

SHRI VISHWAKARMA SKILL UNIVERSITY
(Enacted by the Act 25 of 2016, State of Haryana)
DUDHOLA, PALWAL



B. Voc. Management (Financial Services) NSQF Level 7

Batch 2020-23

Scheme

Semester 1: 30 Credits (18 + 12)

Semester 2: 30 Credits (06 +24)

Semester 3: 30 Credits (18 + 12)

Semester 4: 30 Credits (06 +24)

Semester 5: 30 Credits (18 + 12)

Semester 6: 30 Credits (06 +24)

Semester 1

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
MGM501	Fundamentals of Management & Organisational Behaviour	C	3	1(Tu)	4	45	30	75	30	70	100				100
ENG505	Communication Skills	C	3	1(Tu)	4	45	30	75	30	70	100				100
CSE501	Basics of Computers	C	3		3	45		75	15	35	50				
CSE501P	Basics of Computers	C		1(P)	1		30					35	15	50	100
MFM501	Indian Financial System	C	3		3	45		45	30	70	100				100
MFM502	Behavioral Finance	C	2	1(Tu)	3	30	30	60	30	70	100				100
General Education Component			14	4	18	210	120	330	135	315	450	35	15	50	500
MFM503	Basics of Accounts	C	3	1(Tu)	4	45	30	75	30	70	100				100
MBF501	Principles and Practices of Banking	C	3	1(Tu)	4	45	30	75	30	70	100				100
MFM504	Micro Finance	C	3	1(Tu)	4	45	30	75	30	70	100				100
Skill Enhancement Component			9	3	12	135	90	225	90	210	300				300
Total			23	7	30	345	210	555	225	525	750	35	15	50	800

Semester 2

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
OMS501	Entrepreneurship	C	2	-	2	30	-	30	30	70	100				100
AWH701	Fundamentals of Wellness Management	C	0	4(Tu)	4	0	120	120	30	70	100				100
General Education Component			2	4	6	30	120	150	60	140	200				200
MBP501	OJT- Project 1	C	0	24	24	0	1080	1080				245	105	350	350
Skill Enhancement Component			0	24	24	0	1080	1080				245	105	350	350
Total			2	28	30	30	1200	1230	60	140	200	245	105	350	550

Semester 3

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
MBF601	Economics for Bankers	C	3	1(Tu)	4	45	30	75	30	70	100				100
MHR601	People Management	C	3	1(Tu)	4	45	30	75	30	70	100				100
CSE601	Spreadsheet Modelling	C	3		3	45		75	15	35	50				100
CSE601P	Spreadsheet Modelling(P)			1(P)	1		30					35	15	50	
MGM601	Business Statistics	C	3	1(Tu)	4	45	30	75	30	70	100				100
AEC601	SPSS	C	0	2(P)	2		30	30				70	30	100	100
General Education Component			12	6	18	180	150	330	105	245	350	105	45	150	500
MFM601	Mutual Fund Operations	C	3	1(Tu)	4	45	30	75	30	70	100				100
MBF602	Principles and Practices of Insurance	C	3	1(Tu)	4	45	30	75	30	70	100				100
MAN601	Introduction to Fintech	C	3	1(Tu)	4	45	30	75	30	70	100				100
Skill Enhancement Component			9	3	12	135	90	225	90	210	300				300
Total			21	9	30	315	240	555	205	455	650	105	45	150	800

Semester 4

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
MBF603	Banking Laws and Practice	C	0	4(Tu)	4	0	120	120	30	70	100				100
OAE-101	Human Values and Professional Ethics	C	2		2	30		30	30	70	100				100
General Education Component			2	4	6	30	120	150	60	140	200				200
MBP601	OJT – Project 2	C	0	24	24	0	1080	1080				245	105	350	350
Skill Enhancement Component			0	24	24	0	1080	1080				245	105	350	350
Total			2	28	30	30	1200	1230	60	140	200	245	105	350	550

Semester 5

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
MGM701	Research Methodology	C	3	1(Tu)	4	45	30	75	30	70	100				100
MFM701	Financial Institutions & Markets	C	3	1(Tu)	4	45	30	75	30	70	100				100
MBF701	Retail Banking and Operations	C	3	1(Tu)	4	45	30	75	30	70	100				100
MFM702	Cost and Management Accounting	C	3	1(Tu)	4	45	30	75	30	70	100				100
MGM703	Risk Management	C	2	0	2	15		15	30	70	100				100
General Education Component			14	4	18	195	120	315	150	350	500				500
MFM703	Income-tax	C	3	1(Tu)	4	45	30	75	30	70	100				100
MFM704	Investment Analysis and Portfolio Management	O	3	1(Tu)	4	45	30	75	30	70	100				100
MFM705	Securities Operations														
MFM706	Depository Operations														
MAN701	Data Analytics	C	3	1(Tu)	4	45	30	75	30	70	100				100
Skill Enhancement Component			9	3	12	135	90	225	90	210	300				300
			23	7	30	330	210	540	240	560	700				700

Semester 6

	Subjects	C/O	Credits			Hours			Theory (Marks)			Practical (Marks)			Total
			Th	P/Tu	To	Th	P/Tu	To	I	E	To	I	E	To	
OAE-102	Environmental Studies	C	2		2	30		30	30	70	100				100
AEC701	Employment Readiness	C	0	4(Tu)	4	0	120	120	30	70	100				100
General Education Component			2	4	6	30	120	150	60	140	200				200
AEC702	Comprehensive Viva	C	0	2	2	0	0	0				100	100	200	200
MBP701	OJT – Project 3	C	0	22	22	0	990	990				245	105	350	350
Skill Enhancement Component			0	24	24	0	990	990				345	205	550	550
			2	28	30	30	1110	1140	60	140	200	345	205	550	750

SYLLABUS

SEMESTER I

Course Title- Fundamentals of Management & Organisational Behaviour

Course No. MGM501

Course Credit: 04(3-1-0)
Max. Marks: 100(30I+70E)

Objectives

To purpose of the course is to provide fundamental knowledge and exposure to the concepts, theories and practices in the field of management. It aims to understand individual and group behavior at work place.

Learning Outcomes

1. Able to develop the processes of management related with the basic functions. (Theory)
2. Outline the notion of managerial skills and functions. (Theory)
3. Make Organisation Structure and identify the gaps. (Theory)
4. Understand individual and group behaviour at work place. (Theory)
5. Outline the process of conflict resolution processes in the organization (Theory)
6. Make student must be acquainted with leadership quality. (Theory)
7. Complete administrative duties accurately, systematically and within required timeframes (Theory)
8. Obtain, evaluate and act upon feedback from clients and colleagues (Theory)
9. Perform tasks to the required workplace standard (Theory)
10. Demonstrate behaviours that promote professionalism in the learning environment (Theory)

11. Perform consistently in accordance with the organisation's goals and objectives and organisational/professional codes of conduct (Theory)
12. Field Work regarding organisation structure and their working. (Field Work)

Unit I –(LO – 1, 2, 3) Basic of Management: Concept, Nature, Process and Significance of management; Managerial levels, Skills, Functions and Roles; Management Vs. Administration; Contingency Management theories by - F. W. Taylor, Henry Fayol and Elton Mayo

Unit II: - (LO – 4, 5, 6) Managerial Skill and Functions: Level of Management- Functions of Management; Centralization – decentralization Organization structures - Line & Staff – functions, Leading and Staffing; Controlling – Definition, Nature, Importance, Steps, Techniques

Unit III- (LO – 4, 10, 12) Introduction to OB: Organisation Behaviour - Definition, Scope, Importance, Concepts of Organisation Behaviour; **Motivation-** Definition, Theories of motivation, Mc Gregor, A.H. Maslow, Herzberg Learning- Meaning & Theories.

Unit IV- (LO – 10,11) Perception & Conflict Management- Perception-process; Conflict – Definition, traditional Vs Modern view of conflict – Types of conflict - intra personal, interpersonal, organizational;

Unit V: (LO – 7,8,9) Leadership& Personality –Definition, Importance, qualities of leaders, types of leaders – autocratic, democratic, free – rein; Personality- Attributes of personality, Type, Ego state, Johari window.

Books Recommended

Text Books

1. Management by Stomen and Jane
2. Organisational behaviour by Stephen Robbins

Reference Books

1. Principles and Practices of management by Shejwalkar
2. Essential of management by Koontz H and Weitrich
3. Principles and Practices of Management by T. N. Chabra
4. Organisational behaviour by Keith & Davis
5. Organisational behaviour by Fred and Luthans
6. Organisational behaviour by K. Ashwatthapa

Web Links

<https://www.swayamprabha.gov.in/index.php/program/archive/16>
<https://www.swayamprabha.gov.in/index.php/program/archive/5>
<http://cec.nic.in/E-Content/Pages/default.aspx>

Course Title - Communication Skills

Course No. ENG505

Course Credit: 04(3-1-0)
Max. Marks: 100(30I+70E)

Objectives: To develop effective communication skills among the students for the business world

Learning Outcome

1. Able to differentiate in the vowels and consonants that can help the students to pronounce words better and be able to learn phonetics. (Theory)

2. Learn the correct pronunciation of the words helping in the reduction of Mother Tongue Influence.
3. Able to communicate effectively and will have improved verbal communication. (Theory)
4. Learn to frame the sentences properly with the correct formation. This will improve the written skills of the students. (Theory)
5. Able to write paragraphs on different topics with the correct usage of vocabulary and will improve the written as well as verbal communication. (Theory)
6. Learn the correct usage of the punctuation marks, will draft formal & informal emails and will comprehend the articles. (Theory)
7. Effectively use established communication systems and protocols in the workplace (Theory)
8. Identify the sound of phonetics and practice the same along with the software. (Practical)
9. Will communicate with customers and the people in organization while working on speech correction. (Practical)
10. Able to use parts of speech, Articles, Tenses and prepositions. (Practical)
11. Will make use of Antonyms & Synonyms wherever required. (Practical)
12. Provide the reports using appropriate Writing Skills. (Practical)

Unit I - (LO – 1, 2) Grammar: Parts of Speech, Articles, Subject Verb Agreement, Tenses, Prepositions, Question Right, practice exercise

Unit II –(LO - 8, 9, 11) Vocabulary: Correct Word usage- Homonyms, Antonyms and Synonyms, practice exercises; Paragraph & Translation: Précis, Translation (from Vernacular to English and English to Vernacular);

Unit III: (LO – 2, 7, 10) Telephone Etiquette: Dos and Don'ts, Communicating effectively, Opening and Closing a Customer Service call, Paraphrasing, Directing a Customer Over The Phone, Handling an Angry Customer, Handling Customer Queries, The Call Flow, Business Meetings, Email Etiquette

Unit IV: (LO – 9) Body Language: Dress and appearance, problem-solving in intercultural communication; Character building; Team-work

Unit V- (LO – 9, 10, 11, 12) Assertive Behaviour, Handling Different Type of Customers, Giving and Receiving feedback, Importance of Communication skill, Effective listening skill, Emotional Intelligence, Interpersonal relations

Practical

- Writing E-mails and paragraphs
- 1. Reading and Comprehending paragraphs
- 2. Listing skill
- 3. Presentation Skill
- 4. Role Plays
- 5. Call Flow
- 6. Business Meetings
- 7. Team work

Books Recommended

Text Books

1. SIZZLERS Board of Editors Publishers: Manimekala Publishing House 39, North Chitral Street, Madurai-625001

2. Essentials of Business Communication - Rajendra Pal and J. S. Korlhalli - Sultan Chand & Sons, New Delhi.

Reference Books

1. Business Communication (Principles, Methods and Techniques) Nirmal Singh - Deep & Deep Publications Pvt. Ltd., New Delhi.
2. Business Communication - Dr. S.V. Kadvekar, Prin. Dr. C. N. Rawal and Prof. RavindraKothavade - Diamond Publications, Pune.
3. Business Correspondence and Report Writing - R. C. Sharma, Krishna Mohan – Tata McGraw-Hill Publishing Company Limited, New Delhi.
4. Modern Business Correspondence - L. Gartside - The English Language Book Society and Macdonald and Evans Ltd.
5. Business Communication - M. Balasubrahmanyam - Vani Educational Books.
6. Creating a Successful CV - Siman Howard - Dorling Kindersley.
7. Business Communication - K. K. Sinha - Galgotia Publishing Company, New Delhi.
8. Media and Communication Management - C. S. Rayudu - Himalaya Publishing House, Bombay.
9. Communicate to Win - Richard Denny - Kogan Page India Private Limited, New Delhi.

Web Links

<http://learnenglish.britishcouncil.org/en>

<https://www.duolingo.com/>

<http://www.bbc.co.uk/learningenglish>

<https://www.slideshare.net/FurrukhAliBaig/importance-of-communication-in-business>

Course Title - Basics of Computers

Course No. CSE501

Course Credit: 03(3-0-0)

Max. Marks: 50 (15I+35E)

Objective

The syllabus introduces students to basic information and communication technology and proper paradigms that need to be implemented to develop any kind of computer applications. The course will help in developing the basic technical skills by hands on experience.

