

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30 - 8.20	FyB.com B FA	FyB.com A FA	FyB.com A FA	TyB.com B Cost A/us	FyB.com A FA	TyB.com B Cost A/us
2	8.20 - 9.10	TyB.com B Cost A/us	FyB.com B FA	TyB.com A Cost A/us		TyB.com B Cost A/us	TyB.com A
3	9.10 - 10.00	TyB.com A Cost A/us		FyB.com B FA	FyB.com B FA	TyB.com A Cost A/us	FyB.com A
4							
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Signature

Signature

Signature

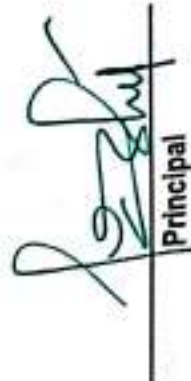
Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30-8.20	TyB.com A FA	TyB.com B Cost A/us	TyB.com B Cost A/us	TyB.com A Cost A/us	TyB.com B Cost A/us	TyB.com A FA
2	8.20-9.10	TyB.com B FA	TyB.com B FA	TyB.com A FA		TyB.com A Cost A/us	TyB.com B FA
3	9.10-10.00	TyB.com A Cost A/us	TyB.com A FA	TyB.com B FA	TyB.com B Cost A/us		TyB.com A Cost A/us
4							
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Teacher


Co-ordinator


Principal

Semester / Term Syllabus Planning


F.Y. B.COM. SEM I – ACCOUNTANCY AND FINANCIAL MANAGEMENT

COURSE OUTCOMES:

- CO1:** Define Accounting Standards, Inventory valuation, Departmental Accounts and Hire Purchase System. (Level 1: Remembering)
- CO2:** Classify the capital and revenue, expenditure and receipts and outline the Accounting Standards, analyze and compare the FIFO System with Weighted Average Inventory System. (Level 2: Understanding)
- CO3:** Organize and prepare the Departmental Trading and Profit & Loss Account and Balance Sheet and Final Accounts of Manufacturing Concern. (Level 3: Applying)
- CO4:** Evaluate the Hire Purchase System. (Level 5: Evaluating)

LESSON PLAN

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


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Semester / Term Syllabus Planning

TY B.COM : SEMESTER V COST ACCOUNTING

COURSE OUTCOMES(CO)

- CO1: Define costs, Material Cost, Labour Cost, Overheads, and reconciliation of cost and financial accounts (Level 1: Remembering)
 CO2: Explain the techniques of Inventory control, EOQ, Material Turnover Ratio, FIFO & Weighted Average System, Labour Cost Statement, Remuneration and incentive system (Level 2: Understanding)
 CO3: Organize and prepare Cost Sheet and Estimated Cost Sheet, Departmentalization and preparation of primary overheads, computation of Machine Hour Rate (Level 3: Applying)
 CO4: Compare and appraise the cost sheet with the financial statement (Level 5: Evaluating)

LESSON PLAN

MONTHS

MODULES/UNITS

JUNE

Unit I:

Introduction to Cost Accounting : Objectives and scope of cost accounting, Cost centres and cost units, Cost classification for stock valuation , profit measurement , decision making and control , Coding systems, Element of cost, cost behavior pattern

Unit V:

Classification of costs and cost sheets: Cost of sales, profit centre and investment centre, Cost sheet, total costs and unit costs, different costs for different purpose
 Simple practical problems on preparation of cost sheet

JULY

Unit V:

Classification of costs and cost sheets: Simple practical problems on preparation of cost sheet

Unit II:

Material cost: Procurement procedures, Inventory control, Inventory Accounting
 Problems on EOQ, Raw Material Turnover Ratio, Stock Ledger on FIFO, Weighted Average Cost, Techniques of fixing Minimum, Maximum and Reorder Levels

AUGUST

Unit III:

Labour Cost: Attendance and Payroll Procedures, Labour Turnover, Utilisation of Labour , Direct and Indirect Labour, Charging of Labour cost , Identifying Labour Hours with work orders ,Efficiency Rating Procedures, Remuneration Systems and Incentive Schemes, Problems on- Preparation of labour cost statements ,Remuneration and incentives systems based on Piece work plan , Halsey Premium Plan , Rowan System , Gantt's Task, Labour Cost problems solution

UNIT IV:

Overheads: Functional Analysis, Behavioural Analysis
 Problems on – Departmentalization and apportionment of primary overheads, overhead rates including machine overhead rates
 Direct Labour method and Prime Cost Method

SEPTEMBER

Unit VI:

Reconciliation of cost and financial accounts

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Semester / Term Syllabus Planning

Month	Topics to be covered
F.Y. B.COM. SEM II – ACCOUNTANCY AND FINANCIAL MANAGEMENT-II	
<u>COURSE OUTCOMES:</u>	
a. Define Single Entry System of Book Keeping, Consignment Accounts, Branch Accounts and Fire insurance Claim b. Organize and prepare consignment accounts c. Classify Branch accounts under Debtor Method and Stock & Debtor Method d. Evaluate Fire Insurance Claims and Single-Entry System of Book-keeping	
MONTH	UNITS/MODULE COVERAGE
December & January	<u>Accounting from Incomplete Records:</u> Introduction Problems on preparation of final accounts of Proprietary Trading Concern (conversion method)
January & February	<u>Consignment Accounts :</u> Accounting for consignment transactions Valuation of stock Invoicing of goods at higher price(excluding overriding commission, normal/abnormal losses)
February & March	<u>Branch Accounts :</u> Meaning/ Classification of Branch Accounting for Dependent Branch not maintaining full books: debtors method, Stock and debtors method
March & April	<u>Fire Insurance Claim :</u> Computation of Loss of Stock by Fire Ascertainment of Claim as per the Insurance Policy Exclude: Loss of Profit and Consequential Loss


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Semester / Term Syllabus Planning

Month

Topics to be covered

TY B.Com : SEMESTER VI Cost Accounting

COURSE OUTCOMES:

1. Define Cost Control Accounts, Contract Costing, Process Costing, Marginal Costing, Standard Costing and emerging concepts of cost accounting
2. Explain the techniques of process costing and contract costing, some emerging concepts of cost accounting
3. Organize and prepare marginal costing and standard costing
4. Compare and appraise cost control accounts

MONTHS

MODULES/UNITS

November & December

Module-04: Introduction to Marginal Costing

Marginal costing meaning, applications, advantages, limitations
Contribution, Breakeven analysis, Margin of safety and profit volume graph.
Note-Simple Practical problems based on Marginal Costing excluding decision making

