

Vivek College of Commerce

2019-20

Teaching Plan

Sem 1

Name of Teacher: Prof. Jennifer Marfatia

Department: BBI

Class: FYBBI

Subject: Business Economics I

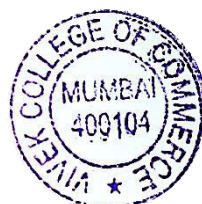
Sr..No	Month	No. of Lectures	Topics Covered	Methods used
1	July	14	<p>Scope and Importance of Business Economics - Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations:</p> <p>Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand</p> <p>Demand estimation and forecasting: Meaning and significance - methods of demand estimation</p>	PPT presentation, Method of explanation, Discussions, Notes, Question and Answers. Illustrations of Diagrams.
2	August	14	<p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs</p> <p>Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost -</p>	Method of explanation, Discussions, Notes, Question and Answers.
3	September	14	<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</p> <p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising.</p> <p>Oligopolistic markets</p>	Illustrations of Diagrams.
4	October	14	<p>Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing</p>	Method of explanation, Discussions, Notes, Question and Answers.



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Vivek College of Commerce

2019-20

Teaching Plan

Sem 1

Name of Teacher: Prof. Vivek singh

Department: BBI

Class: FYBBI-I

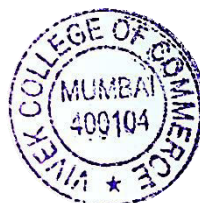
Subjects: Principles of Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of Management <ul style="list-style-type: none">• Management as a Profession• Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)	PPT, Assignment, Case study
2	August	14	Management Process <ul style="list-style-type: none">• Management Process, Practices, Functions of Management related to Banking and Insurance companies	PPT, Assignment, Case study
3	September	14	Organization Structure of Banking and Insurance companies	PPT, Assignment, Case study
4	October	14	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) <ul style="list-style-type: none">• Leaders in the Banking and Insurance Industry<ul style="list-style-type: none">▪ Indian Leaders (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)▪ International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund	PPT, Assignment, Case study

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VIVEK COLLEGE OF COMMERCE

2019-2020

Teaching Plan

SEM 1

NAME OF THE TEACHER= NISHA BIDAWATKA

DEPARTMENT= BBI

CLASS= FYBBI

SUBJECT=BUSINESS COMMUNICATION

Sr. No.	month	No. of lectures	Topics covered	Methods used
1	July	14	Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication Methods and Modes of Communication:	explanation Discussion Question answers PPT Notes
2.	August	14	Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 Introduction to Business Ethics:	explanation Discussion Question answers PPT Notes
3.	September	14	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer	explanation Discussion Question answers PPT Notes
4.	October	14	Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc	explanation Discussion Question answers PPT Notes

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VIVEK COLLEGE OF COMMERCE**2019-2020****Teaching Plan****SEM 1**Name of Teacher: **Sharvari T**

Department: BBI

Class: FYBBI-I

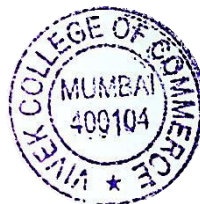
Subjects: EMFS

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Institutional set- up <ul style="list-style-type: none">▪ Marketing Structure▪ Instruments▪ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting,	PPT, Assignment, White board, Case study
2	August	14	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. <ul style="list-style-type: none">• Functions and working of banking and insurance companies	PPT, Assignment, White board, Case study
3	September	14	Risk management within the organizations of Banks and Insurance companies <ul style="list-style-type: none">• Asset - Liability Management in Banking and Insurance• Organisational structure and management	PPT, Assignment, White board, Case study
4	October	14	Banking companies and RBI Acts and legal framework governing the insurance. <ul style="list-style-type: none">• Developmental Activities of RBI and IRDA• Mechanism of supervision and regulation.• Prudential Norms.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE**2019-2020****Teaching Plan****SEM 1**Name of Teacher: **Prof. Tanvi N.**

Department: BBI

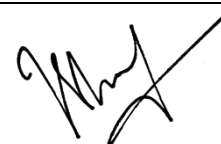
Class: FYBBI-I

Subjects: Financial Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning, scope, objectives, 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,	Classroom lecture
2	August	14	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-a-vis International Financial Reporting Standards (IFRSs).	Classroom lecture
3	September	14	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method	Classroom lecture
4	October	14	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations	Classroom lecture

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VIVEK COLLEGE OF COMMERCE

2019-2020

Teaching Plan

SEM 1


Name of Teacher: **Mayur S.**

Department: BBI

Class: FYBBI-I

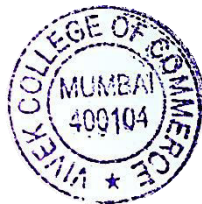
Subjects: Foundation course -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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	PPT, Assignment, White board, Case study
2	August	14	Understand the concept of disparity as arising out of stratification and inequality;	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	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 The party system in Indian politics; Local	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE
2019-2020
Teaching Plan
SEM 1

Name of Teacher: **Prof. Viren P.**

Department: BBI


Class: FYBBI-I

Subjects: Quantitative method -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation	PPT, Assignment, White board, Case study
2	August	14	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	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

- 1) **Name of the Lecturer:** Sharvari T 2) **Department:** Commerce
3) **Subject:** Principles and Practices of Banking and Insurance
4) **Class:** FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	October	15	Introduction to Banking: Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision .	Classroom teaching
2	NOV	15	Banking Scenario in India : Banking Operations -Types of accounts - Banking	Classroom teaching
3	DEC	15	Introduction to Insurance: Understanding Risk - Kinds of business risks - Need and Scope of insurance - Evolution of. insurance –	Classroom teaching
4	JAN	10	Insurance Business Environment in India: Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA.	Classroom teaching
5	FEB	5	Insurance Regulations Role of IRDA.	Classroom teaching



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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Tanvi N.

2) Department :COMMERCE

3) Subject: FINANCIAL ACCOUNTING : Paper – I

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	NOV	15	Topics to be covered	Classroom teaching
2	DEC	15	Meaning, scope, objectives, 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.	Classroom teaching
3	JAN	15	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-a-vis International Financial Reporting Standards (IFRSs).	Classroom teaching
4	FEB	10	Introduction to issue and forfeiture of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only	Classroom teaching
5	MARCH	5	Final Accounts : Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries..	Classroom teaching

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Anuja N

2) Department :COMMERCE

3) Subject BUSINESS LAW

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	NOV	15	Introduction to Law : Meaning, Definitions, Features, Types, Sources and Classification Indian Constitution : Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	PPT, Assignment, White board, Case study
2	DEC	15	Contract Act : Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent -Wager - Minor Contracts, Breach and Remedies For the Contract.	PPT, Assignment, White board, Case study
3	JAN	15	Special Contract: Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty.	PPT, Assignment, White board, Case study
4	FEB	10	Negotiable Instrument Act : Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement	PPT, Assignment, White board, Case study
5	MARCH	5	Information Technology Act : Objectives, Scheme, Digital Signature, Authorisation, E- Governance, Certifying Authorities, Digital Certificates, Cyber.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Vivek Singh

2) Department :COMMERCE

3) Subject Org. Behaviour

4) Class: FYBBI

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Introduction of organizational Behavior Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : <ul style="list-style-type: none">• Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory• Application of the Theories• Motivational techniques in Banking and Insurance Industry	PPT, Assignment, White board, Case study
2	January	14	Individual Behavior (IQ, EQ, SQ) <ul style="list-style-type: none">• Group Formation, Team Building, Team Development.• Goal Setting•Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills.• Johari Window	PPT, Assignment, White board, Case study
3	February	14	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. <ul style="list-style-type: none">• Organizational Change, effects of Resistance to Change, ways to overcome resistance to change.• Time and Stress Management.	PPT, Assignment, White board, Case study
4	March	14	Meaning and Nature of OD. <ul style="list-style-type: none">• Techniques of OD.• Importance of OD.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

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ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Mayur S.

2) Department :COMMERCE

3) Subject Foundation Course

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	NOV	15	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	PPT, Assignment, White board
2	DEC	15	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions	PPT, Assignment, White board
3	JAN	15	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act	PPT, Assignment, White board
4	FEB	10	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	PPT, Assignment, White board
5	MARCH	5	Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR	PPT, Assignment, White board



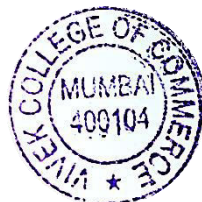
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Vivek College of Commerce
2019-2020
Teaching Plan

Name of Teacher: Sharvari Talashilkar
 Class: SYBBI

Department: BBI
 Subject: FINANCIAL MARKETS

SR. No	Month	No. of Lectures	Topics Covered	Methods used
1	JUNE	4 Lec per week	Introduction, Meaning, Functions of financial system, Indian financial system from financial neutrality to financial activism and from financial volatility to financial stability, Role of Government in financial development, Overview of Phases of Indian financial system since independence	Class Test & Book Checking
2	AUG		Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets and Reforms B) Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market.	LIVE ACTIVITY of buying shares on SE through Moneybhai.com
3	SEP		Introduction to commodities market - Meaning History & origin, Types of commodities traded, • Structure of commodities market in India, • Participants in commodities market, Trading in commodities in India(cash & derivative segment), • Commodity exchanges in India & abroad • Reasons for investing in commodities.	Video showed regarding working of stock market
4	OCT		Introduction to Derivatives market- Meaning, History & origin, • Elements of a derivative contract, • Factors driving growth of derivatives market, • Types of derivatives Futures	-----“-----



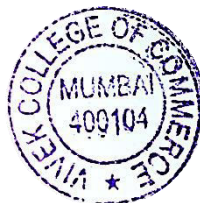
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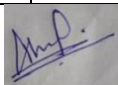


Vivek College of Commerce
2019-20
Teaching Plan

Name of Teacher: **Prof. Vivek Singh**
Class: SYBB-III

Department: BBI
Subjects: Org. Behaviour

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A) Personality B) Learning C) Perception D) Workplace E) Individual Decision Making:	PPT, Assignment, Case study
2	August	14	A) Group Communication B) Power and Politics: C) Negotiations: D) Transactional Analysis Model: E) Virtual teams and Group Cohesiveness: F) Group Decision	PPT, Assignment, Case study
3	September	14	A) Organization structure: B) New design options: C) Organization structure differentiation: Strategy, Organization size, Technology & Environment, Organizational Designs and employee behaviour. D) Organizational Climate:	PPT, Assignment, Case study
4	October	14	A) Practices of OB in Banks and Insurance B) Issue of organization behaviour in Banks C) Strategies to manage issues of organization behaviour in banks D) Case Studies – Transfer, Promotion, Separation.	PPT, Assignment, Case study



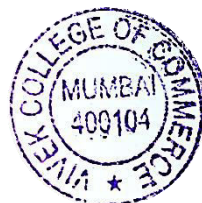
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Vivek College of Commerce
2019-20
Teaching Plan

Name of Teacher: Vandana Ladha
Class: S.Y.B.I

Department: B&I
Subject: Tax

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	June	15	Definations and residential status, Scope of Total Income, Sec 10	Concept Explanation and solving the sums
2	July	15	Heads of Income – Salary	Concept Explanation and solving the sums
3	August	15	Income of House Property	Concept Explanation and solving the sums
4	September	15	Profit and gains of business and profession	Concept Explanation and solving the sums
5	October	15	Capital gain and other sources I Deductions from Total Income. Computation of Total Income	Concept Explanation and solving the sums

Vandana Ladha

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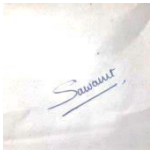


Vivek College of Commerce
2019-20
Teaching Plan

Name of Teacher: Sukanya Sawant
Class: SYBBI
and Insurance-I

Department: BBI
Subject: Information Technology in Banking

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	JULY	12	Unit 1 Introduction to Electronic Commerce A) E-Commerce Framework, E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications B)	Classroom teaching
2	August	12	Unit 2 E-banking A) 25T Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking. B) Electronic Payment	Classroom teaching
3	September (3 week)	12	MS-Office: Packages for Institutional Automation: A) Ms-Word: Usage of smart art tools, bookmark B) Ms-Excel: Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions-	Classroom teaching
4	October (1 week)	4	Unit 4 Cyber Law & Cyber Security: A) Need of Cyber Law, History of Cyber Law in India B) Cyber Crimes: Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call & 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	Classroom teaching

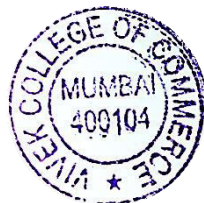


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Vivek College of Commerce
2019-2020
Teaching Plan

Name of Teacher: Prof. Tanvi N
Class: SYBB-III

Department: BBI
Subjects: Financial Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A) Introduction to Finance Meaning and 1. Long Term Sources : Term Loans, 2. Short Term Sources: Bank Finance, Trade Credit ,Other Short Term Sources 3. Venture Capital and Hybrid Financing B) Financial Management C) Objectives of the Firm	Classroom teaching
2	August	14	Financial Goal Setting Introduction Financial Forecasting – Meaning, Techniques, Benefits Approaches to Financial Planning Economic Value Added (EVA)– Measurement & Components Free Cash Flow (FCF) - B) Time Value of Money Concept	Classroom teaching
3	September	14	Capital Budgeting Nature of Capital Budgeting Purpose of Capital Budgeting	Classroom teaching
4	October	14	A) Cost of Capital : B) Capital Structure Decisions: Meaning and Choice of Capital Structure Importance of Optimal Capital Structure EBIT -EPS Analysis Capital Structure Theories Dividend Policies (Walter & Gordon)	Classroom teaching

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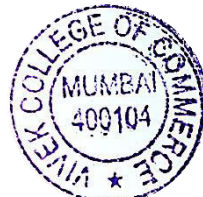
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Vivek College of Commerce
2019-2020
Teaching Plan

Name of Teacher: **Prof. Tanvi N**
Class: SYBB-III

Department: BBI
Subjects: Management Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A Meaning and Definition , Scope, Functions , Objectives, Importance, Role of Management Accounting Management Accounting Framework, Tools of Management Accounting	Classroom teaching
2	August	14	Introduction to Corporate Financial Statements : Understanding the Balance sheet and Revenue statements with the headings and sub headings, Uses of financial statements, Users of Financial Statements. B) Financial Statement Analysis Revenue Statement Ratios:	Classroom teaching
3	September	14	Concept, Nature of Working Capital, Planning of Working Capital, Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization Operating Cycle.	Classroom teaching
4	October	14	Meaning, Types, Factors influencing dividend policy, Forms of dividend. Determinants of Dividends Policy: Factors; Dividend Policy in India; Bonus Shares (Stock dividend) and Stock (Share) Spl \square EBIT -EPS Analysis \square Capital Structure Theories \square Dividend Policies (Walter & Gordon)	Classroom teaching

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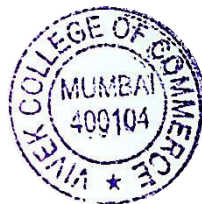
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Vivek College of Commerce
2019-2020
Teaching plan

Name of Teacher: **Tripti Acharya**
Class: SYBB-III

Department: BBI
Subjects: FC-III

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of Banks, Types of Banks, Principles of Banking ☐ Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks	Classroom teaching
2	August	14	Definition and meaning of Commercial Bank, Evolution of Commercial Banking in India, Functions of Commercial Bank , Services offered by Commercial Bank. ☐ Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products	Classroom teaching
3	September	14	Universal Banking ☐ Concept of Universal Banking, Evolution of Universal banking ,Services to Government, Payment & Settlement, Merchant Banking, Mutual Fund, Depository Services, Wealth Management, Portfolio Management Bancassurance, NRI Remittance. B) Technology in Banking	Classroom teaching
4	October	14	Microfinance ☐ Introduction, Need and Code of Conduct for Microfinance Institutions in India, ☐ Advantages, Purpose, Limitations and Models of SHG – Bank Linkage Program. ☐ Role of NABARD and SIDBI, Portfolio Securitization, B) Financial Inclusion ☐ Need & Extent	Classroom teaching

Anuja

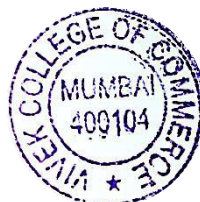
For Faculty

Anuja

Coordinator

[Signature]

Principal



VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Tanvi N.

2) Department: BBI

3) Subject: FINANCIAL MANAGEMENT II

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	NOV	15	A) Capital Investment Decisions Proposal origination, Economic Evaluation, Capital Expenditure control, Post Audit B) Tools of evaluating Capital Investments Payback Period, Discounted Payback period , Net Present Value, Internal Rate of Return, Profitability Index, Equivalent Annual Cost, Modified Internal Rate of Return.	Classroom teaching
2	DEC	15	Cost of Capital - Computation of Weighted Average Cost of Capital - Cost of Debts , preferences shares , and Net worth - Minimum acceptable rate of return and its relationship with cost of capital	Classroom teaching
3	JAN	15	Leverage - Financial , Operating and Combined Leverage Capital Structure Theories - Net Operating Income(NOI) - Net Income Approach (NI) - Modigliani- Miller (MM) Approach Capital Structure Policies - Determinants of capital Structure Decisions - Approach to estimating the target capital structure - Variation in Capital Structure - Earnings Before Interest and Taxes / Earnings per share (EBIT/ EPS) , Analysis & Return on Investment / Return on Equity (ROI/ ROE) Analysis	Classroom teaching
4	FEB	11	Working Capital Management - Gross and Net working capital, Positive and Negative Working capital. - Estimation of Working Capital	Classroom teaching
5	MARCH	04	Estimation of Working Capital	Classroom teaching

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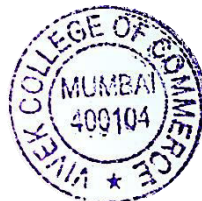
Faculty

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Anuja V.

2) Department: BBI

3) Subject : CORPORATE LAWS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	NOV	15	Development of Company Law in India B) Doctrines Governing Corporates – Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego. 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	Classroom teaching
2	DEC	15	Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange.	Classroom teaching
3	JAN	15	A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration. B) Issues of Disclosure Investors Protection Guidelines:	Classroom teaching
4	FEB	11	– Meaning , Benefits , Models, Functions Participants <input type="checkbox"/> BSDA and single registration for depository participants.	Classroom teaching
5	MARCH	04	<input type="checkbox"/> Power of Central Government to Direct Rules or Make rules <input type="checkbox"/> Power of SEBI to make or amend bye laws of recognised stock exchange <input type="checkbox"/> Books and Accounts to be maintained by recognized stock exchange	Classroom teaching

Anuja

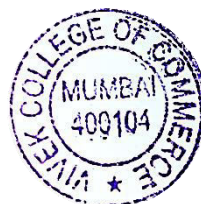
Faculty

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Vivek singh

2) Department: BBI

3) Subject: ENTREPRENEURSHIP MANAGEMENT

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	
1	NOV	15	<p>A) Entrepreneur: Meaning, Nature, origin and development of entrepreneurship in India, Need and Importance, Core elements, Principles, Essentials, Types, Functions, Concept of entrepreneurship management, Motives behind being an entrepreneur, Entrepreneurial Process</p> <p>B) Theories of Entrepreneurship:</p> <p>C) entrepreneurial motivation</p> <p>D) Entrepreneurial Skills,</p>	Classroom teaching
2	DEC	15	<p>Forms of Entrepreneurial structures:</p> <ul style="list-style-type: none"> └ Sole Proprietorship-meaning, merits and limitations. └ Partnership-Meaning, Forms, merits and limitations. └ Corporations-Meaning, merits and limitations. └ Limited Liability partnerships and corporations. └ Franchising-Meaning, types, merits and limitations. 	Classroom teaching
3	JAN	15	<p>B) Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control.</p>	Classroom teaching
4	FEB	11	<p>Finance</p> <p>D) Human Resource</p>	Classroom teaching
5	MARCH	04	<p>A) Social Entrepreneurship: Meaning, Social responsibility of an entrepreneur</p> <p>B) Barriers to entrepreneurship: Environmental, economic, non-economic, personal and entrepreneurial barriers.</p> <p>C) Intrapreneurship: Formal Venture teams, establishing intrapreneurial ventures.</p> <p>D) Ethics and Entrepreneurship: Defining Ethics, Approaches to Managerial ethics, ethics and business decisions, Ethical practices and code of conduct, Ethical considerations in corporate entrepreneurship.</p>	Classroom teaching



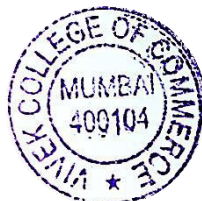
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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Vandana L

2) Department: BBI

3) Subject: COST ACCOUNTING

4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	NOV	15	(1) Identifying Elements of cost :- • Materials. • Staff cost. • Overheads. (2) Cost Classification by behaviour with reference to banking and insurance industries : (3) Cost Accounts and Financial Accounts compare • Contrast and reconcile	Classroom teaching
2	DEC	15	UNIT-2: (1) Different Methods of costing:- • Process costing. • Services costing. • Operating Cost Statement. • Contract costing.	Classroom teaching
3	JAN	15	UNIT-3: (1) Budgeting : • Project planning and forecasting • Tax Impact in Project Finance • Incremental budgeting • Zero-based budgeting. • Activity based budgeting. • Designing and analysing a Business/Project Plan (2) Costing Systems and Decision making: • Value and functional cost analysis. • Resource planning system: MRPI, MRPII and ERP. • Just-in-time. • Activity-based Costing • Absorption Costing • ABC Analysis	Classroom teaching
4	FEB	11	(1) Costing Concept with specific reference to Insurance Claims a. Fire Insurance claims... working Stock as on the Date of Fire b. Working for Consequential Loss Claim.	Classroom teaching
5	MARCH	04	(2) Fundamentals of Standard Costing- Material & Labour cost variances	Classroom teaching



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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2019 TO 2020