Learning Outcome

1. State the applications of Computers and understand the basic components of computer. (Theory)
2. Identify & describe various parts of computers like CPU, keyboard, monitor, etc. (Theory)
3. View files, work with files and customize window (Theory)
4. Able to Differentiate in various operating system. (Theory)
5. Apply the office Applications for the task assigned by the authorities. (Theory)
6. Outline the basics of Networking. (Theory)
7. Make use of Internet and its applications when required. (Theory)
8. Demonstrating network troubleshooting. (Practical)
9. Able to Work on MS Office. (Practical)
10. Use word processing software to create and edit official documents and reports (MS Word or equivalent) (Practical)
11. Use software to create and edit presentations (MS PowerPoint or equivalent) (Practical)
12. Use software applications to create, apply & modify formulas, generate reports, maintain database & compile data (MS Excel or equivalent) (Practical)
13. Use of standard operating manuals and procedures for dealing with work related to computer application (Practical)
14. Sending E-mails and internet surfing using various search engines. (Practical)

15. Outline the working of different operating system. (Practical)

Unit I – (LO – 1, 2,3,4) (Introduction to Computer System: Basic Applications of Computer; Computer Memory, Concepts of Hardware and Software, Data and Information; Applications of IECT; Computer Virus: Definition, Types of viruses, Characteristics of viruses, Anti-virus software, Introduction to number system.

Unit II - (LO –4,5,6,7) Operating System: Overview of operating system: Definition, Functions of operating system, Need and its services, Types of operating system, Batch Processing, Spooling, Multiprocessing, Multiprogramming, Time-Sharing, On-Line Processing, Real-Time Processing, Basics of window operating system, Switching between DOS and windows, Comparison between Unix and Windows.

Unit III - (LO – 11, 12) Understanding Office Applications: Introduction to MS Word, Introduction to MS Excel and its applications, Introduction to MS PowerPoint, Menus, Shortcuts, Document types, Formatting documents, spread sheet and presentations, Working with Spreadsheets, Different templates, Macros, Mail merge.

Unit IV- (LO – 1, 2,3,4, 5,6) Networking: Network Technologies, Introduction to Internet and protocols: TCP/ IP, Network connecting devices, Topologies, HTTP, HTTPS DNS, Hub, Switches, Router, Repeater, Firewalls, Digital Signature.

Unit V: (LO – 14, 15) Introduction to World Wide Web: WWW and Web Browsers Introduction, Objectives, Concept of internet, Overview of search engines, Popular search engines in use, Surfing the web and websites, Hosting your websites, Planning and Developing the websites, Internet service provider.

Course Title - Basics of Computers

Course No. CSE501P

Course Credit: 01(0-0-1)
Max. Marks: 50 (35I+15E)

Practical:

1. Troubleshooting
2. Practical based on to be exposed/shown various components and supposed how to switch on a computer.
3. Handling Boot Setup, Installation of Operating System, Connecting your client to server, User and Workgroup Handling, General Operating system handling and related topics.
4. Wordpad, Notepad, Sticky Note, Snipping tool, Paint
5. Ms Word
6. MS-Excel- Creating charts, Creating tables
7. MS-PowerPoint
8. MS-Outlook
9. Case study on Operating systems (Windows/ Ubuntu/ Android/IoS)
10. Networking
11. Software: Preparatory and open domain

Books Recommended

Text Books

1. Computers and Beginners by Jain, V.K.;
2. Computer Fundamentals by Anita Goel, Pearson.

Reference Books

1. Introduction to Information Technology, Leon Tech World by Leon and Leon

2. Foundations of Computing, BPB Publication by Sinha, Kr. Pradeep and Preeti Sinha;
3. Word Processing and Typing by Sharon Spencer, Heinemann.
4. MS Office by S.S. Srivastava, Firewall Media.
5. Microsoft Office 2010 by Bittu Kumar, V & S Publications
6. Data Communication and Networking by Behrouz.A. Forouzan, McGraw Hill

Web Links

<http://cec.nic.in/E-Content/Pages/default.aspx>

Course Title- Indian Financial System

Course No. MFM501

Course Credit: 03 (3-0-0)
Max. Marks: 100 (30I+70E)

Objective: To acquaint the participants with conceptual clarity in the area of Indian financial management, and equip them with necessary skills in the applied and functional areas of Indian Financial Management.

Learning Outcome

1. Gain expert knowledge of principles and concepts used in finance;
2. Be able to find out the best course of action among several financial options;
3. Gain the understanding to apply financial concepts and principles in overall management of an enterprise;
4. Learn to manage short-term resources of a business firm; and
5. Have an idea as to how financial management decisions are taken in the Public Sector Undertakings.

Unit I (LO – 1, 2) Financial System: An Introduction Financial System: Meaning, Characteristics, Significance and Components, Evolution of Financial System in India, Indian Financial Sector Reforms, Current Developments in the Indian Financial System and Latest Financial Instruments

Unit II (LO – 1, 2) Structure of Indian Financial System Structure of Indian Financial System- Main functions of these constituents and respective roles, **Money Markets Money Markets:** Functions, Players and Instruments in Money Market, Money Market Organisation Structure and Developments

Unit III (LO – 4,5) Regulations in Financial System Role and need of Regulations in Financial System-RBI, SEBI and IRDA; Reserve Bank of India: Organisation, Management, Role & functions., Credit Control

Unit IV (LO –3,4,5) Financial Markets Financial Markets: Functions and Organisation, Primary Market Primary Market: Activities, Intermediaries and Functions, Secondary Market Secondary Market: Functions, Instruments and Mechanism

Unit V(LO –3,4,5) Role of Financial Intermediaries Role of financial intermediaries in capital market, Commercial Banks, Assets & Liabilities, Theories of Liquidity Management, Development Banks Development Banks in India, Non-Banking Financial Companies Importance, Scope, Characteristics, Functions, Types, Regional Rural Banks, Insurance Organisations Importance, Types, Important Regulations

Books Recommended

1. Machiraju, 'Indian Financial System' – Vikas Publishing House, 2nd Edition, 2002.

2. Varshney P.N., & Mittal D.K., 'Indian Financial System', Sultan Chand & Sons, New Delhi. 2002.
3. Verma J.C., 'Venture Capital Financing in India', Sage, New Delhi, 1997.
4. 4. Sadhale H., 'Mutual Funds in India', Sage, New Delhi, 1997.

Course Title: Behavioral Finance

Course No. MFM502

Course Credit: 03(2-1-0)

Max. Marks: 100 (30I+70E)

Course Objectives:

The objective of this paper is to introduce the students to the role of human behaviour in financial decision making. It discusses the various biases, Equity Premium Puzzles and arbitrage opportunities.

Learning Outcomes:

This will enable the students

1. To understand some psychological biases which lead to various anomalies
2. To understand the various effects like endowment, disposition etc.
3. To understand investors' behaviour in secondary markets

Course Contents:

Unit 1 (LO –1,2,3)

Introduction to Behavioral Finance-Overview, History of Behavioral Finance; From standard finance to behavioral finance- Are financial markets efficient?, Limits to arbitrage- Fundamental Risk, Noise Trader Risk, Implementation cost, evidence of limits to arbitrage

Unit II (LO –1,2,3)

Cognitive biases, beliefs and heuristics-Preferences: Prospect Theory, Ambiguity aversion, Loss aversion, Framing, Non-consequentialism: Disjunction Effect, Self-deception, Neurofinance (introduction only); Mental Accounting, Self-control, Regret avoidance and Cognitive dissonance, Representativeness and Availability, Anchoring and Belief perseverance, Overconfidence, Optimism and wishful thinking, Overreaction and Conservatism, Selfattribution, Regency bias

Unit III (LO –1,2,3)

Endowment effect, Disposition effect, reference price effect, Herd Behavior, hindsight, winners' curse, cognitive dissonance, familiarity bias, status quo bias, law of small numbers, information overload

Unit IV (LO –1,2,3)

Application-The Aggregate Stock Market: Equity Premium Puzzle-prospect theory, loss aversion; The Volatility Puzzle-beliefs, p References;; The Cross Section of Average returns-size premium, long term reversals, predictive power of scaled price ratios, momentum, event studies

Unit V(LO –1,2,3)

Application-The closed end funds and co movement: investor behavior (saving and investment)-insufficient diversification, naïve diversification, excessive trading, the selling decision, the buying decision. Application-Corporate Finance: Security Issuance, Capital structure and Investment, Dividends, Managerial Irrationality.

References:

Forbes, William, "Behavioural Finance", Student ed, Wiley Publication [chapters – 13, 14, & 15]

Text Books:

1. Forbes, William, "Behavioural Finance", Student ed, Wiley Publication

2. Shleifer, Andrei. "Inefficient Markets-An Introduction to Behavioral Finance". Oxford University Press

Additional Readings:

1. Thaler, Richard & Barberis, Nicholas. (2002) A Survey of Behavioral Finance, <http://dx.doi.org/10.2139/ssrn.327880>
2. Kahneman, Daniel & Tversky, Amos. (2000). "Choices, Values and Frames". Cambridge University Press

Course Title-Basics of Accounts

Course No. MFM503

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

The objective of this course is to expose the learner to the concept and methods of financial and management accounting. Focus will be on developing the understanding of accounting norms and principle.

Learning Objective

1. Students will be able to record and report the financial transactions of the business.
2. Demonstrate an understanding of the context within which Management Accounting is used for planning and control purposes.
3. Prepare cost estimates using appropriate assumptions.

Unit I (LO –1,2) - Introduction: Financial Accounting-definition and Scope, objectives of Financial Accounting, Accounting v/s Book Keeping Terms used in accounting, users of accounting information and limitations of Financial Accounting.

Unit II (LO –1,2) - Conceptual Frame work: Accounting Concepts, Principles and Conventions, Cooperate accounts-share capital, overview of corporate accounting.

Unit III (LO –1,2) - Recording of transactions: Accounting Process, Journals, Subsidiary Books, Ledger, Cash Book, Trial Balance.

Unit IV (LO –1,2,3) - Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation, Costing and pricing

Unit V (LO –1,2,3) - Preparation of final accounts: Preparation of Trading and Profit & Loss Account, Understanding of final accounts of a Company, Computerised Accounting: Computers and Financial application, Capital budgeting, BPO specific Financial Metrics

Recommended Books

Text Book

1. E-Book: <http://www.textbooksonline.tn.nic.in/Books/11/Std11-Acct-EM.pdf>
2. E-Book: <http://www.targetpublications.org/download/11-commerce/std-11-book-keeping-and-accountancy.pdf>
3. Book Keeping and Accounting by Aggrawal

Reference Books

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhry (Pearson Education)
2. Financial accounting: By Jane Reimers (Pearson Education)
3. Accounting Made Easy By Rajesh Agarwal & R Srinivasan (Tata McGraw –Hill)

4. Financial Accounting For Management: By Amrish Gupta (Pearson Education)
5. Financial Accounting For Management: By Dr. S. N. Maheshwari (Vikas Publishing House)

Web Links

1. <https://schools.aglasem.com/15181>
2. <https://www.swayamprabha.gov.in/index.php/program/archive/16>
3. <https://www.swayamprabha.gov.in/index.php/program/archive/5>

Course Title- Principles and Practices of Banking

Course No. MBF501

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

To provide an overview of banking functions and retail banking products

Learning Outcome

1. Able to understand the banking operations
2. Capable of handling the customers with banking related issues
3. Understand the concept of e-banking and the agencies involved in international funding
4. Able to approach prospective customers through various methods including door-to-door calls and community gatherings to create awareness about banking and the bank's products.
5. Able to explain to the prospective customer, the terms and conditions of product, application procedure, documents required and timelines for processing the application
6. Know and understand types of products offered and details of the same
7. Know and understand products offered by other financial providers including other banks, NBFCs, money lenders etc.
8. Know and understand bank's objectives, its role, functions and structure
9. Know and understand maintenance and operating procedure for using equipment provided by banks such as POS (Point of Sale) machines, computers etc.
10. Determine what Banking Product is best for the customer based on needs assessment and financial status of the customer

Unit I: (LO – 1) Indian Banking System: Overview, Introduction, structure and type of banks, role & responsibilities; Significance of banks in growth and development of economy;

Unit II: (LO – 2,3,4) Banking Regulation: Role of RBI, Constitution, Objectives, Functions of RBI; Instruments of Monetary Control-CRR, SLR, Repo, Reverse Repo, Bank rate, OMO; Regulatory Restrictions.