December

Module-05: Introduction to Standard Costing

Various types of standards, Setting of standards, Basic concepts of Material and Labour variance analysis.
Note-Simple Practical problems based on Material and labour variances excluding sub-variances

January

Module-02: Contract Costing

Progress payments, Retention money, Contract accounts, Accounting for material, Accounting for Tax deducted at source by the contractee, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries.
Excluding Escalation clause
Note- Simple practical problems

January & February

Module-03: Process Costing

Process loss, Abnormal Gains and Losses, Joint products and by-products.
Excluding Equivalent units, Inter-process profit
Note- Simple Practical problems Process Costing and joint and by-products

February

Module-01: Cost Control Accounts

Advantages and Disadvantages
Cost Control Accounts, Principal Accounts, Subsidiary Accounts to be maintained
Note- Simple practical problems on preparation of cost control accounts

March

Module-06: Some Emerging concepts of Cost accounting

Target Costing
Life cycle Costing
Benchmarking
ABC Costing
Note- No practical problems

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Work Diary

Subject: Accountancy & Financial mgt

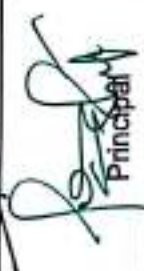
Date	Class & Time	Subject Taught	Topics Covered	Signature
13/6/2023	TYB.COM B 9.10 - 10.00	Cost Accounting	Syllabus discussion & Course Outcome discussion	
14/6/2023	TYB.COM A 8.20 - 9.10	Cost Accounting	Syllabus discussion & Course Outcome discussion	
15/6/2023	TYB.COM B 7.20 - 8.20	Cost Accounting	Objectives & scope of Cost Accounting, Cost centres, Cost Units	
	TYB.COM A 10.20 - 11.10	Cost Accounting	Objectives & scope of Cost Accounting, Cost centres, Cost Units	
16/6/2023	TYB.COM B 8.20 - 9.10	Cost Accounting	Cost classification, Elements of cost	
	TYB.COM A 9.10 - 10.00	Cost Accounting	Cost classification, Elements of cost	
17/6/2023	TYB.COM B 7.30 - 8.20	Cost Accounting	Cost Behaviour Pattern, Break even	
	TYB.COM A 8.20 - 9.10	Cost Accounting	Cost Behaviour Pattern Profit centre	
19/6/2023	TYB.COM B 8.20 - 9.10	Cost Accounting	Investment centre, Cost sheet format	
	TYB.COM A 9.10 - 10.00	Cost Accounting	Investment centre, Cost sheet format	
20/6/2023	TYB.COM A 9.10 - 10.00	Cost Accounting	Problems on Preparation of Cost sheet	
22/6/2023	TYB.COM B 9.10 - 10.00	Cost Accounting	Problems on preparation of cost sheet	
22/6/2023	TYB.COM B 8.20 - 9.10	Cost Accounting	Problems on preparation of cost sheet	

Work Diary

Subject: Accountancy & Financial Mgt

Date	Class & Time	Subject Taught	Topics Covered	Signature
	TyB.60M A 9.10 - 10.00	Cost Accounting	Problems on preparation of Cost Sheet	
24/6/23	TyB.60M B 7.30 - 8.20	Cost Accounting	Problems on preparation of Cost sheet	
	TyB.60M A 8.20 - 9.10	Cost Accounting	Cost sheet with RM + WIP + F.G	
26/6/23	TyB.60M B 8.20 - 9.10	Cost Accounting	Cost sheet with RM + WIP + F.G	
	TyB.60M A 9.10 - 10.00	Cost Accounting	Problems on preparation of Cost sheet	
30/6/23	TyB.60M A & B 9.10 - 10.00	Cost Accounting	Cost sheet with working back sales	
1/7/2023	TyB.60M A & B 9.10 - 10.00	Cost Accounting	Cost sheet with working back sales	
				03/7/2023
3/7/2023	TyB.60M B 8.20 - 9.10	Cost Accounting	Estimated Cost Sheet	
	TyB.60M A 9.10 - 10.00	Cost Accounting	Estimated Cost Sheet	
4/7/2023	TyB.60M A 9.10 - 10.00	Cost Accounting	Estimated Cost sheet	
5/7/2023	TyB.60M A 8.20 - 9.10	Cost Accounting	Estimated cost sheet & Estimated cost sheet	


Co-ordinator


Principal

Work Diary

Subject: Accountancy & Financial Management

Date	Class & Time	Subject Taught	Topics Covered	Signature
5/7/23	TyB.com B 9.10-10.00	Cost Accounting	Cost sheet & Estimated Cost sheet	
6/7/23	TyB.com B 7.30-8.20	Cost Accounting	Cost sheet with changes in OH Rates	
7/7/23	TyB.com A 10.20-11.10	Cost Accounting	Cost sheet with changes in OH Rates	
7/7/23	TyB.com B 8.20-9.10	Cost Accounting	Cost sheet (Working back sale price)	
8/7/23	TyB.com A 9.10-10.00	Cost Accounting	Cost sheet (Working back sale price)	
8/7/23	TyB.com B 7.30-8.20	Cost Accounting	Cost sheet with Fixed and variable OH	
9/7/23	TyB.com A 8.20-9.10	Cost Accounting	Cost sheet with Fixed and variable OH	
10/7/23	TyB.com B 8.20-9.10	Cost Accounting	Cost sheet & Estimated Cost sheet	
10/7/23	TyB.com A 9.10-10.00	Cost Accounting	Cost sheet & Estimated Cost sheet	
12/7/23	TyB.com A 8.20-9.10	Cost Accounting	Cost sheet & Estimated Cost sheet	
13/7/23	TyB.com B 7.30-8.20	Cost Accounting	Material cost - Procurement, Inventory Control	
13/7/23	TyB.com A 10.20-11.10	Cost Accounting	Material cost - Procurement, Inventory Control	
14/7/23	TyB.com B 7.30-8.20	Cost Accounting	Practical on Stock Level	