1) Name of the Lecturer: Sharvari T
3) Subject: FC

2) Department: BBI
4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	NOV	15	<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>	Classroom teaching
2	DEC	15	<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 -</p>	Classroom teaching
3	JAN	15	<p>A) Role of Insurance in Logistic - Meaning & Importance, Hazards, Protection, Social Security – Type of Risks and Accidents</p>	Classroom teaching
4	FEB	11	<p>MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation,</p>	Classroom teaching
5	MARCH	04	<p>Fire Insurance – SBI and ICICI Plans – Introduction, Forms and Procedures, Standard Fire and Special Perils Policy, Tariff system and special policies.</p>	Classroom teaching



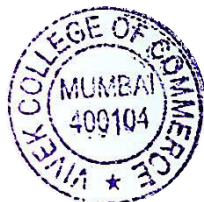
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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2019 TO 2020

- 1) Name of the Lecturer: Vivek Singh 2) Department: BBI
3) Subject : CORPBUSINESS ECONOMICS
4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	NOV	15	Macroeconomics: Meaning, Scope and Importance. <input type="checkbox"/> Circular flow of aggregate income and expenditure: closed and open economy models <input type="checkbox"/> The Measurement of national product: Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare. <input type="checkbox"/> Short run economic fluctuations : Features and Phases of Trade Cycles	Classroom teaching
2	DEC	15	Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money <input type="checkbox"/> Demand for Money : Classical and Keynesian approaches and Keynes' liquidity preference theory of interest <input type="checkbox"/> Money and prices : Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach <input type="checkbox"/> Inflation: Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy.	Classroom teaching
3	JAN	15	Role of a Government to provide Public goods-Principles of Sound and Functional Finance <input type="checkbox"/> Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy <input type="checkbox"/> Instruments of Fiscal policy : <input type="checkbox"/> Union budget -Structure-	Classroom teaching
4	FEB	11	The basis of international trade : <input type="checkbox"/> Foreign Investment :	Classroom teaching
5	MARCH	04	<input type="checkbox"/> Balance of Payments: Structure - Types of Disequilibrium - Measures to correct disequilibrium in BOP. Foreign Exchange and foreign exchange market : Spot and Forward rate of Exchange - Hedging, Speculation and Arbitrage - Fixed and Flexible exchange rates- Managed flexibility	Classroom teaching



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Vivek College of Commerce
2019-20
Teaching Plan

Name of Teacher: Sharvari Talashilkar
Class: TYBBI

Department: BBI
Subject: Financial Services Management

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	JUNE	15	Meaning – Classification – Scope – Fund Based Activities – Non-Fund Based Activities – Modern Activities – Sources of Revenue – causes for financial innovation – New Financial Products and services – Innovative Financial Instruments – Challenges Facing the Financial Sector Saving Mobilization MERCHANT BANKING	Class Test & Book Checking
2	JULY	15	Introduction to mutual fund – Structure of mutual fund in India – Classification of mutual fund – AMFI Objectives – Advantages of mutual fund – Disadvantages of mutual fund – NAV calculation AND PRICING of mutual fund - Mutual Funds abroad-Mutual Funds in India Reasons for Slow Growth-Future of Mutual Funds Industry. FACTORING AND FORFEITING	LIVE ACTIVITY of buying shares on SE through Moneybhai.com
3	Aug	15	securitization vs. factoring – Modus operandi – role of merchant bankers – role of other parties – structure for securitization –	Video showed regarding working of stock market
4	Sep	05	REVISION	-----“-----



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Vivek College of Commerce
2019-20
Teaching Plan

Name of Teacher: **Vandana L.**
Class: TYBBI-V

Department: BBI
Subjects: Research methodology

S.No	Month	No. of Lectures	Topics Covered	Methods used	Remark
1	June	15	Introduction of Research, objectives and types of research. Importance and Research Process.	Explanation and discussion	Classroom teaching
2	July	15	Hypothesis –sources, characteristics. Research Design- steps, process, Importance. Sample Design methods	Explanation and discussion	Classroom teaching
3	August	15	Sample Design, Sampling methods,	Explanation and discussion	Classroom teaching
4	September	15	Questionnaire, Sampling methods, Instrument of Survey, Types of data, methods, Survey, Interview	Explanation and discussion	Classroom teaching
5	October	15	Data Analysis and Interpretation Advance Statistical Techniques, Research report.	Explanation and discussion	Classroom teaching

Vandana Ladia

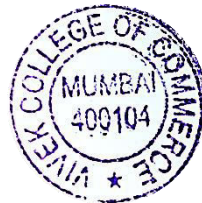
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Vivek College of Commerce
2019-20
Teaching Plan

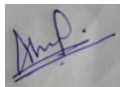
Name of Teacher: Vivek Singh

Department: BBI

Class: TYBBI-V

Subjects: Strategic Management

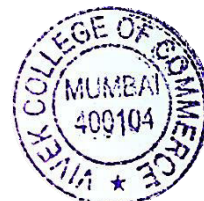
S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Strategic Management an Overview Definitions, Strategic Decision Making, Levels of Strategic Management, Process of Strategic Management, Principles of Good Strategy, Elements of Strategic Management, Models of Strategic Management.	PPT, Assignment, Case study
2	August	14	Importance of Politics in Strategic Management, Social, Political, and Technological forces, Role of Competition, National and Global Business Environment. Components of Environment, Environmental Scanning, Analysis of Strategies and Choice of Strategy. Ethics, Social Responsibility, Impact of Legal Factors in Strategic Management, SWOT Analysis.	PPT, Assignment, Case study
3	September	14	Corporate Level Strategies- Concentration, Integration and Diversification, Internationalization, Digitization. Process of Strategic Choice, Factors of Strategic Choice, Strategic Analysis. Process and Nature of Strategy implementation, Barriers, Model of Strategy Implementation- Structural, Behavioral and Functional.	PPT, Assignment, Case study
4	October	14	Standards, Benchmarking, Gap Analysis. Features and Importance of Evaluation, Barriers in Evaluation, Types. Strategic Control- Setting Standards, Comparison, Control Process, Systems, Approaches, Techniques of Evaluation and Control. Role of Information System.	PPT, Assignment, Case study



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Vivek College of Commerce
2019-2020
Teaching Plan


Name of Teacher:: **Niral Shah**
Class: TYBBI-V

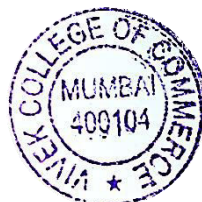
Department: BBI
Subjects: FRA

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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.	Classroom teaching
2	August	14	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	Classroom teaching
3	September	14	Relevant Provisions of Companies Act related to Preparation of Final Accounts, 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 Accounts.	Classroom teaching
4	October	14	Cash Flow Analysis as per AS 3 (Indirect Method Only) Ethical Behaviour and Implications for Accountants IFRS 2- Transactions Among Group Entities (2009 Amendments)	Classroom teaching


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Vivek College of Commerce
2019-2020
Teaching Plan

Name of Teacher: **Pradeep Hathi**
 Class: TYBBI-V

Department: BBI
 Subjects: AUDITING

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Basics– Errors & Frauds– Principles of Audit Types of Audit	Classroom teaching
2	August	14	Audit Planning –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach Audit Working Papers Audit Notebook –	Classroom teaching
3	September	14	Test Check- Audit Sampling Internal Control - Internal Audit -	Classroom teaching
4	October	14	Audit of Income - Audit of Expenditure Petty Audit of Assets Book Debts / Debtors, Stocks -Auditors Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.	Classroom teaching

P. N. Hathi

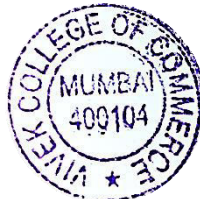
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Vivek College of Commerce
2019-2020
Teaching Plan

Name of Teacher: **Alok Hardikar**
Class: TYBBI-V

Department: BBI
Subjects: IBF

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning and Scope of International Finance, Balance of Payment, Components, Deficit in Balance of Payment, Concept of Currency Convertibility. International Monetary System, Gold Standard, Features, Bretton Wood System, Background and Features, Reasons for its Failure, Smithsonian Agreement, SDRs, European Monetary System. Current Exchange Rate Systems - Fixed and Flexible Exchange Rate, Merits Demerits, Types of Fixed Exchange Rate, Hard Pegs	Classroom teaching
2	August	14	Types of Capital Flows, FDI, FPI, FII Euro Currency Markets, Origin and Reasons of growth, a Brief Understanding of Eurocurrency Deposit, Loans Bonds and Notes Market ,Concept of Offshore Banking. International Equity Markets, Concept of Depository Receipts, GDR,	Classroom teaching
3	September	14	Introduction, Market and Market Participants, Foreign Exchange Management in India, Retail and Whole Sale Component of Indian Foreign Exchange Market, Role of FEDAI, FEMA and Regulatory Framework, Dealing Room Operations.	Classroom teaching
4	October	14	Risk Management and Derivatives, Transaction, Translation and Economic Risk and Options, Country Risk Management. International Banking Operations	Classroom teaching

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Vivek College of Commerce
2019 TO 2020
Teaching Plan

Name of Teacher: Vivek Singh
Class: TYBBI-VI

Department: BBI
Subjects: H R Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	<input checked="" type="checkbox"/> Nature , Scope, Objectives and Functions of HRM <input checked="" type="checkbox"/> Organization of HR Department <input checked="" type="checkbox"/> Concept of HRD <input checked="" type="checkbox"/> Role and Functions of HR Manager (in Banking and Insurance sector) <input type="checkbox"/> Challenges before HR Manager <input type="checkbox"/> Personnel Manual	PPT, Assignment, White board, Case study
2	January	14	Human Resource Planning <input checked="" type="checkbox"/> Definition of HRP <input checked="" type="checkbox"/> Process of HRP <input checked="" type="checkbox"/> Factors affecting HRP <input checked="" type="checkbox"/> HRIS <input checked="" type="checkbox"/> Succession Planning – Meaning and Process <input checked="" type="checkbox"/> Concept of Outsourcing <input checked="" type="checkbox"/> Promotions and Transfers	PPT, Assignment, White board, Case study
3	February	14	Operative Functions of HRM <input checked="" type="checkbox"/> Recruitment- Meaning and Sources. <input checked="" type="checkbox"/> Selection- Meaning, Process, Types of Selection Tests, Types of Interviews, <input checked="" type="checkbox"/> Concept of Orientation and Placement <input checked="" type="checkbox"/> Training and Development- <input checked="" type="checkbox"/> Performance Appraisal- <input checked="" type="checkbox"/> Compensation Management – Career Planning And Development	PPT, Assignment, White board, Case study
4	March	14	Policy Manual, Personnel Policies in Banking and Insurance sectors <input checked="" type="checkbox"/> Concepts- Job Analysis, Job Design and Job Evaluation <input checked="" type="checkbox"/> Participative Management- <input checked="" type="checkbox"/> Industrial Relations- <input checked="" type="checkbox"/> Trade Unions	PPT, Assignment, White board, Case study



Faculty



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Vivek College of Commerce
2019 TO 2020
Teaching Plan

Name of Teacher: Harshal Adani

Department: BBI

Class: TYBBI - VI

Subjects: Central Banking

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Overview: Concept of Central Banking, Institutional Growth of Central Banking, The Changing Face of Central Banking. Role of Central Banks: Determination of Goals, Inflation Targeting, Exchange Rate Targeting, Money Supply Targeting, Money Growth Targeting, Viable Alternatives to Central Bank, Central Banking in India. Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of a Central Bank.	PPT, Assignment, White board, Case study
2	January	14	Policy Framework for RBI: Organizational Framework, Operational Framework – Role as a Central Banker, Promotional Role of RBI, Regulatory Role of RBI. RBI and Monetary Policy Macroeconomic Policies: Meaning & Objectives. Monetary Policy- Meaning & Objectives Monetary Policy in India - Goals, Targets and Instruments A Brief Overview of Fiscal Policy, Striking Balance between Inflation and Growth through Monetary and Fiscal Policies.	PPT, Assignment, White board, Case study
3	February	14	Regulation and Supervision: Need for Regulation and Supervision, Banking Regulation Act, 1949, Banking Regulation and Supervision, Functions of the Department of Supervisory, Regulations Review Authority, Unified	PPT, Assignment, White board, Case study
4	March	14	Federal Reserve System – Bank of England – The European Central Banking, Bank of Japan, Peoples Bank of China Interconnectivity of Central Banks with Other International Financial Institutions, ADB, IMF, World Bank, and BIS, (Objectives, Role and Functions) E - Banking, E- money, IT induced Changes and Monetary Policy, E- payments, Risks in the New IT Era, Impact of IT, Globalization and Central Banks.	PPT, Assignment, White board, Case study



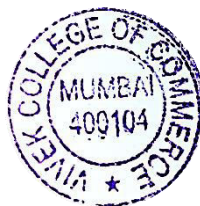
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Vivek College of Commerce
2019 TO 2020
Teaching Plan

Name of Teacher: Pradeep H.
Class: TYBBI - VI
Management

Department: BBI
Subjects: Security Analysis and Portfolio

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	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	PPT, Assignment, White board, Case study
2	January	14	Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance. Bond Valuation – Meaning, Measuring Bond Returns, Yield to Maturity, Yield to Call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration.	PPT, Assignment, White board, Case study
3	February	14	Economy Analysis – Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and	PPT, Assignment, White board, Case study
4	March	14	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 owing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM.	PPT, Assignment, White board, Case study

P. N. Hatin

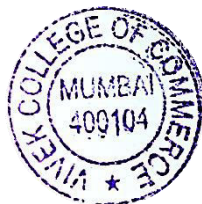
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Vivek College of Commerce
2019 TO 2020
Teaching Plan

Name of Teacher: Prof. Mayur R.
Class: TYBBI - VI

Department: BBI
Subjects: Auditing - II

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	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.	PPT, Assignment, White board, Case study
2	January	14	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.	PPT, Assignment, White board, Case study
3	February	14	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.	PPT, Assignment, White board, Case study
4	March	14	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. 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.	PPT, Assignment, White board, Case study

Anuja

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Mayur R.

Principal



Vivek College of Commerce
2019 TO 2020
Teaching Plan

Name of Teacher: Sharvari T
 Class: TYBBI - VI

Department: BBI
 Subjects: Turnaround Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Meaning, Definition, Features, Importance, Symptoms, Types of Business Organization. Different approaches for Growth and Survival. □ Internal Strategies □ External Strategies □ Survival Strategies	PPT, Assignment, White board, Case study
2	January	14	Meaning and Internal /External Reasons of Industrial Sickness □ Symptoms of Industrial Sickness □ Measures to Overcome Sickness by Government and Stakeholders □ Role of BIFR in Sick Industries	PPT, Assignment, White board, Case study
3	February	14	Turnaround – Meaning, Definition, Indicators of Successful Turnaround □ TQM and Restructuring. □ Selling of a sick unit □ BPR - Meaning, Definition, Elements, Need, Implications - Approaches (Reengineering Team, BPR Leader, Process Owner, Kaizen, Flow Chart, 5S principles, Process Mapping)	PPT, Assignment, White board, Case study
4	March	14	Features, Advantages, Disadvantages, Types and Present Status of: □ Outsourcing □ Networking □ Franchising □ Free lancing □ Self-Financing □ Start up 5Outfitting the Management Team, Personal Characteristic, Focusing on Present Operations, Focus on Needs in Turnarounds, Styles of Decision Making in the Turnaround Process, Organizational Change. Quality in the Managerial Process, Dilemma of Management, Turnaround Management as a Skill.	PPT, Assignment, White board, Case study



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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Jennifer M.

Department: BBI

Class: FYBBI-I

Subjects: Business economics -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional	PPT, Assignment, White board, Case study
2	August	14	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 Demand estimation and forecasting:	PPT, Assignment, White board, Case study
3	September	14	Production function: 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. Cost concepts:	PPT, Assignment, White board, Case study
4	October	14	Monopolistic competition: 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> Oligopolistic markets: key attributes of transfer pricing	PPT, Assignment, White board, Case study

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**VIVEK COLLEGE OF COMMERCE
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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Viren P.

Department: BBI

Class: FYBBI-I

Subjects: Quantitative method -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation	PPT, Assignment, White board, Case study
2	August	14	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	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution	PPT, Assignment, White board, Case study

Viren P.

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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Nisha B

Department: BBI

Class: FYBBI-I

Subjects: Business Communication

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Concept of Communication: Meaning, Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Methods and Modes of Communication:	Classroom lecture
2	August	14	Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4 Introduction to Business Ethics:	Classroom lecture
3	September	14	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence:	Classroom lecture
4	October	14	Commercial Terms used in Business Communication Paragraph Writing:	Classroom lecture

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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Tanvi N.

Department: BBI


Class: FYBBI-I

Subjects: Financial Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning, scope, objectives, 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,	Classroom lecture
2	August	14	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-a-vis International Financial Reporting Standards (IFRSs).	Classroom lecture
3	September	14	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method	Classroom lecture
4	October	14	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations	Classroom lecture


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Vivek College of Commerce

2018-19


Name of Teacher: Prof. Debjani C

Department: BBI

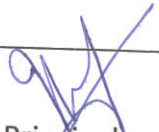
Class: FYBBI-I

Subjects: EMFS

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Institutional set- up <ul style="list-style-type: none">▪ Marketing Structure▪ Instruments▪ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting,	PPT, Assignment, White board, Case study
2	August	14	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. <ul style="list-style-type: none">• Functions and working of banking and insurance companies	PPT, Assignment, White board, Case study
3	September	14	Risk management within the organizations of Banks and Insurance companies <ul style="list-style-type: none">• Asset - Liability Management in Banking and Insurance• Organisational structure and management	PPT, Assignment, White board, Case study
4	October	14	Banking companies and RBI Acts and legal framework governing the insurance. <ul style="list-style-type: none">• Developmental Activities of RBI and IRDA• Mechanism of supervision and regulation.• Prudential Norms.	PPT, Assignment, White board, Case study


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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Vivek singh

Department: BBI

Class: FYBBI-I

Subjects: Principles of Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	<p>Definition of Management</p> <ul style="list-style-type: none"> • Management as a Profession • Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan) 	PPT, Assignment, White board, Case study
2	August	14	<p>Management Process</p> <ul style="list-style-type: none"> • Management Process, Practices, Functions of Management related to Banking and Insurance companies 	PPT, Assignment, White board, Case study
3	September	14	<p>Organization Structure of Banking and Insurance companies</p>	PPT, Assignment, White board, Case study
4	October	14	<p>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)</p> <ul style="list-style-type: none"> • Leaders in the Banking and Insurance Industry <ul style="list-style-type: none"> ▪ Indian Leaders (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) ▪ International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund 	PPT, Assignment, White board, Case study

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Vivek College of Commerce

2018-19

Name of Teacher: Prof. Grishma V

Department: BBI

Class: FYBBI-I

Subjects: Foundation course -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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	PPT, Assignment, White board, Case study
2	August	14	Understand the concept of disparity as arising out of stratification and inequality;	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	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 The party system in Indian politics; Local	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN


ACADEMIC YEAR 2018 TO 2019

- 1) Name of the Lecturer: Vivek Singh 2) Department :COMMERCE
 3) Subject Org. Behaviour 4) Class: FYBBI

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Introduction of organizational Behavior Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : <ul style="list-style-type: none"> • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry 	PPT, Assignment, White board, Case study
2	January	14	Individual Behavior (IQ, EQ, SQ) <ul style="list-style-type: none"> • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. • Johari Window 	PPT, Assignment, White board, Case study
3	February	14	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. <ul style="list-style-type: none"> • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management. 	PPT, Assignment, White board, Case study
4	March	14	Meaning and Nature of OD. <ul style="list-style-type: none"> • Techniques of OD. • Importance of OD. 	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2018 TO 2019

1) Name of the Lecturer: Anuja N

2) Department :COMMERCE

3) Subject BUSINESS LAW

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Law : Meaning, Definitions, Features, Types, Sources and Classification Indian Constitution : Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	PPT, Assignment, White board, Case study
2	JAN	15	Contract Act : Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent -Wager - Minor Contracts, Breach and Remedies For the Contract.	PPT, Assignment, White board, Case study
3	FEB	15	Special Contract: Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty.	PPT, Assignment, White board, Case study
4	MARCH	15	Negotiable Instrument Act : Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2018 TO 2019

- 1) Name of the Lecturer: Viren P. 2) Department :COMMERCE
3) Subject: QUANTITATIVE METHODS : Paper - II 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Testing of Hypothesis : Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s	PPT, Assignment, White board, Case study
2	JAN	15	Linear Programming Techniques: Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)	PPT, Assignment, White board, Case study
3	FEB	15	Matrices & Determinants (Application in Business and Economics): Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method,	PPT, Assignment, White board, Case study
4	MARCH	15	Statistical Applications In Investment Management Ratio, Proportion & Percentage, Interest: Time value of Money	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2018 TO 2019

1) Name of the Lecturer: Tanvi N.