Unit III: (LO – 6,7,8) Liability Products (deposits): opportunities; remittance and payment Services (Draft, RTGS, IMPS, NEFT, etc); Universal Banking; Cross Selling, Bancassurance and ancillary services (locker, custodial, etc); ATMs, POS; emerging opportunities

Unit IV:(LO – 6,7,8) Types of Accounts, Opening of accounts, KYC; Internet banking and mobile banking

Unit V:(LO – 6,7,9,11) Asset Products (Loan): Home Loans, Personal Loans; consumer loans; Education loans and others; introduction to business loans (terms loans and cash credit); Priority sector lending-agricultural, SME and Microfinance

Recommended Books

Text Books

1. International Banking and Finance, (1st ed.), Himalaya, Publishing House by OP Agrawal(2008)
2. Principles & Practices of Banking
3. Financial Services- Text, Cases and Strategies, Published by Deep & Deep Pvt. Ltd., New Delhi by P.M. Rao (2002)

Reference Books

1. Fundamentals of Offshore Banking- How To Open Accounts Almost Anywhere, (1st ed.), Prätzen Publishing by Walter Tyndale (2009)
2. Principles & practices of Banking, Macmillan India Limited by A M Arondekar, O.P. Agarwal, Dr.OnkarNath, P. S. Khandelwal
3. Accounting & Finance for Bankers, Macmillan India Limited by S.K. Dutta, P.S.R. Prasad, A.D. Bhorkar, S.D. Bargir:
4. Legal Aspects of Banking Operations,M/s Macmillan India Limited by K.D. Zacharias, C.P. Ravindranath, P.R. Kulkarni,B. Gopalakrishnan
5. General Bank Management,M/s Macmillan India Limited by GaurangVasavada, Dr.Sharad Kumar, Dr.S.UpendraRao, Dr.SatishPai (2005)

Web Links

<https://www.bing.com/videos/search?q=banking+videos&qv=banking+videos&view=detail&mid=38591D9144EA8D481D6E38591D9144EA8D481D6E&FORM=VRD GAR>

<https://www.bing.com/videos/search?q=banking+vedios&view=detail&mid=04287CF1B2EFEB6CBE3404287CF1B2EFEB6CBE34&FORM=VIRE>

<https://www.bing.com/videos/search?q=banking+vedios&&view=detail&mid=A122FAAB5E0BB247FB9AA122FAAB5E0BB247FB9A&&FORM=VDRVRV>

<https://www.youtube.com/watch?v=E-HOz8T6tAo>

https://www.youtube.com/watch?v=fLBZb_v0ewM

<https://www.youtube.com/watch?v=l6gzoXliUmA>

<https://www.youtube.com/watch?v=Ce3A8l7LHMc>

<https://www.youtube.com/watch?v=Lyk3B7wR4Hw>

<https://www.youtube.com/watch?v=gNmPNHuljxU>

<https://www.youtube.com/watch?v=iGyCqzpFCwE>

Course Title- Micro Finance

Course No. MFM504

Course Credit: 04 (3-1-0)

Max. Marks: 100 (30I+70E)

Course Objective: This course intends to develop the basic awareness of Microfinance and its various dimensions. It also attempts to provide exposure of the SHGs and Governmental support.

Learning Outcome

1. Aimed at evolving clear understanding of role of Microfinance and Insurance in addressing the problem of poverty and income generating activities to the poor people.
2. Analyze Microfinance concepts, functions, products and strategies that will help in pertinent policy making in their respective departments/organizations.
3. Able to make use of tools and techniques of development analysis and planning of Developmental Financial Resource Decisions.
4. Able to provide a hands-on opportunity to develop leadership skills by tackling complex social issues from a policy perspective.
5. The participants would be sensitized to appreciate the Microfinance Institutions (MFIs) and NGOs as partners in socioeconomic development process of the poor.

6. Able to focus on microfinance as a vehicle for reducing poverty.
7. Able to analyse the various reasons for the existence of MFIs, and the challenges MFI managers face.
8. Provides participants to spend time in studying an issue in the classroom, followed by experiential project-based testing through field survey visits.

Unit I:(LO – 2, 3) Why Microfinance, What is Microfinance, Microfinance as a Development Tool: The Indian Experience, Evolution and Character of Microfinance in India

Unit II:(LO – 2, 3,4) Microfinance Delivery Methodologies, Legal and Regulatory Framework, Some Innovative and Creative Microfinance Models

Unit III:(LO – 1, 5, 6,7) Impact of Microfinance, Financial Products and Services, Revenue Models of Microfinance: Profitability, Efficiency and Productivity

Unit IV:(LO – 5, 6, 7, 8) Strategic Issues in Microfinance: Sustainability, Going to Scale and Managing the “Last 100 Meters”, Opening New Markets, Gender, Finance Plus, Housing Finance Microinsurance: products, eligibility, insurance premium and claim administration systems, regulatory guidelines, relevant cases.

Unit V:(LO – 2, 3, 4) Credit Delivery Methodology: Credit Lending Models Associations; Bank Guarantees Community Banking, Cooperatives, Credit Unions, Grameen Model, SHG, Individual, Intermediaries, Could be individual lenders, NGOs, micro credit programmes, and Commercial banks) Emerging issues, Risk Management, Basics of Banking

Reference books:

1. Branch, Brian & Janette Klaehn. Striking the Balance in Microfinance: A Practical Guide to Mobilizing Savings. PACT Publications, Washington, 2002.
2. Dowla, Asif & Dipal Barua. The Poor Always Pay Back: The Grameen II Story. Kumarian Press Inc., Bloomfield, Connecticut, 2006.
3. Hirschland, Madeline (ed.) Savings Services for the Poor: An Operational Guide. Kumarian Press Inc., Bloomfield CT, 2005.
4. Ledgerwood, Joanna and Victoria White. Transforming Microfinance Institutions: Providing Full Financial Services to the Poor. World Bank, 2006.
5. Rutherford, Stuart. The Poor and Their Money. Oxford University Press, Delhi, 2000

Semester II

Course Title- Entrepreneurship

Course No. OMS501

Course Credit: 02 (2-0-0)

Max. Marks: 100 (30I+70E)

Course Objectives: The objective of this course is to expose the learner to the fields of entrepreneurship development. Focus will be to train the students to develop new projects and encouraging them to start their own ventures.

Units	Topics	Learning outcomes
Unit-1	Introduction to Entrepreneurship	Introduction to Entrepreneurship, Entrepreneurial Mindset, Characteristic of an Entrepreneur, Advantages and disadvantages of Entrepreneurship

	Recognise Opportunity	Purpose of all businesses, Types of Entrepreneurial organizations, Types of Enterprises
	Creativity & Innovation	Marketing, 4Ps of Marketing, Process of Marketing, Marketing Mix, 7Ps of Marketing
	Conception & Ideation	Business Plan and its elements, Application of Business Plan
	Are you a risk taker?	Entrepreneurs, types of Entrepreneurs, Roles and Responsibilities of Entrepreneurs, Qualities of an Entrepreneur
	Identify Your Customer	Customer segmentation, Criteria for selling customer value proposition, Customer Lifecycle
Unit-2	Self Confidence and Resilience	4 Ps of Entrepreneurship, Qualities of successful entrepreneur, Self-confidence, Positive attitude, Overcoming the fears, Recover from Failure
	Success and Failure Stories of Famous Entrepreneurs – 1	Steve Jobs Success Story, Mumbai Dabbawala delivery success Story
	Never Give Up	Importance of Focusing energy on Business, Importance of Business Networking and its advantages
	Competition Analysis	Competition Analysis, Factors affecting competition strategies, Prerequisites of successful enterprise
	Risks – Identification and Mitigation	Business Risk, Types of Business Risks, Risk Identification, Risk Mitigation,
	Getting Money for Business	Concept Of Funding, Basics terms of Accounting, Types of Funding,
Unit-3	Dream and Achieve	Vision, Mission and Goals, Business Ethics, SMART goals, entrepreneurial work ethics
	Leadership and Team Spirit	Lead by example, Importance of Embracing diversity, Role of Emotional Intelligence to be a leader.
	Success and Failure Stories of Famous Entrepreneurs – 2	
	Serving the Society	Roles of Entrepreneurs in society, Selfless Entrepreneurship,
	Taking Ownership	Taking complete ownership, taking control over the business
	Adapt to Change	Porters competition strategies, Factors affecting business,
	Discover Yourself	Qualities of the successful entrepreneur
Unit-4	Problem Solving: Introduction to Critical Thinking	Critical Thinking, Applying critical thinking, REASON Model of Critical Thinking

	Problem Solving: Introduction to Creative Thinking	Creative thinking, Importance and benefits of Creative thinking, Creative thinking in problem solving
	Problem Solving: Introduction to Decision Making	Decision making, Effective decision making process
Unit-5	4Ps of Marketing – PDF	4Ps- Product, Place, Price, Promotion, Apply 4Ps to marketing Strategy into action
	Costs in Entrepreneurship - PDF	Cost, types of Costs, Introduction to Accounting Basics, main methods of Accounting, Financial Documents, P&L statements, Working capital
	Applicable Sources of funding and Regulatory and Statutory rules – PDF	Regulatory and statutory rules for an Entrepreneur, Business Loans for startups and MSMEs by Indian Government
	Analysis of success and failure stories – PDF	Analysis of success and failure stories, Key skills involved in the successes of entrepreneurs
	Identification of one's entrepreneurial skills and knowledge - PDF	Identify various skills and characteristics to be an entrepreneur, Effective Ways to Build Entrepreneurial Skills, Develop or Improve your Entrepreneurial Skills ,
	Legal Issues	Intellectual Property Rights, patents, trademarks, copyrights, trade secrets, licensing, franchising

Books Recommended

Text Books

1. Arora M., Natarajan K. and Gordan E., Entrepreneurship Development, 1st ed; Himalaya Publishing House Pvt Ltd, 2009.

Reference Books

1. Hisrich, Robert D., Michael Peters and Dean Shepherd, Entrepreneurship, Tata McGraw Hill, New Delhi
2. Barringer, Brace R., and R. Duane Ireland, Entrepreneurship, Pearson Prentice Hall, New Jersey (USA)
3. Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Books, New Delhi
4. Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi.
5. Forbat John, “Entrepreneurship” 1st Edition, New Age International, 2008.
6. Havinal, Veerbhadrappa, “Management and Entrepreneurship”, 1st Edition, New Age International Publishers, 2008.
7. John S.M., rural women Entrepreneurship, 6th ed; Discovery Publishing House, 2004. □ Janakiram B., Management & Entrepreneurship, Excel Books India, 2009.
8. Prahlad, CK., Fortune at the Bottom of the Pyramid: Eradicating Poverty Through Profits, 1st Edition; Dorling Kindersley Ltd, 2006.

Web Links

1. https://www.tutorialspoint.com/entrepreneurship_development/entrepreneurship_development_tutorial.pdf
2. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpv=entrepreneurship+development+videos&view=detail&mid=2F136B2E6941D1F8DB4E2F136B2E6941D1F8DB4E&&FORM=VRDGAR>
3. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpv=entrepreneurship+development+videos&view=detail&mid=01D578B93003F888E6DF01D578B93003F88E6DF&&FORM=VRDGAR>
4. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpv=entrepreneurship+development+videos&view=detail&mid=2E714CA0963D221569E52E714CA0963D221569E5&&FORM=VRDGAR>
5. <https://www.bing.com/videos/search?q=entrepreneurship+development+videos&qpv=entrepreneurship+development+videos&view=detail&mid=D72A5948DCB34F0684C0D72A5948DCB34F0684C0&&FORM=VRDGAR>

Course Title: Fundamentals of Wellness Management

Course Code: AWH701

Course Credit: 04(0-4-0)
Max. Marks: 100(30I+70E)

Objective:

This course provides a cohesive experience designed to synthesize and apply information from the MS HWM curricula. Students complete an individual capstone experience that demonstrates thorough understanding of the knowledge, skills and disposition necessary to be a successful health and wellness manager.

Learning Outcomes

1. Communicate ideas and concepts clearly in writing.
2. Demonstrate effective oral communication/presentation skills.
3. Utilize relevant technology to convey messages.
4. Support and contribute to a team atmosphere.
5. Provide evidence of best practice utilizing management, planning and programming models.
6. Develop, implement and evaluate parts of an effective health promotion/wellness program (within a time appropriate time constraints).
7. Develop a comprehensive portfolio of work synthesizing the knowledge, ideas, and abilities culled throughout the coursework.

Unit	Title
I (LO –7)	Introduction to Wellness Management: Awakening Your Wellness, Designing the Life You Want to Live Loving and Caring for Your Ins and Outs.
II (LO –1, 6)	Physical activity & Fitness: Muscular Strength, Muscular Endurance, Balance and Flexibility. Yoga & Meditation.
III (LO –1,2,4,5)	Ayurvedic Healing for Body, Mind & Soul Nutrition: Nutrition Facts and making good choices, Role of Diet Plan, Eating Disorders.
IV (LO –5,6,7)	Health and Emotional Balance: Stress Reduction, Anger Management, Identifying and Treating Depression.

