Ways of motivating through carrot and stick at workplace</b></p> <p><b>Organisational change and creativity:</b> Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving.</p>
DEPARTMENT	<p><b>Organisational Development and work stress:</b> Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress</p>

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**BUNTS SANGHA'S**  
**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**

**BUSINESS RESEARCH METHODS**  
**(SYBMS – SEM IV) AY 2018-19**

MONTH	LESSON PLAN
NOVEMBER	Introduction to the paper, relevance of research
DECEMBER	<ul style="list-style-type: none"> <li>• Introduction to research, importance in business and for society</li> <li>• Characteristics of Good Research, Types of research, Concepts in Research: Variables</li> <li>• Stages in research process, Identifying research problem, Research design– Meaning, Definition, Need and Importance, Steps in research design and Types-Descriptive, Exploratory and causal.</li> <li>• Hypothesis-Meaning, Nature, Significance, Types of Hypothesis, Sources. (PPT)</li> <li>• Practicing Null and Alternative hypothesis – CASE STUDIES</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Sampling– meaning Of sample and sampling, <ul style="list-style-type: none"> <li>◦ methods of sampling- <ul style="list-style-type: none"> <li>i)Non Probability Sampling– Convenient , Judgment, Quota, Snow ball</li> <li>ii) Probability– Simple Random, Stratified, Cluster, Multi Stage.</li> </ul> </li> </ul> </li> <li>• Types of data and sources-Primary and Secondary data sources</li> <li>• Methods of collection of primary data</li> <li>• Processing of data: – <ul style="list-style-type: none"> <li>i) Editing- field and office editing,</li> <li>ii)coding– meaning and essentials,</li> <li>iii) tabulation – note (PPT)</li> </ul> </li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>- Analysis of data-Meaning, Purpose, types.</li> <li>- Interpretation of data-Essentials, importance and Significance of processing data</li> <li>- Multivariate analysis– concept only</li> <li>- Testing of hypothesis– concept and problems– i)chi square test, ii) Zandt-test (for large and small sample)</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• Report writing – i) Meaning , importance, functions of reports, essential of a good report, content of report , steps in writing a report, types of reports, Footnotes and Bibliography (PPT)</li> <li>• SUBMISSION OF RESEARCH BASED PROJECT REPORT</li> <li>• Ethics and research</li> <li>• Objectivity, Confidentiality and anonymity in Research, Plagiarism (PPT)</li> </ul>
APRIL	REVISION

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**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**

**MEDIA PLANNING AND MANAGEMENT**  
**(TYBMS – SEM VI) AY 2018-19**

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"> <li>• Meaning &amp; Features of Media, Role of media in consumer decision making and for business</li> <li>• Meaning of Media Planning , Scope, Elements, Media Planning Process, , Factors Influencing Media Planning Decisions</li> <li>• Impact of Marketing Objectives on Media Planning, Role and Importance of Media in Consumer Buying Decision, Role of Media Planner, Challenges of Media Planning</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Organization Structure of Media Company, Regulatory Framework and Legal Aspects in Media Planning</li> <li>• Media Research: Meaning, Role and Importance</li> <li>• Sources of Media Research : Audit Bureau of Circulation, Press Audits, National Readership Survey/IRS, Businessmen's Readership Survey, TRP, National Television Study, ADMAR Satellite Cable Network Study, Reach and Coverage Study, CIB Listenership Survey</li> <li>• Media Mix: Meaning, Need, Identifying Audience for Mass Media , Factors Affecting Media Mix Decision, Types of Media Mix Decisions: Broad Media Classes, Media Vehicles, Media Units, Deciding Ideal Media Mix</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Media Choices: Print Meaning- Factors Affecting Selection of Print Media Decisions , Types of Print Media, Advantages and Limitations, Television- Meaning, Factors Affecting Selection of Television Media Decisions, Advantages and Limitations, Radio- Meaning, Factors Affecting Selection of Radio Media Decision, Advantages and Limitations, Out of Home (OOH)- Meaning, Types of OOH, Factors Affecting OOH Planning Decision, Advantages and Limitations</li> <li>• Emerging Media</li> <li>• Media Strategy: Meaning, Need for Media Strategy, Situation Analysis for Media Strategy and its Components, Steps in Formulating Media Strategies: Defining the Target Group, Market Prioritization, Media Weights, Media Mix, Media Scheduling.</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• <b>Media Budget:</b> Meaning , Factors to be considered while Framing a Budget: Advertising Task, Competitive Framework, Market Dominance,</li> </ul>

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	Market Coverage, Media Cost, Market Task, Pricing ,Frequency of Purchase
	Importance of Media Budget.
	<ul style="list-style-type: none"> <li>• Methods of Setting Media Budget - Status Quo, Inflation Adjusted, Advertising Sales, Case Rate &amp; Advertising Margin Method, Share of Market, Yardstick Method, Effective Frequency &amp; Reach Method &amp; Margin Analysis ROI Based Approach, Experimental Approach, Break Even Planning.</li> <li>• Media Buying, Media Scheduling</li> </ul>
	<ul style="list-style-type: none"> <li>• Media Measurement: Basic Metrics, Television Metrics, Radio Metrics, Print Metrics, OOH Metrics , Benchmarking Metrics, Plan Metrics, Evaluating Media Buys, Evaluating Television Media Buying, Evaluating Print Media Buying, Evaluating Other Media Buys</li> </ul>

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**PRINCIPLES OF MARKETING**  
(FYBMS – SEM IV) AY 2018-19

MONTH	LESSON PLAN
DECEMBER	<ul style="list-style-type: none"> <li>• <b>Introduction to Marketing:</b> Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing. Marketing v/s Selling. Marketing as an activity and function</li> <li>• <b>Concepts of Marketing:</b> Needs, wants and demands, transactions, transfer and exchanges.</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• <b>Orientations of a firm:</b> Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing.</li> <li>• <b>The micro environment of business:</b> Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders.</li> <li>• <b>Macro environment:</b> Political Factors; Economic Factors; Socio Cultural Factors, Technological Factors (PEST Analysis)</li> <li>• <b>Marketing research:</b> Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• <b>MIS:</b> Meaning, features and Importance</li> <li>• <b>Consumer Behaviour:</b> Meaning, feature, importance, factors affecting Consumer Behaviour</li> <li>• <b>Marketing mix:</b> Meaning –elements of Marketing Mix.</li> <li>• Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product.</li> <li>• Branding –Packing and packaging – role and importance</li> <li>• Pricing – objectives- factors influencing pricing policy and Pricing strategy.</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• Physical distribution – meaning – factor affecting channel selection-types of marketing channels</li> <li>• Promotion – meaning and significance of promotion. Promotion tools (brief)</li> <li>• Segmentation – meaning, importance, basis</li> <li>• Targeting – meaning, types</li> <li>• Positioning – meaning – strategies</li> </ul>

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APRIL	<ul style="list-style-type: none"> <li>New trends in marketing – E-marketing , Internet marketing and marketing using Social network</li> <li>Social marketing/ Relationship marketing</li> </ul>
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## Work Diary Midvic 2018-19 - I

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
27/12/18 (Sat.)	10:00 - 11:30 12:00 - 2:00		Exam Committee Meeting Parents-Teacher Meeting of FUBMS	
		<p>This is to certify that I have completed the syllabus of following subjects as prescribed by University of Mumbai</p> <p>TUBMS - Corporate Communication &amp; Public Relations</p> <p>SUBMS - Strategic Management</p> <p>FUBMS - Foundation of Human Skills</p> <p style="text-align: right;"> </p>		