2) Department: COMMERCE


3) Subject: FINANCIAL ACCOUNTING : Paper – I

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	JAN	15	Meaning, scope, objectives, 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.	PPT, Assignment, White board, Case study
2	FEB	15	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	MARCH	15	Introduction to issue and forfeiture of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only)	PPT, Assignment, White board, Case study
4	APRIL	15	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.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2018 TO 2019

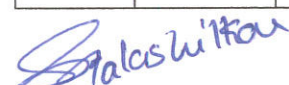
1) Name of the Lecturer: Sharvari T
COMMERCE

2) Department:

3) Subject: Principles and Practices of Banking and Insurance

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Banking: Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision .	PPT, Assignment, White board, Case study
2	JAN	15	Banking Scenario in India : Banking Operations -Types of accounts - Banking	PPT, Assignment, White board, Case study
3	FEB	15	Introduction to Insurance: Understanding Risk - Kinds of business risks - Need and Scope of insurance - Evolution of. insurance –	PPT, Assignment, White board, Case study
4	MARCH	15	Insurance Business Environment in India: Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA.	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2018 TO 2019

- 1) Name of the Lecturer: NISHA BIDAWATKA 2) Department : COMMERCE
3) Subject: BUSINESS COMMUNICATION: Paper – II 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	I. Presentations : Making. effective presentations- Poster and PPT; Presentation of seminar papers II. Summarizing	PPT, Assignment, White board, Case study
2	JAN	15	III. Report writing : Theory of report writing, Definition, Types of report- Individual, report and committee report, Routine reports/activity reports/Investigation reports, Format of a report and Essentials of a good report.	PPT, Assignment, White board, Case study
3	FEB	15	IV. Group Communication : Importance of group communication, Advantages & disadvantages of group communication, Meeting, Conferences, Role of the chairperson V. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters,	PPT, Assignment, White board, Case study
4	MARCH	15	. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters, promotion letters, Testimonials, Memos etc. Notice, Agenda, Resolution, Minutes	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2018 TO 2019

- 1) Name of the Lecturer: GRISHMA VAJANI 2) Department : COMMERCE
3) Subject Foundation Course 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	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	Class room - Duster & marker
2	JAN	15	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions	Class room - Duster & marker
3	FEB	15	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act	Class room - Duster & marker
4	MARCH	15	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	Class room - Duster & marker

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**Vivek College of Commerce
2018-19**

Name of Teacher: Prof. Sharvari
Class: SYBB-III

Department: BBI
Subjects: Financial markets

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Introduction, Meaning, Functions of financial system, B) Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services.	PPT, Assignment, White board, Case study
2	August	14	A) Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets and Reforms B) Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market. C) Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE. D) Equity Market – Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA , Green Shoe Option, Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP. E) Indian Debt Market	PPT, Assignment, White board, Case study
3	September	14	Introduction to commodities market - Meaning History & origin, Types of commodities traded,	PPT, Assignment, White board, Case study
4	October	14	Introduction to Derivatives market- Meaning, History & origin,	PPT, Assignment, White board, Case study

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**Vivek College of Commerce
2018-19**

Name of Teacher: Prof. Debjani c
Class: SYBB-III

Department: BBI
Subjects: FC-III

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of Banks, Types of Banks, Principles of Banking ☐ Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks	PPT, Assignment, White board, Case study
2	August	14	Definition and meaning of Commercial Bank, Evolution of Commercial Banking in India, Functions of Commercial Bank , Services offered by Commercial Bank. ☐ Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products	PPT, Assignment, White board, Case study
3	September	14	Universal Banking ☐ Concept of Universal Banking, Evolution of Universal banking ,Services to Government, Payment & Settlement, Merchant Banking, Mutual Fund, Depository Services, Wealth Management, Portfolio Management Bancassurance, NRI Remittance. B) Technology in Banking	PPT, Assignment, White board, Case study
4	October	14	Microfinance ☐ Introduction, Need and Code of Conduct for Microfinance Institutions in India, ☐ Advantages, Purpose, Limitations and Models of SHG – Bank Linkage Program. ☐ Role of NABARD and SIDBI, Portfolio Securitization, ☐ B) Financial Inclusion ☐ Need & Extent	PPT, Assignment, White board, Case study

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
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2018-19


Name of Teacher: Prof. Kavita S
Class: SYBB-III

Department: BBI
Subjects: IT in B&I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	<p>A) 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-</p>	PPT, Assignment, White board, Case study
2	August	14	<p>A) Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking.</p> <p>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>	PPT, Assignment, White board, Case study
3	September	14	<p>Ms-Word: Usage of smart art tools, bookmark, cross-reference, hyperlink, mail merge utility and converting word as PDF files.</p> <p>B) Ms-Excel</p> <p>C) Application in Banking and Insurance Sector</p>	PPT, Assignment, White board, Case study
4	October	14	<p>A) Need of Cyber Law, History of Cyber Law in India</p> <p>B) Cyber Crimes:</p> <p>C) Cyber Security: Computer Security, E-Security, Password Security and Reporting internet fraud</p>	PPT, Assignment, White board, Case study

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Name of Teacher: Prof. Tanvi N
Class: SYBB-III

Department: BBI
Subjects: Management Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A Meaning and Definition , Scope, Functions , Objectives, Importance, Role of Management Accounting Management Accounting Framework, Tools of Management Accounting	PPT, Assignment, White board, Case study
2	August	14	Introduction to Corporate Financial Statements : Understanding the Balance sheet and Revenue statements with the headings and sub headings, Uses of financial statements, Users of Financial Statements. B) Financial Statement Analysis Revenue Statement Ratios:	PPT, Assignment, White board, Case study
3	September	14	Concept, Nature of Working Capital, Planning of Working Capital, Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization Operating Cycle.	PPT, Assignment, White board, Case study
4	October	14	Meaning, Types, Factors influencing dividend policy, Forms of dividend. Determinants of Dividends Policy: Factors; Dividend Policy in India; Bonus Shares (Stock dividend) and Stock (Share) Spl EBIT -EPS Analysis Capital Structure Theories Dividend Policies (Walter & Gordon)	PPT, Assignment, White board, Case study

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Name of Teacher: Prof. Tanvi N
Class: SYBB-III

Department: BBI
Subjects: Financial Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A) Introduction to Finance Meaning and 1. Long Term Sources : Term Loans, 2. Short Term Sources: Bank Finance, Trade Credit ,Other Short Term Sources 3. Venture Capital and Hybrid Financing B) Financial Management C) Objectives of the Firm	PPT, Assignment, White board, Case study
2	August	14	Financial Goal Setting Introduction Financial Forecasting – Meaning, Techniques, Benefits Approaches to Financial Planning Economic Value Added (EVA)– Measurement & Components Free Cash Flow (FCF) - B) Time Value of Money Concept	PPT, Assignment, White board, Case study
3	September	14	Capital Budgeting Nature of Capital Budgeting Purpose of Capital Budgeting	PPT, Assignment, White board, Case study
4	October	14	A) Cost of Capital : B) Capital Structure Decisions: Meaning and Choice of Capital Structure Importance of Optimal Capital Structure EBIT -EPS Analysis Capital Structure Theories Dividend Policies (Walter & Gordon)	PPT, Assignment, White board, Case study

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**VIVEK COLLEGE OF COMMERCE
WILSON ROAD, MUMBAI-400104**



Vivek College of Commerce 2018-19
2018-19

Name of Teacher: Vandana Ladha
Class: S.Y.B.I

Department: B&I
Subject: Tax

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	July	14	Definations and residential status, Scope of Total Income, Sec 10	Concept Explanation and solving the sums
2	August	14	Heads of Income – Salary	Concept Explanation and solving the sums
3	September	13	Income of House Property	Concept Explanation and solving the sums
4	October	14	Profit and gains of business and profession, Capital gain and other sources I Deductions from Total Income. Computation of Total Income	Concept Explanation and solving the sums

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Vivek College of Commerce
2018-19

Name of Teacher: Prof. Vivek Singh
Class: SYBB-III

Department: BBI
Subjects: Org. Behaviour

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A) Personality B) Learning C) Perception- D) Workplace Emotions, Values and Ethics: E) Individual Decision Making:	PPT, Assignment, White board, Case study
2	August	14	A) Group Communication: B) Power and Politics: C) Negotiations: D) Transactional Analysis Model: E) Virtual teams and Group Cohesiveness: F) Group Decision-Making:	PPT, Assignment, White board, Case study
3	September	14	A) Organization structure: Meaning, Meaning and key features of the concept of Centralization, Decentralization, Span of control and Departmentation, Simple structure, Bureaucratic & Matrix structure. B) New design options: Team structure, Virtual organizations, Boundary less organizations C) Organization structure differentiation: Strategy, Organization size, Technology & Environment, Organizational Designs and employee behaviour.	PPT, Assignment, White board, Case study
4	October	14	A) Practices of OB in Banks and Insurance B) Issue of organization behaviour in Banks C) Strategies to manage issues of organization behaviour in banks D) Case Studies – Transfer, Promotion, Separation.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2018 To 2019

- 1) Name of the Lecturer: Jennifer M 2) Department: COMMERCE
3) Subject : CORPBUSINESS ECONOMICS
4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	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	PPT, Assignment, White board, Case study
2	JAN	15	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.	PPT, Assignment, White board, Case study
3	FEB	15	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 : Union budget -Structure-	PPT, Assignment, White board, Case study
4	MARCH	11	The basis of international trade : Foreign Investment :	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Debjani c
3) Subject: FC

2) Department: Commerce
4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	<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>	PPT, Assignment, White board, Case study
2	JAN	15	<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 -</p>	PPT, Assignment, White board, Case study
3	FEB	15	<p>A) Role of Insurance in Logistic - Meaning & Importance, Hazards, Protection, Social Security – Type of Risks and Accidents</p>	PPT, Assignment, White board, Case study
4	MARCH	11	<p>MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation,</p>	PPT, Assignment, White board, Case study

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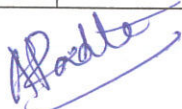
VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Aparna P
 3) Subject: IT


2) Department: Commerce
 4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models	PPT, Assignment, White board, Case study
2	JAN	15	Development Life Cycle, Project Management, Building Data Centres, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools Technological Changes in Indian Banking Industry,	PPT, Assignment, White board, Case study
3	FEB	15	Objectives, Electronic Commerce and Banking, Banking Software, Electronic Clearing and Settlement Systems, Plastic Money	PPT, Assignment, White board, Case study
4	MARCH	11	MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation, timer, creating new presentation by existing theme, import online themes, creating a template of presentation, save and run the slide show	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Vandana L
3) Subject: COST ACCOUNTING

2) Department: Commerce
4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	(1) Identifying Elements of cost :- Materials. Staff cost. Overheads. (2) Cost Classification by behaviour with reference to banking and insurance industries : (3) Cost Accounts and Financial Accounts compare • Contrast and reconcile	PPT, Assignment, White board, Case study
2	JAN	15	UNIT-2: (1) Different Methods of costing:- Process costing. Services costing. • Operating Cost Statement. Contract costing.	PPT, Assignment, White board, Case study
3	FEB	15	UNIT-3: (1) Budgeting : Project planning and forecasting Tax Impact in Project Finance Incremental budgeting Zero-based budgeting. Activity based budgeting. Designing and analysing a Business/Project Plan (2) Costing Systems and Decision making: Value and functional cost analysis. Resource planning system: MRPI, MRPII and ERP. Just-in-time. Activity-based Costing Absorption Costing ABC Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	(1) Costing Concept with specific reference to Insurance Claims a. Fire Insurance claims... working Stock as on the Date of Fire b. Working for Consequential Loss Claim.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Anuja V.

2) Department: COMMERCE

3) Subject : CORPORATE LAWS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Development of Company Law in India B) Doctrines Governing Corporates – Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego. 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.	PPT, Assignment, White board, Case study
2	JAN	15	Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange.	PPT, Assignment, White board, Case study
3	FEB	15	A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration. B) Issues of Disclosure Investors Protection Guidelines:	PPT, Assignment, White board, Case study
4	MARCH	15	Meaning , Benefits , Models, Functions Participants BSDA and single registration for depository participants.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Tanvi N.

2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT II

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	A) Capital Investment Decisions Proposal origination, Economic Evaluation, Capital Expenditure control, Post Audit B) Tools of evaluating Capital Investments Payback Period, Discounted Payback period , Net Present Value, Internal Rate of Return, Profitability Index, Equivalent Annual Cost, Modified Internal Rate of Return.	PPT, Assignment, White board, Case study
2	JAN	15	Cost of Capital - Computation of Weighted Average Cost of Capital - Cost of Debts , preferences shares , and Net worth - Minimum acceptable rate of return and its relationship with cost of capital	PPT, Assignment, White board, Case study
3	FEB	15	Leverage - Financial , Operating and Combined Leverage Capital Structure Theories - Net Operating Income(NOI) - Net Income Approach (NI) - Modigliani- Miller (MM) Approach Capital Structure Policies - Determinants of capital Structure Decisions - Approach to estimating the target capital structure - Variation in Capital Structure - Earnings Before Interest and Taxes / Earnings per share (EBIT/ EPS) , Analysis & Return on Investment / Return on Equity (ROI/ ROE) Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	Working Capital Management - Gross and Net working capital, Positive and Negative Working capital. - Estimation of Working Capital	PPT, Assignment, White board, Case study

Tanvi N.
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Vivek College of Commerce 2018-19.

Name of Teacher: Vivek Singh

Department: BBI

Class: TYBBI-V

Subjects: Strategic Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Strategic Management an Overview Definitions, Strategic Decision Making, Levels of Strategic Management, Process of Strategic Management, Principles of Good Strategy, Elements of Strategic Management, Models of Strategic Management.	PPT, Assignment, White board, Case study
2	August	14	Importance of Politics in Strategic Management, Social, Political, and Technological forces, Role of Competition, National and Global Business Environment. Components of Environment, Environmental Scanning, Analysis of Strategies and Choice of Strategy. Ethics, Social Responsibility, Impact of Legal Factors in Strategic Management, SWOT Analysis.	PPT, Assignment, White board, Case study
3	September	14	Corporate Level Strategies- Concentration, Integration and Diversification, Internationalization, Digitization. Process of Strategic Choice, Factors of Strategic Choice, Strategic Analysis. Process and Nature of Strategy implementation, Barriers, Model of Strategy Implementation- Structural, Behavioral and Functional.	PPT, Assignment, White board, Case study
4	October	14	Standards, Benchmarking, Gap Analysis. Features and Importance of Evaluation, Barriers in Evaluation, Types. Strategic Control- Setting Standards, Comparison, Control Process, Systems, Approaches, Techniques of Evaluation and Control. Role of Information System.	PPT, Assignment, White board, Case study


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GOREGAON (W), MUMBAI-400104

Vivek College of Commerce 2018-19.

Name of Teacher: **Debjani C**
Class: TYBBI-V

Department: BBI
Subjects: AUDITING

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Basics– Errors & Frauds– Principles of Audit Types of Audit	PPT, Assignment, White board, Case study
2	August	14	Audit Planning –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach Audit Working Papers Audit Notebook –	PPT, Assignment, White board, Case study
3	September	14	Test Check- Audit Sampling Internal Control - Internal Audit -	PPT, Assignment, White board, Case study
4	October	14	Audit of Income - Audit of Expenditure Petty Audit of Assets Book Debts / Debtors, Stocks -Auditors Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.	PPT, Assignment, White board, Case study


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Vivek College of Commerce 2018-19.

Name of Teacher: **Alok Hardikar**
Class: TYBBI-V

Department: BBI
Subjects: IBF

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning and Scope of International Finance, Balance of Payment, Components, Deficit in Balance of Payment, Concept of Currency Convertibility. International Monetary System, Gold Standard, Features, Bretton Wood System, Background and Features, Reasons for its Failure, Smithsonian Agreement, SDRs, European Monetary System. Current Exchange Rate Systems - Fixed and Flexible Exchange Rate, Merits Demerits, Types of Fixed Exchange Rate, Hard Pegs	PPT, Assignment, White board, Case study
2	August	14	Types of Capital Flows, FDI, FPI, FII Euro Currency Markets, Origin and Reasons of growth, a Brief Understanding of Eurocurrency Deposit, Loans Bonds and Notes Market ,Concept of Offshore Banking. International Equity Markets, Concept of Depository Receipts, GDR,	PPT, Assignment, White board, Case study
3	September	14	Introduction, Market and Market Participants, Foreign Exchange Management in India, Retail and Whole Sale Component of Indian Foreign Exchange Market, Role of FEDAI, FEMA and Regulatory Framework, Dealing Room Operations.	PPT, Assignment, White board, Case study
4	October	14	Risk Management and Derivatives, Transaction, Translation and Economic Risk and Options, Country Risk Management. International Banking Operations	PPT, Assignment, White board, Case study

Alok H
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**VIVEK COLLEGE OF COMMERCE
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Vivek College of Commerce 2018-19.

Name of Teacher:: **Niral Shah**

Department: BBI

Class: TYBBI-V

Subjects: FRA

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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.	Classroom – Duster & marker
2	August	14	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	Classroom – Duster & marker
3	September	14	Relevant Provisions of Companies Act related to Preparation of Final Account ts, 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 Busi	Classroom – Duster & marker
4	October	14	Cash Flow Analysis as per AS 3 (Indirect Method Only) Ethical Behaviour and Implications for Accountants IFRS 2- Transactions Among Group Entities (2009 Amendments)	Classroom – Duster & marker

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Vivek College of Commerce 2018-19.

Name of Teacher: **Vandana L.**
Class: TYBBI-V

Department: BBI
Subjects: Research methodology

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	June	4 lectures per week	Introduction of Research, objectives and types of research. Importance and Research Process.	Explanation and discussion
2	July	4 lectures per week	Hypothesis –sources, characteristics. Research Design- steps, process, Importance. Sample Design methods	Explanation and discussion
3	August	4 lectures per week	Sample Design, Sampling methods,	Explanation and discussion
4	September	4 lectures per week	Questionnaire, Sampling methods, Instrument of Survey, Types of data, methods, Survey, Interview	Explanation and discussion
5	October	4 lectures per week	Data Analysis and Interpretation Advance Statistical Techniques, Research report.	Explanation and discussion

Vandana Ladha
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Vivek College of Commerce 2018-19.

Name of Teacher: **Sharvari T**
Class: **TYBBI-V**

Department: **BBI**
Subjects: **Fin Services management**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Financial Services 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. Merchant Banking	PPT, Assignment, White board, Case study
2	August	14	Mutual Funds Factoring and Forfeiting 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.	PPT, Assignment, White board, Case study
3	September	14	Securitization of Debt Derivatives Meaning, Types of Financial Derivatives, Options, Futures, Forwards, Swaps, Futures & Options Trading System, Clearing Entities & Their Role.	PPT, Assignment, White board, Case study
4	October	14	Housing Finance Consumer Finance Introduction, Sources, Types of Products, Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing, Marketing & Insurance of Consumer Finance, Consumer Credit Scoring. Depositories & Pledge	PPT, Assignment, White board, Case study

Sharvari T
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Vivek College of Commerce
2018-2019

Name of Teacher: Pradeep H.

Department: BBI

Class: TYBBI - VI

Subjects: Security Analysis and Portfolio

Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	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	PPT, Assignment, White board, Case study
2	January	14	Portfolio Revision Meaning, Need, Constraints and Strategies. Portfolio Evaluation Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance. Bond Valuation Meaning, Measuring Bond Returns, Yield to Maturity, Yield to Call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration.	PPT, Assignment, White board, Case study
3	February	14	Economy Analysis Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and	PPT, Assignment, White board, Case study
4	March	14	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 owing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM.	PPT, Assignment, White board, Case study

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2018-2019

Name of Teacher: Sharvari T

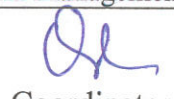
Department: BBI

Class: TYBBI - VI

Subjects: Turnaround Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Meaning, Definition, Features, Importance, Symptoms, Types of Business Organization. Different approaches for Growth and Survival. Internal Strategies External Strategies Survival Strategies	PPT, Assignment, White board, Case study
2	January	14	Meaning and Internal /External Reasons of Industrial Sickness Symptoms of Industrial Sickness Measures to Overcome Sickness by Government and Stakeholders Role of BIFR in Sick Industries	PPT, Assignment, White board, Case study
3	February	14	Turnaround – Meaning, Definition, Indicators of Successful Turnaround TQM and Restructuring. Selling of a sick unit BPR - Meaning, Definition, Elements, Need, Implications - Approaches (Reengineering Team, BPR Leader, Process Owner, Kaizen, Flow Chart, 5S principles, Process Mapping)	PPT, Assignment, White board, Case study
4	March	14	Features, Advantages, Disadvantages, Types and Present Status of: Outsourcing Networking Franchising Free lancing Self-Financing Start up 5Outfitting the Management Team, Personal Characteristic, Focusing on Present Operations, Focus on Needs in Turnarounds, Styles of Decision Making in the Turnaround Process, Organizational Change. Quality in the Managerial Process, Dilemma of Management, Turnaround Management as a Skill.	PPT, Assignment, White board, Case study


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Vivek College of Commerce
2018-2019

Name of Teacher: **Vivek Singh**
Class: **TYBBI-VI**

Department: **BBI**
Subjects: **H R Management**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Nature , Scope, Objectives and Functions of HRM Organization of HR Department Concept of HRD Role and Functions of HR Manager (in Banking and Insurance sector) Challenges before HR Manager Personnel Manual	PPT, Assignment, White board, Case study
2	January	14	Human Resource Planning Definition of HRP Process of HRP Factors affecting HRP HRIS Succession Planning – Meaning and Process Concept of Outsourcing Promotions and Transfers	PPT, Assignment, White board, Case study
3	February	14	Operative Functions of HRM Recruitment- Meaning and Sources. Selection- Meaning, Process, Types of Selection Tests, Types of Interviews, Concept of Orientation and Placement Training and Development- <input type="checkbox"/> Performance Appraisal- Compensation Management Career Planning And Development	PPT, Assignment, White board, Case study
4	March	14	Policy Manual, Personnel Policies in Banking and Insurance sectors Concepts- Job Analysis, Job Design and Job Evaluation Participative Management- Industrial Relations- Trade Unions	PPT, Assignment, White board, Case study


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Vivek College of Commerce
2018-2019

Name of Teacher: Debjani C.
Class: TYBBI - VI

Department: BBI

Subjects: Auditing - II

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	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.	PPT, Assignment, White board, Case study
2	January	14	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.	PPT, Assignment, White board, Case study
3	February	14	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.	PPT, Assignment, White board, Case study
4	March	14	Introduction to Cost Audit, Human Resource Audit, Management Audit, Operational Audit, Forecast Audit, Social Audit, Tax Audit, Forensic Audit	PPT, Assignment, White board, Case study



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		<p>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. 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.</p>	
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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2018 To 2019