V (LO –1,2,3,4)	Mind Alertness & Positivity: Keeping the Mind Alert, Personality Changes, Positive attitude, Spirituality and wellness.
--------------------	--

Suggested Readings:

1. Health Fitness Management by Guy Danhoff, Mike Bates, and Mike Spezzano.
2. Wellness Management: A Lifestyle Approach for Health, Fitness and EnergyBook by Rajasekhar Kali Venkata.
3. Stress management for wellnessBook by Walter E Schafer.
4. Stress Management: A Wellness ApproachBook by Nanette Tummers.
5. The Wellness Book: The Comprehensive Guide to Maintaining Health and Treating Stress-Related IllnessBook by Herbert Benson.

Semester III

Course Title: Economics for Bankers

Course No. MBF601

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

To enable the students to understand and learn how economic principles can be used in banking business decisions and offer a broad perspective of economic issues and methods to successfully face the prospect of economic studies.

Learning Outcomes

1. Learn the nature and scope of economics with respect to banking business aspects
2. Understand the concept of money and banking
3. Demonstrate the use of different demand estimation and demand forecasting techniques
4. Demonstrate their understanding of different types of market structures
5. Analyze the performance measurement of banks
6. Identify and describe the main factors of macro-economics

Unit	Topic
I (LO – 1,2)	The quest for Economic Security, Classification of Risks, Demand for Insurance. Definition and Nature, Evolution and Importance of Insurance.
II (LO – 3,4,5)	Markets and its Competition; Types and Value of money; Velocity of Money, Money Supply(M3), Credit Multiplier, Money Multiplier; Break even analysis
III (LO – 4,5,6)	Economics, Meaning, Keynesian Theory and reference to classical and neo-classical synthesis; Demand and Supply; Elasticity of Demand; Economies of scale and scope; Concept of Utility & Indifference curves;
IV (LO – 2,3,4)	Banking efficiency measurement using CAMELS, SFA, DEA, Monetary and fiscal policy.

V (LO – 4,5,6)	Role of banks in Indian Economy, Importance of banks in economic development of the country, Sectoral Advances, Priority Sector lending and its effects on economic development and its effects on the socio economic performance of the banking sector, Effect of Jan DhanYojna on Indian Economy Concept of Inflation, deflation, stagflation and recession, Concept of National Income, Nationalisation of banks; banking & financial Sector Reforms- Committees and their recommendation
-------------------	--

Recommended Books

1. Chaturvedi, D.D. & Gupta S.L., Managerial Economics: Text & Cases, Brijwasi Book
2. Christopher R. Thomas & S. Charles Maurice, Managerial Economics, Tata McGraw Hill
3. Dholakia, R.H. & Oza, A.N., Micro Economics for Management Students, Oxford University Press
4. Gupta, G.S., Managerial Economics, McGraw Hill
5. Keating Berry and Wilson, J H., An Economic Foundation for Business Decision,
6. Biztantra Petersen, H. Craig & Cris, L W., Managerial Economics, Pearson Education
7. Salvatore, D , Managerial Economics in a Global Economy, Irwin, McGraw Hill
8. Truett & Truett, Managerial Economics, John Wiley & Sons Inc.

Course Title: People Management

Course No. MHR601

Course Credit: 04(3-1-0)

Max. Marks: 100 (30I+70E)

Objective

To introduce the concepts, theoretical frameworks, issues in HRM and make participants understand the role of HRM in organisations.

Learning Outcome

1. The students will be able to develop their interpersonal skills.
2. The students will be able to understand the effectiveness of work as managers or professionals in a team.
3. Will be able to Manage their work to meet requirements.
4. Able to elaborate the objectives and functions of Human Resource Management (Theory)
5. Able to outline the recruitment and selection process in the BPS. (Theory)
6. Will be able to prepare the steps involved in Job analysis (Theory)
7. Managing basic remunerations and benefits. (Theory)
8. Evaluating jobs and its methods and managing ethical issues in HRM (Theory)
9. Perform consistently in accordance with the organisation's goals and objectives and organisational/professional codes of conduct (Theory)
10. Reflect individual responsibilities and accountabilities in work goals and plans in accordance with organisational and legal requirements. (Theory)
11. Demonstrate behaviours that promote professionalism in the learning environment (Theory)
12. Plan and undertake work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes (Theory)
13. Complete administrative duties accurately, systematically and within required timeframes (Theory)
14. Obtain, evaluate and act upon feedback from clients and colleagues (Theory)
15. Plan and undertake work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes (Theory)

Unit I –(LO – 1,2,3) Introduction: Understanding the nature and scope of Human resource management, Functions and objectives of HRM, Role of HR, HR department structure & HR strategy

Unit II -(LO – 4,5,6,7,8) HRP, Recruitment & Selection: Nature and importance of Human resource planning, Recruitment & Selection process in BPS, Meaning and importance placement and induction.

Unit III –(LO – 6,9,10,11) Training, Development & Job Analysis: Training & human resource development, Performance appraisal, career development and planning, Job analysis, job description and job design, job specification, job simplification and quality of work life (QWL).

Unit IV –(LO – 12, 13, 14) Remunerations & Benefits: Managing basic remunerations, Basic concepts & Importance of compensation plan, fringe benefits, incentives, and social security schemes.

Unit V -(LO – 13, 14, 15) Job Evaluation & Ethical Issues: Significance of Job evaluation, Methods of Job evaluation (BPS Specific), managing ethical issues in human resource management

Recommended Books

Text Book

1. Human Resource Management, 7th Edition by Stephen Robins
2. Human Resource Management, TATA Mc Grawhill by K.Aswathappa,

Reference Books

1. Gary Dessler, Human Resource Management, PHI

Web Links

<https://www.swayamprabha.gov.in/index.php/program/archive/16>
<https://www.swayamprabha.gov.in/index.php/program/archive/5>
<http://cec.nic.in/E-Content/Pages/default.aspx>
<https://www.youtube.com/watch?v=f60dheI4ARg>
<https://www.youtube.com/watch?v=7wnpfZRPkNU>

Course Title-Spreadsheet Modelling

Course No. CSE601

Course Credit: 03(3-0-0)
Max. Marks: 50 (15I+35E)

Objective

To handle volume of data in effective manner, improve their analytical skills and make them understand about the role of data in a business

Learning Outcome

1. The student will be able to maintain data
2. Will understand the ways to collect the data (Online Surveys & Business tools).
3. To do online and offline Projects based on the tools in excel
4. The students will be able to present the data in structured way to arrive and support the business decisions.
5. Work with spreadsheets and save them in different formats for developing proper formats. (Theory)
6. Create mathematical and logical formulas using standard spreadsheet functions. (Theory)

7. Choose, create and format charts to communicate information meaningfully. (Theory)
8. Work with tables and lists to analyze, filter and sort data to analyse the results for different data sets (Theory)
9. Enhance productivity by working with named cell ranges, macros and templates. (Theory)

Unit I- (LO – 1, 2) **Introduction to MS-Excel:** Introduction to Electronic Spreadsheets, Feature of MS-Excel, Entering Data, Entering Series, Editing Data, Cell Referencing, Ranges,

Unit II- (LO – 3,6) **Functions &Formulae:** Date and time Functions, Auto sum, Copying Formula, Formatting Data, Creating Charts, formatting charts, Creating Database, Sorting Data, Filtering, etc. Pivot Table, Picot Chart, Coding of Data in Excel, Statistical functions (countif, countblank, rank), Text functions (left, right, mid, trim, concatenate), Financial functions (pv, fv, pmt), Lookup functions (hlookup, vlookup), Two level nested functions.

Unit III- (LO – 4,7,8) **Analysis: Using Tables,** Create, Modify a pivot table/data pilot, Filter, Sort data in a pivot table/data pilot, Use one-input, two-input data tables/multiple operations tables; Sorting and filtering: Sort data by multiple columns at same time, Create a customized list and perform a custom sort, macros, Customer feedback analysis using Google Doc

Unit V: (LO – 6,7,8,9) **Case study** Use of Data Analysis tool to solve Problems related to Marketing, Use of Data Analysis tool to solve Problems related to Human Resource

Unit V:(LO –7,8,9) **study** Use of Data Analysis tool to solve Problems related to Operations, Use of Data Analysis tool to solve Problems related to Finance

Course Title-Spreadsheet Modelling

Course No. CSE601P

Course Credit: 01(0-0-1)
Max. Marks: 50 (35I+15E)

To handle volume of data in effective manner, improve their analytical skills and make them understand about the role of data in a business

Learning Outcome

1. Will be able to present the data in structured way to arrive and support the business decisions. (Practical)
2. Will be able to maintain and collect the data (Online Surveys & Business tools) (Practical)
3. To do online and offline Projects based on the tools in excel (Practical)
4. Creating Spreadsheet and enter data into cells. Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets. (Practical)
5. Format numbers and text content in a spreadsheet. And adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets. (Practical)
6. Creating charts, tables, pivot table and applying various functions and formulas. (Practical)
7. Applying filter and sorting functions to the given data. (Practical)
8. Will be able to make analysis in different areas of management. (Practical)

Practical:

1. Charts and Tables
2. Text Functions
3. Date and time Functions
4. Statistical functions
5. Financial Function
6. Pivot

7. Look Up
8. Nested
9. Case Study Analysis in different areas
10. Sorting functions
11. Google form development and Analysis

Recommended Books

Text Books

1. Statistics for Managers using Microsoft excel, PHI Learning Private Limited, 2010 by Levine, Stephan, Krehbiel and Berenson.
2. Excel Data Analysis: Modeling and Simulation 2010. Springer, by Hector Guerrero (Author)

Reference Books

1. Managerial Statistics”, Cengage Learning, by Gerald Keller., “
2. Statistics for Management”, Tata McGraw Hill Publishing Company, by Dr. Srivastava T.N.
3. 3. Research Methodology Concepts and Cases, Vikas Publishing House Private Limited, 2011 by Dr. Deepak Chawla, Dr. Neena Sondhi.

Course Title-Business Statistics

Course No.MGM601

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

To acquaint the students with important statistical techniques for managerial decision-making.

Learning Outcome

1. By the end of course student will be familiarize with various statistical data analysis tools that can be used for effective decision making.
2. Develop the understanding about the various ways of interpreting and presenting the data
3. Develop the understanding of making the multivariate analysis of data

Unit I - (LO – 1,2,3) Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, Tabulation and Graphs: formation of frequency distribution, types and construction of tables, significance, types and construction of diagrams and graphs

Unit II - (LO – 1,2,3) Measures of Central Tendency: Meaning and objectives of measures of central tendency, different measure viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures;

Unit III-(LO – 1,2,3) Measures of Dispersion: Measure of variation viz. range, quartile deviation mean deviation and standard deviation, co-efficient of variation and skewness

Unit IV -(LO – 1,2,3) Correlation & Regression: Meaning of correlation, types of correlation – positive and negative correlation, simple, partial and multiple correlation, rank correlation, coefficient of determination, lines of regression, co-efficient of regression.

Unit V – (LO – 1,2,3) Multivariate Analysis: Overview about using Principal Component Analysis, Discriminant Analysis, Cluster Analysis.

Books Recommended

Text Book

1. Business Statistics, Tata McGraw Hill Publishing Company, New Delhi by Vohra, N. D.,

Reference Books

1. Levin, R.I. and D.S. Rubin, *Statistics for Management*, Prentice-Hall of India.
2. Aczel, Amir D., and Sounderpandian, J., *Complete Business Statistics*, Tata McGraw Hill Publishing.
3. Anderson, Sweeny and Williams, *Statistics for Business and Economics*, Cengage Learning, New Delhi
4. Vohra, N. D., *Business Statistics*, Tata McGraw Hill Publishing Company, New Delhi

Web Links

1. <https://www.swayamprabha.gov.in/index.php/program/archive/16>
2. <https://www.swayamprabha.gov.in/index.php/program/archive/5>

Course Title-SPSS

Course No. AEC601

Course Credit: 02 (0-0-2)
Max. Marks: 100 (70I+30E)

Course Title – Mutual Fund Operations

Course No. MFM601

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

This objective of the course is to train candidates by developing competencies amongst the learner related to mutual funds.

Learning Outcome

1. Listen to the customers and be able to offer products that are pertinent to their requirements.
2. Communicate clearly with the customer using language that he/she understands.
3. Communicate and share knowledge with peers and supervisors.
4. Conduct research on mutual funds
5. Keep up to date on the mutual fund market
6. Approach and market various mutual funds schemes to prospective customer identified
7. Assist customer with determining most suitable mutual fund scheme according to needs
8. Receive approval for initiating purchase process
9. Assist customer with the application process for purchasing the mutual fund
10. Collect and ensure payments are processed at the bank/organization
11. Deliver proof of purchase and plan follow-up sessions
12. Develop long-term relationships with customers
13. Respond to customer queries and clarifications and advise the customers on existing product and new schemes
14. Assist in termination of investment

Unit-I(LO – 1,2,3)

Fund Offer and Distribution: New Fund Offer, Statement of Additional Information (SAI) and Scheme Information Document (SID) Key Information Memorandum (KIM); **Fund Distribution and Channel Management Practices:** Traditional and New distribution channels, Pre-requisites to be fulfilled to become a distributor of a mutual fund Commissions and Transaction Charges for mutual fund distributor.