Work Diary

Subject: Accountancy & Financial mgt

Date	Class & Time	Subject Taught	Topics Covered	Signature
17/7/23	FYB.com B 7:30-8:20	Financial Accounting	Syllabus discussion & Course outcome	
	FYB.com B 8:20-9:10	Cost Accounting	Practical on Stock Level	
	FYB.com A 9:10-10:00	Cost Accounting	Practical on Stock Level	
18/7/23	FYB.com A 7:30-8:20	Financial Accounting	Syllabus discussion & Course outcome	
	FYB.com A & B 8:20-9:10	Cost Accounting	Practical on Stock Level	
	FYB.com B 9:10-10:00	Financial Ac	Accounting standard - 1, 2	
19/7/23	FYB.com A 7:30-8:20	Financial Ac	Accounting standard - 1, 2	
	FYB.com B 8:20-9:10	Financial Ac	Accounting standard - 9	
	FYB.com A & B 9:10-10:00	Cost Ac	Practicals on Economic order Quantity	
20/7/23	FYB.com B 7:30-8:20	Cost Ac	Practicals on Economic order Quantity	
	FYB.com A 8:20-9:10	Financial Ac	Accounting Standard - 9	
	FYB.com B 9:10-10:00	Financial Ac	Inventory valuation	
21/7/23	FYB.com A 7:30-8:20	Financial Ac	Inventory Valuation	

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Coordinator

Work Diary

Subject: Accountancy & Financial Mgt

Date	Class & Time	Subject Taught	Topics Covered	Signature
	FYB.COM B 8.20-9.10	Cost A/c's	Practical problems on LIFO	_____
22/7/23	FYB.COM B 7.30-8.20	Cost A/c's	Practicals on Economic order Quantity	_____
	FYB.COM A 8.20-9.10	Cost A/c's	Practicals on Economic order Quantity	_____
	FYB.COM A 9.10-10.00	Financial A/c's	Inventory valuation	_____

				25/7/2023
24/7/23	FYB.COM B 7.30-8.20	Financial A/c's	Practical problems on FIFO & Weighted Average	_____
	FYB.COM B 8.20-9.10	Cost A/c's	Stock Ledger - FIFO & Weighted Average	_____
	FYB.COM A 9.10-10.00	Cost A/c's	Stock Ledger - FIFO & Weighted Average	_____
25/7/23	FYB.COM A 7.30-8.20	Financial A/c's	Practical problems on FIFO & Weighted Average Method	_____
	FYB.COM B 8.20-9.10	Financial A/c's	Practical problems on FIFO & Weighted Average Method	_____
	FYB.COM A 10.20-11.10	Cost A/c's	Stock Ledger - FIFO & Weighted Average	_____
26/7/23	FYB.COM A & B 7.30-8.20	Financial A/c's	FIFO & Weighted Average Method	_____

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Principal

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged							Total
		June	July	August	September	October	November		
1.	TyB.com A - Cost A/c	10	19	20	12	06		67	
2.	TyB.com B - Cost A/c	10	18	20	11	06		65	
3.	TyB.com A - Financial A/c		08	17	12	18		55	
4.	TyB.com B - Financial A/c		09	18	12	17		56	


Teacher


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STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - II)









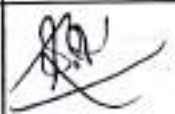




Sr. No.	Subject Taught	No of Sessions Engaged										Total
		November	December	January	February	March	April	May				
1.	TyB.com A - Cost A/B	04	12	25	19	05						65
2.	TyB.com B - Cost A/B	04	11	26	17	04						62
3.	TyB.com A - Financial A/B	02	09	15	15	11						52
4.	TyB.com B - Financial A/B	02	09	16	14	10						51


Principal


Coordinator


Teacher

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
01	14/8/23	Personal Reason	CL		
01	13/8/23	Personal Reason	CL		
01	15/9/23	Personal Reason	CL		
02	16/10/23 ↓ 17/10/23	Leg Pain	SL		
01	01/11/23	Personal Reason	CL		
01	10/11/23	Personal Reason	CL		
02	14/12/23 ↓ 15/12/23	Cold & Fever	SL		
02	31/1/24 ↓ 1/2/24	Leg Pain	SL		
02	22/2/24 ↓ 23/2/24	Personal Reason	CL		
02	28/2/24 ↓ 29/2/24	NEP Workshop at Joshi Bedekar college Thane	DL		
02	4/2/24 ↓ 5/2/24	Industrial visit to Silvassa	DL		
01	28/3/24	Personal Reason	CL		
04	20/4/24 ↓ 23/4/24	Medical emergency of my mother	SL		



**BUNTS SANGHA'S
S M SHETTY COLLEGE OF SCIENCE,
COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400 076.**

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
IMC - RBNQ Merit Certificate
ISO 21001 : 2018 Certified

TEACHER'S WORK DIARY (YEAR 2023 - 2024)

Teacher's Name SAHANA RAVIPRASAD

Class Teacher of TYBAF Section : —

Residential Address B2-1001, Ashok Towers, Military Road,
Marol, Andheri (East) Telephone No. 9004315883

Academic Qualification M.Com, M.Phil, NET, SET

QUALIFICATION	UNIVERSITY / DEPARTMENT	CLASS	YR. OF PASSING
M. COM	Mangalore University	First	2006

Designation : Assistant Professor

Date of Appointment : 24/07/2014

Period of Service : 14 Years

Teacher's Signature : [Signature]

Principal's Signature : _____

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30-8.20	SyBcom(B) MA	—	SyBBI MA	TYBAF FM	SyBcom(B) MA	SyBcom A MA
2	8.20-9.10	TYBAF FM	—	TYBBI Audit	SyBcom(B) MA	TYBBI	—
3	9.10-10.00	TYBBI Auditing	TYBBI Auditing	SyBcom(B) MA	—	SyBcom A MA	TYBAF FM
4	10.20-11.10	—	TYBAF FM	SyBcom A M.A	SyBcom A	—	SyBBI MA
5	11.10-12.00	—	SyBBI MA	—	SyBBI MA	—	—
6							
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Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30-8.20	BYBAF MA	—	SYBcom(B) Audit	—	SYBcom(A) Audit	TYBAF FM
2	8.20-9.10	TYBAF FM	SYBAF MA	TYBAF FM	SYBcom(A) Audit	TYBEST Audit	SYBcom(A) Audit
3	9.10-10.00	TYBBI Audit	TYBAF FM	SYBcom(A) Audit	—	SYBcom(A) Audit	—
4	10.20-11.10	SYBcom(A) Audit	TYBBI Audit	—	TYBBI Audit	—	SYBAF MA
5	11.10-12.00	—	—	—	SYBcom(B) Audit	SYBAF MA	—
6							
7							


Teacher


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Semester / Term Syllabus Planning