Subject :			
Date	Class & Time	Subject Taught	Topics Covered
23-11-19 (Sat.)			Dissemination of previous papers
		<p>This is to certify that I have completed the syllabus of following Subjects as prescribed by University of Mumbai</p> <p>Principles of Marketing - FUBMS</p> <p>Business Research Methods - SUBMS</p> <p>Media Policy &amp; Management - TUBMS</p>	<p>Signature</p> <p><i>[Signature]</i></p> <p>26/12/19</p>

## Teaching Learning Plan – Odd Semester – 2018-19

### **INTERNATIONAL FINANCE - TYBAF**

MONTH	SYLLABUS
July	Unit 1 - Derivatives – Futures Derivatives – Need and Importance, Major Players in Derivative Markets, Features of Forward Contracts, Features of Future Contract, Forward V/s Future, Theoretical Future Price, Pricing Index Futures, Initial Margin and Maintenance Margin, Marking to Market and Variation Margin.
August	Unit 2 – Derivatives – Options Options- Long Call, Short Call, Long Put, Short Put, Options V/s Futures, Writer of an Option, At the Money, In the Money and Out of The Money Options. Intrinsic and Time Value, Option Spreads and Strategies, Put Call Parity Theorem.  Unit 3 - Foreign Exchange Markets and Dealings Introduction – Participants of Foreign Exchange Markets, Characteristics of Foreign Exchange Market, Major Foreign Currencies that Trade Worldwide, Foreign Currency Accounts – Nostro, Vostro and Loro (Cash Position and Currency position)
September	Unit 3 – Terms in Forex Market – Direct Quote and Indirect Quote, Bid, Ask and Spread, American terms, European terms, Spot, Tom, Cash and Forward Rates, Appreciation and Depreciation of currency, Premium and Discount, Swap Points, and Cross Rates.  Unit 4 – Foreign Exchange Exposure and Risk Management Exchange Rate Determination Theories – The theory of Purchasing Power Parity, The Fischer effect, The International Fischer Effect and The Theory of Interest Rate Parity. Calculation of Forward Rate and Future Spot Rate. Arbitrage in Foreign Exchange Market – Covered and Uncovered Interest Arbitrage. Foreign Exchange Risk - Introduction, Types of Exposures and Strategies for Exposure Management. Hedging Transaction Exposure, Hedging Techniques, Money Market Hedge, Forward Hedge and Hedging of Futures & Options
October	Revision



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## Teaching Learning Plan – Odd Semester – 2018-19

### RESEARCH METHODOLOGY - TYBBI

MONTH	SYLLABUS
July	Unit 2 - Data Collection and Processing Types of Data and Sources-Primary and Secondary Data Sources• Methods of Collection of Primary data• a. Observation- i) structured and unstructured, ii) disguised and undisguised, iii) mechanical observations (use of gadgets) b. Experimental i) Field ii) Laboratory c. Interview – i) Personal Interview ii) focused group, iii) in- depth interviews Method
August	Unit 2 – Survey– Telephonic survey, Mail, E-mail, Internet survey, Social media, and Media listening. e. Survey instrument– i) Questionnaire designing. a. Types of questions–i) structured/close ended and ii) unstructured/ open ended, iii) Dichotomous, iv) Multiple Choice Questions. b. Scaling techniques- i )Likert scale, ii) Semantic Differential scale.
September	Unit 4 – Advanced Statistical Techniques Introduction, Characteristics and Application of Correlation and Regression Analysis• Factor Analysis• Cluster Analysis• Discriminant Analysis• Multidimensional Scaling•  Unit 5 – Research Report Report writing – i) Meaning, Importance
October	Revision



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## Teaching Learning Plan – Odd Semester – 2018-19

### ***DIRECT TAX – TYBMS (SEM V)***

MONTH	SYLLABUS
July	Unit 1- Definitions and Residential Status Basic Terms ( S. 2,3,4) Assessee, Assessment, Assessment Year, Annual Value, Business, Capital Assets, Income, Previous Year, Person, Transfer. Determination of Residential Status of Individual, Scope of Total Income (S.5)
August	Unit 2 -Heads of Income – I Salary ( S.15-17) Income from House Property (S. 22-27) Profit & Gain from Business and Profession(S. 28, 30,31,32, 35, 35D,36,37, 40, 40A and 43B)  Unit 3 - Heads of Income – II Income from other sources (S.56- 59)
September	Capital Gain (S. 45, 48, 49, 50 and 54) Exclusions from Total Income (S.10) (Exclusions related to specified heads to be covered with relevant heads of income)  Unit 4 - Deductions under Chapter VI A Deductions from Total Income S. 80C, 80CCC, 80D, 80DD, 80E, 80U, 80TTA  Unit 5 - Computation of Taxable Income of Individuals. Computation of Total Income and Taxable Income of Individuals
October	Revision

  
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## Teaching Learning Plan – Odd Semester – 2018-19

### **BASICS OF FINANCIAL SERVICES – SYBMS (SEM III)**

MONTH	SYLLABUS
July	Unit 1 - Financial System: An overview of Financial System, Financial Markets, Structure of Financial Market (Organised and Unorganized Market), Components of Financial System, Major Financial Intermediaries, Financial Products, Function of Financial System, Regulatory Framework of Indian Financial System(Overview of SEBI and RBI-Role and Importance as regulators).
August	Unit 2 - Commercial Banks, RBI And Development Banks • Concept of Commercial Banks- Functions, Investment Policy of Commercial Banks, Liquidity in Banks, Asset Structure of Commercial Banks, Non-Performing Assets, Interest Rate reforms, Capital Adequacy Norms. • Reserve Bank of India-Organisation & Management, Role And Functions • Development Banks- Characteristics of Development Banks, Need And Emergence of Development Financial Institutions In India, Function of Development Banks.  Unit 3 - Insurance: • Concept, Basic Characteristics of Insurance, Insurance Company Operations, Principles of Insurance
September	Unit 3 Reinsurance, Purpose And Need Of Insurance, Different Kinds of Life Insurance Products, Basic Idea About Fire And Marine Insurance and Bancassurance  Unit 4 Mutual Funds: • Concept of Mutual Funds, Growth of Mutual Funds in India, Features and Importance of Mutual Fund. Mutual Fund Schemes, Money Market Mutual Funds, Private Sector Mutual Funds, Evaluation of the Performance Of Mutual Funds, Functioning of Mutual Funds In India.
October	Revision

  
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## Teaching Learning Plan – Odd Semester – 2018-19

### **FOUNDATION COURSE (ENVIRONMENTAL MANAGEMENT) – SYBMS (SEM III)**

MONTH	SYLLABUS
July	<p>Unit 1 - Environmental Concepts:</p> <ul style="list-style-type: none"> <li>• Environment: Definition and composition, Lithosphere, Atmosphere, Hydrosphere, Biosphere • Biogeochemical cycles - Concept and water cycle • Ecosystem &amp; Ecology; Food chain, food web &amp; Energy flow pyramid • Resources: Meaning, classification( Renewable &amp; non-renewable), types &amp; Exploitation of Natural resources in sustainable manner</li> </ul> <p>Unit 2 - Environment degradation</p> <ul style="list-style-type: none"> <li>• Degradation-Meaning and causes, degradation of land, forest and agricultural land and its remedies • Pollution – meaning, types, causes and remedies (land, air, water and others)</li> </ul>
August	<p>Unit 2 –</p> <ul style="list-style-type: none"> <li>Global warming: meaning, causes and effects. • Disaster Management: meaning, disaster management cycle. • Waste Management: Definition and types -solid waste management anthropogenic waste, e-waste &amp; biomedical waste (consumerism as a cause of waste)</li> </ul> <p>Unit 3 - Sustainability and role of business</p> <ul style="list-style-type: none"> <li>• Sustainability: Definition, importance and Environment Conservation. • Environmental clearance for establishing and operating Industries in India. • EIA, Environmental auditing, ISO 14001 • Salient features of Water Act, Air Act and Wildlife Protection Act. • Carbon bank &amp; Kyoto protocol</li> </ul>
September	<p>Unit 4 - Innovations in business- an environmental perspective Non-Conventional energy sources- Wind, Bio-fuel, Solar, Tidal and Nuclear Energy. Innovative Business Models: Eco-tourism, Green marketing, Organic farming, Ecofriendly packaging, Waste management projects for profits ,other business projects for greener future</p>
October	Revision