Unit-II(LO – 9,10,11,12)

Investor Services: Types of Investors in mutual funds, KYC Compliance Process and KRA Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS) Payment mechanisms for purchasing and redemption of mutual funds units, Allotment of mutual fund units, Time Stamping and Cut-off time, Mutual Fund transactions through stock exchanges.

Unit-III(LO – 5,6,7)

Financial Planning: Concept of financial planning, Savings and Investment, Concept and features of physical and financial assets Financial planning needs to the life cycle stage of the investor, Selecting the Right Investment Products for Investors, Tax provisions applicable to a mutual fund.

Unit-IV(LO – 4,5,6,7)

Measuring Performance of Mutual Funds: Meaning and Introduction, Measuring Performance Using Basic Risk Return Adjusted Ratio, The three basic tools of performance evaluation : Sharpe, Treynor, and Jensen Ratios, Advanced Ratios : Information, Treynor and Mazuy and M2 Ratios, Upside & Downside Risk Ratios , Volatility Skewness &, Sortino, Core-Satellite Portfolio framework of a mutual fund

Unit-V(LO –3,4,5,6,7)

Diversification vs. Asset Allocation, Benchmarking mutual fund performance, Systematic Investment Plans, International Flow of Funds and Portfolio Investment in India, FDI vs. FIIs, Investment Strategies of FII in India, Mechanism in which FIIs invest in India, FII Investment and volatility, Impact of FII investment on stock markets

Reference Books:

1. Prasanna Chandra, Investment Analysis and Portfolio Management, Tata McGraw Hill Publishing Company Ltd., New Delhi.
2. Donald E. Fischer & Ronald J. Jordan, Security Analysis and Portfolio Management, PearsonEducations, New Delhi
3. Bhalla VK, Investment Management, S.Chand Publishers, New Delhi
4. Francis, Investments-Analysis & Management, Tata McGraw Hill Publishing Company Ltd., New Delhi
5. Fredman, Albert J and Wiles, Russ , How Mutual Funds Work, Prentice Hall of India Pvt.Ltd.,New Delhi
6. TripathyNaliniPrava , Mutual Funds in India-Emerging Issues, Excel Books, New Delhi
7. Gupta, Amitabh, Mutual Funds in India: A Study of Investment Management, Anmol Publications, Pvt. Limited, New Delhi

Course title: Principles and Practices of Insurance

Course No. MBF602

Course Credit: 04 (3-1-0)

Max. Marks: 100 (30I+70E)

Objective

To provide an exposure and understanding of the mechanism of Insurance industry and equip the students, with the knowledge of important tools and, techniques, rules & regulations related to Insurance business in general and India and to contribute effectively industry in particular and to the society in general.

Learning Outcomes

- a. Able to familiarize with the scenario of Insurance business
- b. Create awareness and develop an understanding about the best applicable practices in Insurance business.

- c. Orient the students with the knowledge and skills required to take up challenges and exploit opportunities.
- d. Familiarise the students with the applicable laws and compliance with regard to the rights of consumer.

Unit	Topic
I (LO – 1,2)	Risk Management: Provides an understanding of risk management - different types of risks - actual and consequential losses - management of risks – loss minimization techniques.
II (LO – 1,2,3)	The Concept of Insurance and its Evolution: The basics and nature of insurance – evolution and nature of insurance - how insurance operates today – different classes of insurance – importance of insurance - how insurance takes care of unexpected eventualities.
III (LO – 1,2,3)	Insurance Customers: Understanding insurance customers – different customer needs - importance of customers – customer mindsets - customer satisfaction - customer behavior at purchase point - customer behavior when claim occurs - importance of ethical behavior.
IV (LO – 2,3,4)	The Insurance Contract: Terms of an insurance contract - principles which form the foundation of insurance - significance of the principle of insurable interest – the principle of indemnity - the principle of subrogation - the principle of contribution – disclosure of all relevant information - principle of utmost good faith - the relevance of proximate cause - the insurance contract.
V (LO – 1,2,3,4)	Life Insurance products: The risk of dying early – the risk of living too long - different products offered by life insurers - term plans - pure endowment plans - combinations of plans - traditional products - linked policies - features of annuities and group policies. General Insurance Products: Risks faced by the owner of assets – exposure to perils – features of products covering fire and allied perils - products covering marine and transit risks - products covering financial losses due to accidents - products covering financial losses due hospitalization - products covering miscellaneous risks.

Recommended Books

1. Principles of Insurance (IC-01), Insurance Institute of India, Mumbai.
2. Practice of Life Insurance (IC-02), Insurance Institute of India, Mumbai
3. Practice of General Insurance (IC-11), Insurance Institute of India, Mumbai
4. Corporate Agent (IC-38), Insurance Institute of India, Mumbai
5. ICFAI Course Book – Life Insurance Vol. I, II, III (LBRARO)

Course Title: Introduction to Fintech

Course No. MAN601

Course Credit: 04 (3-1-0)

Max. Marks: 100 (30I+70E)

Course Objective

This course will provide students with the latest empowering and practical knowledge on FinTech enabling them to understand some of the FinTech changes taking place currently in the financial services industry and, most importantly, the trends that will impact the industry in the future.

Learning Outcomes

1. Understand FinTech and its current and future impact on global finance and banking.
2. Understand the main pillars of FinTech and the latest developments in each pillar and their impact on the financial services industry.
3. Understand the opportunities that FinTech may bring in the financial services industry.
4. Acquire practical industry, investor, financial and entrepreneurial knowledge and skills enabling students to potentially identify a need in the financial services industry and launch their own FinTech start-up.

Unit	Topics
I (LO – 1,2)	Introduction to Fintech: Introduction to FinTech and Existing Landscape. The History of Fintech. Regulatory and Policy Considerations. Blockchain, Wearables and Other Emerging Technologies; Big Data and Artificial Intelligence
II (LO –2,3)	Overview of FinTech Disruptions in the area of Payments, Wealth Management, Investments, Lending, Regulatory Tech and Insurance Tech; Data Analysis vs Data Analytics. FinTech Investors and Entrepreneurship Essentials, Data Analytics and Ethical Issues.
III (LO – 3,4)	Crowdfunding; Blockchain Technology and Bitcoin. Payments, Digital Wallets and Remittances. Machine Learning in 2025
IV (LO –2,3)	Machine Learning Algorithm: Classification. Regression, Forecasting, Clustering Perceptron Learning; Cybersecurity and Cryptography. Roboadvisers and Asset Management. Creating a Neural Network; Artificial Neural Networks
V (LO –2,3,4)	Peer to Peer Lending and Online Finance. Startups in FinTech; Present their Success Stories in Implementing Machine and Deep Learning

Recommended Books

1. FinTech 2.0 Paper: Redefining Financial Services, Santander Innoventures, 2015, <http://santanderinnoventures.com/wp-content/uploads/2015/06/The-Fintech-2-0-Paper.pdf>
2. The Future of FinTech and Banking, Accenture, <https://www.accenture.com/hk-en/insight-future-fintechbanking.aspx>
3. The Evolution of FinTech: A New Post-Crisis Paradigm?, Arner, Barberis and Buckley, October 2015, http://papers.ssrn.com/sol3/papers.cfm?abstract_id=2676553

4. Agustin Rubini. Fintech in a Flash: Financial Technology Made Easy. Zaccheus Entertainment; 3rd edition (2018)
5. Susanne Chishti. The Fintech Book: The Financial Technology Handbook for Investors, Entrepreneurs and Visionaries (Paperback)

Semester IV

Course Title: Banking Laws and Practice

Course No. MBF603

Course Credit: 04(0-4-0)

Max. Marks: 100 (30I+70E)

Objective: To acquire specialized knowledge of law and practice relating to Banking

Unit I: Financial System Contemporary and Emerging Issues: An Overview

Introduction; Role of Financial System; Capital Flow Through Intermediary Financial Institutions; Direct Capital Flow; Primary Market Products; Primary Market Issue Facilitators; Secondary Market; Economic Importance of Financial Markets.

Unit II: Securities for Banker's Loans

The legal issues involved in and the practice governing the different kinds of securities for banker's advances and loans Guarantees, pledge, lien, mortgage, charge – subject matters of collateral security Corporate Securities Documents of title to goods Land and Buildings Book debts Life Policies Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers.

Unit III: Financial Analysis of Banks

Introduction; Role of financial analysis in financial management; Techniques of Financial Analysis; DuPont Model of Financial Analysis; Special issues in Financial Analysis of Banking Industry.

Unit IV: International Banking Management

International Banking: An Overview, Legal & Regulatory Framework, International Banking Operations Management, Risk Management in International Banking, Special Issues: Technology and International Banking; Globalisation and International Banking; Financial Innovations in International Banking.

Unit V: Risk Management in Banks

Risk Management: An Overview, Credit Risk Management, Liquidity and Market Risk Management, Operational Risk Management, Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation Basel III.

Reference material:

1. <https://www.icsi.edu/media/webmodules/publications/9.1%20Banking%20Law%20-Professional.pdf>

Course Title- Human Values & Professional Ethics

Course No: OAE-101

Course Credit: 02(2-0-0)
Max. Marks: 100 (30I+70E)

“Human Value & Professional Ethics”

with the focus on human integrity, responsibility towards society, empathy . . .

Preamble.

It is practice to introduce this topic with western perspective. The normal practice is to define as **Human values** are the virtues that guide us to take into account the **human** element when we interact with other **human** beings. **Human values** are, for example, respect, acceptance, consideration, appreciation, listening, openness, affection, empathy and love towards other **human** beings.

I may suggest to consider to introduce this course on “Human Value & Professional Ethics” from the perspective of India’s knowledge and cross-cultural practices. There are ample short stories to understand Values for self and others (the whole eco-system - human beings, animals and nature).

In Yoga Sutra by Maharshi Patanjali Values and Ethics are defined holistically as eight limbs of Yoga describing a set of observances and practices to guide physically, emotionally, socially and spiritually.

□□ □□□□ □□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□ □□□□□
□□□□□□□□□□□□□□□□ □□ □.□□ □□

1. **Yama**: Correct behavior toward others. Yama relates to behaviour towards society.

□□□□□□ □□□□ □□□□□□ □□□□□□□□□□ □□□□□□□□ □□□□ □□ □.□□ □□

- a. Nonviolence
- b. Truthfulness
- c. Not stealing
- d. Not wasting energy
- e. Abstaining from greed

2. **Niyama**: The principles by which you should live your own life

□□□ □□□□□ □□□ □□□□□□□□ □□□□□□□□□□□□□□ □□□□□□ □□ □.□□ □□

- a. Purity
- b. Contentment
- c. Spiritual observances
- d. Study
- e. Devotion

3. **Asana**: The seat of consciousness; the yogi’s seat and postures to prepare the body.

4. **Pranayama**: Expanding the life force through breathing exercises.

5. **Pratyahara**: Turning the senses inward to explore the inner universe.

6. **Dharana**: Effortless focused attention; training the mind to meditate.

7. **Dhyana**: A continuous flow, meditation perfected.

8. **Samadhi**: Unity with the Divine.

Rest six concern self-health, self-control (□□□□) and meditation for tranquillity.

The best way to explain Human Values and Professional Ethics may be to introduce Bhagavad Gita, Vidur Niti, Chanakya Niti etc as case studies.

I agree that students should know some English terms, but real practicing values may be imparted with selective introduction to Indian Knowledge Tradition. There may be case studies for in-class discussion / group discussion on Values and Ethics as described in Bhagavad Gita, Vidur Niti, Chanakya Niti. These may be easily internalised and practiced.

Here are some other sutras of Vidura Niti

- Do not inhabit a country (workplace) where you are not respected, cannot earn your livelihood, have no friends, or cannot acquire knowledge. (1.8)
- Do not reveal what you have thought upon doing, but by wise counsel keep it secret, being determined to carry it into execution. (2.7)
- Consider again and again the following: the right time, the right friends, the right place, the right means of income, the right ways of spending, and from whom you derive your power. (4.18)
- A wise man should not reveal his loss of wealth, the vexation of his mind, the misconduct of his own wife, base words spoken by others, and disgrace that has befallen him. (7.1)

Similarly, one may find examples from Chanakya Niti. As above, transpose organization over country / kingdom; transpose team lead over king;

Moreover, Instructions and discussions should be in mixed mode of English and Hindi for benefit of admitted students mainly from Hindi speaking regions and perhaps High school / higher secondary education in Hindi medium. Values and Ethics will be practiced throughout life.