1) Name of the Lecturer: Mosamee V

2) Department: COMMERCE

3) Subject: ENTREPRENEURSHIP MANAGEMENT

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	
1	DEC	15	<p>A) Entrepreneur: Meaning, Nature, origin and development of entrepreneurship in India, Need and Importance, Core elements, Principles, Essentials, Types, Functions, Concept of entrepreneurship management, Motives behind being an entrepreneur, Entrepreneurial Process</p> <p>B) Theories of Entrepreneurship: Innovation Theory of Schumpeter, Need for Achievement Theory of McClelland, Risk Bearing Theory of knight, Hagen's Theory of Entrepreneurship, Economic Theory of Entrepreneurship.</p> <p>C) Entrepreneurial Values and Attitudes, Dominant characteristics of successful entrepreneurs, Internal and external factors for entrepreneurial motivation</p> <p>D) Entrepreneurial Skills,</p>	PPT, Assignment, White board, Case study
2	JAN	15	<p>Forms of Entrepreneurial structures:</p> <p>Sole Proprietorship-meaning, merits and limitations.</p> <p>Partnership-Meaning, Forms, merits and limitations.</p> <p>Corporations-Meaning, merits and limitations.</p> <p>Limited Liability partnerships and corporations.</p> <p>Franchising-Meaning, types, merits and limitations.</p>	
3	FEB	15	<p>B) Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control.</p>	PPT, Assignment, White board, Case study
4	MARCH	11	<p>Finance</p> <p>D) Human Resource</p>	PPT, Assignment, White board, Case study

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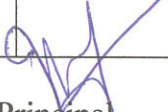
Name of Teacher: **Debjani C**
Class: **TYBBI - VI**

Department: **BBI**
Subjects: **Central Banking**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Overview: Concept of Central Banking, Institutional Growth of Central Banking, The Changing Face of Central Banking. Role of Central Banks: Determination of Goals, Inflation Targeting, Exchange Rate Targeting, Money Supply Targeting, Money Growth Targeting, Viable Alternatives to Central Bank, Central Banking in India. Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of a Central Bank.	PPT, Assignment, White board, Case study
2	January	14	Policy Framework for RBI: Organizational Framework, Operational Framework – Role as a Central Banker, Promotional Role of RBI, Regulatory Role of RBI. RBI and Monetary Policy Macroeconomic Policies: Meaning & Objectives. Monetary Policy- Meaning & Objectives Monetary Policy in India - Goals, Targets and Instruments A Brief Overview of Fiscal Policy, Striking Balance between Inflation and Growth through Monetary and Fiscal Policies.	PPT, Assignment, White board, Case study
3	February	14	Regulation and Supervision: Need for Regulation and Supervision, Banking Regulation Act, 1949, Banking Regulation and Supervision, Functions of the Department of Supervisory, Regulations Review Authority, Unified	PPT, Assignment, White board, Case study
4	March	14	Federal Reserve System – Bank of England – The European Central Banking, Bank of Japan, Peoples Bank of China Interconnectivity of Central Banks with Other International Financial Institutions, ADB, IMF, World Bank, and BIS, (Objectives, Role and Functions) E - Banking, E- money, IT induced Changes and Monetary Policy, E- payments, Risks in the New IT Era, Impact of IT, Globalization and Central Banks.	PPT, Assignment, White board, Case study


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Vivek College of Commerce

2017-18

Name of Teacher: Grishma V

Department: BBI

Class: FYBBI-I

Subjects: Foundation course -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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	PPT, Assignment, White board, Case study
2	August	14	Understand the concept of disparity as arising out of stratification and inequality;	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	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	PPT, Assignment, White board, Case study

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Vivek College of Commerce

2017-18

Name of Teacher: Jennifer M

Department: BBI

Class: FYBBI-I

Subjects: Business economics -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations-	PPT, Assignment, White board, Case study
2	August	14	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 Demand estimation and forecasting:	PPT, Assignment, White board, Case study
3	September	14	Production function: 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. Cost concepts:	PPT, Assignment, White board, Case study
4	October	14	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 Monopolistic competition: Oligopolistic markets: pricing - transfer pricing	PPT, Assignment, White board, Case study

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2017-18


Name of Teacher: **Vivek Singh**


Department: **BBI**

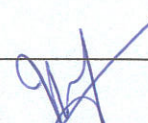
Class: **FYBBI-I**

Subjects: **Principles of Management**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	<p>Definition of Management</p> <ul style="list-style-type: none"> • Management as a Profession • Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan) 	PPT, Assignment, White board, Case study
2	August	14	<p>Management Process</p> <ul style="list-style-type: none"> • Management Process, Practices, Functions of Management related to Banking and Insurance companies 	PPT, Assignment, White board, Case study
3	September	14	<p>Organization Structure of Banking and Insurance companies</p>	PPT, Assignment, White board, Case study
4	October	14	<p>Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, MrDhirubhaiAmbani and Sons, KiranMazumdar Shaw, VergheseKurien)</p> <ul style="list-style-type: none"> • Leaders in the Banking and Insurance Industry <ul style="list-style-type: none"> ▪ Indian Leaders (Banking & Insurance: H.Shanbagh. UdayKotak, K.V. KamathNainaKidwai, Deepak Parekh, ChandaKochhar, Hinduja, Godrej,AzizPremzi, Narayan Murthy, Anand Mahindra , Governor of RBI) ▪ International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund 	PPT, Assignment, White board, Case study


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2017-18

Name of Teacher: Debjani C

Department: BBI

Class: FYBBI-I

Subjects: EMFS

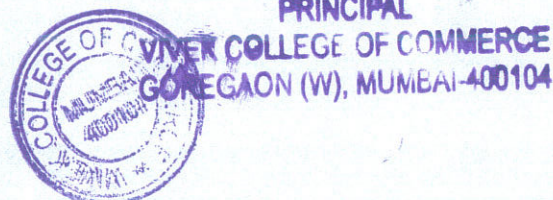
S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	<p>Institutional set- up</p> <ul style="list-style-type: none">▪ Marketing Structure▪ Instruments▪ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) <p>• Meaning, Definition and scope of Banking and Insurance.</p>	PPT, Assignment, White board, Case study
2	August	14	<p>Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth.</p> <p>• Functions and working of banking and insurance companies</p>	PPT, Assignment, White board, Case study
3	September	14	<p>Risk management within the organizations of Banks and Insurance companies</p> <ul style="list-style-type: none">• Asset - Liability Management in Banking and Insurance• Organisational structure and management	PPT, Assignment, White board, Case study
4	October	14	<p>Banking companies and RBI Acts and legal framework governing the insurance.</p> <ul style="list-style-type: none">• Developmental Activities of RBI and IRDA• Mechanism of supervision and regulation.• Prudential Norms.	PPT, Assignment, White board, Case study

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2017-18

Name of Teacher: Tanvi N

Department: BBI

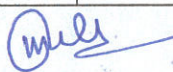
Class: FYBBI-I

Subjects: Financial Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning, scope, objectives, 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,	PPT, Assignment, White board, Case study
2	August	14	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	September	14	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method	PPT, Assignment, White board, Case study
4	October	14	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations	PPT, Assignment, White board, Case study

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Name of Teacher: Shradha C

Department: BBI

Class: FYBBI-I

Subjects: Business Communication

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Concept of Communication: Meaning, Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine Objectives of Communication: Methods and Modes of Communication:	PPT, Assignment, White board, Case study
2	August	14	Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers Listening: Importance of Listening Skills, Cultivating good Listening Skills Introduction to Business Ethics:	PPT, Assignment, White board, Case study
3	September	14	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing, Personnel Correspondence:	PPT, Assignment, White board, Case study
4	October	14	Commercial Terms used in Business Communication Paragraph Writing: Activities	PPT, Assignment, White board, Case study

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2017-18

Name of Teacher: Viren Panchal

Department: BBI

Class: FYBBI-I

Subjects: Quantitative method -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram	PPT, Assignment, White board, Case study
2	August	14	Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages,	PPT, Assignment, White board, Case study
3	September	14	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 Meaning, definition and Application of covariance,	PPT, Assignment, White board, Case study
4	October	14	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution	PPT, Assignment, White board, Case study

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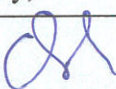
TEACHING PLAN


ACADEMIC YEAR 2017 to 2018

- 1) Name of the Lecturer: **Tanvi N** 2) Department : **COMMERCE**
3) Subject: **FINANCIAL ACCOUNTING : Paper – I** 4) Class: **FYBBI**

S. No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles.	PPT, Assignment, White board, Case study
2	JAN	15	Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance.	PPT, Assignment, White board, Case study
3	FEB	15	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
4	MARCH	15	Introduction to issue and forfeiture of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only,	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Anuja V

2) Department :COMMERCE

3) Subject BUSINESS LAW

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Law : Meaning, Definitions, Features, Types, Sources and Classification Indian Constitution : Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	PPT, Assignment, White board, Case study
2	JAN	15	Contract Act : Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent -Wager - Minor Contracts, Breach and Remedies For the Contract.	PPT, Assignment, White board, Case study
3	FEB	15	Special Contract: Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge Agency: Sale of Goods Act	PPT, Assignment, White board, Case study
4	MARCH	15	Negotiable Instrument Act : Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement	PPT, Assignment, White board, Case study

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M. S. Kulkarni
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TEACHING PLAN

ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Vivek S

2) Department :COMMERCE

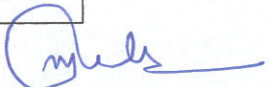
3) Subject Org. Behaviour

4) Class: FYBBI

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Introduction of organizational Behavior Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories •	PPT, Assignment, White board, Case study
2	January	14	Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting •	PPT, Assignment, White board, Case study
3	February	14	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management.	PPT, Assignment, White board, Case study
4	March	14	Meaning and Nature of OD. • Techniques of OD. • Importance of OD.	PPT, Assignment, White board, Case study


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TEACHING PLAN

ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Grishma V

2) Department :COMMERCE

3) Subject Foundation Course

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	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	PPT, Assignment, White board, Case study
2	JAN	15	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions	PPT, Assignment, White board, Case study
3	FEB	15	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act	PPT, Assignment, White board, Case study
4	MARCH	15	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	PPT, Assignment, White board, Case study

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Vivek College of Commerce 2017-18

Name of Teacher: Durvi thakore

Department: BBI

Class: SYBB-III

Subjects: Financial markets

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	<p>Introduction, Meaning, Functions of financial system, Indian financial system from financial neutrality to financial activism and from financial volatility to financial stability, Role of Government in financial development, Overview of Phases of Indian financial system since independence (State Domination – 1947-1990, Financial sector reforms 1991 till Financial Sector Legislative Reforms Commission 2013), Monitoring framework for financial conglomerates.</p> <p>B) Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services.</p>	PPT, Assignment, White board, Case study
2	August	14	<p>A) Indian Money Market B) Indian Capital Market - C) Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE.</p> <p>D) Equity Market – Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA , Green Shoe Option, Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP.</p> <p>E) Indian Debt Market</p>	PPT, Assignment, White board, Case study
3	September	14	<p>Introduction to commodities market - Meaning History & origin, Types of commodities traded,</p>	PPT, Assignment, White board, Case study
4	October	14	<p>Introduction to Derivatives market- Meaning, History & origin,</p>	PPT, Assignment, White board, Case study

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
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2017-18**

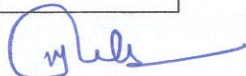
Name of Teacher: **Vivek Singh**
Class: **SYBB-III**

Department: **BBI**
Subjects: **Org. Behaviour**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	A) Personality: B) Learning: C) Perception D) Workplace Emotions, Values and Ethics: E) Individual Decision Making:	PPT, Assignment, White board, Case study
2	August	14	A) Group Communication: B) Power and Politics: C) Negotiations: D) Transactional Analysis Model: E) Virtual teams and Group Cohesiveness: F) Group Decision-Making	PPT, Assignment, White board, Case study
3	September	14	A) Organization structure: B) New design options: Team structure, Virtual organizations, Boundary less organizations C) Organization structure differentiation: D) Organizational Climate	PPT, Assignment, White board, Case study
4	October	14	A) Practices of OB in Banks and Insurance B) Issue of organization behaviour in Banks C) Strategies to manage issues of organization behaviour in banks D) Case Studies – Transfer, Promotion, Separation.	PPT, Assignment, White board, Case study


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2017-18

Name of Teacher: Vandana L
Class: S.Y.B.I

Department: B&I
Subject: Tax

S.No	Month	No. of Lectures	Topics Covered	Methods used
1	June	4 lectures per week	Definations and residential status, Scope of Total Income, Sec 10	Concept Explanation and solving the sums ✓
2	July	4 lectures per week	Heads of Income – Salary	Concept Explanation and solving the sums ✓
3	August	4 lectures per week	Income of House Property	Concept Explanation and solving the sums ✓
4	September	4 lectures per week	Profit and gains of business and profession	Concept Explanation and solving the sums ✓
5	October	4 lectures per week	Capital gain and other sources I Deductions from Total Income. Computation of Total Income	Concept Explanation and solving the sums ✓

Vandana L

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TEACHING PLAN ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Tanvi N

2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT II

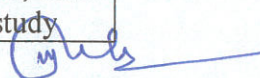
4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	A) Capital Investment Decisions Proposal origination, Economic Evaluation, Capital Expenditure control, Post Audit B) Tools of evaluating Capital Investments Payback Period, Discounted Payback period , Net Present Value, Internal Rate of Return, Profitability Index, Equivalent Annual Cost, Modified Internal Rate of Return.	PPT, Assignment, White board, Case study
2	JAN	15	Cost of Capital - Computation of Weighted Average Cost of Capital - Cost of Debts , preferences shares , and Net worth - Minimum acceptable rate of return and its relationship with cost of capital	PPT, Assignment, White board, Case study
3	FEB	15	Leverage - Financial , Operating and Combined Leverage Capital Structure Theories - Net Operating Income(NOI) - Net Income Approach (NI) - Modigilani- Miller (MM) Approach Capital Structure Policies - Determinants of capital Structure Decisions - Approach to estimating the target capital structure - Variation in Capital Structure - Earnings Before Interest and Taxes / Earnings per share (EBIT/ EPS) , Analysis & Return on Investment / Return on Equity (ROI/ ROE) Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	Working Capital Management - Gross and Net working capital, Positive and Negative Working capital. - Estimation of Working Capital	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Anuja V

2) Department: COMMERCE

3) Subject : CORPORATE LAWS


4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Development of Company Law in India B) Doctrines Governing Corporates C) Application of Company Law to Banking and Insurance Sector	PPT, Assignment, White board, Case study
2	JAN	15	Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange.	PPT, Assignment, White board, Case study
3	FEB	15	A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration. B) Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-IPO-	PPT, Assignment, White board, Case study
4	MARCH	15	– Meaning , Benefits , Models, Functions Participants BSDA and s Power of Central Government to Direct Rules or Make rules Power of SEBI to make or amend bye laws of recognised stock exchange Books and Accounts to be maintained by recognized stock exchange in registration for depository participants.	PPT, Assignment, White board, Case study


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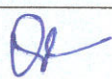
TEACHING PLAN ACADEMIC YEAR 2017 TO 2018

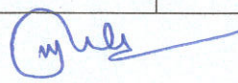
- 1) Name of the Lecturer: Vivek S 2) Department: COMMERCE
3) Subject: ENTREPRENEURSHIP MANAGEMENT 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	PPT, Assignment, White board, Case study
1	DEC	15	A) Entrepreneur: B) Theories of Entrepreneurship: Innovation Theory of Schumpeter, Need for Achievement Theory of McClelland, Risk Bearing Theory of knight, Hagen's Theory of Entrepreneurship, Economic Theory of Entrepreneurship.	PPT, Assignment, White board, Case study
2	JAN	15	Forms of Entrepreneurial structures: B) Critical Factors for starting a new enterprise C) Business Plan:	PPT, Assignment, White board, Case study
3	FEB	15	A) Marketing: B) Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control.	PPT, Assignment, White board, Case study
4	MARCH	11	Finance: Sources of long term and short term finance, Debt fund-Meaning, D) Human Resource A) Social Entrepreneurship: Meaning, Social responsibility of an entrepreneur B) Barriers to entrepreneurship: Environmental, economic, non-economic, personal and entrepreneurial barriers. C) Intrapreneurship: D) Ethics and Entrepreneurship: entrepreneurship.	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Vandana L
3) Subject: COST ACCOUNTING

2) Department: Commerce
4) Class: SY BBI

IV SEMESTER

Methods used.

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used.
				PPT, Assignment, White board, Case study
1	DEC	15	(1) Identifying Elements of cost :- • Materials. • Staff cost. • Overheads. (2) Cost Classification by behaviour with reference to banking and insurance industries : (3) Cost Accounts and Financial Accounts compare • Contrast and reconcile	PPT, Assignment, White board, Case study
2	JAN	15	UNIT-2: (1) Different Methods of costing:- • Process costing. • Services costing. • Operating Cost Statement. • Contract costing.	PPT, Assignment, White board, Case study
3	FEB	15	UNIT-3: (1) Budgeting : • Project planning and forecasting • Tax Impact in Project Finance • Incremental budgeting • Zero-based budgeting. • Activity based budgeting. • Designing and analysing a Business/Project Plan (2) Costing Systems and Decision making: • Value and functional cost analysis. • Resource planning system: MRPI, MRPII and ERP. • Just-in-time. • Activity-based Costing • Absorption Costing • ABC Analysis	PPT, Assignment, White board, Case study
4	MARCH	11	(1) Costing Concept with specific reference to Insurance Claims a. Fire Insurance claims... working Stock as on the Date of Fire b. Working for Consequential Loss Claim.	PPT, Assignment, White board, Case study

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TEACHING PLAN
ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Aparna P
 3) Subject: IT

2) Department: Commerce
 4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	(Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models	PPT, Assignment, White board, Case study
2	JAN	15	Development Life Cycle, Project Management, Building Data Centres, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools Technological Changes in Indian Banking Industry, Trends in Banking and Information Technology, Teleconferencing, Internet Banking, Digital	PPT, Assignment, White board, Case study
3	FEB	15	Objectives, Electronic Commerce and Banking, Banking Software, Electronic Clearing and Settlement Systems, Plastic Money	PPT, Assignment, White board, Case study
4	MARCH	15	MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation, timer, creating new presentation by existing theme, import online themes, creating a template of presentation, save and run the slide show	PPT, Assignment, White board, Case study

Aparna P
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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Debjani C

2) Department: Commerce

3) Subject: FC

4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	A) Life Insurance Business – Components, Human Life Value Approach, Mutuality, Principle of Risk Pooling, Life Insurance Contract, Determinants of Risk Premium B) Products of LIC C) Non Traditional Life Insurance Products (Those of SBI and ICICI – Introduction, Forms and procedures)	PPT, Assignment, White board, Case study
2	JAN	15	A) Health Insurance – Meaning, IRDA Regulations, determinants of Health Insurance, Health Insurance Market in India and determinants of Risk Premium. 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	PPT, Assignment, White board, Case study
3	FEB	15	A) Role of Insurance in Logistic - Meaning & Importance, Hazards, Protection, Social Security – Type of Risks and Accidents	PPT, Assignment, White board, Case study
4	MARCH	15	MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Jennifer M

2) Department: COMMERCE

3) Subject : BUSINESS ECONOMICS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Macroeconomics: Meaning, Scope and Importance. Circular flow of aggregate income and expenditure: closed and open economy models The Measurement of national product: Short run economic fluctuations : Features and Phases of Trade Cycles The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply - Consumption Function - Investment	PPT, Assignment, White board, Case study
2	JAN	15	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 : Inflation	PPT, Assignment, White board, Case study
3	FEB	15	Role of a Government to provide Public goods- Principles of Sound and Functional Finance Fiscal Policy: Instruments of Fiscal policy Union budget -Structure-	PPT, Assignment, White board, Case study
4	MARCH	15	The basis of international trade Foreign Investment	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018

- 1) Name of the Lecturer: Niral Shah 2) Department: Commerce
3) Subject: Financial Reporting Analysis 4) Class: TYB.B.I

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Preparation and presentation of Banking Company Final Accounts in accordance with Banking Regulations Act (calculation of rebate on bill discounted)	PPT, Assignment, White board, Case study
2	JULY	15	Preparation and presentation of Corporate Final Accounts for Insurance Companies Final Accounts in accordance with Insurance Legislation.	PPT, Assignment, White board, Case study
3	AUGUST	15	Preparation and presentation of Corporate Final Accounts and Reports for Trading, Manufacturing and others Companies in Accordance with Revised Schedule VI of Company Final Accounts.	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Financial Analysis and Interpretation of Final Account using Tools of Financial Management and Investment Analysis like Ratio Analysis, Cash Flows Analysis	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Alok H 2) Department: Commerce

3) Subject: International Banking and Finance 4) Class: TYB.B.I

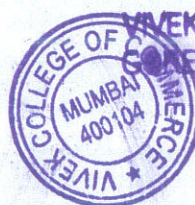
V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Evolution of International Banking 06 2. International Banking: A functional	PPT, Assignment, White board, Case study
2	JULY	15	Offshore Banking Centers and their role in International Financing International Capital Markets	PPT, Assignment, White board, Case study
3	AUGUST	15	International Lending Operations Eurocurrency markets and role of International Banks in Same	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Country risk analysis Foreign exchange risks International Financial Stability and role of banks and central banks in financial stability.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Durvi T

2) Department: Commerce

3) Subject: Financial Service Management

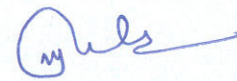
4) Class: TYBBI

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	(15 Lectures)	UNIT 1: FINANCIAL SERVICES MERCHANT BANKING Definition Origin Merchant Banking in India Merchant Banks and Commercial Banks Services of Merchant Banks Qualities required of Merchant Bankers in Market Making Process Progress of Merchant Banking in India Problems Scope of Merchant Banking in India LEASING AND	PPT, Assignment, White board, Case study
2	JULY	(15 Lectures)	UNIT 2: MUTUAL FUND NAV calculation AND PRICING of mutual fund Mutual Funds abroad Mutual Funds. FACTORING AND FORFEITING Factoring	PPT, Assignment, White board, Case study
3	AUGUST	(15 Lectures)	UNIT 3: SECURITISATION OF DEBT What is securitization DERIVATIVES Meaning types of financial derivatives options futures forwards swaps futures and options trading system clearing entities and their role	PPT, Assignment, White board, Case study
4	SEPTEMBER	(15 Lectures)	UNIT 4 DEPOSITORIES AND PLEDGE Records to maintained by Depository services of Depository and functions of Depository-Organisation and functions of NSDL Pledge and Hypothecation Procedure for pledge/Hypothecation Housing Finance	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Pradeep Hathi