  
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## Teaching Learning Plan – Even Semester – 2018-19

### INNOVATIVE FINANCIAL SERVICES–TYBMS (SEM VI)

MONTH	SYLLABUS
December	<p>Unit 1 Introduction to Traditional Financial Services</p> <p>a) Financial Services: • Concept, Objectives/Functions, Characteristics, Financial Service Market, Financial Service Market Constituents, Growth of Financial Services in India, Problems in Financial Services Sector, Banking and Non-Banking Companies, Regulatory Framework</p> <p>b) Factoring and Forfaiting: • Introduction, Types of Factoring, Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting, Benefits and Drawbacks of Forfaiting, Practical Problems.</p>
January	<p>Unit 1</p> <p>c) Bill Discounting: • Introduction, Framework, Bill Market Schemes, Factoring V/s Bill Discounting in Receivable Management.</p> <p>Unit 2 Issue Management and Securitization</p> <p>a) Issue Management and Intermediaries: • Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue</p> <p>b) Stock Broking: • Introduction, Stock Brokers, SubBrokers, Foreign Brokers, Trading and Clearing/Self Clearing Members, Stock Trading ( Cash and Normal) Derivative Trading</p> <p>c) Securitization: • Definition, Securitization v/s Factoring, Features of Securitization, Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization</p>
February	<p>Unit 3: Financial Services and its Mechanism</p> <p>a) Lease and Hire-Purchase: • Meaning, Types of Lease - Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing, Leasing in India, Legal Aspects of Leasing. • Definition of Hire Purchase, Hire Purchase and Installment Sale Characteristics, Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase.</p> <p>b) Housing Finance: • Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance, Housing Finance in India- Major Issues, Housing Finance in India – Growth Factors, Housing Finance Institutions in</p>

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## Teaching Learning Plan – Even Semester – 2018-19

	<p>India, National Housing Bank (NHB), Guidelines for Asset Liability Management System in HFC, Fair Trade Practice Code for HFC's, Housing Finance Agencies</p> <p>c) Venture Capital: Introduction, Features of Venture Capital, Types of Venture Capital Financing Stages, Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario</p>
March	<p>Unit 4: Consumer Finance and Credit Rating</p> <p>a) Consumer Finance: ◦ Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance</p> <p>b) Plastic Money: ◦ Growth of Plastic Money Services in India, Types of Plastic Cards- Credit card Debit Card- Smart card- Add-on Cards, Performance of Credit Cards and Debit Cards, Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection. Indian Scenario. ◦ Smart Cards- Features, Types, Security Features and Financial Applications</p> <p>c) Credit Rating: ◦ Meaning, Origin, Features, Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process, Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating</p>
April	Revision

  
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**CORPORATE RESTRUCTURING– SYBMS (SEM IV)**

MONTH	SYLLABUS
December	Unit 1: Corporate Restructuring – Introduction and Concepts ( Only Theory) Corporate Restructuring - Historical Background, Meaning of Corporate Restructuring, Corporate Restructuring as a Business Strategy, Need and Scope of Corporate Restructuring. • Planning, Formulation and Execution of Various Restructuring Strategies, Important Aspects to be considered while Planning or Implementing Corporate Restructuring Strategies. • Forms of Restructuring - Merger, Demerger, Reverse merger , Disinvestment , Takeover/acquisition, Joint Venture (JV), Strategic Alliance, Franchising and Slump sale
January	Unit 2: Accounting of Internal Reconstruction ( Practical and theory) Need for reconstruction and Company Law provisions, Distinction between internal and external reconstructions • Methods including alteration of share capital, variation of share-holder rights, sub division, consolidation, surrender and reissue/cancellation, reduction of share capital, with relevant legal provisions and accounting treatments for same.
February	Unit 3: Accounting of External Reconstruction (Amalgamation/ Mergers/ Takeovers and Absorption)( Practical and theory) In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase methods respectively • Computation and meaning of purchase consideration and Problems based on purchase method of accounting only
March	Unit 4: Impact of Reorganization on the Company - An Introduction ( Only Theory) Change in the Internal Aspects on Reorganization – Change of Name and Logo, Revised Organization Chart, Communication, Employee Compensation, Benefits and Welfare Activities, Aligning Company Policies, Aligning Accounting and Internal Database Management Systems, Re-Visiting Internal Processes and Re-Allocation of People • Change in External Aspects on Reorganization - Engagement with Statutory Authorities, Revised ISO Certification and Similar Other Certifications, Revisiting past Government approvals, decisions and other contracts. • Impact of Reorganization - Gain or Loss to Stakeholders, Implementation of Objectives, Integration of Businesses and Operations, Post Merger Success and Valuation and Impact on Human and Cultural Aspects.
April	Revision

  
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SYLLABUS

MONTH	SYLLABUS
December	<p>Unit 1: Significant, Contemporary Rights of Citizens</p> <p>A. Rights of Consumers-Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements.</p> <p>B. Right to Information- Genesis and relation with transparency and accountability; important provisions of the Right to Information Act, 2005; some success stories.</p> <p>C. Protection of Citizens'/Public Interest-Public Interest Litigation, need and procedure to file a PIL; some landmark cases.</p> <p>D. Citizens' Charters, Public Service Guarantee Acts.</p>
January	<p>Unit 2: Approaches to understanding Ecology</p> <p>A. Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centrism, Ecofeminism and Deep Ecology.</p> <p>B. Environmental Principles-1: the sustainability principle; the polluter pays principle; the precautionary principle.</p> <p>C. Environmental Principles-2: the equity principle; human rights principles; the participation principle.</p>
February	<p>Unit 3: Science and Technology –II</p> <p>Part A: Some Significant Modern Technologies, Features and Applications</p> <p>i. Laser Technology- Light Amplification by Stimulated Emission of Radiation; use of laser in remote sensing, GIS/GPS mapping, medical use.</p> <p>ii. Satellite Technology- various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses.</p> <p>iii. Information and Communication Technology- convergence of various technologies like satellite, computer and digital in the information revolution of today's society.</p> <p>iv. Biotechnology and Genetic engineering- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life.</p> <p>v. Nanotechnology- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.</p> <p>Part B: Issues of Control, Access and Misuse of Technology.</p>
March	<p>Unit 4: Introduction to Competitive Exams</p> <p>Part A. Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres:</p> <p>i. Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT).</p>

## Teaching Learning Plan – Even Semester – 2018-19

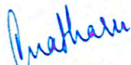
ii. Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.


### Part B. Soft skills required for competitive examinations

- i. Information on areas tested: Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking
- ii. Motivation: Concept, Theories and Types of Motivation
- iii. Goal-Setting: Types of Goals, SMART Goals, Stephen Covey's concept of human endowment
- iv. Time Management: Effective Strategies for Time Management
- v. Writing Skills: Paragraph Writing, Report Writing, Filing an application under the RTI Act, Consumer Grievance Letter.