Objectives:

At the end of course students will attain

- Understanding of Human values for self (NiYama), and for interaction with outer world (Yama).
- Ability to exhibit Professional Ethics in performing a professional task with excellence – □□□: □□□□□□ □□□□□□.
- Understanding of Professional Ethics that demands to see the unseen with emphasis on Sustainable development / eco-friendly implementation of the task.
- Ability to work in team with human values and professional ethics

UNIT I: Human Values-1

Morals, **Values** (Niyam): -Understanding values, Types of values, Role of tracking values for individual & social wellbeing. And Ethics (Yama):

Integrity: - Understanding integrity and role of integrity in social harmony –Trustworthiness

Work **Ethics** – Service-Learning – Civic Virtue – Respect for others – Living Peacefully –Caring – Sharing.

Honesty: -Understanding honesty and its role in personal and social –Courage – **Value** Time. Co-operation: -Understanding cooperation and significance of cooperation its family, work team and social cohesiveness, wellbeing and development – Commitment.

Tutorial Module: Rational Behavior versus Ethical Behavior: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi) or any other literatures.

UNIT II: Human Values-2

Empathy: Basic **Concept on Empathy**– Self-confidence – Spirituality- Character.

Truthfulness: - Understanding truthfulness, need for truthfulness and role of truthfulness in relationship, social interaction, integrity, faiths & dependence – Customs and Traditions -Value Education – Human Dignity – Human Rights – Fundamental Duties – Aspirations and Harmony (I, We & Nature) – Gender Bias – Emotional Intelligence– Emotional Competencies – Conscientiousness.

Being, body, brain & mind: - Effective & efficient use of body, brain and mind is personal and social well being

Value Judgments, Facts & Values, how values are justified, Aesthetics, Selection of Values, Universal Values, Human Values, Value Education

Tutorial Module: Empathy and its types: Case Studies from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature.

UNIT III: Professional Ethics aiming at excellence and Harmony

Value Based Life and Profession, Professional Ethics and Right Understanding, Competence in Professional Ethics, Issues in Professional Ethics – The Current scenario.

Positive and constructive dynamism of power, politics and leadership.

Tutorial Module: Ethical decision making: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

UNIT IV: Professional Ethics: Global Prospective.

Globalization and MNCs –Cross Culture Issues – Business Ethics – Media Ethics – Environmental Ethics – Endangering Lives – Bio Ethics – Computer Ethics – War Ethics

Tutorial Module: Ethics and Social Networks: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

UNIT V: Duties and Rights in Profession

Concept of Duty – Professional Duties – Collegiality – Techniques for Achieving Collegiality – Senses of Loyalty – Consensus and Controversy – Professional and Individual Rights – Confidential and Proprietary Information – Conflict of Interest-Ethical egoism – Collective Bargaining – Confidentiality – Gifts and Bribes, Plagiarism

Tutorial Module: Ethics in Corporate: Case Studies (from Yoga-Sutra, Bhagwat Geeta, Panchatantra, Autobiography of Mahatma Gandhi or any other literature)

REFERENCES:

1. **New Approaches in Ethics for the Caring Professions: Taking Account of Change for Caring Professions 2005 Edition**,
by [Richard Hugman](#)
Publisher: Red Globe Press; 2005 edition (9 July 2018)
2. **Rethinking Values and Ethics in Social Work 1st ed. 2017 Edition, Kindle Edition**
by [Richard Hugman](#) (Author), [Jan Carter](#) (Author)
Publisher: Red Globe Press; 1st ed. 2017 edition (16 September 2017)
3. **Professional Ethics and Human Values** Paperback – 2015
by [A. Alavudeen](#) (Author), [R. Kalil Rahman](#) (Author), [M. Jayakumaran](#) (Author)
Publisher: Laxmi Publications; First edition (2015)
4. **A Foundation Course in Human Values and Professional Ethics** Paperback – 30 Apr 2010
by [R.R. Gaur](#) (Author), [R. Sangal](#) (Author), [G.P. Bagaria](#) (Author)
Publisher: Excel Books (30 April 2010)
5. **Living Issues in Philosophy (9th Edition) (1995)**
By: Titus, Smith and Nolan
Publisher: Oxford University Press, New York
6. **Foundation of Ethics and Management**
By: B P Banerjee
Publisher: Excel Books, 2005

Assessment Methodology

- Self Assessment
- Peer Learning
- Assessment Rubrics for Behavioral Skills
- Pedagogy:
- Case study based & Group Discussion.

Suggested reading:

1. Case Study: <https://whitneyhess.com/blog/2012/08/21/on-empathy-and-apathy-two-case-studies/> Book: De Gruyter - Speaking of Emotions: Conceptualisation and Expression (edited by Angeliki Athanasiadou, Elzbieta Tabakowska)
2. Book: To Kill a Mockingbird - Lee Harper
3. Book: Take A Walk In Someone Else's Shoes by Bethany Morlan
4. A paper on 'University Students' Value Priorities and Emotional Empathy':
file:///C:/Users/Dell/Desktop/University_Students_Value_Priorities_and_Emotional.pdf
5. Research paper on 'Empathy as Added Value in Predicting Donation Behavior':
file:///C:/Users/Dell/Desktop/wp_10_692.pdf
6. Decety J and Jackson PL. 2004. The functional architecture of human empathy. Behavioral and cognitive neuroscience reviews 3(2):71-100.
7. Klimecki OM1, Leiberg S2, Ricard M2, Singer T3. Differential pattern of functional brain plasticity after compassion and empathy training. Soc Cogn Affect Neurosci. 2014 Jun; 9 (6): 873-9.
8. A paper on 'The Science of Empathy' -
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5513638/>
9. A paper on 'The Psychology of Emotional and Cognitive Empathy' -
<https://lesley.edu/article/the-psychology-of-emotional-and-cognitive-empathy>
10. Links on the latest research and reviews on articles related to empathy -
<https://www.nature.com/subjects/empathy>

Suggested videos/movies (English/Hindi)

1. The Boy in the Striped Pyjamas (an English movie based on the novel by the same name by John Boyne)
2. Chhapaak (an Indian movie about how a young woman tries to rebuild her life after a man throws acid in her face on a public street in New Delhi in 2005)
3. George Lucas Educational Foundation – Edutopia – 3 videos on the importance of empathy - <https://www.edutopia.org/blog/3-videos-importance-empathy>
4. The actor, Mark Ruffalo, and Murray (from Sesame Street) talk about the word "Empathy" - https://www.youtube.com/watch?v=9_1Rt1R4xbM
5. <http://theconversation.com/understanding-others-feelings-what-is-empathy-and-why-do-we-need-it-68494>
6. <https://www.verywellmind.com/what-is-empathy-2795562>
7. “The Present” is a thesis short from the Institute of Animation, Visual Effects and Digital Postproduction at the Filmakademie Baden-Wuerttemberg in Ludwigsburg, Germany. - <https://www.youtube.com/watch?v=96kI8Mp1uOU>

Semester V

Course Title- Research Methodology

Course No. MGM701

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective

The objective of this course is to develop an understanding of research methodology. The focus will be on process and techniques of research.

Learning Outcome

1. Demonstrate familiarity with major concepts, theoretical perspectives, empirical findings, and historical trends
2. Understand and apply basic research methods including research design, data analysis, and interpretation.
3. Development of testable hypotheses, differentiate research design and/or statistics, evaluate aptness of research conclusions, and generalize them appropriately.
4. Use research data to formulate or evaluate new research questions, using reason and persuasion in a logical argument.

Unit I- (LO –1) Introduction to Research: Meaning, Objectives, Understanding the language of research - Concept, Construct, Definition, Variable. Research Process

Unit II- (LO –2) Research Design: Features of a good research design – Exploratory Research Design – concept, types and uses, Descriptive Research Designs - concept, types and uses. Experimental Design: Causal relationships, Concept of Independent & Dependent variables.

Unit III - (LO –2,3,4) Qualitative and quantitative research: Qualitative research - Quantitative research – Concept of measurement, causality, generalization, replication. hypothesis testing; parametric and non-parametric tests

Unit IV - (LO –2,3,4) Measurement: Concept of measurement; Validity and Reliability; Levels of measurement - Nominal, Ordinal, Interval, Ratio; Attitude Scaling Techniques, Concept of Scale – Rating Scales viz. Likert Scales, Semantic Differential Scales, Constant Sum Scales, Graphic Rating Scales – Ranking Scales – Paired Comparison & Forced Ranking.

Unit V - (LO –2,3,4) Types of Data and Report Writing: Secondary Data - Definition, Sources, Characteristics, Primary Data - Definition, Advantages and disadvantages over secondary data, Observation method, Questionnaire Construction, Personal Interviews, Telephonic Interview, Mail Survey, Email/Internet survey, Interpretation of Data and Report Writing - Layout of a Research Paper

Books Recommended

Text Books

1. Research Methodology - C.R.Kothari

Reference Books

1. Business Research Methods, Thomson Learning , Bombay. By Millian G. Zikmund,
 1. Business Research Methods, Tata McGraw Hills, New Delhi. By Donald R-Cooper and Pamela Schindler,
 2. Millian J. Geode & Paul K. Hatl, Methods in Research, McGraw Hills, New Delhi.
 3. Business Research Methods - Donald Cooper & Pamela Schindler, TMGH, 9th edition.
 4. Business Research Methods – Alan Bryman & Emma Bell, Oxford University Press.

Web Links

1. <https://www.swayamprabha.gov.in/index.php/program/archive/16>
2. <https://www.swayamprabha.gov.in/index.php/program/archive/5>

Course Title- Financial Institutions and Markets

Course No. MFM701

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Course Objective:

The objective of this paper is to introduce students to the different aspects and components of financial Institutions and financial markets. This will enable them to take the rational decision in financial environment.

Learning outcomes

Student will be able to understand the:

1. Financial architecture of an economy and its key players.
2. The fabrication of Indian Financial markets.
3. The process of Money movement both in intermediated and disintermediated environment
4. Functioning of different players in the financial market including Regulators like RBI and SEBI.

Course Content:

Unit I(LO –1, 2)

Structure of Indian Financial System: An overview of the Indian financial system, financial sector reforms: context, need and objectives; major reforms in the last decade; competition; deregulation; capital requirements; issues in financial reforms and restructuring; future agenda of reforms; Regulation of Banks, NBFCs & FIs: Salient provisions of banking regulation act and RBI Act;

Unit II(LO –2,3,4)

Integration of Indian Financial Markets with Global Financial Markets, Primary & secondary market, Currency Market, Debt Market- role and functions of these markets. Primary Market for Corporate

Securities in India: Issue of Corporate Securities: Public Issue through Prospectus, Green shoe option, Offer for sale, Private Placement, Rights Issue, OnLine IPO, Book Building of Shares, Disinvestment of PSU, Employees Stock Options, Preferential Issue of Shares, Venture Capital, Private Equity, Performance of Primary Market in India, Corporate Listings: Listing and Delisting of Corporate Stocks.

Unit III (LO –2,3,4)

Secondary Market in India: Introduction to Stock Markets, Regional and Modern Stock Exchanges, International Stock Exchanges, Demutualization of exchanges, Comparison between NSE and BSE, , DEMAT System, placing an order for purchase/sale of shares, margin trading and margin adjustment, contract note and settlement of contracts, Algorithmic trading, Settlement mechanism at BSE & NSE

Unit IV (LO –2,3,4)

Money Markets & Debt Markets in India: Money Market: Meaning, role and participants in money markets, Segments of money markets, Call Money Markets, Repos and reverse Repo concepts, Treasury Bill Markets, Market for Commercial Paper, Commercial Bills and Certificate of Deposit.

Unit V(LO –1,2,3,4)

Case Study

Reference Books:

1. Pathak, B. on Indian Financial System (4th ed.) Pearson Publication [Chapter 1,13,24] RBI Guidelines on Universal Banking
2. Khan, M.Y on Financial Services (8th ed.) Mc Graw Hill Education [Chapter 7]
3. National Stock Exchange on listing of Securities:
https://www.nseindia.com/corporates/content/eligibility_criteria.htm
4. SEBI guidelines on delisting of securities: https://www.sebi.gov.in/legal/regulations/jun-2009/sebi-delistingof-equity-shares-regulations-2009-last-amended-on-november-14-2018-_34625.html

Course Title- Retail Banking and Operations

Course No. MBF701

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective:

To enable the students familiarising with operational aspects of retail banking products and developing suitable strategies to broaden the retail client base.