TYBAF - SEMESTER V

FINANCIAL MANAGEMENT II

MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<p>Module 2: Capital Budgeting – Project Planning & Risk Analysis Introduction - Capital Budgeting Process, Project Classification and Investment Criteria. Techniques of Capital Budgeting - NPV, Benefit Cost Ratio, Internal Rate of Return, Modified Internal Rate of Return, Payback period, Discounted Payback Period and ARR. (Inclusive of Estimation of Project Cash Flows) Capital Rationing – Meaning, Need and Dealing with Capital Rationing Problems Risk Analysis in Capital Budgeting – Sources and Perspectives of Risk, Sensitivity Analysis, Scenario Analysis, Simulation Model, Decision Tree Analysis and Break -Even Analysis.</p>
AUGUST	<p>Module 3: Capital Structure Theories and Dividend Decisions Capital Structure Theories – Background, Assumptions, Definitions and Taxation and Capital Structure Types – Net Operating Income, Net Operating Income Approach, Traditional Position, Modigliani and Miller Approach, Trade off Theory and Signaling Theory. Dividend Decisions- Need, Importance, Formulation, Legal and Procedural Aspects. Dividend Decision Models - Walter, Gordon, Graham & Dodd Model and M-M Model</p>
AUGUST	<p>Module 4: Mutual Fund and Bond Valuation Introduction to Mutual Fund- History & Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India. Classification of Mutual Fund - Functional/Operational – Open ended, close ended, Interval, Portfolio – Income, Growth, Balanced, MMMF, Geographical/ Location – Domestic and Offshore, Tax Saving Funds, Exchange Traded Funds , Balance Funds , Fixed Term Plan Debt Funds and SIP. Calculations of NAV, Entry Load and Exit Load. Bond Valuation - Meaning, Measuring Bond Returns – Yield to Maturity, Yield to call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration. (Practical Problems on YTM and Bond Duration.)</p>


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Semester / Term Syllabus Planning

<p>SEPTEMBER - OCTOBER</p>	<p>Module 5: Credit Management Credit Management – Terms of Payment, Credit Policy Variables, Credit Evaluation, Credit Granting Decision, Control of Accounts Receivables i.e. Receivables Management, Aging Schedule and Credit Management in India</p> <p>Module 1: Strategic Financial Management Strategic Financial Management – Need and Importance Corporate, Business and Functional Strategy Financial Planning - Need and Importance Profit Maximization Wealth Maximization Interface of Financial Policy and Strategic Management Relationship of Finance to Economics and Accounting Role of Financial Manager</p>
<p>METHODOLOGY:</p>	<p>Quiz using Google Forms or Quizziz, Unit test, Flipped Classroom PPT</p>
<p>COURSE OUTCOME</p>	<p>After successfully completing this course students will be able to -</p> <ul style="list-style-type: none"> • Understand the basic concept of Financial Management, Role of Finance Managers in Decision Making, Mutual Funds, Bonds, Capital Budgeting and Theories of Capital Structure • Classify and assess the Long Term Investment projects of the companies with various Capital Budgeting Techniques, Credit Policies based on credit limits and associated level of risk • Estimate the value of the companies based on best investment opportunities available for the companies based on leverage • Differentiate and recommend the various Mutual Fund and Bonds investment opportunities based on NAV and Yield of Bonds


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Semester / Term Syllabus Planning

T.Y. B.B.I SEM V – AUDITING - I

MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<p>Module 1: Introduction to Auditing Basics–Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of Opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing. Errors & Frauds–Definitions, Reasons and Circumstances, Types of Error – Commission, Omission, Compensating error. Types of frauds, Risk of Fraud and Error in Audit, Auditors Duties and Responsibilities in Case of Fraud Principles of Audit –Integrity, Objectivity, Independence, Skills, Competence, Work Performed by Others, Documentation, Planning, Audi Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting Types of Audit – Meaning, Advantages and Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit.</p>
JULY - AUGUST	<p>Module 2: Audit Planning, Procedures and Documentation: Audit Planning –Meaning, Objectives, Factors to be Considered, Sources of Obtaining Information, Discussion with Client, Overall Audit Approach. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work , Instruction before Commencing Work, Overall Audit Approach Audit Working Papers - Meaning, Importance, Factors Determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books Audit Notebook – Meaning, Structure, Contents, General Information, Current Information, Importance.</p>
AUGUST	<p>Module 3: Auditing Techniques and Internal Audit Introduction Test Check- Test Checking Vs Routing Checking, Test Check meaning, Features, Factors to be Considered, When Test Checks Can be Used, Advantages, Disadvantages and Precautions. Audit Sampling - Audit Sampling, Meaning, Purpose, Factors in Determining Sample Size -Sampling Risk, Tolerable Error and Expected Error, Methods of Selecting Sample Items, Evaluation of Sample Results, Auditors Liability in Conducting Audit Based on Sample. Internal Control - Meaning and Purpose, Review of Internal Control, Advantages, Auditors Duties, Review of Internal Control, Inherent Limitations of Internal Control, Internal Control Samples for Sales and</p>


Teacher


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Semester / Term Syllabus Planning

	Debtors, Purchases and Creditors, Wages and Salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. Internal Audit -Meaning, Basic Principles of Establishing Internal Audit, Objectives, Evaluation of Internal Audit by Statutory Auditor, Usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit.
SEPTEMBER - OCTOBER	<p>Module 4: Auditing Techniques: Vouching Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received, Royalties Received.</p> <p>Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone Expenses, Postage and Courier, Petty Cash Expenses, Traveling Commission, Advertisement, Interest Expenses.</p> <p>Module 5: Auditing Techniques: Verification Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers, Quoted Investments and Unquoted Investment, Trade Marks / Copyrights, Patents, Know-how, Plant and Machinery, Land and Buildings, Furniture and Fixtures.</p> <p>Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.</p>
METHODOLOGY	Quiz - topic wise, PPT
COURSE OUTCOME	<ul style="list-style-type: none"> • Explain the basic terms and concepts of Audit, Errors, Frauds, Audit Planning, Programme, Working Papers, internal audit, Audit techniques of Vouching, Verification and Test Check • Develop Internal Control System, Audit Planning, audit program and audit • Apply the auditing techniques of Vouching of various transactions in relation to income and expenses and auditing techniques of verification as regards Balance Sheet items • Evaluate the various concepts related to audit techniques such as audit sampling, test check, Vouching and Verification