April

Revision

  
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Teaching Learning Plan – Even Semester – 2018-19

**TAXATION (INDIRECT TAXES III) – TYBAF SEM VI**

MONTH	SYLLABUS
December	Unit 6 : Foreign Trade Policy Introduction to FTP – legislation governing FTP, salient features of an FTP, Foreign Trade Policy 2015- 20, administration of FTP, contents of FTP, scope of FTP. Provision related to import and export of goods Basic concepts relating to export promotion schemes provided under FTP – Duty Exemption & remission Schemes, Duty Free Import Authorization Scheme, Reward scheme, Export Promotion Capital Goods Scheme, EOU, STP, BTP AND EHTP scheme.
January	Unit 1: Payment of Tax and Refunds Payment of Tax, Interest and other Amounts, Interest on delayed Payment, TDS, TCS Refund of tax, Refund in certain cases, Interest on delayed refunds  Unit 2: Returns Types of Returns and Provisions relating to filing of Returns  Unit 3: Accounts, Audit, Assessment and Records Accounts and other records, Period of retention of accounts, Electronic Way Bill Self-Assessment, Provisional Assessment, Scrutiny of Returns, Assessment of nonfilers of Returns, Assessment of Unregistered person, summary assessment in certain special cases, Audit by tax authorities, Special Audit.
February	Unit 4: Custom Act - I Introduction to customs law including Constitutional aspects Levy of and exemptions from customs duties – All provisions including application of customs law, taxable event, charge of customs duty, exceptions to levy of customs duty, exemption from custom duty Types of customs duties Classification and valuation of imported and export goods
March	Unit 5: Custom Act - II Import and Export Procedures – All import and export procedures including special procedures relating to baggage, goods imported or exported by post, stores Provisions relating to coastal goods and vessels carrying coastal goods Warehousing and Drawback
April	Revision

  
TEACHER

  
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## Teaching Learning Plan – Even Semester – 2018-19

### **FINANCIAL MANAGEMENT FOR MARKETING AND ADVERTISING – TYBMM (SEM VI)**


MONTH	SYLLABUS
December	Unit I: Introduction to Financial Management Meaning of financial management– Definition –Goals- Functions -Role of Finance in Marketing & Advertising- Types of Finance -Owned and borrowed – Long term and short term finance – Sources of Long term & short term finance.
January	Unit-II Financial Planning & Budgets Financial Planning for a Marketing Unit –Through Budgets- Proforma financial Statements and Spread sheets. Budgeting- Types of Budgets - Functional Budgets- Master Budget- Zero based Budget – Sales Budget- Cash budget (Application from Sales Budget and Cash Budget only) Elements of Marketing budgets advertising Agency Budget – Budgeting for films- Broadcast Print and Electronic media.
February	Unit-III Working Capital Estimation Working capital- Concept of Operating cycle- Types of working capital Factors influencing working capital- Methods of calculating working capital(theory and basic application).  Unit-IV Financial statements & Ratio analysis Vertical Financial Statements – Financial Decision Making using financial statements analysis. Ratio analysis- Debt Equity Ratio, Current Ratio, Proprietary ratio, Stock to working capital ratio, Gross profit ratio, Net profit ratio, Operating ratio, Debtors Turnover Ratio, Creditors turnover ratio, selling expenditure ratio.
March	Unit-V Introduction of costing Costing -Types of cost- their relevance in marketing decision making. Classification of costs- Traceability, Functionality and level of activity. Estimation of Profit/Loss using cost Volume Profit analysis- Break Even Analysis, Calculation of Profit volume ratio, Break even point, Margin of safety, Sales required in units and rupees (Theory and application)
April	Revision

  
TEACHER

  
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Date	Class & Time	Subject Taught	Topics Covered	Signature
02/11/18			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>Direct Tax (TYBMS)</p> <p>Basics of financial services (SYBMS)</p> <p>Foundation Course [Environmental] (SYBMS) Mgmt</p> <p>International Finance (TYBAF)</p> <p>Research Methodology (TYBBI)</p>	<p><i>Prashant</i></p> <p><i>Prashant</i></p> <p>03/12/2018</p>

  
 Co-ordinator

Principal

Date	Class & Time	Subject Taught	Topics Covered	Signature
			<p>I hereby declare that I have completed the syllabus for the subjects allocated to me as follows:</p> <p>Innovative Financial Services (TYBMS)</p> <p>Corporate Restructuring (SYBMS)</p> <p>Foundation Course - IV (SYBCOM)</p> <p>Taxation (Indirect Taxes) (TYBAA)</p> <p>Financial Management for Marketing &amp; Advertising (TYBMM)</p>	<p><i>[Signature]</i></p>
Co-ordinator				Principal

**S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES, POWAI.**

ES,

**TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19**

**SEMESTER V**

**SUBJECT: E-COMMERCE AND DIGITAL MARKETING**

**COURSE: BMS**

**CLASS: THIRD YEAR**

MONTH	TEACHING-LEARNING PLAN
June	<ul style="list-style-type: none"> <li>Ecommerce- Meaning, Features of E-commerce, Categories of E-commerce, Advantages &amp; Limitations of E-Commerce, Traditional Commerce &amp; E-Commerce</li> <li>Ecommerce Environmental Factors</li> <li>Factors Responsible for Growth of E-Commerce, Issues in Implementing E-Commerce, Myths of E-Commerce</li> <li>Impact of E-Commerce on Business, Ecommerce in India and trends</li> <li>Meaning, benefits and trends in M-Commerce</li> </ul>
July	<ul style="list-style-type: none"> <li>E-Business: Meaning, Launching an E-Business, Different phases of Launching an E-Business</li> <li>Important Concepts in E-Business: Data Warehouse, Customer Relationship Management, Supply Chain Management, Enterprise Resource Planning</li> <li>Bricks and Clicks business models in E-Business</li> <li>Electronic Data Interchange (EDI) in E-Business</li> <li>Website : Design and Development of Website</li> </ul>
August	<ul style="list-style-type: none"> <li>Issues Relating to Privacy and Security in E-Business</li> <li>Electronic Payment Systems</li> <li>Payment Gateway</li> <li>Types of Transaction Security</li> <li>E-Commerce Laws in India, IT Act 2000</li> </ul>
September	<ul style="list-style-type: none"> <li>Digital Marketing</li> <li>Digital Marketing on various Social Media platforms</li> <li>Online Advertisement, Online Marketing Research, Online PR</li> <li>Web Analytics, Promoting Web Traffic</li> </ul> <p>*Case studies as applicable Teaching Methodology: Power Poin Presentation, Class Discussion and Newspaper Articles Discussion</p>

  
Class Teacher

  
Coordinator

  
Principal

**BUNTS SANGHA'S**  
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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19

SEMESTER III


SUBJECT: BUSINESS PLANNING AND ENTREPRENEURIAL MANAGEMENT

COURSE: BMS

CLASS: SECOND YEAR

ES,

MONTH	TEACHING-LEARNING PLAN
DECEMBER	<b>Foundations of Entrepreneurship Development:</b> <ul style="list-style-type: none"> <li>• Concept and Need of Entrepreneurship Development</li> <li>• Importance and significance of growth of entrepreneurial activities</li> </ul> <b>Theories of Entrepreneurship</b> <b>External Influences on Entrepreneurship Development:</b> <ul style="list-style-type: none"> <li>• Socio-Cultural, Political, Economical, Personal.</li> </ul>
JANUARY	<b>Types &amp; Classification Of Entrepreneurs</b> <ul style="list-style-type: none"> <li>• Intrapreneur – Concept and Development of Intrapreneurship</li> <li>• Women Entrepreneur, Social entrepreneurship</li> <li>• Entrepreneurship in India, Entrepreneurial development Program</li> <li>• Options available to Entrepreneur</li> </ul>
FEBRUARY	<b>Entrepreneur Project Development &amp; Business Plan</b> <ul style="list-style-type: none"> <li>• Innovation, Invention, Creativity</li> <li>• Idea generation – Sources - Development of product / idea,</li> <li>• Environmental scanning and SWOT analysis</li> <li>• Entrepreneurial Venture, Business Planning Process,</li> <li>• Business Plan, Process, Feasibility Analysis, Critical Risk Analysis</li> </ul>
MARCH	<b>Venture Development</b> <ul style="list-style-type: none"> <li>• Steps involved in starting of Venture</li> <li>• Institutional support to an Entrepreneur</li> <li>• Venture funding, requirements of Capital (Fixed and working)</li> <li>• Sources of finance, problem of Venture set-up and prospects</li> <li>• Marketing: Methods, Channel of Marketing, Marketing Institutions and Assistance, E-entrepreneur</li> </ul> <p>*Case studies as applicable  Teaching Methodology: Power Poin Presentation, Class Discussion and Newspaper Articles Discussion</p>