2) Department: Commerce

3) Subject: Security Analysis and Portfolio Management 4) Class: TYB.B.I.
V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	1.1 Meaning of Investment 1.2 Investment versus Speculation 1.3 Objectives of investment 1.4 Meaning of Portfolio 1.5 Meaning of Portfolio management 1.6 Portfolio Management Process 1.7 Approaches to Investment Decision making. Investment Alternatives Introduction to Securities Market:	PPT, Assignment, White board, Case study
2	JULY	15	1. The Time Value of Money: 1.1 Meaning of Time Value 1.2 Future Value of a Single Amount 1.3 Present Value of a Single Amount 1.4 Future Value of an Annuity 1.5 Present Value of an Annuity 1.6 NPV for even and uneven cash flows 2. Analysis and valuation of Debt: 2.1 Types & Features of Debt Instruments 2.2 Bond Pricing – Discount Model 2.3 Concept of Bond Yields 2.4 Concept of Risk in Debt 2. 5 Basic introduction to Interest Rate movement and its link to Bond	PPT, Assignment, White board, Case study
3	AUGUST	15	. Financial Statement Analysis: 1.1 Financial Statement 1.2 Financial Ratios 1.3 Comparative Analysis 1.4 Du Pont Analyses 1.5 Problems in Financial Statement Analysis 2. Introduction to Fundamental Analysis: 2.1 Macroeconomic	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	. Portfolio Theory: 1.1 Portfolio Return 1.2 Portfolio Risk 1.3 Portfolio Diversification 1.4 Optimal Portfolio 2. Capital Asset Pricing Model: 2.1 Basic Assumptions 2.2 Capital Market Line 2.3 Security Market Line 2.4 Inputs Required for Applying CAPM 3. Efficient Market Hypothesis: 3.1 Random Walk and Search for Theory	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2017 TO 2018


- 1) Name of the Lecturer: **Vivek Singh** 2) Department: **Commerce**
3) Subject: **Marketing** 4) Class: **TYB.B.I.**

V SEMESTER

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of marketing Definition and Classification of Services Services Marketing Mix 7 P's of Marketing Mix 7 P's of Services Marketing Mix Importance of Marketing Mix Elements Marketing of Banking and Insurance products Services Marketing	PPT, Assignment, White board, Case study
2	August	14	Channels of Marketing Marketing Research- Meaning and Importance Process of Marketing Research Types of Marketing Research Marketing Logistics (Logical objectives for banking and Insurance products)	PPT, Assignment, White board, Case study
3	September	14	Consumer in Services marketing Consumer Buying Behavior- Meaning and Stimulus Response Model Decision Making Unit Importance of Personnel in Services Managing Service Quality Service Quality Model (CAPS model) Managing Service Gaps Major trends in product support service	PPT, Assignment, White board, Case study
4	October	14	Advertising and Branding of Services Recent Trends and Challenges in Marketing Ethics in marketing Major trends in consumer services Marketing in 21 st century Marketing through social networking channels	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2017 TO 2018

1) Name of the Lecturer: Debjani C

2) Department: Commerce

3) Subject: AUDITING

4) Class: TYB.B.I.
V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Unit I: 15 lectures Introduction: Meaning, Objects, Basic Principles and Techniques. Classification of Audit, Audit Planning. Internal Control, Internal Check and Internal Audit, Audit Procedure – Vouching and verification of Assets & Liabilities. Special Areas of Audit: Special features of Cost audit. Tax audit and Management audit. Recent Trends in Auditing: Basic considerations of audit in EDP Environment.	PPT, Assignment, White board, Case study
2	JULY	15	Unit II: Audit of Limited Companies: 15 lectures Qualification, Disqualification, Appointment, Removal, Remuneration of Auditors. Audit Ceiling-	PPT, Assignment, White board, Case study
3	AUGUST	15	Unit III: Audit of Bank and Insurance Companies 15 lectures Banks- Legislation Relevant to Audit of Banks, Approach to Bank Audit, Internal Control Evaluation, Non-Performance Assets (Concept, Provisions), Long Form Audit Report.	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Unit IV: Other Thrust Areas 15 lectures Systems Audit- Social Audit- Environment Audit Energy Audit- Forensic Audit-Peer review (Concepts, Objectives and Regulatory Requirements). Ethics in Auditing – Auditor's Independence. Auditing in CIS Environment. Standards on Auditing (Concepts, Purpose and Present Position as to Number and Title as issued by ICAI). Professional Liability of Auditors: Code of Ethics with special reference to the relevant provisions of The Chartered Accountants Act, 1949 and the Regulations there under with case studies Role of Auditor vis a vis Audit committees & corporate Governance principles Total:	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Durvi Thakore

2) Department: COMMERCE

3) Subject: Turnaround Management


4) Class: TYBBI

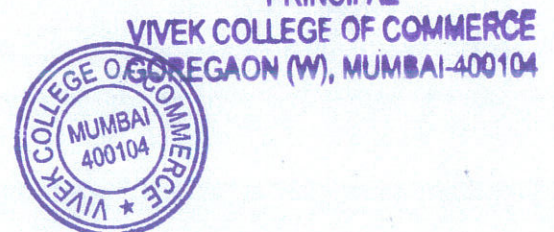
SEMESTER- VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction to Business Meaning, Definition, Importance, Features, Symptoms Different Approaches for Growth and Survival (Internal and External) Globalization and Liberalization Features Positive and Negative Impacts Role of MNC's	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Industrial Sickness Meaning and Reasons for Sickness Symptoms Various attempts to Overcome Sickness by stakeholders Role of BIFR in sick industries	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Turnaround Strategies TQM (Importance and Restructuring) Restructuring (Only Concept) (15) Reference Books : 1) Redesigning the Business Process by Waman S. Jawdekar 2) Business Process Re-Engineering : Myth & reality by Colin Coulson Thomas 3) Reengineering and Reinventing the enterprise by P.N. Rastogi 4) Practical Business Re-Engineering by Nick Obolensky Selling of Sick Unit (Only Concept) BPR - Meaning, features, steps, need, implications, - Achievements and Drawbacks -	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Approaches (External Consultant, BPR Leader, Process Owner, Top Executives, Kaizen and Adam Smith , Flow Charts, Mapping etc) - Practical Examples Recent Business Scenario - SIFIO - Outsourcing - Networking - Franchisee - Agency - Free Lancing - Self Financing	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Shraddha Chavan

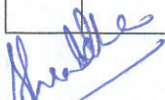
2) Department: Commerce


3) Subject: Strategic Management

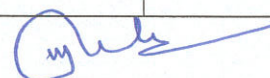
4) Class: TYBBI

SEMESTER -VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Unit 1: Introduction to Strategic Management: Meaning, Levels of (15) Strategy, Role of Organizational Strategist in banking and Insurance sector, Importance of Strategic Management, Strategic Management Process, Concept of SBU	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Unit 2: The Environment of Strategic Management. 1) The Political Facet: Impact of Politics in Strategic Management 2) The Economic Facet: A conduct for social, political and Technological forces, Role of competition. National and Global Trends. 3) The Social Facet: Ethics, Social responsibility of Business, Triple Bottom Line, Impact of Social Factors in Strategic Management 4) The Technological Facet: Impact of Technology in Banking and Insurance. 5) The Legal Facet: Impact of Legal Factors in Strategic Management 6) The Ecological Facet: Impact of Legal Factors in Strategic Management 7) SWOT Analysis	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Unit 3 Strategy Formulation 1) Mission, Vision and Goals 2) Tools of corporate level Strategic management. The Boston Consulting Group matrix. The GE Planning Grid, The McKinsey 7-S Framework. 3) Strategies: Integration, Diversification, Disinvestment, Downsizing.	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Unit 4 Activating Strategies 1) Organizational Structure, Relation between Strategy and Structure, Different organizational structures for different strategies. 2) Resource Mobilization Viz. Money, Markets, Machine, Material, Men. (Human Resources) 3) Leadership and Motivation as key drivers of Strategy. 4) Role of Creativity and Innovation in Strategic Formulation 5) Evaluation and Control of Strategies. Bench marking. Performance gap Analysis, Responsibility Centers, ROI, and Budgeting.	PPT, Assignment, White board, Case study


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TEACHING PLAN

ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: **Vivek Singh**

2) Department: **Commerce**

3) Subject: **International Business**


4) Class: **TYBBI**

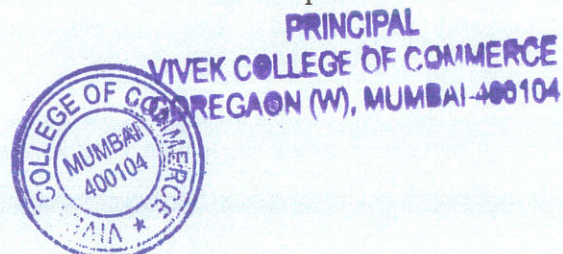
SEMESTER –VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction: What is International Business, Growing Importance of International Business, Factors Stimulating Growth of International Business, Difference between Domestic Business and International Business 2. The Global Business Environment, PEST Factors, Role of Government in International Trade, International Business Environment in India	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	International Trade and Foreign Direct Investment, Changes in Pattern of World Trade and Production, Protectionism; Arguments for and against protectionism, Impact of FDI on National Growth and distribution of wealth 4. WTO and its role in International Trade;	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Theories of International Trade; Mercantile, Absolute Advantage, Comparative Advantage, Factor Endowment, Vernon's Product Life Cycle theory and Porter's Diamond Model 5 6. Role of Organizations like IMF, World Bank in International Trade	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	8. Selection of Market for International Trade – Country Risk Analysis 9. Difference between International Marketing and Domestic Marketing, Selection of Suitable Market for International Marketing, Discussion on International Marketing Strategies with respect to - Segmentation, Communication and Pricing Management of Risk in International Trade Transactions; Transaction risk, Translation Risk, Operational risk, Country Risk, Counter party risk, Open Position risk, Interest rate risk etc	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2017 to 2018

1) Name of the Lecturer: Vivek Singh

2) Department: Commerce

3) Subject: Human Resource Management

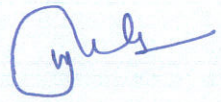
4) Class: TYBBI

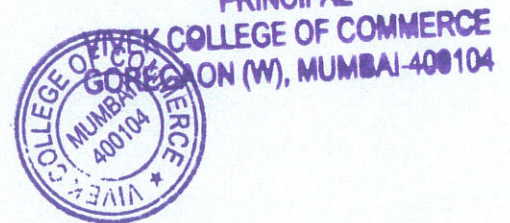
SEMESTER- VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Human Resource Management Nature , Scope, Objectives and Functions of HRM Organization of HR Department Concept of HRD Role and Functions of HR Manager (in Banking and Insurance sector) Challenges before HR Manager Personnel Manual	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Human Resource Planning Definition of HRP Process of HRP Factors affecting HRP HRIS Succession Planning Meaning and Process Concept of Outsourcing Promotions and Transfers	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Operative Functions of HRM Recruitment- Meaning and Sources. Selection- Meaning, Process, Types of Selection Tests, Types of Interviews, Concept of Orientation and Placement Training and Development- Career Planning And Development Meaning, Process/ Procedure of Career Planning, Career Stages/ Career Life Cycle, Essentials to make career planning successful, Separation Function – Meaning of Pink Slip, VRS, Lay offs, Retirement, Retrenchment, Organizational Downsizing	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Policy Manual, Personnel Policies in Banking and Insurance sectors Concepts- Job Analysis, Job Design and Job Evaluation Participative Management- Meaning, Levels/ Types, Employee Welfare, Comparative study of working conditions in Banks, Financial Institutions , Insurance company Industrial Relations- Meaning, Parties to IR and Approaches Trade Unions- Meaning, Features and Role	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2016 to 2017

1) Name of the Lecturer: Suvarna R

2) Department :COMMERCE

3) Subject Org. Behaviour

4) Class: FYBBI

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	December	14	Introduction of organizational Behavior Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : <ul style="list-style-type: none">• Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory• Application of the Theories• Motivational techniques in Banking and Insurance Industry	PPT, Assignment, White board, Case study ✓
2	January	14	Individual Behavior (IQ, EQ, SQ) <ul style="list-style-type: none">• Group Formation, Team Building, Team Development.• Goal Setting• Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills.• Johari Window	PPT, Assignment, White board, Case study ✓
3	February	14	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. <ul style="list-style-type: none">• Organizational Change, effects of Resistance to Change, ways to overcome resistance to change.• Time and Stress Management.	PPT, Assignment, White board, Case study ✓
4	March	14	Meaning and Nature of OD. <ul style="list-style-type: none">• Techniques of OD.• Importance of OD.	PPT, Assignment, White board, Case study ✓

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PRINCIPAL

VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104



Vivek College of Commerce

2016-17

Name of Teacher: Vivek Singh


Department: BBI

Class: FYBBI-I

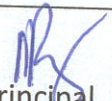
Subjects: Principles of Management

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of Management • Management as a Profession • Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)	PPT, Assignment, White board, Case study
2	August	14	Management Process • Management Process, Practices, Functions of Management related to Banking and Insurance companies	PPT, Assignment, White board, Case study
3	September	14	Organization Structure of Banking and Insurance companies	PPT, Assignment, White board, Case study
4	October	14	Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, MrDhirubhaiAmbani and Sons, KiranMazumdar Shaw, VergheseKurien) • Leaders in the Banking and Insurance Industry ▪ Indian Leaders (Banking & Insurance: H.Shanbagh. UdayKotak, K.V. KamathNainaKidwai, Deepak Parekh, ChandaKochhar, Hinduja, Godrej,AzizPremzi, Narayan Murthy, Anand Mahindra , Governor of RBI) ▪ International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104



Vivek College of Commerce

2016-17

Name of Teacher: **Vivek Singh**

Department: **BBI**

Class: **FYBBI-I**

Subjects: **EMFS**

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Institutional set- up <ul style="list-style-type: none"> ▪ Marketing Structure ▪ Instruments ▪ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) 	PPT, Assignment, White board, Case study
2	August	14	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. <ul style="list-style-type: none"> • Functions and working of banking and insurance companies 	PPT, Assignment, White board, Case study
3	September	14	Risk management within the organizations of Banks and Insurance companies <ul style="list-style-type: none"> • Asset - Liability Management in Banking and Insurance • Organisational structure and management 	PPT, Assignment, White board, Case study
4	October	14	Banking companies and RBI Acts and legal framework governing the insurance. <ul style="list-style-type: none"> • Developmental Activities of RBI and IRDA • Mechanism of supervision and regulation. • Prudential Norms. 	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
 COOPERATION (W), MUMBAI-400104

Vivek College of Commerce

2016-17

Name of Teacher: Shefali Rai

Department: BBI

Class: FYBBI-I

Subjects: Financial Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning, scope, objectives, 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,	PPT, Assignment, White board, Case study
2	August	14	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	September	14	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method	PPT, Assignment, White board, Case study
4	October	14	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations	PPT, Assignment, White board, Case study

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GOREGAON (W), MUMBAI-400104

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Vivek College of Commerce

2016-17

Name of Teacher: Sharvari T

Department: BBI

Class: FYBBI-I

Subjects: Foundation course - I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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	PPT, Assignment, White board, Case study
2	August	14	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	PPT, Assignment, White board, Case study
3	September	14	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	PPT, Assignment, White board, Case study
4	October	14	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 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	PPT, Assignment, White board, Case study

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Vivek College of Commerce

2016-17

Name of Teacher: Tanvi N

Department: BBI

Class: FYBBI-I

Subjects: Business economics -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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,	PPT, Assignment, White board, Case study
2	August	14	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 Demand estimation and forecasting	PPT, Assignment, White board, Case study
3	September	14	Production function: 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 - Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost -	PPT, Assignment, White board, Case study
4	October	14	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 Monopolistic competition: Equilibrium of a firm under Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
GOREGAON (W), MUMBAI-400104

Vivek College of Commerce

2016-17

Name of Teacher: Mehul Barai

Department: BBI

Class: FYBBI-I

Subjects: Quantitative method -I

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	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 for grouped as well as ungrouped data	PPT, Assignment, White board, Case study
2	August	14	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. 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.	PPT, Assignment, White board, Case study
3	September	14	Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion.	PPT, Assignment, White board, Case study
4	October	14	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution Concept and usage of index nos. Construction of index nos.. Quantity and Value index nos for agricultural, indust	PPT, Assignment, White board, Case study

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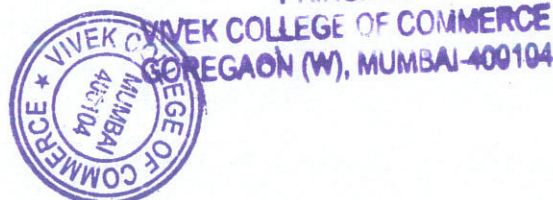
Mehul Barai

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017

- 1) Name of the Lecturer: Vivek Singh 2) Department: COMMERCE
3) Subject: Principles and Practices of Banking and Insurance
4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Banking: Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision .	PPT, Assignment, White board, Case study
2	JAN	15	Banking Scenario in India : Banking Operations - Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI.	PPT, Assignment, White board, Case study
3	FEB	15	Introduction to Insurance: 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.	PPT, Assignment, White board, Case study
4	MARCH	10	Insurance Business Environment in India: Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
COREGAON (W), MUMBAI-400104

VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017

1) Name of the Lecturer: Tanvi N

2) Department :COMMERCE

3) Subject:FINANCIALACCOUNTING : Paper – I

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
	DEC	15	Meaning, scope, objectives, 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.	PPT, Assignment, White board, Case study
2	JAN	15	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	FEB	10	Introduction to issue and forfeiture of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method, Change of method. Valuation of goodwill (problems based on average profit method and super profit method only). Bills of Exchange (problems with various accounting treatment on trade bill only).	PPT, Assignment, White board, Case study
4	MARCH	5	Final Accounts : Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries..	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017

- 1) Name of the Lecturer: Shradha C 2) Department :COMMERCE
3) Subject:BUSINESS COMMUNICATION: Paper – II 4) Class: FYBBI

Sr No.	Month	No of lectur e	Topics to be covered	Methods used
1	DEC	15	I. Presentations : Making. effective presentations- Poster and PPT; Presentation of seminar papers II. Summarizing	PPT, Assignment, White board, Case study
2	JAN	15	III. Report writing : Theory of report writing, Definition, Types of report- Individual, report and committee report, Routine reports/activity reports/Investigation reports, Format of a report and Essentials of a good report.	PPT, Assignment, White board, Case study
3	FEB	15	IV. Group Communication : Importance of group communication, Advantages &disadvantages of group communication, Meeting, Conferences, Role of the chairperson V. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters,	PPT, Assignment, White board, Case study
4	MARCH	15	. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters, promotion letters, Testimonials, Memos etc. Notice, Agenda, Resolution, Minutes External Correspondence	PPT, Assignment, White board, Case study

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GOREGAON (W), MUMBAI-400104

VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017

- 1) Name of the Lecturer: Mehul Barai 2) Department :COMMERCE
3) Subject: QUANTITATIVE METHODS : Paper - II 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Testing of Hypothesis : Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s	PPT, Assignment, White board, Case study
2	JAN	15	Linear Programming Techniques: Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)	PPT, Assignment, White board, Case study
3	FEB	15	Matrices & Determinants (Application in Business and Economics): Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoint Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business & Economics) Statistical Application in Finance	PPT, Assignment, White board, Case study
4	MARCH	10	Statistical Applications In Investment Management Ratio, Proportion & Percentage, Interest: Time value of Money	PPT, Assignment, White board, Case study

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Mehul Barai

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017


1) Name of the Lecturer: Anuja V
3) Subject BUSINESS LAW

2) Department :COMMERCE
4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Law : Meaning, Definitions, Features, Types, Sources and Classification Indian Constitution : Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	PPT, Assignment, White board, Case study
2	JAN	15	Contract Act : Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent -Wager - Minor Contracts, Breach and Remedies For the Contract.	PPT, Assignment, White board, Case study
3	FEB	15	Special Contract: Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty.	PPT, Assignment, White board, Case study
4	MARCH	15	Negotiable Instrument Act : Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 to 2017

1) Name of the Lecturer: Sharvari T

2) Department :COMMERCE

3) Subject Foundation Course

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	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	PPT, Assignment, White board, Case study
2	JAN	15	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions	PPT, Assignment, White board, Case study
3	FEB	15	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act	PPT, Assignment, White board, Case study
4	MARCH	15	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Suvarna R
COMMERCE

2) Department:

3) Subject: ORGANIZATIONAL BEHAVIOUR 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	INTRODUCTION TO OB • Meaning ,Nature and scope of OB, Models of OB, THEORIES OF MOTIVATION • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry.	PPT, Assignment, White board, Case study
2	JULY	15	GROUP DYNAMICS • Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills ,Interpersonal Skills , Multicultural Skills, Cross Cultural Skills. • Johari Window	PPT, Assignment, White board, Case study
3	AUGUST	15	ORGANIZATIONAL CULTURE AND CHANGE MANAGEMENT • Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts . • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. (15) • Time and Stress Management.	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	ORGANIZATIONAL DEVELOPMENT. • Meaning and Nature of OD. • Techniques of OD.. • Importance of OD.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Seema singh