Teacher

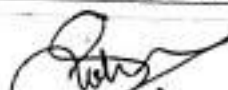

Co-ordinator


Principal

Semester / Term Syllabus Planning

S.Y. B.COM. SEM III – INTRODUCTION TO MANAGEMENT ACCOUNTING	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<p>Module 1: A. Introduction to Management Accounting Nature, Scope and Functions of Management Accounting – Role of Management Accounting in Decision Making – Management Accounting and Financial Accounting</p> <p>Module 3: Working Capital Management: Concept, Nature of Working Capital, Estimation and Operating Cycle</p>
JULY - AUGUST	<p>Module 1: B. Analysis and Interpretation of Accounts – Vertical Balance Sheet and P & LA/c</p> <p>a. Trend Analysis b. Comparative Statement c. Common Size Statement</p>
AUGUST	<p>Module 2: Ratio Analysis</p> <p>a. Balance sheet ratios b. Revenue statement ratios c. Combined ratios</p>
SEPTEMBER	<p>Module 4: Capital Budgeting: Introduction, Capital Budgeting Projects and Techniques - Pay -back Period, ARR, NPV, PI, Discounted Payback.</p>
METHODOLOGY	<p>Quiz using Google Forms or Quizziz Flipped Classroom PPT</p>
COURSE OUTCOME	<p>After successfully completing this course students will be able to –</p> <ul style="list-style-type: none"> • Understand the basics of management accounting, practical application of various financial analysis tools such as Common Size Statements, Comparative analysis, Trend analysis and Ratio analysis, basics of Capital Budgeting and Working Capital. • Apply the financial tools in evaluation of the various targets achievable in future. • Estimate the working capital required for a level of production, calculate ratios and capital budget of various business activities • Formulate the future course of action in various levels of business operations based on analysis of statements


Teacher



Co-ordinator


Principal

Semester / Term Syllabus Planning

S.Y. BBI. SEM III – MANAGEMENT ACCOUNTING	
MONTH	UNITS/MODULE COVERAGE
JUNE - JULY	<p>Module 1: Introduction to Management Accounting Nature, Scope and Functions of Management Accounting – Role of Management Accounting in Decision Making – Management Accounting and Financial Accounting</p> <p>Module 3: Working Capital Management: Concept, Nature of Working Capital, Estimation and Operating Cycle</p>
JULY - AUGUST	<p>Module 2: Ratio Analysis</p> <ol style="list-style-type: none"> Balance sheet ratios Revenue statement ratios Combined ratios
SEPTEMBER	<p>Module 4: Management of profits / Dividend Policy: Meaning, types, factors influencing dividend policy, forms of dividend, determination of dividend policy: Factors, dividend policy in India, Bonus shares and stock splits.</p>
METHODOLOGY	<p>Quiz using Google Forms or Quizziz PPT Flipped Classroom</p>
COURSE OUTCOME	<p>After successfully completing this course students will be able to -</p> <ul style="list-style-type: none"> Understand the basics of management accounting, practical application of various Apply the financial tools in evaluation of the various targets achievable in future Estimate the working capital required for a level of production, calculate ratios and revised share capital after stock splits or bonus issue Formulate the future course of action in various levels of business operations based on analysis of statements


Teacher



Co-ordinator

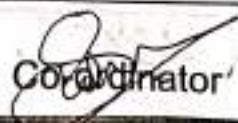

Principal

**SYBAF : SEMESTER IV :
MANAGEMENT ACCOUNTING
MODULES/UNITS**

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


METHODOLOGY	Quiz Using Google Forms or Quizziz, Flipped Classroom, PPT
Course Outcome	<ol style="list-style-type: none"> Understand the basics of management accounting, practical application of various financial analysis tools such as Common Size Statements, Comparative analysis, Trend analysis and Ratio analysis, basics of Cash Flow Statement and Working Capital Apply the financial tools in evaluation of the various targets achievable in future. Estimate the working capital required for a level of production, calculate ratios and cash flow of various business activities Formulate the future course of action in various levels of business operations based on analysis of statements


Teacher


Coordinator


Principal

4 hours/ week	S.Y. B.COM. SEM IV FINANCIAL ACCOUNTING AND AUDITING VI – AUDITING
MONTH	UNITS/MODULE COVERAGE
NOV - DEC	MODULE 1: Introduction to Auditing A. Basics – Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing, Inherent limitations of Audit, Difference between Accounting and Auditing, Investigation and Auditing. B. Errors & Frauds – Definitions, Reasons and Circumstances, Types of Error, Types of frauds, Auditors Duties and Responsibilities in case of fraud. C. Principles of Audit, Materiality, True and Fair view D. Types of Audit –Balance sheet, Interim, Continuous, Concurrent and Annual Audit
DEC - JAN	MODULE 2: Audit Planning, Procedures and Documentation A. Audit Planning – Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussion with Client, Overall Audit Approach B. Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work, Overall Audit Approach. C. Audit Working Papers – Meaning, importance, Factors determining Form and Contents. Auditors Lien on Working Papers & Client’s Books.
JAN - FEB	MODULE 3: Auditing Techniques and Internal Audit introduction A. Test Check – Test Checking Vs Routing Checking, test Check meaning, features, factors to be considered, when Test Checks can be used, advantages, disadvantages, precautions. B. Audit Sampling – Audit Sampling, meaning, purpose, factors in determining sample size C. Internal Control – Meaning and purpose, review of internal control, advantages, auditors duties, review of internal control, Inherent Limitations of Internal control, internal control samples for sales and debtors, purchases and creditors, wages and salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks. D. Internal Audit : Meaning, basic principles of establishing Internal audit, objectives, evaluation of internal Audit by statutory auditor, usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit
FEB - MARCH	MODULE 4: Auditing Techniques: Vouching & Verification A. Audit of Income B. Audit of Expenditure : C. Audit of Assets D. Audit of Liabilities
METHODOLOGY	Quiz - topic wise, PPT
COURSE OUTCOME	<ol style="list-style-type: none"> 1. Explain the basic terms and concepts of Audit, Errors, Frauds, Audit Planning, Programme, Working Papers, internal audit, Audit techniques of Vouching, Verification and Test Check 2. Explain and analyse the objectives and importance of Internal Control System, Audit Planning, preparation of audit program and audit working papers 3. Evaluate the various concepts related to audit techniques such as audit sampling, test check, Vouching and Verification 4. Adapt the auditing techniques of Vouching of various transactions in relation to income and expenses and auditing techniques of verification as regards Balance Sheet items


Teacher


Co-ordinator


Principal

Semester / Term Syllabus Planning

T.Y. B.B.I. SEM VI
AUDITING - II

UNITS/MODULE COVERAGE

4 hours/
week

MONTH

DEC -
JANUARY

MODULE 1:

Audit of Limited Companies

Qualifications, Disqualifications, Appointment, Removal, Remuneration of Auditors, Audit Ceiling, Status, Power, Duties and Liabilities of Auditors, Branch Audit, Joint Audit, Special Audit, Maintenance of Books of Account –Related Party Disclosures, Segment Reporting, Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility), Representations by Management, Contents of Annual Report. Definition, Distinction between Report and Certificate, Types of Reports/Opinion.