  
Class Teacher

  
Coordinator

  
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**TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19**


**SEMESTER I**

**SUBJECT: FOUNDATION OF HUMAN SKILLS**

**COURSE: BMS CLASS: FIRST YEAR**

ES,

MONTH	TEACHING-LEARNING PLAN (Unit I, II and III)
July	<ul style="list-style-type: none"> <li>• <b>Individual Behavior:</b> Concept of a man, individual differences, factors affecting individual differences, Influence of environment</li> <li>• <b>Personality and attitude:</b> Determinants of personality, Personality traits theory, Big five model, locus of control, Machiavellianism, introversion-extroversion achievement orientation, self - esteem, risk taking, self-monitoring, Personality Types, Concept of JOHARI WINDOWS, Attitude-Nature, Components, Functions, Reading emotions.</li> </ul>
August	<ul style="list-style-type: none"> <li>• <b>Thinking, learning and perceptions:</b> Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, Theories of learning, Intelligence, Perception features and factors influencing individual perception, perceptual error.</li> <li>• <b>Introduction to Group Behavior</b>  <b>Group Dynamics:</b> Nature, types, group behavior model  <b>Team effectiveness:</b> nature, types of teams, ways of forming an effective team. Setting goals.</li> </ul>
September	<ul style="list-style-type: none"> <li>• <b>Organizational processes and system.</b>  <b>Power and politics:</b> nature, bases of power, politics nature, types, causes of organizational politics, political games.  <b>Organizational conflicts and resolution:</b> Conflict features, types, causes, levels, conflict resolution strategies.</li> </ul> <p>*Case studies as applicable.  Teaching Methodology: Power Poin Presentation, Class Discussion and Newspaper Articles Discussion</p>

  
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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19


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SEMESTER V

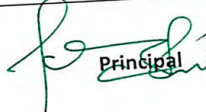
SUBJECT: MARKETING & HUMAN RESOURCE MANAGEMENT

COURSE: B.COM CLASS: THIRD YEAR

MONTH	TEACHING-LEARNING PLAN
June	<ul style="list-style-type: none"><li>• Meaning and features and functions of Marketing</li><li>• Strategic Marketing Management</li><li>• Customer Relationship Management</li><li>• Social Marketing</li><li>• Digital Marketing</li><li>• Event Marketing</li><li>• Challenges of Marketing manager</li></ul>
July	<ul style="list-style-type: none"><li>• Marketing Information System</li><li>• Market Research</li><li>• Consumer Behavior, buying process</li><li>• Market Segmentation, Niche marketing</li></ul>
August	<ul style="list-style-type: none"><li>• Marketing mix</li><li>• Product designs</li><li>• Branding- components</li><li>• Pricing- factors, objectives, strategies</li></ul>
September	<ul style="list-style-type: none"><li>• Physical distribution-channels</li><li>• Trends in distribution</li><li>• Promotion decision- elements of promotion</li><li>• Integrated Marketing Communication- components</li></ul> <p>*Case studies as applicable Teaching Methodology: Class Discussion and Newspaper Articles Discussion</p>

  
Class Teacher

  
Coordinator

  
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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19

SEMESTER VI

SUBJECT: RETAIL MANAGEMENT

COURSE: BMS

CLASS: THIRD YEAR

MONTH	TEACHING-LEARNING PLAN
DECEMBER	<b>Retail Management</b> <ul style="list-style-type: none"> <li>Introduction and Meaning, Significance, Factors Influencing Retail Management, Scope of Retail Management</li> </ul> <b>Retail Formats</b> <ul style="list-style-type: none"> <li>Multichannel Retailing: Meaning and Types</li> </ul>
JANUARY	<b>Emerging Trends in Retailing</b> <ul style="list-style-type: none"> <li>Impact of Globalization on Retailing</li> <li>Applications of I.T. in Retail: EDI, Bar Coding, RFID Tags, Electronic Surveillance, Electronic Shelf Labels (VIDEOS)</li> </ul> FDI in Retailing, Franchising, Green Retailing, Airport Retailing Retail Consumer/Shopper CRM in Retail Retail Strategy Store Location Selection HRM in Retail
FEBRUARY	<ul style="list-style-type: none"> <li>Merchandise Management</li> <li>Buying Function</li> <li>Concept of Lifestyle Merchandising</li> <li>Private Label (PICTURES &amp; GROUP DISCUSSION)</li> <li>Pricing Strategies (PICTURES)</li> </ul>
MARCH	<ul style="list-style-type: none"> <li><b>Retail Store Operations</b> Meaning, Responsibilities of Store Manager, The 5 S's of Retail Operations (Systems, Standards, Stock, Space, Staff) (PICTURES)</li> <li><b>Store Design and Layout- types (PICTURES)</b></li> <li>Signage and Graphics, Feature Areas</li> </ul>

\*Case studies as applicable

The teaching methodology used is through Power Point Presentation and Pictures.

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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19

SEMESTER IV

SUBJECT: ETHICS AND CORPORATE GOVERNANCE


COURSE: BMS

CLASS: SECOND YEAR

MONTH	TEACHING-LEARNING PLAN
DECEMBER	<ul style="list-style-type: none"> <li>• Ethics: Concept of Ethics, Evolution of Ethics, Nature of Ethics- Personal, Professional, Managerial Importance of Ethics, Objective Scope, Types – Transactional, Participatory and Recognition</li> <li>• Business Ethics: Meaning, Objectives, Purpose and Scope of Business Ethics Towards Society and Stakeholders, Role of Government in Ensuring Business Ethics</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Principles of Business Ethics, 3 Cs of Business Ethics</li> <li>• Ethics in Marketing (CLASS DISCUSSION)</li> <li>• Ethics In Finance-Major Corporate Scams in India, Role of SEBI Ensuring Corporate Governance, Cadbury Committee Report, 1999</li> <li>• Ethics in Human Resource Management (VIDEOS)</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Meaning of CSR, Evolution of CSR, Types of Social Responsibility Need for CSR, CSR Principles and Strategies, Issues in CSR</li> <li>• Tata Group's CSR Rating Framework • Sachar Committee Report on CSR (CLASS DISCUSSION)</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• Ethical Issues in International Business Practices</li> <li>• Recent Guidelines in CSR</li> <li>• Society's Changing Expectations of Business With Respect to Globalization, Future of CSR (CLASS DISCUSSION)</li> </ul>

\*Case studies as applicable

The teaching methodology used is through Power Point Presentation.