Learning Outcome:

1. Investigate the wider role of the financial services retail environment in terms of customer demands and competition
2. Understand the customer and how customers buy financial services
3. Understand the importance of retail location and its likely impact on branch performance
4. Appreciate the role of store image in creating differentiation in the marketplace
5. Investigate the components of store design and its impact on customer behaviour
6. Understand the key issues in managing products to meet customer needs
7. Understand the selling process and the role of the sales team
8. Explain the elements of customer service
9. Understand how customer services are developed
10. Appreciate how services are performed, delivered and monitored
11. Identify the components of customer relationship management to develop and increase customer loyalty

12. Understand the role of corporate communication and how it is interpreted and delivered at a branch level
13. Appreciate the future challenges in retail banking.

Unit	Topics
I (LO –1,2,3)	Introduction: History and definition, role within the bank operations, Applicability of retailing concepts distinction between Retail and Corporate/ Wholesale Banking
II (LO – 2,3,7,8,13)	Retail Products Overview - Customer requirements, Products development process, Liabilities and Assets Products/ Description of Liability products, Description of Asset Products, Approval process for retail loans, Home Loans; Auto/ Vehicle Loans; Educational Loans Credit/ Debit Cards. Other Products/ Remittances/ Funds Transfer
III (LO – 7,8,9,10,12,13)	Marketing/ Selling of retail products, MIS and Accounting Retail Strategies; Tie-up with Institutions for Personal loans/ Credit cards/ Educational loans, with OEMs/ Authorized Dealers for Auto/ Vehicle loans, and with Builders/ Developers for Home loans Delivery Channels - Branch, Extension counters, ATMs, POS, Internet Banking, M-Banking.
IV (LO –1,2,3,4)	Technology for Retail Banking - Static information, Account opening, basic loan origination data etc. Updated information like income details at different frequencies. Transaction information from disbursement till final settlement of the loan amount. Analytics/ Alerts. Accounting entries - Loan process and the relevant accounting including EMI Computation.
V (LO – 1,2,3,4,8,9)	Other issues related to Retail Banking: Securitization, mortgage based securities. Trends in retailing - New products like Insurance, Demat services, online/ Phone Banking, Property services, Investment advisory/ Wealth management, Reverse Mortgage – Growth of e-banking, Cross selling opportunities. Recovery of Retail Loans - Defaults, Rescheduling, recovery process. SARAFESI Act, DRT Act, use of Lok Adalat forum. Recovery Agents - RBI guidelines.

Suggested Readings:

1. Agarwal, O.P., Fundamentals of Retail Banking, Himalaya Publishing House, Mumbai.
2. Jha, SM, Banking Marketing, Himalaya Publishing House, Mumbai
3. Khan, MY, Indian Financial System, ;Tata McGraw Hill Publishing Company Ltd., New Delhi
4. Uppal;, RK,&Bishnupriya N, Modern Banking in India, New Century Publications, New Delhi
5. Uppal, RK, Banking Services and IT, New Century Publications, New Delhi
6. Guruswamy,S., Banking in the New Millenium, New Century Publications, New Delhi
7. Indian Institute of Banking & Finance, Retail Banking, Mumbai

Course Title- Cost and Management Accounting

Course No. MFM702

Course Credit: 04 (3-1-0)

Max. Marks: 100 (30I+70E)

Course Objective:

This paper will acquaint the students with cost and management accounting concepts and its applications for decision making, planning and control.

Learning Outcomes:

After successfully completing this course, students will have the knowledge and skills to:

1. Understand the basis of conventional and contemporary costing systems
2. Determine the costs of products and services
3. Critically analyse relevant costs and provide recommendations for decision making
4. Prepare plans and budgets and analyse variances from standard cost to pinpoint areas that need control.

Course Contents:

Unit I (LO –1,2)

Nature, Scope of Management Accounting: Meaning, definition, nature and scope of Management Accounting; Cost concepts: Cost Control, and Cost Reduction; Elements of Cost, Components of total Cost, Cost Sheet. Classification of Costs: Fixed, Variable, Semi- variable, and Step Costs; Product, and Period Costs; Direct, and Indirect Costs; Relevant, and Irrelevant Costs; Shut-down, and Sunk Costs; Controllable, and Uncontrollable Costs; Avoidable, and Unavoidable Costs; Imputed / Hypothetical Costs; Out-of-pocket Costs; Opportunity Costs; Expired, and Unexpired Costs; Conversion Cost. Cost Ascertainment: Cost Unit and Cost Center. Overhead allocation, Overhead Apportionment, (Simultaneous Equation, Repeated Distribution methods) and Overhead Absorption.

Unit II (LO –2,3)

Cost-Volume-Profit Analysis: Marginal cost, Contribution per unit and Total contribution. Profit-Volume Ratio, Break-even Analysis: Cost Break-even Point, Composite Break-even Point, Cash Break-even Point, Margin of safety. Relevant Costs and Decision Making such as : Key Factor, Pricing, Product Profitability, Dropping a product line, Make or Buy, Export Order, Sell or Process, Shut down vs. Continue operations.

Unit III (LO –2,3,4)

Budgets and Budgetary Control: Meaning, Types of Budgets, Steps in Budgetary Control, Fixed and Flexible Budgeting, Sales budget, Production Budget, Raw material consumption Budget, Raw Material Purchase Budget, Overhead Budgets, Cash Budget, and Master Budget. Zero based budgeting. Standard Costing and Variance Analysis: Meaning of Standard Cost and Standard Costing, Advantages, Limitations and Applications; Material Cost Variance, Price and Usage Variance and Mix and yield Variance; Labor Cost Variance, Rate and Usage Variance, Idle time, Mix and Yield variance.

Unit IV (LO –2,3)

Process costing, concepts of normal loss, abnormal loss, abnormal effectiveness. Preparation of process accounts, normal loss account, abnormal loss account, abnormal gain account. Process costing with opening and closing WIP; equivalent units (using FIFO) and Cost allocation.

Unit V (LO –2,3,4)

Joint and by products: Allocation of joint costs based on Physical units method, Relative market value methods (Sales value at split off method and Net realisable value method). Introduction to the concept of Target Costing, Life Cycle Costing, Quality Costing, and Activity based Costing.

References:

1. Arora, M.N. (2016) A Textbook of Cost and Management Accounting. Vikas Publishing House Pvt. Ltd.
2. Maheshwari, S.N. and Mittal, S.N. (2016) Cost Accounting: Theory and Problems.

Additional Readings:

1. Datar, S.M. & Rajan, M.V. (2017) Horngren's Cost Accounting: A Managerial Emphasis. Pearson.

Course Title- Risk Management

Course No. MGM703

Course Credit: 02 (2-0-0)
Max. Marks: 100 (30I+70E)

Course Objective:

This Paper discusses the tools and techniques of management of banks and other financial institutions.

Learning Outcomes

1. Understand the functioning of a financial institution.
2. Understand the entire process of operating a bank and other financial institutions with respects to the rules and regulations prescribed by the regulators.
3. Understand the problems faced by the banks like that of NPA or of liquidity challenge etc. and tools and techniques to manage them.

Course Contents:

Unit I (LO –1)

An overview of the Indian financial system; Regulation of Banks, NBFCs & FIs; Products offered by Banks and FIs. CRR & SLR management; Capital Adequacy: Capital adequacy norms; effect of capital requirements on bank operating policies.

Unit II (LO –2,3,4)

Statements of Financial Institution: Analyzing Bank's Financial Statement: The balance sheet; income statement; Cash Flow Statement; profitability, liquidity and solvency analysis; Performance Analysis of banks: CAMELS Risk system; KPIs; Data Envelopment Analysis. Asset Liability Management: RBI guidelines on asset liability management

Unit III (LO –2,3)

Institutional Risk Management: Interest Rate Risk; Market Risk; Credit Risk; Liquidity Risk; Operational Risk. Determination of Interest Rate. Theories of Interest Rates: Classical Theory; Loanable Funds Theory; Liquidity Preference Theory; Term Structure of Interest Rates. Interest Rate Risk Management: Measurement of Interest Rate Risk; Duration and its kinds; Convexity. Managing Interest Rate Risk: Repricing Gap Model, Maturity Matching Model, Duration Gap Model, Cash Flow Matching Model; Convexity Adjustments.

Unit IV (LO –2,3)

Credit & Liquidity Risk Management: Types of Assets, NPA & its types, Management of NPA, Measurement of Credit Risk – Qualitative and Quantitative models. Modelling Credit Risk; Term Structure of Credit Risk; Managing Credit Risk: Credit Analysis and kinds of Loans; Pricing of Loans. Liquidity Risk Management: Measurement of Liquidity Risk; Measures of Liquidity Exposure; Causes of Liquidity risk: Asset-Side and Liability-Side; Managing Liquidity Risk: Purchased Liquidity management and Stored Liquidity management; Liquidity Planning; Deposit Insurance; Discount Window

References:

1. Saunders & Cornett – “Financial Institutions Management – A risk management approach” Tata McGraw Hill

Text Books:

1. Saunders & Cornett – “Financial Institutions Management – A risk management approach” Tata McGraw Hill
2. Resti&Sironi – “Risk management and shareholders" value in banking” John Wiley

Course Title- Income Tax

Course No. MFM703

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Course Objective:

The objective of this course is to acquaint students with the Income tax structure and its implications of tax planning.

Learning Outcomes:

The course will help the student to:

1. To understand the various concepts of income tax and recommend the solution and plan their financials as required.
2. Critical thinking and problem solving: The course provokes students for thinking and to come out with solutions for income tax related specific problems of the individuals and firms.
3. To e file the income tax return at their own.

Course Contents:

Unit I (LO –1)

Basic concepts: income, Agricultural income, person, assessee, assessment year, previous year, gross total income, total income, maximum marginal rate of tax. Residential status of all person, and its effect on tax incidence. Exempted income under section 10 (in relation to individuals)

Unit II (LO –1,2)

Computation of income under the heads: Salaries, Income from house property.

Unit III (LO –1, 2)

Computation of income under the heads: Profits and gains of business or profession, Capital gain, Income from other sources.

Unit IV (LO –1, 2)

Clubbing of income, set-off and carry forward of losses, Deductions under Chapter VI-A, Partial Integration of Agricultural income, rebates and reliefs, Computation of total income and tax liability of individuals & Partnership firm.

Unit V(LO –1,2,3)

Preparation of return of income manually and through software, Provision & Procedures of COMPULSORY ONLINE filing of returns for specified assesses. Assessment procedure. Introduction of Direct Tax Code.

Text Books:

1. Dr.Vinodk.Singhanian and Dr.MonicaSinghanian; Students guide to income tax, Taxmann Publications.
2. GirishAhuja and Ravi Gupta; Systematic Approach to Income Tax: Bharat Law House.
3. 3. Mahesh Chandra, D.C Shukla; Income Tax Law and Practice: Pragati Publications.

Course Title- Investment Analysis and Portfolio Management

Course No. MFM704

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Course Objectives:

The aim of this course is to provide a conceptual framework for analysis from an investor's perspective of maximizing return on investment – a sound theoretical base with examples and References: related to the Indian financial system. Emphasis will be on understanding of the forces that influence the risk and return of financial assets and related models and theories.

Learning Outcomes:

On successful completion of this course, students will be able to:

1. Understand the measures of risk and return based on the characteristics of different financial assets and value assets such as stocks and bonds for investment
2. Will be able to analyse risk and returns of fixed income instruments and stocks using various models for the purpose of investment.
3. Measure the risk and return of a portfolio position and diversify and manage investment portfolios in accordance with a person's risk
4. Understand and evaluate investment advice from brokers and the financial press

Course Contents:

Unit I (LO –1, 2)

Basics of risk and return: concept of returns, application of standard deviation, coefficient of variation, beta, alpha. Bonds: present value of a bond, yield to maturity, yield to call, yield to put, systematic risk, price risk, interest rate risk, default risk. Yield curve and theories regarding shape of yield curve. Unsystematic risk and non-risk factors that influence yields. Bond Convexity, Active & Passive investment strategies of bonds Duration and modified duration, immunization of a bond portfolio. Fundamental analysis: EIC framework; Economic analysis: Leading lagging & coincident macro-economic indicators, Expected direction of movement of stock prices with macroeconomic variables in the Indian context; Industry analysis: stages of life cycle, Porter's five forces model, SWOT analysis, financial analysis of an industry; Company analysis.

Unit II (LO –2,3)

Share valuation: Dividend discount models- no growth, constant growth, two stage growth model, multiple stages; Relative valuation models using P/E ratio, book value to market value. Technical analysis: meaning, assumptions, difference between technical and fundamental analysis; Indicators: moving averages. Efficient market hypothesis; Concept of efficiency: Random walk, three forms of EMH, Empirical tests of market efficiencies and their results, behavioural biases and investments; Implications for investment decisions.

Unit III (LO –2, 4)

Portfolio analysis: portfolio risk and return, Markowitz portfolio model: risk and return for 2 and 3 asset portfolios, concept of efficient frontier & optimum portfolio. Market Model: concept of beta systematic and unsystematic risk. Investor risk and return pReferences: Indifference curves and the efficient frontier, Traditional portfolio management for individuals: Objectives, constraints, time horizon, current wealth, tax considerations, liquidity requirements, and anticipated inflation, Asset allocation: Asset allocation pyramid, investor life cycle approach, Portfolio management services: Passive – Index funds, systematic investment plans. Active – market timing, style investing.