FEBRUARY

MODULE 2:

Audit of Banking Companies

Introduction of Banking Companies, Form and Content of Financial Statements, Qualifications of Auditor, Appointment of Auditor, Remuneration of Auditor, Power of Auditor, Auditor's Report, Format of Audit Report, Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit, Internal Control System, Verifications of Assets and Balances.

FEBRUARY

MODULE 3:

Audit of Insurance Companies

Audit of Companies carrying General Insurance Business, Audit of Companies carrying Life Insurance Business, Applicability of Accounting Standards (AS 3, 4,9,13,17), Books and Registers to be maintained, Submission of Reports and Returns, Audit of Accounts, Preparation of Audit and Internal Controls.

MARCH

MODULE 4:

New Areas of Auditing

Introduction to Cost Audit, Human Resource Audit, Management Audit, Operational Audit, Forecast Audit, Social Audit, Tax Audit, Forensic Audit and Environmental (Green) Audit.
Audit in an EDP Environment, Introduction, General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment.

APRIL

MODULE 5:

Professional Ethics and Misconduct

Introduction, Meaning of Professional Ethics Meaning of Professional Misconduct, Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct, Enquiry into Charges of Misconduct of Chartered Accountants.

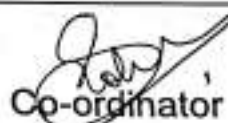
METHODOLOGY

Quiz - topic wise, PPT

COURSE
OUTCOME

1. Understand the concept of auditing under banking companies and insurance sectors, Qualification, duties, responsibilities of Auditor, various types of audit and Professional Ethics and Misconduct
2. Explain the various parameters related with appointment, removal of Company, Banks and Insurance Sector Auditors
3. Distinguish and compare various types of audit based on the circumstances and objectives, audit under computerised environment and paper audit
4. Formulate and follow ethical practices of auditing, appropriate audit techniques


Teacher


Co-ordinator


Principal

Semester / Term Syllabus Planning

4 hours/ week	T.Y. B.A.F. SEM VI – FINANCIAL MANAGEMENT - III
MONTH	UNITS/MODULE COVERAGE
DEC- JAN	MODULE 1: Business Valuation Conceptual Framework of Valuation – Book Value, Market Value, Economic Value, Liquidation Value, Replacement Value, Salvage Value, Value of Goodwill and Fair Value Approaches of Valuation – Assets Based Approach to Valuation, Earnings Based Approach to Valuation, Earnings Measure on Cash Flow Basis, Market Value Added Approach and Economic Value Added.
FEB	MODULE 2: Mergers and Acquisitions Introduction- Basic modes of acquiring another firm, Synergy effects, Difference between Merger and Takeover, Advantages of Mergers and Acquisitions, Benefits of Merger for Acquiring firm, Reasons of companies to offer themselves for sale, Reasons for failure of Mergers and Reverse Merger. Commonly Used Bases for determining the Exchange Ratio – EPS, MPS, Book value and Combination of Measures and Evaluation of Mergers (Practica Problems)
FEB- MARCH	MODULE 3: Corporate Restructuring and Takeovers Introduction – Meaning, Need and Importance, Forms of Restructuring, Advantages and Disadvantages Takeovers – Meaning, SEBI Guidelines, Anti-takeover defenses and Asset and Liability Restructuring. (Practical Problems)
MARCH	MODULE 4: Lease and Hire Purchase Financing Introduction – Meaning and Types of Leases, Rationale, Mechanics, Operating Leases, Leasing as Financing Decisions, Calculation of Cash flows of a finance lease. Hire Purchase – Meaning, Need and Importance, Calculation of Hire Purchase installments. Choice between Leasing and Hire Purchase
APRIL	MODULE 5: Working Capital financing Introduction – Key features and Characteristics of Trade Credit, Bank Credit, Commercial Papers, Certificate of Deposits and Factoring. Practical Problems based on Factoring and calculations of yield of CP's and CD's
METHODOLOGY	Quiz Using Google Forms or Quizziz, Flipped Classroom, PPT
COURSE OUTCOME	<ol style="list-style-type: none"> Remember and Understand the various corporate restructure methods such as merger, acquisitions, internal reconstruction, Define Leasing, Hire Purchase, Working Capital Calculate the exchange ratios based on Market price and EPS of the companies Compare and Recommend the best financing option between Leasing and Hire Purchase, best method of corporate restructuring Evaluate the Factoring, Commercial Papers, Certificate of Deposits as Working Capital Financing option for the companies


Teacher


Co-ordinator


Principal

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
14/6/23	SYBcom(A) 7.30-8.20	Management Accounting	Syllabus discussed & dictated	
	SYBcom(B) 8.20-9.10	Management Accounting	Syllabus discussed & dictated	
	SYBBT 9.10-10.00	Management Accounting	Syllabus discussed & dictated	
	TYBBT 10.20-11.10	Auditing	Syllabus discussed & dictated	
15/6/23	TYBAF 7.30-8.20	Financial Management	Syllabus discussed & dictated	
	SYBcom(B) 8.20-9.10	Management Accounting	Course Outcome discussed & dictated and Introduction to M.A.	
	SYBcom(A) 10.20-11.10	Management Accounting	Course Outcome discussed & dictated and Introduction to M.A.	
	SYBBT 11.10-12.00	Management Accounting	Course Outcome discussed & dictated and Introduction to M.A.	
16/6/23	SYBcom(B) 7.30-8.20	Management Accounting	Scope of M.A., Difference between M.A & F.A.	
	SYBcom(A) 8.20-9.10	Management Accounting	Scope of M.A, Difference between M.A & F.A.	
	TYBBT 10.20-11.10	Auditing	Course Outcome dictated & discussed, Basis of Financial Statements	

Work Diary

Subject :