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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19

SEMESTER II

SUBJECT: PRINCIPLES OF MANGEMENT

COURSE: BMS

CLASS: FIRST YEAR

MONTH	TEACHING-LEARNING PLAN (Unit I and II)
DECEMBER	<ul style="list-style-type: none"> <li>• Management: Concept, Significance, Role &amp; Skills,</li> <li>• Levels of Management</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• Management as Arts, Science, Profession (CLASS DISCUSSION)</li> <li>• Concepts of PODSCORB, Managerial Grid</li> <li>• Evolution of Management thoughts</li> <li>• Contribution of F.W Taylor, Henri Fayol and Contingency Approach</li> <li>• Planning: Meaning, Importance, Elements, Process, Limitations (CLASS DISCUSSION)</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Management by Objectives</li> <li>• Decision Making: Meaning, Importance, Process</li> <li>• Techniques of Decision Making</li> <li>• Organizing: Concepts, Structure (Formal &amp; Informal, Line &amp; Staff and Matrix), Meaning, Advantages and Limitations</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• Departmentation: Meaning, Basis and Significance</li> <li>• Span of Control: Meaning, Graicunas Theory, Factors affecting span of Control Centralization vs Decentralization</li> <li>• Delegation: Authority &amp; Responsibility relationship</li> </ul> <p>*Case studies as applicable</p>

The teaching methodology used is through Power Point Presentation



  
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TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19

SEMESTER VI

SUBJECT: HUMAN RESOURCE MANAGEMENT

COURSE: B.COM. CLASS: THIRD YEAR

MONTH	TEACHING-LEARNING PLAN
DECEMBER	<ul style="list-style-type: none"> <li>• Concept of HRM- its Nature, importance and Function – Role of HR Managers in the changing Business Environment</li> <li>• Human Resource Planning: Importance and Process</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>• HRP-Job Analysis-Meaning and Uses (NEWS PAPER CUT OUTS)</li> <li>• Recruitment and its sources, Selection Procedure</li> <li>• Employment Tests and interviews-their roles and types –Importance of Placement and Induction</li> <li>• Concept and Scope of HRD- Training and Development-Importance, Types and Methods (CLASS DISCUSSION)</li> <li>• Performance Appraisal-benefits, limitations, and techniques of appraisal, 360 Degree Appraisal</li> <li>• Employee Retention-Compensation and Incentives</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Nature and importance of human relations-Leadership-Traits and Styles.</li> <li>• Motivation-Factors of motivation-Theories of motivations-Maslow's Theory, Herzberg's Theory and McGregor's X &amp; Y Theory, Pink's Theory, Employee Morale-Nature and Importance</li> <li>• Grievances handling and procedure. (CLASS DISCUSSION)</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>• IV Current Issue in HRM: Lectures 10</li> <li>• Human Resource Accounting-Concept, advantage and limitations. Human resource Audit-Objective and scope</li> <li>• Group Dynamics and team Building, Emotional Quotient and Mentoring, Career Planning and Development Empowerment and Participation (CLASS DISCUSSION)</li> <li>• Emerging challenges in HRM –managing workforce diversity- Managing Downsizing, Outsourcing</li> <li>• Safety and security management-Importance (CLASS DISCUSSION)</li> </ul>

\*Case studies as applicable

  
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# Work Diary

Steffi S. 18-19 - T.P

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
19/10	F4BMS A&B 10.00-11.10	PHS	Types of groups & Team Building.	Steffi S.
20/10	H4F4BMS A&B 10.00-11.10	PHS	Activity on stages of Team Building	
24/10			<p>I hereby declare that I have completed syllabus of Term I, 2018-19 of the following subjects allotted to me:</p> <ol style="list-style-type: none"> <li>1. TYBMS - E-commerce &amp; Digital Marketing</li> <li>2. TYBDM - Commerce V - MHRM</li> <li>3. SYBMS - Business Planning &amp; Entrepreneurial Management.</li> <li>4. F4BMS - Foundation of Human Skills</li> </ol>	

Co-ordinator

Steffi S.

Co-ordinator

Subject: Work Diary Skip 12-13-14

Date	Class & Time	Subject Taught	Topics Covered	Signature
25/03			Academic Audit Preparation TMS Prelim assessment	
26/03			Academic Audit Preparation TMS Prelim assessment	
27/03 onwards			Inspection, assessment, result, admission I hereby declare that I have completed the syllabus of the subjects allotted to me for Term II 2012-2013. 1. MMSM - MMSM 2. MMSM - Retail Management 3. MMSM - Ethics & Governance 4. MMSM - Principles of Management	

Co-ordinator

Principal

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S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES

TEACHING AND LEARNING PLAN FOR THE ACADEMIC YEAR 2018-19


T.Y.B.M.S.- SEMESTER V

SUBJECT : RISK MANAGEMENT

Month	Topics
June	Foundation of Corporate Communication • Definition, Risk Process, Risk Organization, Key Risks –Interest, Market, Credit, Currency, Liquidity, Legal, Operational • Risk Management V/s Risk Measurement – Managing Risk, Diversification, Investment Strategies and Introduction to Quantitative Risk Measurement and its Limitations • Principals of Risk - Alpha, Beta, R squared, Standard Deviation, Risk Exposure Analysis, Risk Immunization, Risk and Summary Measures –Simulation Method, Duration Analysis, Linear and other Statistical Techniques for Internal Control
July	Risk Hedging Instruments and Mechanism: • Forwards, Futures, Options, Swaps and Arbitrage Techniques, Risk Return Trade off, Markowitz Risk Return Model, Arbitrage Theory, System Audit Significance in Risk Mitigation Enterprise Risk Management: • Risk Management V/s Enterprise Risk Management, Integrated Enterprise Risk Management, ERM Framework, ERM Process, ERM Matrix, SWOT Analysis, Sample Risk Register Risk Governance: • Importance and Scope of Risk Governance, Risk and Three Lines of Defense, Risk Management and Corporate Governance
August	Risk Assurance: • Purpose and Sources of Risk Assurance, Nature of Risk Assurance, Reports and Challenges of Risk Risk and Stakeholders Expectations: • Identifying the Range of Stakeholders and Responding to Stakeholders Expectations Insurance Industry: • Global Perspective, Regulatory Framework in India, IRDA - Reforms, Powers, Functions and Duties.
September	Role and Importance of Actuary Players of Insurance Business: • Life and Non- Life Insurance, Reinsurance, Bancassurance, Alternative Risk Trance, Insurance Securitization, Pricing of Insurance products, Expected Claim Costs, Risk Classification
October	Claim Management: • General Guidelines, Life Insurance, Maturity, Death, Fire, Marine, Motor.

Teaching Methodology:- PPT presentation & Classroom Discussion

  
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**T.Y.BAF.- SEMESTER V**  
**SUBJECT:- FINANCIAL MANAGEMENT II**

Month	Topics
June	Strategic Financial Management – Need and Importance Corporate, Business and Functional Strategy Financial Planning - Need and Importance Profit Maximization Wealth Maximization Interface of Financial Policy and Strategic Management Relationship of Finance to Economics and Accounting Role of Financial Manager
July	Introduction to Mutual Fund- History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent ( RTA) and Fund Houses in India. Classification of Mutual Fund - Functional/Operational – Open ended, close ended, Interval, Portfolio – Income, Growth, Balanced, MMMF, Geographical/ Location – Domestic and Offshore, Tax Saving Funds, Exchange Traded Funds , Balance Funds , Fixed Term Plan Debt Funds and SIP. Calculations of NAV, Entry Load and Exit Load.
August	Bond Valuation - Meaning, Measuring Bond Returns – Yield to Maturity, Yield to call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration. (Practical Problems on YTM and Bond Duration.)
September	Practical Problems on YTM and Bond Duration. Credit Management Credit Management – Terms of Payment, Credit Policy Variables, Credit Evaluation, Credit Granting Decision,
October	Control of Accounts Receivables i.e. Receivables Management, Ageing Schedule and Credit Management in India