2) Department: COMMERCE

3) Subject: INFORMATION TECHNOLOGY IN B & I 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	Unit 1: Applications of Information technology in Banking and Insurance RTGS (Real Time Gross Settlement): Guidelines, Functionality, Requirement & Process, Benefits, Infrastructure Credit Card: Guidelines, Functionality, Requirement & Process, Benefits, Infrastructure Insurance Claim Management:	PPT, Assignment, White board, Case study
2	JULY	15	Unit 2: Advance E-Commerce Business Models, IT Architecture (Web Server, App Server, DB server, Networking & devices) Threats Security (Principles & Policies) Advantages and limitations Cyber Law –IT Act 2000, IT amendment 2008	PPT, Assignment, White board, Case study
3	AUGUST	15	Unit 3: ERP and MIS Functioning of ERP and MIS Need of ERP and MIS Advantages & Disadvantages of ERP and MIS Working and Implementation of ERP and MIS	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Unit 4: Data Communication Customer Interaction Database Management Data Mining Technology Based CRM softwares -1) SAAS 2) MY SAP. Org 3) PeopleSoft etc (any two)	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Durgesh K

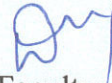
2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT – PAPER I

4) Class: SYBBI

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	a. Overview of Financial Management - Scope, functions and Objectives b. Financial Forecasting - Sales Forecast - Preparation of proforma Income Statement and Balance sheet - Growth and External Funds Requirements (EFR)	PPT, Assignment, White board, Case study
2	JULY	15	Tools of financial Analysis - Common size statements - Comparative statements - Ratios : Balance Sheet Ratios, Income statement Ratios and Combined ratios	PPT, Assignment, White board, Case study
3	AUGUST	15	Cash Budget Capital Budget Flexible Budget	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Sources of Finance - Long term Sources (Term Loans , Debentures, Bonds, Zero Coupon bonds, Convertible Bonds) - Equity shares , Preference shares - Short Term sources (Bank Finance, Trade Credit, Other Short Term Sources)	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Vandana L
3) Subject: COST ACCOUNTING

2) Department: Commerce
4) Class: SY BBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	(1) Identifying Elements of cost :- • Materials. • Staff cost. • Overheads. (2) Cost Classification by behaviour with reference to banking and insurance industries : (3) Cost Accounts and Financial Accounts compare • Contrast and reconcile	PPT, Assignment, White board, Case study
2	JAN	15	UNIT-2: (1) Different Methods of costing:- • Process costing. • Services costing. • Operating Cost Statement. • Contract costing.	PPT, Assignment, White board, Case study
3	FEB	15	UNIT-3: (1) Budgeting : • Project planning and forecasting • Tax Impact in Project Finance • Incremental budgeting • Zero-based budgeting. • Activity based budgeting. • Designing and analysing a Business/Project Plan (2) Costing Systems and Decision making: • Value and functional cost analysis. • Resource planning system: MRPI, MRPII and ERP. • Just-in-time. • Activity-based Costing • Absorption Costing • ABC Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	(1) Costing Concept with specific reference to Insurance Claims a. Fire Insurance claims... working Stock as on the Date of Fire b. Working for Consequential Loss Claim.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2016 TO 2017

- 1) Name of the Lecturer: Vivek S 2) Department: Commerce
3) Subject: FINANCIAL MARKETS 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Indian Financial System – Introduction , Indian Financial system with Understanding of Different markets Regulatory Institution : The Reserve Bank of India Introduction, Organisation and Management of its Role and Functions , Monetary policy, Recent role of Global Crisis and Survival of India. Regulatory Institutions Companies Act 1956, Security Contract Regulation Act ,1956 SEBI ACT 1992 (06)	PPT, Assignment, White board, Case study
2	JAN	15	Call Money Market: Introduction, Meaning and Importance, Functions of Call Money Markets, Call Money rates as Indicators. Commercial Bill Markets: Money Market:	PPT, Assignment, White board, Case study
3	FEB	15	Capital Market: Meaning, Importance and Function , Instruments of Capital Markets – Equity Shares, Preference Shares, Bonds, Debentures. Indian Stock Markets : History , Meaning and function of Stock Exchange, BSE,NSE, and other exchanges , Working of Stock Exchanges , Stock Exchange as a Barometer of Economy.	PPT, Assignment, White board, Case study
4	MARCH	15	Derivatives Markets: Meaning, History, types of Instrument in derivatives market – Froward, future option , swaps,,, Hedging arbitrage and speculation, Indian Derivatives Market . Foreign Exchange Market in India : Meaning, Currency Derivatives,	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

- 1) Name of the Lecturer: Suvarna R 2) Department: COMMERCE
3) Subject: ENTREPRENEURSHIP MANAGEMENT 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Concept, meaning and definition of entrepreneur and entrepreneurship. • Importance and significance of growth of entrepreneurial activity. • Concept of intrapreneur. • Characteristics and qualities of entrepreneurs • Classification and types of entrepreneurs. • Women entrepreneurs • Theories of entrepreneurship (McClelland, Max Weber and Joseph Schumpeter)	PPT, Assignment, White board, Case study
2	JAN	15	Entrepreneurial Project Development • Idea generation – sources and methods • Identification and classification of ideas. • Environmental Scanning and SWOT analysis Recommended Books:	PPT, Assignment, White board, Case study
3	FEB	15	Legal Considerations for different forms of organization Cultural and Environmental Issues in setting up of business enterprise with respect to : (Sole trading firm, Limited Liabilites Partnership, Limited company, Public Company, Private Company, NGO) Quick Start Methods of Business: Franchising , Mergers and Takeover,	PPT, Assignment, White board, Case study
4	MARCH	15	Entrepreneurship Development Programme and Risk Management • SME, SHG with special reference to microfinance and woman entrepreneur • Definition of risk, types of risk, risk management strategies.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Shefali Rai

2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT II

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	A) Capital Investment Decisions Proposal origination, Economic Evaluation, Capital Expenditure control, Post Audit B) Tools of evaluating Capital Investments Payback Period, Discounted Payback period , Net Present Value, Internal Rate of Return, Profitability Index, Equivalent Annual Cost, Modified Internal Rate of Return.	PPT, Assignment, White board, Case study
2	JAN	15	Cost of Capital - Computation of Weighted Average Cost of Capital - Cost of Debts , preferences shares , and Net worth - Minimum acceptable rate of return and its relationship with cost of capital	PPT, Assignment, White board, Case study
3	FEB	15	Leverage - Financial , Operating and Combined Leverage Capital Structure Theories - Net Operating Income(NOI) - Net Income Approach (NI) - Modigilani- Miller (MM) Approach Capital Structure Policies - Determinants of capital Structure Decisions - Approach to estimating the target capital structure - Variation in Capital Structure - Earnings Before Interest and Taxes / Earnings per share (EBIT/ EPS) , Analysis & Return on Investment / Return on Equity (ROI/ ROE) Analysis	PPT, Assignment, White board, Case study
4	MARCH	11	Working Capital Management - Gross and Net working capital, Positive and Negative Working capital. - Estimation of Working Capital	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN ACADEMIC YEAR 2016 TO 2017

- 1) Name of the Lecturer: Debjani C 2) Department: Commerce
3) Subject: UNIVERSAL BANKING 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Introduction to Financial Services (Fund Based and Non Fund Based) Evolution of Universal Banking Commercial Banking Vs Development Banking , Sources and Uses of funds, Commercial banks and development banks Universal Banking in an open Economy. Universal Banking as a mix of commercial banking and development banking.	PPT, Assignment, White board, Case study
2	JAN	15	Asset Liabilities Mismatch Possibilities. Risks in project Lending Short term nature of funding sources Off Balance sheet items and services The Development wing of the universal bank provides	PPT, Assignment, White board, Case study
3	FEB	15	Entry of commercial Banks into Securities Business. Consumer finance. Merchant Banking Non Banking Investments and activities of Banks Universal Banking and future of small business lending	PPT, Assignment, White board, Case study
4	MARCH	11	Relevant Case Studies . and Recent trends and challenges in Universal Banking in India . Impact of Globalization (FDI and FII) in the Indian Banking Sector.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Suvarna R

2) Department: COMMERCE

3) Subject: INNOVATIONS IN BANKING & INSURANCE 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Review of functioning of banks , Liabilities and Assets of Banks, Net worth, Off Balance Sheet Items New Products : Deposit and Loan Products Housing finance, Hire Purchase, Leasing, Factoring and Forfeiting, Merchant Banking, Mutual Funds, consumer Loans , Venture Capital Financing , Banks as credit financial supermarket/ maturity and return profiles of new products .	PPT, Assignment, White board, Case study
2	JAN	15	New Financial services provided by banks- investment portfolio management services, advice on money management, tax services Electronic Payment systems (Indian- NEFT, RTGS , International – SWIFT) Debit Cards and Credit Cards – Concept and Process. E- Banking INVESTMENT BANKING and PRODUCTS	PPT, Assignment, White board, Case study
3	FEB	15	Insurance- Concept, functions, Types(Life and General) , New Insurance Products. Integration of third party and Re-insurance ,Co-existence of Banking and Insurance – their problems . Insurance as a cover to Banking risks Types of Risks, (systematic and unsystematic) Bank Assurance	PPT, Assignment, White board, Case study
4	MARCH	15	Privatization of Insurance Business in India, Banking and Insurance Regulation Self Regulation and Installation of Corporate Governance. Future strategies for promoting insurance in India.	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Durgesh K

2) Department: COMMERCE

3) Subject: MANAGEMENT ACCOUNTING 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	UNIT-1 1. Overview of Management Accounting (Scope, functions & objectives) 2. Treasurer and Controller (Compare & contrast roles) 3. Meaning and use of different costs for different purposes a. Product costs and period costs b. Direct costs and indirect costs c. Cash costs and non-cash costs d. Opportunity costs e. Specific costing concept relevant to insurance sector 4. MIS Management Information System a. Concept, need, characteristics, role, limitations, MIS and computers b. Different types of reports	PPT, Assignment, White board, Case study
2	JULY	15	UNIT-2 1. Interpretation of financial statements with the help of a. Notes to Accounts b. Directors' report and auditor's report (Contents and importance of notes to accounts, director's report and auditor's report) 2. Cost audit a. (items covered under cost audit rules, functions and scope of cost audit, cost audit program under companies act)	PPT, Assignment, White board, Case study
3	AUGUST	15	UNIT-3 1. Marginal and absorption costing a. Meaning, advantages and limitations b. Cost volume profit analysis – meaning & computation of breakeven point, break even sales (units), break even sales, margin of safety c. Single limiting factor analysis where a company has restricted freedom of action. d. Graphical linear programming (including an explanation of shadow prices).	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	UNIT-4 1. Managerial decision making (product mix decisions, make or buy decisions, operation or shut down decisions, accept/reject export orders)	PPT, Assignment, White board, Case study

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TEACHING PLAN
ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Anuja V

2) Department: COMMERCE

3) Subject: LAWS RELATING TO BANKING AND INSURANCE

4) Class: SYBBI

III SEMESTER

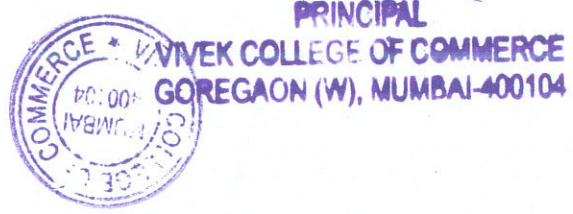
SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	Module 1. A. Indian Banking Act, 1949. : Basic Terms - Business Permitted -Business Prohibited -Capital -Reserves -Indian Banks Licensing -Branches -Maintain Liquid Assets -Advances -Management -Liabilities- Credit Creation- Cooperative Banks- Fines & Penalties- Credit Control. B. Reserve Bank of India, 1935 : Introduction-Role- Scheduled banks-Departments- Credit Information-Non Banking Financial Institutions(NBFC)-Liabilities under Section 45-Prudential Norms-Chit fund Act- NBFC & Public Deposits.	PPT, Assignment, White board, Case study
2	JULY	15	Module 2. Insurance Regulatory Development Authority A. Indian Insurance Act, 1949 : Basic Terms-Registration- Capital Requirement Deposits-Accounts & Audit-Registers & Returns-Investments-Social & Rural Insurance Management Expenses-Assignment & Nomination-Licensing-Agent Commission-Rebate & Bonus-Tariff Advisory Committee-	PPT, Assignment, White board, Case study
3	AUGUST	15	Module 3. A. Other Related Acts: Actuary : Appointment-Powers-Duties-Meeting-Registration-Investment- Prudential Norms Financial Statements-Code of Conduct for Surveyors and loss assessors-Third Party Administration-Code of Conduct for TPA-Content of Policy Documents- Remuneration of Brokers and claims. 08 Indian Stamp Act :	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Indian Insurance Act, 1949 : Basic Terms-Registration- Capital Requirement Deposits-Accounts & Audit-Registers & Returns-Investments-Social & Rural Insurance Management Expenses-Assignment	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

- 1) Name of the Lecturer: Pankaj Jain 2) Department: Commerce
3) Subject: TAXATION OF FINANCIAL SERVICES 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JUNE	15	Unit I: Basic Concepts and Definitions of Income Tax Act / Rules Section 2 - Assessee, Assessment Year. Assessment, Annual value, Business, Capital asset, Income, Person, Previous year, Transfer. Section 3 - Previous Year, Section 6 - Residential Status, Scope Of Total Income, Deemed Income. Section 10 – Exempted Incomes Exemptions related to specific Head of Income to be covered with Relevant Provisions such as Salary, Income from Other Sources etc.	PPT, Assignment, White board, Case study
2	JULY	15	Unit II: Taxation of income under different heads Section 15 – 17 - Income from Salary, Section 22 – 27 - Income from House Property, Section 28 – 43 - Income from Business & Profession, Section 44 – 55 - Income from Capital Gain, Section 56 – 59 - Income from Other Sources.	PPT, Assignment, White board, Case study
3	AUGUST	15	Unit III a) Provisions for deductions from total income Section 80 C – Investment in Government Securities, Section 80CCC – Pension Fund, Section 80D – Medici claim Insurance Premium, Section 80 DD – Medical Expenditure on Handicapped Relatives, Section 80E – Interest Paid on Loan Taken for Higher Education, Section 80G – Donations, Section 80U – Income earned by Handicapped Assessee. (b) Provisions regarding TDS Section 194A – TDS on Interest,	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Unit IV 2. Service Tax Act Section - 65 Definitions Section - 66B Charge of service tax on and after Finance Act, 2012 Section - 66D Negative list of services Section - 67 Valuation of taxable services for charging service tax Section -	PPT, Assignment, White board, Case study

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TEACHING PLAN
ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Pradeep H. 2) Department: Commerce

3) Subject: Security Analysis and Portfolio Management 4) Class: TYB.B.I.
V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	1.1 Meaning of Investment 1.2 Investment versus Speculation 1.3 Objectives of investment 1.4 Meaning of Portfolio 1.5 Meaning of Portfolio management 1.6 Portfolio Management Process 1.7 Approaches to Investment Decision making. Investment Alternatives Introduction to Securities Market:	Class room - Duster & marker
2	JULY	15	1. The Time Value of Money: 1.1 Meaning of Time Value 1.2 Future Value of a Single Amount 1.3 Present Value of a Single Amount 1.4 Future Value of an Annuity 1.5 Present Value of an Annuity 1.6 NPV for even and uneven cash flows 2. Analysis and valuation of Debt: 2.1 Types & Features of Debt Instruments 2.2 Bond Pricing – Discount Model 2.3 Concept of Bond Yields 2.4 Concept of Risk in Debt 2. 5 Basic introduction to Interest Rate movement and its link to Bond Price 2. 6 Understanding the Determinants of Interest Rates 2.7 Rating of Debt Securities 3. Equity Valuation: 3.1 Balance Sheet Valuation 3.2 Dividend Discount Model	Class room - Duster & marker
3	AUGUST	15	. Financial Statement Analysis: 1.1 Financial Statement 1.2 Financial Ratios 1.3 Comparative Analysis 1.4 Du Pont Analyses 1.5 Problems in Financial Statement Analysis 2. Introduction to Fundamental Analysis: 2.1 Macroeconomic Analysis 2.2 Industry Analysis 2.3 Company Analysis 2.4 Estimation of Intrinsic Value 2.5 Judging Undervaluation / Overvaluation 3. Introduction to Technical Analysis: 3.1 What is Technical Analysis? 3.2 Basic introduction to Charting Techniques	Class room - Duster & marker
4	SEPTEMBER	15	. Portfolio Theory: 1.1 Portfolio Return 1.2 Portfolio Risk 1.3 Portfolio Diversification 1.4 Optimal Portfolio 2. Capital Asset Pricing Model: 2.1 Basic Assumptions 2.2 Capital Market Line 2.3 Security Market Line 2.4 Inputs Required for Applying CAPM 3. Efficient Market Hypothesis: 3.1 Random Walk and Search for Theory	Class room - Duster & marker

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TEACHING PLAN
ACADEMIC YEAR 2016 TO 2017

- 1) Name of the Lecturer: **Suvarna R** 2) Department: **Commerce**
 3) Subject: **Marketing** 4) Class: **TYB.B.I.**

V SEMESTER

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of marketing Definition and Classification of Services Services Marketing Mix 7 P's of Marketing Mix 7 P's of Services Marketing Mix Importance of Marketing Mix Elements Marketing of Banking and Insurance products Services Marketing	PPT, Assignment, White board, Case study
2	August	14	Channels of Marketing Marketing Research- Meaning and Importance Process of Marketing Research Types of Marketing Research Marketing Logistics (Logical objectives for banking and Insurance products)	PPT, Assignment, White board, Case study
3	September	14	Consumer in Services marketing Consumer Buying Behavior- Meaning and Stimulus Response Model Decision Making Unit Importance of Personnel in Services Managing Service Quality Service Quality Model (CAPS model) Managing Service Gaps Major trends in product support service	PPT, Assignment, White board, Case study
4	October	14	Advertising and Branding of Services (Managing Integrated Marketing Communication) Role of Advertisement in Service Marketing Determining Communication Objectives Factors in setting marketing communication mix Web Marketing, Rural Marketing , Social Marketing Post Sales services strategies Recent Trends and Challenges in Marketing Ethics in marketing Major trends in consumer services	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Kapil T

2) Department: Commerce

3) Subject: AUDITING

4) Class: TYB.B.I.

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used	Remarks
1	JUNE	15	PPT, Assignment, White board, Case study	PPT, Assignment, White board, Case study	c
2	JULY	15	PPT, Assignment, White board, Case study	PPT, Assignment, White board, Case study	
3	AUGUST	15	PPT, Assignment, White board, Case study	PPT, Assignment, White board, Case study	
4	SEPTEMBER	15	PPT, Assignment, White board, Case study	PPT, Assignment, White board, Case study	

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K. Thakore

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Durgesh K

2) Department: Commerce

3) Subject: – Financial Reporting Analysis

4) Class: TYB.B.I

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Preparation and presentation of Banking Company Final Accounts in accordance with Banking Regulations Act (calculation of rebate on bill discounted)	PPT, Assignment, White board, Case study
2	JULY	15	Preparation and presentation of Corporate Final Accounts for Insurance Companies Final Accounts in accordance with Insurance Legislation.	PPT, Assignment, White board, Case study
3	AUGUST	15	Preparation and presentation of Corporate Final Accounts and Reports for Trading, Manufacturing and others Companies in Accordance with Revised Schedule VI of Company Final Accounts.	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Financial Analysis and Interpretation of Final Account using Tools of Financial Management and Investment Analysis like Ratio Analysis, Cash Flows Analysis	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Mehul barai 2) Department: Commerce

3) Subject: International Banking and Finance 4) Class: TYB.B.I

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Evolution of International Banking 06 2. International Banking: A functional	PPT, Assignment, White board, Case study
2	JULY	15	Offshore Banking Centers and their role in International Financing International Capital Markets	PPT, Assignment, White board, Case study
3	AUGUST	15	International Lending Operations Eurocurrency markets and role of International Banks in Same	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Country risk analysis Foreign exchange risks International Financial Stability and role of banks and central banks in financial stability.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Durvi Thakor

2) Department: Commerce

3) Subject: Financial Service Management

4) Class: TYBBI

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	(15 Lectures)	UNIT 1: FINANCIAL SERVICES Meaning Classification Scope Fund Based Activities Non-Fund Based Activities Modern Activities Sources of Revenue causes for financial innovation New Financial Products and services Innovative Financial Instruments Challenges Facing the Financial Sector Saving Mobilization MERCHANT BANKING, LEASING AND	PPT, Assignment, White board, Case study
2	JULY	(15 Lectures)	UNIT 2: MUTUAL FUND Introduction to mutual fund Structure of mutual fund in India Classification of mutual fund AMFI Objectives Advantages of mutual fund Disadvantages of mutual fund NAV calculation AND PRICING of mutual fund Mutual Funds	PPT, Assignment, White board, Case study
3	AUG UST	(15 Lectures)	UNIT 3: SECURITISATION OF DEBT What is securitization? Definition securitization vs. factoring Modus operandi role of merchant bankers role of other parties structure for securitization	PPT, Assignment, White board, Case study
4	SEPT EMBE R	(15 Lectures)	UNIT 4 DEPOSITORIES AND PLEDGE Overview of Depository system Key features of Depository system in India depository Bank analogy legal framework Eligibility criteria for a depository Agreement between Depository and Issuers Rights and Obligation of Depositories- Records to maintained by Depository services of Depository and functions of Depository Organisation and functions of NSDL Pledge and Hypothecation Procedure for pledge/Hypothecation	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: **Kapil Thakore**