Date	Class & Time	Subject Taught	Topics Covered	Signature
17/6/23	TYBAF 7.30-8.20	Financial Management	Course Outcome discussed & dictated, Unit-2 Capital Budgeting	
	SYBcom(A) 9.10-10.00	Management Accounting	Working Capital: meaning, types & factors	
19/6/23	SYBcom(B) 7.30-8.20	Management Accounting	Working Capital: meaning, types and factors	
	TYBAF 8.20-9.10	Financial Management	Capital Budgeting Techniques.	
	FYBBI 9.10-10.00	Auditing	Auditing Definition, Diff. b/w F&C Audit.	
20/6/23	TYBAF 7.30-8.20	Financial Management	Capital Budgeting Techniques.	
	SYBBI 8.10-10.00	Management Accounting	M-A: Meaning & Scope.	
	TYBBI 10.20-11.10	Auditing	Objectives of Auditing	
21/6/23	SYBcom(A) 7.30-8.20	Management Accounting	Formal- of working Capital Statement	
	SYBcom(B) 8.20-9.10	"	Formal- of working Cap-Statement	

Co-ordinator

Principal

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
21/6/23	TYBBA 9.10 - 10.00	Auditing	Objectives of Auditing	
22/6/23	TYBAF 7.30 - 8.20	F.M.	Capital Budgeting Techniques.	
	BYBcom(B) 8.20 - 9.10	M.A.	Working Capital Format	
	BYBcom(A) 9.10 - 10.00	M.A.	Working Capital Format.	
23/6/23	BYBcom(B) 7.30 - 8.20	M.A.	Working Capital Sums solved	
	BYBcom(A) 8.20 - 9.10	M.A.	Working Capital Sum solved	
24/6/23	BYBcom(A) 7.30 - 8.20	M.A.	Working Capital Sums solved	
	TYBAF 9.10 - 10.00	F.M.	Capital Budgeting Techniques	
26/6/23	TYBAF 7.30 - 8.20	F.M.	Capital Budgeting Sum solved	

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
28/6/23	TYBBI 8.20-9.10 SYBBI [9.10-10.00]	Auditing M.A.	Objectives of auditing Difference between F.A & M.A	
30/6/23	TYBBI [9.30-8.20] SYBCom(A) & (B) [9.10-10.00]	Auditing M.A.	Types of Errors Working Capital sum solved	
1/7/23	SYBBI [7.30-8.20] TYBAF [8.20-9.10] SYBCom(A) [9.10-10.00]	M.A. F.M. M.A.	Working Capital Management- Capital Budgeting sum solved Working Capital: sum solved	
5/7/23	TYBBI [7.30-8.20] TYBAF [8.20-9.10] SYBCom(B) [9.10-10.00]	Auditing F.M. M.A.	Types of Fraud. Capital budgeting sum solved Working Capital sum solved	 03/7/2023

Co-ordinator

Principal

Work Diary

Subject :		Topics Covered		Signature
Date	Class & Time	Subject Taught	Topics Covered	Signature
4/7/23	TYBAF [7.30-8.20] BYBBI [8.20-9.10] TYBBI [10.20-11.10]	F.M. M.A. Auditing	Capital Budgeting Sum solved Working Capital : Factors Frauds : Types	
5/7/23	TYBBI [7.30-8.20] BYBBI [8.20-9.10] BYBcom(A+B) [10.20-11.10]	Auditing M.A. M.A.	Auditor's Responsibility for errors frauds, Tabular presentation of Audit Working Capital Statement - Format Working Capital Sum Solved Working Capital Sum Solved	
6/7/23	TYBAF [7.30-8.20] BYBcom(B) [8.20-9.10] BYBcom(A) [9.10-10.00] BYBBI [11.10-12.00]	F.M. M.A. M.A. M.A.	Capital Budgeting Sum solved Working Capital Sum solved " " Format of working capital	

Work Diary

Subject :		Topics Covered		Signature
Date	Class & Time	Subject Taught	Topics Covered	Signature

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		June	July	August	September	October	November	
1.	Management- A/C [SYBcom A]	09	10	13	06	02	-	40
2.	Management- A/C [SYBcom B]	08	15	16	06	03	-	48
3.	TYBAG Financial Management	07	15	16	09	06	-	53
4.	Auditing TYBBS	07	16	13	11	06	-	53
5.	Management A/C BYBBI	04	12	11	08	02	-	37


Teacher


Coordinator


Principal

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - II)

Sr. No.	Subject Taught	No of Sessions Engaged								Total
		November	December	January	February	March	April	May		
1.	Auditing [BYBcom A]	2	9	13	16	04	-	-	44	
2	Auditing [BYBcom B]	2	9	13	15	05	-	-	44	
3	Financial Management [TYBAF]	-	6	14	15					
4	Auditing [TYBBI]	-	3	13	15	07	-	-	38	
5	Management- ALC [BYBAF]	2	12	12	13	09	-	-	48	



Teacher









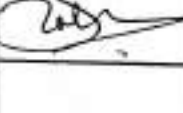


Coordinator



Principal

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
Tuesday	13/6/23	Personal work	C.L.		
Saturday	8/7/23	Personal	C.L.		
Tuesday	8/8/23	Personal	C.L.		
Friday & Saturday	8/9/23 8/10/23	Not well.	S.L.		
Wedn.	6/9/23	Not well	C.L.		
Friday & Sat.	13/9/23 14/9/23	Not well	S.L.		
Sat	2/12/23	Personal	C.L.		
wed.	24/11/23	Not well.	C.L.		
Sat	9/3/24	Personal	C.L.		



**BUNTS SANGHA'S
S M SHETTY COLLEGE OF SCIENCE,
COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400 076.**

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
IMC - RBNQ Merit Certificate
ISO 21001 : 2018 Certified

TEACHER'S WORK DIARY (YEAR 2023 - 2024)

Teacher's Name Dr. Tushar Vinayak Sambare
Class Teacher of _____ Section : BSc / MSc IT
Residential Address 403, Galaxy Heights, Sec-20 B, Airodi,
Navi Mumbai Telephone No. 9594058128
Academic Qualification PhD, MScIT, SET, BEd.