Teaching Methodology: Practical problems and solutions, Case studies & Classroom discussion

  
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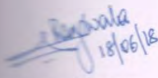
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S.Y.B.M.S.- SEMESTER III

SUBJECT:- ACCOUNTING FOR MANAGERIAL DECISIONS

Week	Topics
Week 1	Analysis and Interpretation of Financial statements:- 1. Study of balance sheet of limited companies schedule VI- (New.). Study of Manufacturing, Trading, Profit and Loss A/c of Limited Companies- Schedule VI (New) 2. Vertical Form of Balance Sheet and Profit & Loss A/c- Trend Analysis, Comparative Statement & Common Size.
Week 2	Ratio analysis and Interpretation (based on vertical form of financial statements) including conventional and functional classification restricted to: 1. Balance sheet ratios: Current ratio, Liquid Ratio, Stock Working capital ratio, Proprietary ratio, Debt Equity Ratio, Capital Gearing Ratio. 2. Revenue statement ratios: Gross profit ratio, Expenses ratio, Operating ratio, Net profit ratio, Net Operating Profit Ratio, Stock turnover Ratio, Debtors Turnover, Creditors Turnover Ratio 3. Combined ratios: Return on capital Employed (including Long term borrowings), Return on Proprietors fund (Share holder fund and Preference Capital), Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio, 4. Different modes of expressing ratios:- Rate, Ratio, Percentage, Number. Limitations of the use of Ratios.
Week 3	Preparation of cash flow statement (Accounting Standard-3(revised))
Week 4	Working capital- Concept, Estimation of requirements in case of Trading & Manufacturing Organizations
Week 5	Receivables management- Meaning & Importance, Credit Policy Variables, methods of Credit Evaluation (Traditional and Numerical Credit Scoring); Monitoring the Debtors Techniques [DSO, Ageing Schedule]

Teaching Methodology:- Practical problems and solutions, Case studies & Classroom discussion

  
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
  
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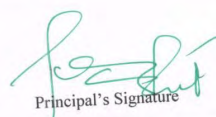
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F.Y.B.M.S.- SEMESTER I  
SUBJECT:- INTRODUCTION TO FINANCIAL ACCOUNTING

Week	Topics
Week 1	<ul style="list-style-type: none"> <li>• Meaning and Scope of Accounting: Need and development, definition: Bookkeeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting • Accounting principles: Introductions to Concepts and conventions. • Introduction to Accounting Standards: Meaning and Scope) AS 1 : Disclosure to Accounting Policies AS 6: Depreciation Accounting AS 9: Revenue Recognition. AS 10: Accounting For Fixed Assets. • International Financial Reporting Standards (IFRS): Introduction to IFRS IAS-1: Presentation of Financial Statements (Introductory Knowledge) IAS-2: Inventories (Introductory Knowledge) • Accounting in Computerized Environment: Introduction, Features and application in various areas of Accounting</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Accounting transactions: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal &amp; ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns &amp; cash book -Triple Column), Bank Reconciliation Statement. • Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure Unusual expenses: Effects of error: Criteria test. • Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts. • Profit or Loss: Revenue profit or loss, capital profit or loss</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>Depreciation accounting: Practical problem based on depreciation using SLM and RSM methods. (Where Provision for depreciation Account not maintained). • Preparation of Trial Balance: Introduction and Preparation of Trial Balance</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Introduction to Final Accounts of a Sole proprietor. • Rectification of errors. • Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. • Preparation and presentation of Final Accounts in horizontal format • Introduction to Schedule 6 of Companies Act ,1956</li> </ul>

Teaching Methodology: PPT presentation, Case study & Classroom Discussion

  
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S.Y.B.Com. - SEMESTER IV

SUBJECT:- ACCOUNTANCY AND FINANCIAL MANAGEMENT IV

Topics	
Week 1	Introduction to Company Accounts-Introduction of basic terms: Types of companies, nature and formation of companies, Shares, Debentures, Share Capital, Reserves and surplus, types of assets and liabilities, dividend, format of Balance Sheet (Only theory) Issue of shares: Different modes IPO, Private Placements, Preferential, Rights, ESO, SWEAT and ESCROW account, Issue of shares at par, premium and discount, Under subscription and Over subscription of shares, forfeiture and reissue of forfeited shares, issue of shares for consideration other than cash. (Only theory) Issue of Debentures: types of Debentures, Issue of debentures at par, premium and discount, Issue of Debentures with consideration of Redemption, Issue of debentures for cash receivable in installments or at a time Issue of debentures for consideration other than cash. (Only theory)
Week 2	Redemption of Preference Shares-Provision of the Companies Act for redemption of Preference Shares (Sec 55 of the Companies Act, 2013), Companies (Share and Debentures) Rules. Methods of Redemption of fully paid up Preference Shares as per Companies Act, 2013: The proceed of a fresh issue of shares, the capitalization of undistributed profits and a combination of both, calculation of minimum fresh issue to provide the fund for redemption, (Question on entries and/or Balance Sheet) Note: Companies governed by Section 133 of the Companies Act, 2013 and comply with the accounting standards prescribed for them. Hence, the balance in security premium accounts not to be utilized for premium payable on redemption of preference shares.
Week 3	Redemption of Debentures-Introduction: Provisions of Section 71 (1) and (4) of the Companies Act, 2013, Creation and investment of DRR including The Companies (Share Capital and Debentures) Rules, 2014, the methods of writing-off discount/loss on issue of debentures; Terms of issue of debentures Methods of redemption of debentures: By payment in lump sum and by payment in installments (excluding from by purchase in open market), Conversion. (Question on entries, ledgers and/or Balance Sheet and /or redemption of preference shares)
Week 4	Ascertainment and Treatment of Profit Prior to Incorporation-Principles for ascertainment Preparation of separate combined, columnar Profit and Loss A/c including different basis of allocation of expenses and income

Teaching Methodology: PPT presentation, Case study & Classroom Discussion

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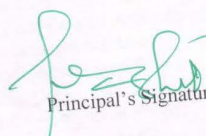
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S.Y.B.M.S.- SEMESTER IV  
SUBJECT :- FOUNDATION COURSE-IV ETHICS & GOVERNANCE

	Topics
Month	
November	Concept, History of Corporate Governance in India, Need for Corporate Governance
December	Significance of Ethics in Corporate Governance, Principles of Corporate Governance, Benefits of Good Governance, Issues in Corporate Governance
January	Theories- Agency Theory, Shareholder Theory, Stakeholder Theory and Stewardship Theory
February	Corporate Governance in India, Emerging Trends in Corporate Governance, Models of Corporate Governance, Insider Trading

Teaching Methodology: PPT presentation & Classroom Discussion

  
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S.Y.B.M.S.- SEMESTER IV  
SUBJECT:- STRATEGIC COST MANAGEMENT

Month	Topics
November-December	Strategic Cost Management (SCM): Concept and Philosophy-Objectives of SCM- Environmental influences on cost management practices, Key elements in SCM- Different aspects of Strategic Cost Management: Value Analysis & Value Engineering, Wastage Control, Disposal Management, Business Process Reengineering, Total Quality Management, Total Productive Maintenance, Energy Audit, Control of Total Distribution Cost & Supply Cost, Cost Reduction & Product Life Cycle Costing (An Overview) Activity Based Management and Activity Based Budgeting: Concept, rationale, issues, limitations. Design and Implementation of Activity Based Costing (Practical Problems on ABC).
January	Life Cycle Costing, Kaizen Costing, Back Flush Costing. Evaluation criterion; Return on Cash Systems; Transfer Pricing and Divisional Performance. Transfer Pricing in International Business, Marginal Costing and Managerial Decision Mix (Practical Problems)
February	Cost Audit & Management Audit under companies Act, with reference to strategic assessment of cost & managerial performance- Strategic Cost-Benefit Analysis of different business restructuring propositions-Entrepreneurial approach to cost Management, with reference to core competencies, strategic advantages & long-term perspective of cost Management. Six Sigma, Learning Curve, Praise Analysis and Simulation Standard Costing (Material, Labour, Overhead, Sales & Profit)
March	Responsibility Accounting –Introduction, Types & Evaluation of Profit Centre and Investment Centre