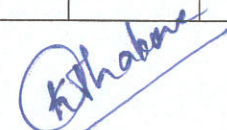
2) Department: **Commerce**

3) Subject: **International Business**

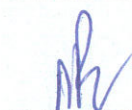
4) Class: **TYBBI**

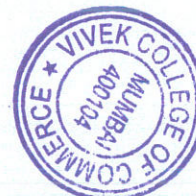
SEMESTER –VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction: What is International Business, Growing Importance of International Business, Factors Stimulating Growth of International Business, Difference between Domestic Business and International Business 2. The Global Business Environment, PEST Factors, Role of Government in International Trade, International Business Environment in India	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	International Trade and Foreign Direct Investment, Changes in Pattern of World Trade and Production, Protectionism; Arguments for and against protectionism, Impact of FDI on National Growth and distribution of wealth 05 4. WTO and its role in International Trade; WTO and its impact on TRIPS, GATS, Dumping and Anti-Dumping Measures, Multi Fibre Agreement and Agriculture, Issues in trade negotiations on WTO	PPT, Assignment, White board, Case study <i>Complete</i>
3	FEB	15 Lectures	Theories of International Trade; Mercantile, Absolute Advantage, Comparative Advantage, Factor Endowment, Vernon's Product Life Cycle theory and Porter's Diamond Model 05 6. Role of Organizations like IMF, World Bank in International Trade	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	8. Selection of Market for International Trade – Country Risk Analysis 03 9. Difference between International Marketing and Domestic Marketing, Selection of Suitable Market for International Marketing, Discussion on International Marketing Strategies with respect to - Segmentation, Communication and Pricing 05 10. Difference between International HRM and Domestic HRM, HR issues with respect to management of Global workforce, Issues related to expatriation and repatriation	PPT, Assignment, White board, Case study


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TEACHING PLAN

ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Durvi Thakore

2) Department: COMMERCE

3) Subject: Turnaround Management

4) Class: TYBBI

SEMESTER- VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction to Business Meaning, Definition, Importance, Features, Symptoms Different Approaches for Growth and Survival (Internal and External) Globalization and Liberalization Features Positive and Negative Impacts Role of MNC's	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Industrial Sickness Meaning and Reasons for Sickness Symptoms Various attempts to Overcome Sickness by stakeholders Role of BIFR in sick industries	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Turnaround Strategies TQM (Importance and Restructuring) Restructuring (Only Concept) (15) Reference Books : 1) Redesigning the Business Process by Waman S. Jawdekar 2) Business Process Re-Engineering : Myth & reality by Colin Coulson Thomas 3) Reengineering and Reinventing the enterprise by P.N. Rastogi 4) Practical Business Re-Engineering by Nick Obolen sky Selling of Sick Unit (Only Concept) BPR - Meaning, features, steps, need, implications, - Achievements and Drawbacks	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Approaches (External Consultant, BPR Leader, Process Owner, Top Executives, Kaizen and Adam Smith , Flow Charts, Mapping etc) Practical Examples Recent Business Scenario SIFIO Outsourcing Networking Franchisee Agency Free Lancing Self Financing	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015-16

Name of the Lecturer: Shefali Rai

Department: BBI

Subject: Environment and Management of Financial Service

Class: FYBBI

IST SEMESTER

SL NO	Month	NO. OF LEC	Topics to be covered	METHODS USED
1	JULY	15 Lectures	1. A. Financial System Institutional set- up Marketing Structure Instruments Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/ Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) B. Meaning, Definition and scope of Banking and Insurance.	PPT, Assignment, White board, Case study
2	AUGUST	15 Lectures	2. Phases of Development of Banking and Insurance A. Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. B. Functions and working of banking and insurance companies	PPT, Assignment, White board, Case study
3	SEPTEMBER	15 Lectures	3. Management, Regulation and Development i. Risk management within the organizations of Banks and Insurance companies ii. Asset - Liability Management in Banking and Insurance iii. Organisational structure and management 4. Regulatory & Developmental Framework of Banking & Insurance	PPT, Assignment, White board, Case study
4	OCTOBER	15 Lectures	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. Asset - Liability Management in Banking and Insurance	PPT, Assignment, White board, Case study

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Supriya Kulkarni
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ACADEMIC YEAR 2015-16

Name of the Lecturer: Suvarna R
Subject: Business Communication : Paper - I
Class: FYBBI

IST SEMESTER

	Month	No. of Lectures	Topics to be covered	METHODS USED
1	JULY	15	1. Concept of Communication : Definition, Need and importance of communication , Process of communication, Importance of feedback	PPT, Assignment, White board, Case study
2	AUGUST	15	2. Objectives of communication : Information, Education and training, Order and instructions, Suggestions, Persuasion, Advice and counseling 3. Methods and modes of communication : Verbal- Oral and written Non-verbal - Body language, facial expressions, gestures, signs,	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Signals, symbols, maps, graphs, charts, posters etc. Conventional modes- Telex, telephone, etc. Electronic modes- fax, internet, e-mails etc. 4. Communication skills	PPT, Assignment, White board, Case study
4	OCTOBER	15 Lectures	Verbal- Oral and written Non-verbal - Body language, facial expressions, gestures, signs, Signals, symbols, maps, graphs, charts, posters etc.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015-16

Name of the Lecturer: Mehul B

Subject: QUANTITATIVE METHODS : Paper - I

Class: FYBBI

IST SEMESTER (15th July, 2013– 26th September, 2013)

SL NO	Month	No. of lecs	Topics to be covered	METHODS USED
1	JULY	15	Testing of Hypothesis : Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s Linear Programming Techniques : Meaning, Advantages, limitations, business applications	PPT, Assignment, White board, Case study
2	AUGUST	15	Matrices & Determinants (Application in Business and Economics) : Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants Interest : Simple Interest, Compound Interest (Nominal & Effective Rate of Interest), Equated Monthly Installments (Reducing Balance and flat interest rate of interest Ratio, Proportion & Percentage : Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of percentage	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Time value of Money : Time value of money, Interest Rate, Future value, Present value, Discount rate, Total future and Present value of a annuities sum of constantly Statistical Application in Finance : Cost volume profit analysis (using linear regression) Project evolution (using probability) Inventory models (E,O,Q, levels) Receivables management (Probability) Time series and forecasting Simulation (using Monte Carlo Method) Statistical Applications In Investment Management	PPT, Assignment, White board, Case study
4	OCTOBER	15	Percentage : Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of percentage, Time value of Money : Time value of money, Interest Rate, Future value, Present value, Discount rate, Total future and Present value of a annuities sum of constantly	PPT, Assignment, White board, Case study


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Vivek College of Commerce
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ACADEMIC YEAR 2015-16


1) Name of the Lecturer: Preeti K.

3) Subject: Principles of Management

4) Class: FYBBI

IST SEMESTER

SL NO	Month	NO. OF LECS	Topics to be covered	METHODS USED
1	JULY	15	1. Introduction to Management (Banking and Insurance) a. Definition of Management b. Management as a Profession c. Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)	PPT, Assignment, White board, Case study
2	AUGUST	15	2. Management Process, Practices, Functions of Management related to Banking and Insurance companies	PPT, Assignment, White board, Case study
3	SEPTEMBER	20	3. Organization Structure of Banking and Insurance companies 4. Business Leaders	PPT, Assignment, White board, Case study
4	OCTOBER	15 Lectures	Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan) Banking and Insurance companies	PPT, Assignment, White board, Case study


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Vivek College of Commerce
TEACHING PLAN

ACADEMIC YEAR 2015-16

Name of the Lecturer: Madhavi Nighoskar

Subject: ECONOMICS: Paper – I MICRO ECONOMICS

Class: FYBBI

IST SEMESTER (15th July, 2013– 26th September, 2013)

SL NO	Month	NO. OF LEC	Topics to be covered	METHODS USED
1	JULY	15	Demand and Supply : Scarcity, Choice and Efficiency (with reference to Production Possibility Frontier) - Demand function and determinants of demand - Supply function and determinants of supply - Determination of equilibrium price in an open market system - Elasticity of Demand: Price, Income, Cross and Promotional - Measurement of elasticity - Demand forecasting: survey and statistical methods - Case studies on measurement of elasticity and demand forecasting	PPT, Assignment, White board, Case study
2	AUGUST	15	Production and Cost: Production Function and Isoquants - Production in the short and long run - Law of Variable Proportions - Returns to Scale - Internal and External Economies of scale. Concepts of Cost (Total, Average and Marginal) - Behaviour of cost curves in the short and long run.	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Revenue and Equilibrium of A Firm: Concepts of Revenue (Total, Average and Marginal) - First and Second-order Conditions of Equilibrium of a Firm - Break-even Analysis - Case Studies on Break- even Analysis. Market Structure and Pricing Practices	PPT, Assignment, White board, Case study
4	OCTOBER	15 Lectures	Revenue and Equilibrium of A Firm: Concepts of Revenue (Total, Average and Marginal) Demand function and determinants of demand - Supply function and determinants of supply	PPT, Assignment, White board, Case study

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Vivek College of Commerce
TEACHING PLAN

Vivek College of Commerce
ACADEMIC YEAR 2015-16

Name of Teacher: Shefali Rai
Class: FYBBI-I

Department: BBI
Subjects: Financial Accounting

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Meaning, scope, objectives, 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,	PPT, Assignment, White board, Case study
2	August	14	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	September	14	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method	PPT, Assignment, White board, Case study
4	October	14	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non Profit Organizations	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Anuja V

2) Department :COMMERCE

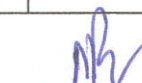
3) Subject BUSINESS LAW

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Introduction to Law : Meaning, Definitions, Features, Types, Sources and Classification Indian Constitution : Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	PPT, Assignment, White board, Case study
2	JAN	15	Contract Act : Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent -Wager - Minor Contracts, Breach and Remedies For the Contract.	PPT, Assignment, White board, Case study
3	FEB	15	Special Contract: Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty.	PPT, Assignment, White board, Case study
4	MARCH	10	Negotiable Instrument Act : Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Mehul Barai 2) Department :COMMERCE
3) Subject: QUANTITATIVE METHODS : Paper - II 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Testing of Hypothesis :Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s	PPT, Assignment, White board, Case study
2	JAN	15	Linear Programming Techniques: Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)	PPT, Assignment, White board, Case study
3	FEB	15	Matrices & Determinants (Application in Business and Economics): Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoint Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business & Economics) Statistical Application in Finance	PPT, Assignment, White board, Case study
4	MARCH	15	Statistical Applications In Investment Management Ratio, Proportion & Percentage, Interest: Time value of Money	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Madhavi Nighoskar 2) Department :COMMERCE
3) Subject:ECONOMICS : Paper – II 4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	NOV	15	National Income: Concept and Determination: Concepts of National income - Circular Flow of Income: Open and Closed economy - Measurement of National income - Real versus Nominal GNP - Price Indices and National Income Deflator, IS-LM Model for the determination of national income - effects of fiscal monetary policy on the IS-LM equilibrium.	PPT, Assignment, White board, Case study
2	DEC	15	Overview of Financial System: Role of Financial systems in economic development - Financial intermediation - Financial Development Ratios: Finance ratio, Financial Interrelation ratio, New Issues ratio and Intermediation ratio.	PPT, Assignment, White board, Case study
3	JAN	15	Fiscal Operations and Policy: Sources of Public Revenue - Classification of Public Expenditure -Public Debt- Deficit Financing and Inflation - Components of Budget - Fiscal Deficit -Fiscal Policy and Economic Stabilization.	PPT, Assignment, White board, Case study
4	FEB	10	Balance of Payments : Concepts of Balance of Payments: merchandise trade balance, current account balance and capital account balance - Disequilibrium in balance of payments - Measures to correct disequilibrium in balance of payments:	PPT, Assignment, White board, Case study
5	MARCH	5	monetary and non-monetary measures - Devaluation as a measure to correct disequilibrium.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: **Suvarna R** 2) Department : **COMMERCE**
3) Subject: **EFFECTIVE COMMUNICATION: Paper – II** 4) Class: **FYBBI**

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	I. Presentations: Making. effective presentations- Poster and PPT; Presentation of seminar papers II. Summarizing	PPT, Assignment, White board, Case study ✓
2	JAN	15	III. Report writing : Theory of report writing, Definition, Types of report- Individual, report and committee report, Routine reports/activity reports/Investigation reports, Format of a report and Essentials of a good report.	PPT, Assignment, White board, Case study ✓
3	FEB	15	IV. Group Communication : Importance of group communication, Advantages &disadvantages of group communication, Meeting, Conferences, Role of the chairperson V. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters,	PPT, Assignment, White board, Case study ✓
4	MARCH	15	. Correspondence : Internal Correspondence - Job Applications, Appointment letters, Confirmation letters, promotion letters, Testimonials, Memos etc. Notice, Agenda, Resolution, Minutes External Correspondence VI. Public Relations : Definition & Concept, Internal & External Public Relations. Crisis Management Public Relations. Crisis Management	PPT, Assignment, White board, Case study ✓


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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Pankaj Jain

2) Department :COMMERCE

3) Subject:FINANCIALACCOUNTING : Paper –I

4) Class: FYBBI

Sr No.	Month	No of lecture	Topics to be covered	Methods used
1	DEC	15	Meaning, scope, objectives, 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.	PPT, Assignment, White board, Case study
2	JAN	15	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-a-vis International Financial Reporting Standards (IFRSs).	PPT, Assignment, White board, Case study
3	FEB	10	Introduction to issue and forfeiture of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method, Change of method. Valuation of goodwill (problems based on average profit method and super profit method only). Bills of Exchange (problems with various accounting treatment on trade bill only).	PPT, Assignment, White board, Case study
4	MARCH	5	Final Accounts : Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries..	PPT, Assignment, White board, Case study


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TEACHING PLAN

ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Anuja V

2) Department: COMMERCE

3) Subject: LAWS RELATING TO BANKING AND INSURANCE

4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JULY	15	Module 1. A. Indian Banking Act, 1949. : Basic Terms - Business Permitted -Business Prohibited -Capital -Reserves - Indian BanksLicensing -Branches -Maintain Liquid Assets - Advances -Management -Liabilities- Credit Creation- Cooperative Banks- Fines & Penalties- Credit Control. B. Reserve Bank of India, 1935	PPT, Assignment, White board, Case study
2	AUGUST	15	Module 2. Insurance Regulatory Development Authority A. Indian Insurance Act, 1949 : Basic Terms-Registration-Capital RequirementDeposits-Accounts & Audit-Registers & Returns-Investments-Social & Rural InsuranceManagement Expenses-Assignment & Nomination-Licensing-Agent Commission-Rebate & Bonus-Tariff Advisory Committee-Surveyors-Reinsurance-Surrender-Public grievancesObligations of Insurer. B. IRDA:	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Module 3. A. Other Related Acts: Actuary : Appointment-Powers-Duties-Meeting-Registration-Investment-Prudential NormsFinancial Statements-Code of Conduct for Surveyors and loss assessors-Third Party Administration-Code of Conduct for TPA-Content of Policy Documents-Remuneration of Brokers and claims. 08 Indian Stamp Act : Terms-Instruments-Mode and time 04 Indian Registration Act : Terms-Rules-Place and Procedures 03	PPT, Assignment, White board, Case study
4	OCTOBER	15	Module 4. B. Other Related Acts : Consumer Protection Act 1986 : Terms – Objectives-Redressal Machinery- Protection Council Ombudsmen Act : Introduction and elementary level knowledge.	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Pankaj J 2) Department: Commerce
3) Subject: TAXATION OF FINANCIAL SERVICES 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used	Remarks
1	JULY	15	Unit I: Basic Concepts and Definitions of Income Tax Act / Rules Section 2 - Assessee, Assessment Year. Assessment, Annual value, Business, Capital asset, Income, Person, Previous year, Transfer. Section 3 - Previous Year, Section 6 - Residential Status, Scope Of Total Income, Deemed Income. Section 10	Classroom Marker, Duster	PPT, Assignment, White board, Case study
2	AUGUST	15	Unit II: Taxation of income under different heads Section 15 – 17 - Income from Salary, Section 22 – 27 - Income from House Property, Section 28 – 43 - Income from Business & Profession, Section 44 – 55 - Income from Capital Gain, Section 56 – 59 - Income from Other Sources.	Classroom Marker, Duster	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Unit III a) Provisions for deductions from total income Section 80 C – Investment in Government Securities, Section 80CCC – Pension Fund, Section 80D – Mediciam Insurance Premium, Section 80 DD – Medical Expenditure on Handicapped Relatives, Section 80E – Interest Paid on Loan Taken for Higher Education, Section 80G	Classroom Marker, Duster	PPT, Assignment, White board, Case study
4	OCTOBER	15	Unit IV 2. Service Tax Act Section - 65 Definitions Section - 66B Charge of service tax on and after Finance Act, 2012 Section - 66D Negative list of services Section - 67 Valuation of taxable services for charging service tax Section -	Classroom Marker, Duster	PPT, Assignment, White board, Case study

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TEACHING PLAN

ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Suvarna R

2) Department: COMMERCE

3) Subject: ORGANIZATIONAL BEHAVIOUR 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JULY	15	INTRODUCTION TO OB • Meaning ,Nature and scope of OB, Models of OB, THEORIES OF MOTIVATION • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry.	PPT, Assignment, White board, Case study
2	AUGUST	15	GROUP DYNAMICS • Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills ,Interpersonal Skills , Multicultural Skills, Cross Cultural Skills. • Johari Window	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	ORGANIZATIONAL CULTURE AND CHANGE MANAGEMENT • Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts . • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. (15) • Time and Stress Management.	PPT, Assignment, White board, Case study
4	OCTOBER	15	ORGANIZATIONAL DEVELOPMENT. • Meaning and Nature of OD. • Techniques of OD.. • Importance of OD.	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Seema singh
COMMERCE

2) Department:

3) Subject: INFORMATION TECHNOLOGY IN B & I 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JULY	15	Unit 1: Applications of Information technology in Banking and Insurance RTGS (Real Time Gross Settlement): Guidelines, Functionality, Requirement & Process, Benefits, Infrastructure Credit Card: Guidelines, Functionality, Requirement & Process, Benefits, Infrastructure Insurance Claim Management:	PPT, Assignment, White board, Case study
2	AUGUST	15	Unit 2: Advance E-Commerce Business Models, IT Architecture (Web Server, App Server, DB server, Networking & devices) Threats Security (Principles & Policies) Advantages and limitations Cyber Law –IT Act 2000, IT amendment 2008	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Unit 3: ERP and MIS Functioning of ERP and MIS Need of ERP and MIS Advantages & Disadvantages of ERP and MIS Working and Implementation of ERP and MIS	PPT, Assignment, White board, Case study
4	OCTOBER	15	Unit 4: Data Communication Customer Interaction Database Management Data Mining Technology Based CRM softwares -1) SAAS 2) MY SAP.Org 3) PeopleSoft etc (any two)	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K

2) Department: COMMERCE


3) Subject: MANAGEMENT ACCOUNTING 4) Class: SYBBI

III SEMESTER

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JULY	15	UNIT-1 1. Overview of Management Accounting (Scope, functions & objectives) 2. Treasurer and Controller (Compare & contrast roles) 3. Meaning and use of different costs for different purposes a. Product costs and period costs b. Direct costs and indirect costs c. Cash costs and non-cash costs d. Opportunity costs e. Specific costing concept relevant to insurance sector 4. MIS Management Information System a. Concept, need, characteristics, role, limitations, MIS and computers b. Different types of reports	PPT, Assignment, White board, Case study
2	AUGUST	15	UNIT-2 1. Interpretation of financial statements with the help of a. Notes to Accounts b. Directors' report and auditor's report (Contents and importance of notes to accounts, director's report and auditor's report) 2. Cost audit a. (items covered under cost audit rules, functions and scope of cost audit, cost audit program under companies act)	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	UNIT-3 1. Marginal and absorption costing a. Meaning, advantages and limitations b. Cost volume profit analysis – meaning & computation of breakeven point, break even sales (units), break even sales, margin of safety c. Single limiting factor analysis where a company has restricted freedom of action. d. Graphical linear programming (including an explanation of shadow prices).	PPT, Assignment, White board, Case study
4	OCTOBER	15	UNIT-4 1. Managerial decision making (product mix decisions, make or buy decisions, operation or shut down decisions, accept/reject export orders)	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K

2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT – PAPER I

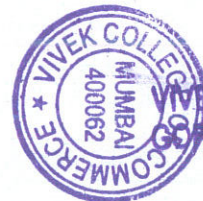
4) Class: SYBBI

SR NO	Month	No. of Lectures required	Topics to be covered	Methods used
1	JULY	15	a. Overview of Financial Management - Scope, functions and Objectives b. Financial Forecasting - Sales Forecast - Preparation of proforma Income Statement and Balance sheet - Growth and External Funds Requirements (EFR)	PPT, Assignment, White board, Case study
2	AUGUST	15	Tools of financial Analysis - Common size statements - Comparative statements - Ratios : Balance Sheet Ratios, Income statement Ratios and Combined ratios	PPT, Assignment, White board, Case study
3	SEPTEMBER	15	Cash Budget Capital Budget Flexible Budget	PPT, Assignment, White board, Case study
4	OCTOBER	15	Sources of Finance - Long term Sources (Term Loans , Debentures, Bonds, Zero Coupon bonds, Convertible Bonds) - Equity shares , Preference shares - Short Term sources (Bank Finance, Trade Credit, Other Short Term Sources)	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2016 TO 2017

1) Name of the Lecturer: Anuja V

2) Department: COMMERCE

3) Subject : CORPORATE LAWS AND AND LAWS GOVERNING CAPITAL MARKETS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Module 1. Corporate Laws : Indian Companies Act 1956 : Meaning-Features-Salomon Vs. Salomon & Co. Ltd-Kinds of CosRegistration-Preliminary Contracts-Public Deposits-Prospectus-Misstatement – liabilities for misstatement-Capital and its types- Shares and its types-Alteration to capital-Meetings- TypesEssentials-Procedure-Ultra Virus-Constructive Notice-Indoor Management-Co. ManagementDirectors-	PPT, Assignment, White board, Case study
2	JAN	15	Module 2. Security Acts A. Security Contract Act 1956 : Terms-Recognition of stock exchange-Listing AgreementDelisting-Security Appellate Tribunal-Cancellation of recognition- bye laws- types of contracts. Securitization & Reconstruction of Financial Assets and Enforcement of Security Interest Act(SARFAESI) 2002 :	PPT, Assignment, White board, Case study
3	FEB	15	Modules 3. Security Exchange Board Of India A. SEBI : Objectives-terms-establishment-powers-functions-accounts and audit-penalties –registrationB. Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-ipo-	PPT, Assignment, White board, Case study
4	MARCH	15	Module 4. Other related Acts: Foreign Exchange Management Act 1999: Terms-Currency-Capital and Current AccountAuthorized person-Repatriation. 05 Arbitration and Conciliation Act, 1940 and 1996: Elementary level	PPT, Assignment, White board, Case study