Unit IV (LO –3,4)

Capital asset pricing model (CAPM): Efficient frontier with a combination of risky and risk free assets. Assumptions of single period classical CAPM model. Characteristic line, Capital Market Line, Security market Line. Expected return, required return, overvalued and undervalued assets.

Unit V(LO –2,3,4)

Black's Zero Beta Model. Multiple factor models and Arbitrage Pricing Theory, APT vs CAPM. Performance Evaluation of Managed Funds using Sharpe's, Treynor's and Jensen's measures and Fama's Decomposition.

References:

1. Reilly, F. K. & Brown, K.C. (2012) Analysis of Investments and Management of Portfolios (12th edition), Cengage India Pvt. Ltd
2. Ranganathan, M., & Madhumathi, R. (2006). Investment analysis and portfolio management. New Delhi: Pearson Education

Text Books:

1. Fischer, D.E. & Jordan, R.J. (2006) Security Analysis & Portfolio Management (6th edition), Pearson Education.
3. Ranganathan, M., & Madhumathi, R. (2006). Investment analysis and portfolio management. New Delhi: Pearson Education.

Additional Readings:

1. Fabozzi, Frank. (2009). Bond Markets, Analysis and Strategies (7th ed.). Prentice-Hall Publishing
2. 2. Reilly, F. K. & Brown, K.C. (2012) Analysis of Investments and Management of Portfolios (12th edition), Cengage India Pvt. Ltd.

Course Title- Securities Operations

Course No. MFM705

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective:

1. Understand the regulatory framework and the role of the Securities Exchange Board of India.
2. Understand how the risks are managed in a securities broking firm, the clearing and settlement process.
3. Understand the process of investor grievances redressal.

Learning Outcome :

The student will be able to develop minimum knowledge required for associated persons of a registered stock-broker / trading member / clearing member in recognized stock exchanges, involved in (a) assets or funds of investor or clients (b) redressal of investor grievances, (c) internal control or risk management and (d) activities having a bearing on operational risk.

Unit	Topics
I (LO –1, 2)	Money Market: Indian money markets composition and structure; (a) Acceptance house, (b) Discount house, and (c) Call money market; Recent trends in Indian money market.
II (LO –1, 2)	Security market – (a) New issue market, (b) Secondary market; Functions and role stock exchange; Listing procedures and legal requirements; Public issue – Pricing and Marketing - Stock exchange – National Stock Exchange and Over – the – Counter Exchange of India.
III (LO –1, 2)	Securities Contract and Regulations Act: Main provisions. - Investors Protection: Grievances concerning stock exchange dealing and their removal; Grievance cells

	in stock exchanges; SEBI; Company Law Board; Press; Remedy through courts
IV (LO –1, 2)	Fixed Income Securities (15 Lectures) Bond features, types of bonds, estimating bond yields, Bond Valuation types of bond risks, default risk and credit rating.
V (LO –2,3)	Role of SEBI and stock exchanges in investor protection; Investor grievances and their redressal system, insider trading, investors' awareness and activism

Recommended Readings

1. C.P. Jones, Investments Analysis and Management, Wiley, 8th ed.
2. Prasanna Chandra, Investment Analysis and Portfolio Management, McGraw Hill Education
3. R.P. Rustogi, Fundamentals of Investment, Sultan Chand & Sons, New Delhi.
4. N.D. Vohra and B.R. Bagri, Futures and Options, McGraw Hill Education
5. Mayo, An Introduction to Investment, Cengage Learning.
6. Bhole, L.M., Financial Markets and institutions, Tata McGraw – Hill, New Delhi.
7. Gupta Suraj, B., Monetary economics, S Chand and Co., NewDelhi.
8. Hooda, R.P., Indian Securities Market – investors view point, Excell Books, NewDelhi.
9. R.B.I Report on Currency and Finance.
10. R.B.I Report on the Committee to Review the Working of the Monetary System: Chakravarty
11. Committee.
12. R.B.I Report of the Committee on the Financial System, NarsimhamCommittee.
13. Economic Survey, Government of India, Ministry of Finance, Latest issues.
14. Machiraju, H.R, Indian Financial System, Vikas, Delhi.
15. Khan, M.Y., Indian Financial System, Tata Mcgraw Hill, NewDelhi.
16. Sen gupta, A.K., & Agarwal, M.K., Money Market Operations in India, Skylark Publications, New Delhi.

Course Title: Depository Operations

Course No. MFM706

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective:

To enhance the quality of services as rendered by the Depository Participants.

Learning Outcomes:

Know the various functions of the Depository and its Depository Participants (DPs) such as dematerialisation, trading and settlement, pledging and hypothecation

Unit	Topics
I (LO –1)	Depository: Meaning, Evolution, Merits and Demerits of Depository. Process of Dematerialization and Dematerialization, Brief description of NSDL and CDSL
II (LO –1)	Depository and non-depository institutions, Commercial banking-introduction, its role in project finance and working capital finance
III (LO –1)	The Depositories Act 1996 – Definitions; rights and obligations of depositories; participants issuers and beneficial owners; inquiry and inspections, penalty.

IV (LO –1)	Depository and its business partners; Functions of DP - Account Opening; Functions of DP - Transmission & Nomination; Functions of DP – Dematerialisation; Functions of DP - Trading and Settlement
V (LO –1)	Functions of DP - Pledge and Hypothecation; Functions of DP - Corporate Action; Functions of DP - Public Issues; Functions of DP - Debt and Government Securities; Additional Services – Foreign Portfolio Investor; Additional Services – Rajiv Gandhi Equity Saving Schemes

Recommended Readings:

1. Arora & Banshal, Corporate Law – Vikash Publication
2. Gogna, P.P.S – Company Law, S. Chand
3. MC Kuchhal Corporate Laws, Shri Mahaveer Book Depot. (Publishers).
4. GK Kapoor & Sanjay Dhamija, Company Law, Bharat Law House.
5. Reena Chadha and Sumant Chadha, Corporate Laws, Scholar Tech Press.
6. Gower, LCB, Principles of Modern company Law, Stevens & Sons, London.
7. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Butters worth.
8. A Compendium of Companies Act 2013, along with Rules, by Taxmann Publications.
9. Avtar Singh, Introduction to company Law, Eastern Book Company
10. NISM-Series-VI: Depository Operations Certification Examination.

Course Title: Data Analytics

Course No. MAN701

Course Credit: 04 (3-1-0)
Max. Marks: 100 (30I+70E)

Objective:

The objective is to provide a basic understanding of data analysis using statistics and to use computational tools on problems of applied nature.

Learning Outcomes:

The students will be able to:

1. Carry out data analysis/statistical analysis
2. Effectively visualize the data.

Unit	Topics
I (LO –1,2)	Descriptive Statistics: Introduction to Descriptive Statistics; Probability Distributions. Inferential Statistics: Inferential Statistics through hypothesis tests; Permutation & Randomization Test
II (LO –1,2)	Regression & ANOVA: Regression; ANOVA (Analysis of Variance); Machine Learning: Introduction and Concepts; Differentiating algorithmic and model based frameworks. Regression: Ordinary Least Squares, Ridge Regression, Lasso Regression, K Nearest Neighbours Regression & Classification
III (LO –1,2)	Supervised Learning with Regression and Classification techniques -1; Bias-Variance Dichotomy; Model Validation Approaches; Logistic Regression; Linear Discriminant Analysis; Quadratic Discriminant Analysis; Regression and Classification Trees; Support Vector Machines

IV (LO –1,2)	Supervised Learning with Regression and Classification techniques -2: Ensemble Methods: Random Forest; Neural Networks; Deep learning. Unsupervised Learning and Challenges for Big Data Analytics; Clustering; Associative Rule Mining; Challenges for big data analytics
V (LO –1,2)	Prescriptive analytics: Creating data for analytics through designed experiments; Creating data for analytics through Active learning; Creating data for analytics through Reinforcement learning

Recommended Books:

1. Hastie, Trevor, et al. The elements of statistical learning. Vol. 2. No. 1. New York: springer, 2009.
2. Montgomery, Douglas C., and George C. Runger. Applied statistics and probability for engineers. John Wiley & Sons, 2010

Semester VI

Course Title- Environmental Studies

Course No: OAE-102

Course Credit: 02 (2-0-0)
Max. Marks: 100 (30I+70E)

Objective

To create awareness between the students about our ecosystem, related problems and our role in that. The course also aim to encourage students to solve the environment related problems

Learning Outcomes

1. By the end of the course Students will think on ecosystem and environment problems; make other people aware about environment problems

Unit 1: (LO –1) Multidisciplinary nature of environmental studies: Natural Resources, Natural resources and associated problems; Forest, Water, Mineral, Food, Energy, Land resources; soil erosion and desertification; Role of an individual in conservation of natural resources.

Unit II - (LO –1) Ecosystems: Ecosystem: Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession; Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystem.

Unit III - (LO –1) Biodiversity and its conservation: Ecosystem diversity; Biogeographical classification of India; Value of biodiversity; Biodiversity at global, National and local levels; India as a mega-diversity nation; Threats to biodiversity; Conservation of biodiversity.

Unit IV - (LO –1) Environmental pollution: Types, causes, effects and controls; Air, water, soil and noise pollution, Nuclear hazards and human health risks; Swach Bharat Abhiyan, Solid waste management.

Unit V - (LO –1) Fundamentals: Global warming, Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act.

Field work

1. Visit to a local area to document environmental assets river/forest/grassland/hill/mountain

2. Visit to a local polluted Site-Urban/Rural/Industrial/Agricultural
3. Study of common plants, insects, birds.
4. Study of simple ecosystems-pond, river, hill slopes, etc.

Recommended Books

Text Books

E- book:<https://ugc.ac.in/oldpdf/modelcurriculum/env.pdf>

Reference Books

1. Industrial Safety and Health management” Pearson Prentice Hall,2003 by C. Ray, Asfahl
2. National Safety Council, “Accident Prevention Manual for Industrial Operations”, N. S. C. Chicago, 1988.
3. Industrial Accident Prevention” McGraw-Hill Company, New York,1980 by Heinrich H.W.

Course Name: Employment Readiness

Course Code: AEC701

Course Credit: 04(0-4-0)
Max. Marks: 100(30I+70E)

Course objective: Provide jobseekers with the necessary pre-**employment** skills; Empower individuals for success; and. Promote **job** retention and advancement.

Learning Outcomes

1. To develop employability skills
2. To understand time wasters and ways to reduce/ eliminate them from the schedule
3. To understand importance of GD's and ways to participate effectively in them
4. To learn the skill of making a powerful CV and cover letter
5. To understand the science and art behind personal interviews and professional networking

Unit-I(LO –1,2)

Time management: Your thoughts on time, Scheduling Exercise, time Management Matrix, Activity Logging, Identify Time wasters, Importance of Delegation Prioritize, Organize, Daily Planner

Problem solving: Defining the problem, Generating alternatives, Evaluating and selecting alternatives and implementing solutions.

Unit-II(LO –1,2,3)

Emotional Intelligence: Introduction, What is Intelligence, Basic Emotions, What is EI, Five Components of EI, Emotional Self Awareness, Managing One Zone Emotions, Out of Control Emotions, Emotional Development and Emotion Related Dysfunction

Unit-III(LO –4)

Curriculum Vitae and Cover letter: Preparing Sample Cover letter and Curriculum Vitae, **Group Discussions:** Introduction,Opening the Group Discussion, Tips for Good Opening, Closing the Group Discussion, Tips for Good Ending, Types of GD's, GD on a Case Study, Qualities and Skills Tested in a GD, Roles Played During a GD, Do's and Don'ts

Unit-IV(LO –4,5)

Personal Interviews: Mental preparation, Researching Employer, FAQ's, Dress and Appearance, Body Language and Basic Etiquette, Understanding Job Descriptions and Resume Posting on websites

Unit-V(LO –4,5)

Creating A LinkedIn Profile: Create a strong LinkedIn profile, understanding how to join and contribute to groups, identifying and interact with connections, becoming familiar with LinkedIn's tools, ways to use LinkedIn for a job or internship search

Suggested readings:

1. Developing Communication Skills, Mohan Krisha and Banerji (McMillan Publishers India, 2000)
2. Essentials of Business communication, Pal Rajendra and Korlahalli J S (Sultanchand and Sons, 1998)
3. "The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change" by Stephen R. Covey
4. "How to Stop Procrastinating: A Simple Guide to Mastering Difficult Tasks and Breaking the Procrastination Habit" by S.J. Scott
5. Emotional Intelligence: Why It Can Matter More Than IQ Paperback – September 27, 2005, by Daniel Goleman (Author)
6. Latest related articles