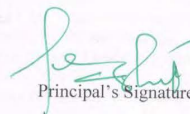
Teaching Methodology:- Practical problems and solutions, Case studies & Classroom discussion



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TY.B.M.S.- SEMESTER VI SUBJECT :- INTERNATIONAL FINANCE

Month	Topics
November-December	Fundamentals of International Finance-a) Introduction to International Finance: Meaning/Importance of International Finance, Scope of International Finance, Globalization of the World Economy, Goals of International Finance, The Emerging Challenges in International Finance b) Balance of Payment: Introduction, Accounting Principles in Balance of Payment, Components of Balance of Payment c) International Monetary Systems: Evolution of International Monetary System Gold Standard System, Bretton Woods System, Flexible Exchange Rate Regimes – 1973 to Present, Current Exchange Rate Arrangements, European Monetary System, Fixed & Flexible Exchange Rate System d) An introduction to Exchange Rates: Foreign Bank Note Market, Spot Foreign Exchange Market, Exchange Rate Quotations Direct & Indirect Rates Cross Currency Rates Spread & Spread % Factors Affecting Exchange Rates
January	Foreign Exchange Markets, Exchange Rate Determination & Currency Derivatives a) Foreign Exchange Markets: Introduction to Foreign Exchange Markets, Structure of Foreign Exchange Markets, Types of Transactions & Settlement Date, Exchange Rate Quotations & Arbitrage, Forward Quotations annualized Forward Margin b) International Parity Relationships & Foreign Exchange Rate: Interest Rate Parity, Purchasing Power Parity & Fisher's Parity, Forecasting Exchange Rates (Efficient Market Approach, Fundamental Approach, Technical Approach, Performance of the Forecasters), Global Financial Markets & Interest Rates Domestic & Offshore Markets, Money Market Instruments c) Currency & Interest Rate Futures: Introduction to Currency Options (Option on Spot, Futures & Futures Style Options Futures Contracts, Markets & the Trading Process, Hedging & Speculation with Interest Rate Futures, Currency Options in India
February	World Financial Markets & Institutions & Risks-a) Euro Currency Bond Markets: Introduction to Euro Currency Market, Origin of Euro Currency Market, Euro Bond Market (Deposit, Loan Notes Market), Types of Euro Bonds, Innovation in the Euro Bond Markets, Competitive Advantages of Euro Banks, Control & Regulation of Euro Bond Market b) International Equity Markets & Investments: Introduction to International Equity Market, International Equity Market Benchmarks, Risk & Return from Foreign Equity Investments, Equity Financing in International Markets, Depository Receipts – ADR, GDR, IDRC) International Foreign Exchange Markets: Meaning of International Foreign Exchange Market, FERA v/s FEMA, Scope & Significance of Foreign Exchange Markets, Role of Forex Manager, FDI v/s FPI, Role of FEDAI in Foreign Exchange Market d) International Capital Budgeting: Meaning of Capital Budgeting, Capital Budgeting Decisions, Incremental Cash Flows, Cash Flows at Subsidiary and Parent Company, Repatriation of Profits, Capital Budgeting Techniques – NPV
March	Foreign Exchange Risk, Appraisal & Tax Management a) Foreign Exchange Risk Management: Introduction to Foreign Exchange Risk Management, Types of Risk, Trade & Exchange Risk Portfolio Management in Foreign Assets, Arbitrage & Speculation b) International Tax Environment: Meaning of International Tax Environment, Objectives of Taxation, Types of Taxation, Benefits towards Parties doing Business Internationally, Tax Havens, Tax Liability c) International Project Appraisal: Meaning of Project Appraisal, Review of Net Present Value Approach (NPV), Option Approach to Project Appraisal, Project Appraisal in the International Context, Practice of Investment Appraisal

Teaching Methodology: PPT presentation & Classroom Discussion

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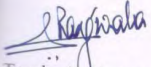
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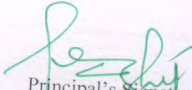
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T.Y.B.M.S.- SEMESTER VI  
SUBJECT :- STRATEGIC FINANCIAL MANAGEMENT


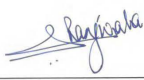


Month	Topics
November-December	Dividend Decision and XBRL- a) Dividend Decision: Meaning and Forms of Dividend, Dividend-Modigliani and Miller's Approach, Walter Model, Gordon Model, Factors determining Dividend Policy, Types of Dividend Policy-b) XBRL: Introduction, Advantages and Disadvantages, Features and Users
January	Capital Budgeting and Capital Rationing- Capital Budgeting: Risk and Uncertainty in Capital Budgeting, Risk Adjusted Cut off Rate, Certainty Equivalent Method, Sensitivity Technique, Probability Technique, Standard Deviation Method, Co-efficient of Variation Method, Decision Tree Analysis, Construction of Decision Tree. Capital Rationing: Meaning, Advantages, Disadvantages, Practical Problems
February	Shareholder Value and Corporate Governance/Corporate Restructuring- Shareholder Value and Corporate Governance: Financial Goals and Strategy, Shareholder Value Creation: EVA and MVA Approach, Theories of Corporate Governance, Practices of Corporate Governance in India Corporate Restructuring: Meaning, Types, Limitations of Merger, Amalgamation, Acquisition, Takeover, Determination of Firm's Value, Effect of Merger on EPS and MPS, Pre Merger and Post Merger Impact.
March	Financial Management in Banking Sector and Working Capital Financing- Financial Management in Banking Sector: An Introduction, Classification of Investments, NPA & their Provisioning, Classes of Advances, Capital Adequacy Norms, Rebate on Bill Discounting, Treatment of Interest on Advances Working Capital Financing: Maximum Permissible Bank Finance (Tandon Committee), Cost of issuing Commercial Paper and Trade Credit, Matching Approach, Aggressive Approach, Conservative Approach

Teaching Methodology: PPT presentation & Classroom Discussion

  
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Subject				
Date	Class & Time	Subject Taught	Topics Covered	Signature
26-10-18	TYBMS - B 7:30 - 8:20	RM	Revision - all units	
27-10-18			<p>This is to declare that I have completed the syllabus as given by the University of Mumbai in the following classes.</p> <p>TYBMS-B Risk Management            TYBAF Financial Accounting VI (Part)            SYBMS Accounting for Managerial            A &amp; B Decisions            SYBMM Accounting &amp; Financial Management            A &amp; B Paper III</p> <p></p>	
 Coordinator		 Principal		

02/12/2018

**WORK DIARY** *CA Zainab R. 18-19 T-2*

Subject :		Signature	
Date	Class & Time	Subject Taught	Topics Covered
25-3-19		<p>This is to declare that I have completed syllabus as prescribed by the University of Mumbai in the following classes:</p> <p>           T7BMS B - International finance            T7BMS B - Strategic financial Management            S7BMS A - Ethics &amp; Governance            S7BMS B - Auditing            S7BMS B - Ethics &amp; Governance            S7BCom A - Accountancy &amp; Financial Management - IV            S7BCom B - Accountancy &amp; Financial Management - IV         </p>	<p><i>[Signature]</i></p> <p style="text-align: right;">Principal</p>

Co-ordinator

  
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