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TEACHING PLAN ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Debjani C

2) Department: Commerce

3) Subject: UNIVERSAL BANKING

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Introduction to Financial Services (Fund Based and Non Fund Based) Evolution of Universal Banking Commercial Banking Vs Development Banking , Sources and Uses of funds, Commercial banks and development banks Universal Banking in an open Economy. Universal Banking as a mix of commercial banking and development banking.	PPT, Assignment, White board, Case study ✓
2	JAN	15	Asset Liabilities Mismatch Possibilities. Risks in project Lending Short term nature of funding sources Off Balance sheet items and services The Development wing of the universal bank provides	PPT, Assignment, White board, Case study ✓
3	FEB	15	Entry of commercial Banks into Securities Business. Consumer finance. Merchant Banking Non Banking Investments and activities of Banks Universal Banking and future of small business lending	PPT, Assignment, White board, Case study ✓
4	MARCH	15	Relevant Case Studies . and Recent trends and challenges in Universal Banking in India . Impact of Globalization (FDI and FII) in the Indian Banking Sector.	PPT, Assignment, White board, Case study ✓


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K

2) Department: COMMERCE

3) Subject: FINANCIAL MANAGEMENT II

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	A) Capital Investment Decisions Proposal origination, Economic Evaluation, Capital Expenditure control, Post Audit B) Tools of evaluating Capital Investments Payback Period, Discounted Payback period, Net Present Value, Internal Rate of Return, Profitability Index, Equivalent Annual Cost, Modified Internal Rate of Return.	PPT, Assignment, White board, Case study
2	JAN	15	Cost of Capital - Computation of Weighted Average Cost of Capital - Cost of Debts, preferences shares, and Net worth - Minimum acceptable rate of return and its relationship with cost of capital	PPT, Assignment, White board, Case study
3	FEB	15	Leverage - Financial, Operating and Combined Leverage Capital Structure Theories - Net Operating Income (NOI) - Net Income Approach (NI) - Modigliani-Miller (MM) Approach Capital Structure Policies - Determinants of capital Structure Decisions - Approach to estimating the target capital structure - Variation in Capital Structure - Earnings Before Interest and Taxes / Earnings per share (EBIT/ EPS), Analysis & Return on Investment / Return on Equity (ROI/ ROE) Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	Working Capital Management - Gross and Net working capital, Positive and Negative Working capital. - Estimation of Working Capital	PPT, Assignment, White board, Case study

Durgesh K
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Durgesh K
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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K


2) Department: Commerce

3) Subject: FINANCIAL MARKETS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Indian Financial System – Introduction , Indian Financial system with Understanding of Different markets Regulatory Institution : The Reserve Bank of India Introduction, Organisation and Management of its Role and Functions , Monetary policy, Recent role of Global Crisis and Survival of India. Regulatory Institutions Companies Act 1956, Security Contract Regulation Act ,1956 SEBI ACT 1992 (06)	PPT, Assignment, White board, Case study
2	JAN	15	Call Money Market: Introduction, Meaning and Importance, Functions of Call Money Markets, Call Money rates as Indicators. Commercial Bill Markets: Introduction, Bill of Exchange, Size of Bill Market in India, Rate and Its Impact. Money Market:	PPT, Assignment, White board, Case study
3	FEB	15	Capital Market: Meaning, Importance and Function , Instruments of Capital Markets – Equity Shares, Preference Shares, Bonds, Debentures. Indian Stock Markets : History , Meaning and function of Stock Exchange, BSE, NSE, and other exchanges , Working of Stock Exchanges , Stock Exchange as a Barometer of Economy.	PPT, Assignment, White board, Case study
4	MARCH	15	Derivatives Markets: Meaning, History, types of Instrument in derivatives market – Froward, future option , swaps.,,, Hedging arbitrage and speculation, Indian Derivatives Market . Foreign Exchange Market in India : Meaning, Currency Derivatives,	PPT, Assignment, White board, Case study


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VIVEK COLLEGE OF COMMERCE

TEACHING PLAN

ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Suvarna R 2) Department: COMMERCE
3) Subject: ENTREPRENEURSHIP MANAGEMENT 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Concept, meaning and definition of entrepreneur and entrepreneurship. • Importance and significance of growth of entrepreneurial activity. • Concept of intrapreneur. • Characteristics and qualities of entrepreneurs • Classification and types of entrepreneurs.	PPT, Assignment, White board, Case study ✓
2	JAN	15	Entrepreneurial Project Development • Idea generation – sources and methods • Identification and classification of ideas. • Environmental Scanning and SWOT analysis Recommended Books: 1. Dr. VasantDesai“Small Scale Industries and Entrepreneurship” Himalaya Publishing House. 2. Dr. VasantDesai“Entrepreneurship and Management	PPT, Assignment, White board, Case study ✓
3	FEB	15	Legal Considerations for different forms of organization Cultural and Environmental Issues in setting up of business enterprise with respect to : (Sole trading firm, Limited Liabilites Partnership, Limited company, Public Company, Private Company, NGO) Quick Start Methods of Business: Franchising , Mergers and Takeover,	PPT, Assignment, White board, Case study ✓
4	MARCH	15	Entrepreneurship Development Programme and Risk Management • SME, SHG with special reference to microfinance and woman entrepreneur • Definition of risk, types of risk, risk management strategies.	PPT, Assignment, White board, Case study ✓

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Mehul B

2) Department: COMMERCE

3) Subject: INNOVATIONS IN BANKING & INSURANCE 4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Review of functioning of banks , Liabilities and Assets of Banks, Net worth, Off Balance Sheet Items New Products : Deposit and Loan Products Housing finance, Hire Purchase, Leasing, Factoring and Forfeiting, Merchant Banking, Mutual Funds, consumer Loans , Venture Capital Financing , Banks as credit financial supermarket/ maturity and return profiles of new products .	PPT, Assignment, White board, Case study
2	JAN	15	New Financial services provided by banks- investment portfolio management services, advice on money management, tax services Electronic Payment systems (Indian- NEFT, RTGS , International – SWIFT) Debit Cards and Credit Cards – Concept and Process. E- Banking INVESTMENT BANKING and PRODUCTS	PPT, Assignment, White board, Case study
3	FEB	15	Insurance- Concept, functions, Types(Life and General) , New Insurance Products. Integration of third party and Re-insurance ,Co-existence of Banking and Insurance – their problems . Insurance as a cover to Banking risks Types of Risks, (systematic and unsystematic) Bank Assurance	PPT, Assignment, White board, Case study
4	MARCH	15	Privatization of Insurance Business in India, Banking and Insurance Regulation Self Regulation and Installation of Corporate Governance. Future strategies for promoting insurance in India.	PPT, Assignment, White board, Case study

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TEACHING PLAN
ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: **VANDANA LADHA**
3) Subject: **COST ACCOUNTING**

2) Department: **Commerce**
4) Class: **SY BBI**

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	(1) Identifying Elements of cost :- • Materials. • Staff cost. • Overheads. (2) Cost Classification by behaviour with reference to banking and insurance industries : (3) Cost Accounts and Financial Accounts compare • Contrast and reconcile	PPT, Assignment, White board, Case study
2	JAN	15	UNIT-2: (1) Different Methods of costing:- • Process costing. • Services costing. • Operating Cost Statement. • Contract costing.	PPT, Assignment, White board, Case study
3	FEB	15	UNIT-3: (1) Budgeting : • Project planning and forecasting • Tax Impact in Project Finance • Incremental budgeting • Zero-based budgeting. • Activity based budgeting. • Designing and analysing a Business/Project Plan (2) Costing Systems and Decision making: • Value and functional cost analysis. • Resource planning system: MRPI, MRPII and ERP. • Just-in-time. • Activity-based Costing • Absorption Costing • ABC Analysis	PPT, Assignment, White board, Case study
4	MARCH	15	(1) Costing Concept with specific reference to Insurance Claims a. Fire Insurance claims... working Stock as on the Date of Fire b. Working for Consequential Loss Claim.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Pradeep H 2) Department: Commerce

3) Subject: Security Analysis and Portfolio Management 4) Class: TYB.B.I.
V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	1.1 Meaning of Investment 1.2 Investment versus Speculation 1.3 Objectives of investment 1.4 Meaning of Portfolio 1.5 Meaning of Portfolio management 1.6 Portfolio Management Process 1.7 Approaches to Investment Decision making. Investment Alternatives Introduction to Securities Market:	PPT, Assignment, White board, Case study
2	JULY	15	1. The Time Value of Money: 1.1 Meaning of Time Value 1.2 Future Value of a Single Amount 1.3 Present Value of a Single Amount 1.4 Future Value of an Annuity 1.5 Present Value of an Annuity 1.6 NPV for even and uneven cash flows 2. Analysis and valuation of Debt: 2.1 Types & Features of Debt Instruments 2.2 Bond Pricing – Discount Model 2.3 Concept of Bond Yields 2.4 Concept of Risk in Debt 2. 5 Basic introduction to Interest Rate movement and its link to Bond Price 2. 6 Understanding the Determinants of Interest Rates 2.7 Rating of Debt Securities 3. Equity Valuation: 3.1 Balance Sheet Valuation 3.2 Dividend Discount Model	PPT, Assignment, White board, Case study
3	AUGUST	15	. Financial Statement Analysis: 1.1 Financial Statement 1.2 Financial Ratios 1.3 Comparative Analysis 1.4 Du Pont Analyses 1.5 Problems in Financial Statement Analysis 2. Introduction to Fundamental Analysis: 2.1 Macroeconomic Analysis 2.2 Industry	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	. Portfolio Theory: 1.1 Portfolio Return 1.2 Portfolio Risk 1.3 Portfolio Diversification 1.4 Optimal Portfolio 2. Capital Asset Pricing Model: 2.1 Basic Assumptions 2.2 Capital Market Line	PPT, Assignment, White board, Case study

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Faculty

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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Subhasini N 2) Department: Commerce
 3) Subject: Marketing 4) Class: TYB.B.I.

V SEMESTER

S. No.	Month	No. of Lectures	Topics covered	Methods used
1	July	14	Definition of marketing Definition and Classification of Services Services Marketing Mix 7 P's of Marketing Mix 7 P's of Services Marketing Mix Importance of Marketing Mix Elements Marketing of Banking and Insurance products Services Marketing	PPT, Assignment, White board, Case study
2	August	14	Channels of Marketing Marketing Research- Meaning and Importance Process of Marketing Research Types of Marketing Research Marketing Logistics (Logical objectives for banking and Insurance products)	PPT, Assignment, White board, Case study
3	September	14	Consumer in Services marketing Consumer Buying Behavior- Meaning and Stimulus Response Model Decision Making Unit Importance of Personnel in Services Managing Service Quality Service Quality Model (CAPS model) Managing Service Gaps Major trends in product support service	PPT, Assignment, White board, Case study
4	October	14	Advertising and Branding of Services (Managing Integrated Marketing Communication) Role of Advertisement in Service Marketing Determining Communication Objectives Factors in setting marketing communication mix Web Marketing, Rural Marketing , Social Marketing Post Sales services strategies Recent Trends and Challenges in Marketing	PPT, Assignment, White board, Case study

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Amr Kumar
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VIVEK COLLEGE OF COMMERCE
TEACHING PLAN
ACADEMIC YEAR 2015 TO 2016

- 1) Name of the Lecturer: Kapil T 2) Department: Commerce
 3) Subject: AUDITING 4) Class: TYB.B.I.

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Unit I: 15 lectures Introduction: Meaning, Objects, Basic Principles and Techniques. Classification of Audit, Audit Planning. Internal Control, Internal Check and Internal Audit, Audit Procedure – Vouching and verification of Assets & Liabilities. Special Areas of Audit: Special features of Cost audit. Tax audit and Management audit. Recent Trends in Auditing: Basic considerations of audit in EDP Environment.	PPT, Assignment, White board, Case study
2	JULY	15	Unit II: Audit of Limited Companies: 15 lectures Qualification, Disqualification, 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 (A Brief Idea).	PPT, Assignment, White board, Case study
3	AUGUST	15	Unit III: Audit of Bank and Insurance Companies 15 lectures Banks- Legislation Relevant to Audit of Banks, Approach to Bank Audit, Internal Control Evaluation, Non-Performance Assets (Concept, Provisions), Long Form Audit Report. Insurance Companies-	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Unit IV: Other Thrust Areas 15 lectures Systems Audit- Social Audit- Environment Audit Energy Audit- Forensic Audit-Peer review (Concepts, Objectives and Regulatory Requirements). Ethics in Auditing – Auditor’s Independence. Auditing in CIS Environment.	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K 2) Department: Commerce

3) Subject: – Financial Reporting Analysis 4) Class: TYB.B.I


V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Preparation and presentation of Banking Company Final Accounts in accordance with Banking Regulations Act (calculation of rebate on bill discounted)	PPT, Assignment, White board, Case study
2	JULY	15	Preparation and presentation of Corporate Final Accounts for Insurance Companies Final Accounts in accordance with Insurance Legislation.	PPT, Assignment, White board, Case study
3	AUGUST	15	Preparation and presentation of Corporate Final Accounts and Reports for Trading, Manufacturing and others Companies in Accordance with Revised Schedule VI of Company Final Accounts.	PPT, Assignment, White board, Case study
4	SEPTEMBER	15	Financial Analysis and Interpretation of Final Account using Tools of Financial Management and Investment Analysis like Ratio Analysis, Cash Flows Analysis	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2015 TO 2016

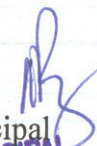
- 1) Name of the Lecturer: Pradeep Gupte 2) Department: Commerce
3) Subject: International Banking and Finance 4) Class: TYB.B.I

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	15	Evolution of International Banking 06 2. International Banking: A functional	PPT, Assignment, White board, Case study ✓
2	JULY	15	Offshore Banking Centers and their role in International Financing International Capital Markets	PPT, Assignment, White board, Case study ✓
3	AUGUST	15	International Lending Operations Eurocurrency markets and role of International Banks in Same	PPT, Assignment, White board, Case study ✓
4	SEPTEMBER	15	Country risk analysis Foreign exchange risks International Financial Stability and role of banks and central banks in financial stability.	PPT, Assignment, White board, Case study ✓


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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Durgesh K

2) Department: Commerce

3) Subject: Financial Service Management

4) Class: TYBBI

V SEMESTER

Sr No	Month	No of lectures	Topics to be covered	Methods used
1	JUNE	(15 Lectures)	UNIT 1: FINANCIAL SERVICES Meaning Classification Scope Fund Based Activities Non-Fund Based Activities Modern Activities Sources of Revenue causes for financial innovation New Financial Products and services Innovative Financial Instruments Challenges Facing the Financial Sector Saving Mobilization MERCHANT BANKING	PPT, Assignment, White board, Case study
2	JULY	(15 Lectures)	UNIT 2: MUTUAL FUND Introduction to mutual fund Structure of mutual fund in India Classification of mutual fund AMFI Objectives Advantages of mutual fund Disadvantages of mutual fund NAV calculation AND PRICING of mutual fund Mutual Funds abroad- Mutual Funds in India Reasons for Slow Growth-Future of Mutual Funds Industry. FACTORING AND FORFEITING	PPT, Assignment, White board, Case study
3	AUGUST	(15 Lectures)	securitization DERIVATIVES Meaning types of financial derivatives options futures forwards swaps futures and options trading system clearing entities and their role	PPT, Assignment, White board, Case study
4	SEPTEMBER	(15 Lectures)	Overview of Depository system-Key features of Depository system in India depository Bank analogy legal framework Eligibility criteria for a depository Agreement between Depository and Issuers Rights and Obligation of Depositories- Pledge/Hypothecations	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

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ACADEMIC YEAR 2015 TO 2016

1) Name of the Lecturer: Anuja V

2) Department: COMMERCE

3) Subject : CORPORATE LAWS AND AND LAWS GOVERNING CAPITAL MARKETS

4) Class: SYBBI

IV SEMESTER

Sr. No.	Month	No. of Lectures required	Topics to be covered	Methods used
1	DEC	15	Module 1. Corporate Laws : Indian Companies Act 1956 : Meaning-Features-Salomon Vs. Salomon & Co. Ltd-Kinds of CosRegistration-Preliminary Contracts-Public Deposits-Prospectus-Misstatement – liabilities for misstatement-Capital and its types- Shares and its types-Alteration to capital-Meetings- TypesEssentials-Procedure-Ultra Virus-Constructive Notice-Indoor Management-Co. ManagementDirectors-Qualification and disqualification-Appointment-Removal-	PPT, Assignment, White board, Case study
2	JAN	15	Module 2. Security Acts A. Security Contract Act 1956 : Terms-Recognition of stock exchange-Listing AgreementDelisting-Security Appellate Tribunal-Cancellation of recognition- bye laws- types of contracts. Securitization & Reconstruction of Financial Assets and Enforcement of Security Interest Act(SARFAESI) 2002 :	PPT, Assignment, White board, Case study
3	FEB	15	Modules 3. Security Exchange Board Of India A. SEBI : Objectives-terms-establishment-powers-functions-accounts and audit-penalties –registrationB. Issues of Disclosure Investors Protection Guidelines:	PPT, Assignment, White board, Case study
4	MARCH	15	Module 4. Other related Acts: Foreign Exchange Management Act 1999: Terms-Currency-Capital and Current AccountAuthorized person-Repatriation. 05 Arbitration and Conciliation Act, 1940 and 1996: Elementary level	PPT, Assignment, White board, Case study

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VIVEK COLLEGE OF COMMERCE

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ACADEMIC YEAR 2015 to 2016

1) Name of the Lecturer: Pradeep Gupte


2) Department: COMMERCE

3) Subject: Turnaround Management


4) Class: TYBBI

SEMESTER- VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction to Business Meaning, Definition, Importance, Features, Symptoms Different Approaches for Growth and Survival (Internal and External) Globalization and Liberalization Features Positive and Negative Impacts Role of MNC's	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Industrial Sickness Meaning and Reasons for Sickness Symptoms Various attempts to Overcome Sickness by stakeholders Role of BIFR in sick industries	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Turnaround Strategies TQM (Importance and Restructuring) Restructuring (Only Concept) (15) Reference Books : 1) Redesigning the Business Process by Waman S. Jawdekar 2) Business Process Re-Engineering : Myth & reality by Colin Coulson Thomas 3) Reengineering and Reinventing the enterprise by P.N. Rastogi 4) Practical Business Re-Engineering by Nick Obolensky Selling of Sick Unit (Only Concept) BPR - Meaning, features, steps, need, implications, Achievements and Drawbacks -	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Approaches (External Consultant, BPR Leader, Process Owner, Top Executives, Kaizen and Adam Smith , Flow Charts, Mapping etc) Practical Examples Recent Business Scenario SIFIO Outsourcing Networking Franchisee Agency Free Lancing Self Financing	PPT, Assignment, White board, Case study


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ACADEMIC YEAR 2015 to 2016

1) Name of the Lecturer: Subhashini Naikar
2) Department: Commerce
3) Subject: Human Resource Management
4) Class: TYBBI

SEMESTER- VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Human Resource Management Nature , Scope, Objectives and Functions of HRM Organization of HR Department Concept of HRD Role and Functions of HR Manager (in Banking and Insurance sector) Challenges before HR Manager Personnel Manual	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	Human Resource Planning Definition of HRP Process of HRP Factors affecting HRP HRIS Succession Planning – Meaning and Process Concept of Outsourcing Promotions and Transfers	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Operative Functions of HRM Recruitment- Meaning and Sources. Selection- Meaning, Process, Types of Selection Tests, Types of Interviews, Concept of Orientation and Placement Training and Development- Definition, Methods of T&D for managers in banks, Process / procedure of conducting training programmes, Requisites of a sound training programme. Performance Appraisal- Definition, Methods of Appraisal	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	Policy Manual, Personnel Policies in Banking and Insurance sectors Concepts- Job Analysis, Job Design and Job Evaluation Participative Management- Meaning, Levels/ Types, Employee Welfare, Comparative study of working conditions in Banks, Financial Institutions , Insurance company Industrial Relations- Meaning, Parties to IR and Approaches Trade Unions- Meaning, Features and Role	PPT, Assignment, White board, Case study

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ACADEMIC YEAR 2015 to 2016

1) Name of the Lecturer: **Madhavi Nighoskar**

2) Department: **Commerce**

3) Subject: **International Business**

4) Class: **TYBBI**

SEMESTER –VI

Sr. No.	Month	No. of lectures	Topics to be covered	Methods used
1	DEC	15 Lectures	Introduction: What is International Business, Growing Importance of International Business, Factors Stimulating Growth of International Business, Difference between Domestic Business and International Business 2. The Global Business Environment, PEST Factors, Role of Government in International Trade, International Business Environment in India	PPT, Assignment, White board, Case study
2	JAN	15 Lectures	International Trade and Foreign Direct Investment, Changes in Pattern of World Trade and Production, Protectionism; Arguments for and against protectionism, Impact of FDI on National Growth and distribution of wealth 05 4. WTO and its role in International Trade; WTO and its impact on TRIPS, GATS, Dumping and Anti-Dumping Measures, Multi Fibre Agreement and Agriculture, Issues in trade negotiations on WTO	PPT, Assignment, White board, Case study
3	FEB	15 Lectures	Theories of International Trade; Mercantile, Absolute Advantage, Comparative Advantage, Factor Endowment, Vernon's Product Life Cycle theory and Porter's Diamond Model 05 6. Role of Organizations like IMF, World Bank in International Trade International Market	PPT, Assignment, White board, Case study
4	MARCH	15 Lectures	8. Selection of Market for International Trade – Country Risk Analysis 03 9. Difference between International Marketing and Domestic Marketing, Selection of Suitable Market for International Marketing, Discussion on International Marketing Strategies with respect to - Segmentation, Communication and Pricing Introduction to the concept of Partial and Full Capital Account Convertibility	PPT, Assignment, White board, Case study

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