QUALIFICATION	UNIVERSITY / DEPARTMENT	CLASS	YR. OF PASSING
PHD	JJT University	-	2018
MScIT	NMU, Jalgaon	2nd Merit	2008
BEd	NMU, Jalgaon	Distinction	2006
BScIT	NMU, Jalgaon	First	2004

Designation : Coordinator
Date of Appointment : _____
Period of Service : _____
Teacher's Signature : Tushar
Principal's Signature : _____

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30-8.20			AWP Peact TYB	RPA MSC II	AWP Peact TYA	
2	8.20-9.10	RPA MSC II	RPA MSC II	AWP Peact TYB		AWP Peact TYA	
3	9.10-10.00	RPA MSC II	RPA MSC II	AWP Peact TYB	AWP TYB	AWP Peact TYA	AWP TYA
4	10.20-11.10	AWP TYB					AWP TYA
5	11.10-12.00	AWP TYB	AWP TYA	RPA MSC II			
6	12.00-12.50			AWP TYA		AWP TYB	
7							

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Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30-8.20	TYITA AMP	TYIT-B ITSM	TYIT-B ITSM	TYITA ITSM	MS&IT-2 HCI	TYITA ITSM
2	8.20-9.10	TYITA AMP	TYIT-B ITSM	TYIT-B ITSM	TYITA ITSM	MS&IT-2 HCI	TYITA ITSM
3	9.10-10.00	TYITA AMP	MS&IT-2 HCI	HCI ITSM	TYIT-B ITSM		
4	10.20-11.10	TYIT-B ITSM	MS&IT-2 HCI	MS&IT-2 HCI			MS&IT-2 HCI
5	11.10-12.00						MS&IT-2 HCI
6							
7							

Teacher

Co-ordinator

Principal

Course Outcome:

On successful completion of this course, student should be able to:

- Understand the MS.NET framework, to use the features of .NET Framework along with the features of C# such as C# programming basics, Objects and Types, Inheritance.
- Demonstrate the use of Web forms and make use of Web controls for building web applications.
- To Make use of the web pages using Styles, Themes, and Master Pages.
- Evaluate dynamic web application by using the ADO .Net for Database Connectivity.
- Improve the web application by using XML, AJAX with collaborating Security aspects.

Month	Topics to Be Covered
Jun-23	<p>Introducing .NET: The .NET Framework, C#, VB, and the .NET Languages, The Common Language Runtime, The .NET Class Library.</p> <p>The C# Language: C# Language Basics, Variables and Data Types, Variable Operations, Object-Based Manipulation, Conditional Logic, Loops, Methods, Types, Objects, and Namespaces: The Basics About Classes, Building a Basic Class, Value Types and Reference Types, Understanding Namespaces and Assemblies, Advanced Class Programming (TM : PPT and Case Studies)</p>
Jul-23	<p>Web Form Fundamentals: Writing Code, Using the Code-Behind Class, Adding Event Handlers, Understanding the Anatomy of an ASP.NET Application, Introducing Server Controls, Using the Page Class, Using Application Events, Configuring an ASP.NET Application. Form Controls: Stepping Up to Web Controls, Web Control Classes, List Controls, Table Controls, Web Control Events and AutoPostBack,</p> <p>Validation : Understanding Validation, Using the Validation Controls, Rich Controls, The Calendar, The AdRotator, Pages with Multiple Views, User Controls and Graphics, User Controls, Dynamic Graphics, The Chart Control, Website Navigation: Site Maps, URL Mapping and Routing, The SiteMapPath Control, The TreeView Control, The Menu control. (TM : PPT and Case Studies)</p>
Sept Aug-23	<p>Error Handling, Logging, and Tracing: Avoiding Common Errors, Understanding Exception Handling, Handling Exceptions, Throwing Your Own Exceptions,</p> <p>Using Page Tracing State Management: Understanding the Problem of State, Using View State, Transferring Information Between Pages, Using Cookies, Managing Session State, Configuring Session State, Using Application State, Comparing State Management Options</p> <p>Styles, Themes, and Master Pages: Styles, Themes, Master Page Basics, Advanced Master Pages (TM : PPT and Case Studies)</p>
Nov-23 & Dec-23	<p>ADO.NET Fundamentals: Understanding Databases, Configuring Your Database, Understanding SQL Basics, Understanding the Data Provider Model, Using Direct Data Access, Using Disconnected Data Access. Data Binding: Introducing Data Binding, Using Single-Value Data Binding, Using Repeated-Value Data Binding, Working with Data Source Controls</p> <p>The Data Controls: The GridView, Formatting the GridView, selecting a GridView Row, Editing with the GridView, Sorting and Paging the GridView, Using GridView Templates, The DetailsView and FormView, XML: XML Explained, The XML Classes, XML Validation, XML Display and Transforms. Security Fundamentals: Understanding Security Requirements,</p> <p>Authentication and Authorization: Forms Authentication, Windows Authentication. ASP.NET AJAX: Understanding Ajax, Using Partial Refreshes, Using Progress Notification, Implementing Timed Refreshes, Working with the ASP.NET AJAX Control Toolkit (TM : PPT and Case Studies)</p>

Tung
Teacher

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Co-ordinator

P. S. S.
Principal

Course Outcome:


On successful completion of this course, student should be able to:

- Understand the mechanism of business process and can provide the solution in an optimize way.
- Understand the features use for interacting with database plugins.
- Use the plug-ins and other controls used for process automation.
- Use and handle the different events, debugging and managing the errors.
- Test and deploy the automated process.

Month	Topics to Be Covered
July-23	Robotic Process Automation: Scope and techniques of automation, About UiPath Record and Play: UiPath stack, Downloading and installing UiPath Studio, Learning UiPath Studio, Task recorder, Step-by-step examples using the recorder. (TM : VIDEO, PPT and Case Studies)
Aug-23	Sequence, Flowchart, and Control Flow: Sequencing the workflow, Activities, Control flow, various types of loops, and decision making. Step-by-step example using Sequence and Flowchart, Step-by-step example using Sequence and Control flow Data Manipulation: Variables and scope, Collections, Arguments – Purpose and use, Data table usage with examples, Clipboard management, File operation with step-by-step example, CSV/Excel to data table and vice versa (with a step-by-step example) (TM : VIDEO, PPT and Case Studies)
Sept-23	Taking Control of the Controls : Finding and attaching windows, Finding the control, Techniques for waiting for a control, Act on controls – mouse and keyboard activities, Working with UiExplorer, Handling events, Revisit recorder, Screen Scraping, When to use OCR, Types of OCR available, How to use OCR, Avoiding typical failure points Tame that Application with Plugins and Extensions: Terminal plugin, SAP automation, Java plugin, Citrix automation, Mail plugin, PDF plugin, Web integration, Excel and Word plugins, Credential management, Extensions – Java, Chrome, Firefox, and Silverlight (TM : VIDEO, PPT and Case Studies)
Oct-23	Handling User Events and Assistant Bots: What are assistant bots?, Monitoring system event triggers, Hotkey trigger, Mouse trigger, System trigger, Monitoring image and element triggers, An example of monitoring email, Example of monitoring a copying event and blocking it, Launching an assistant bot on a keyboard event Exception Handling, Debugging, and Logging: Exception handling, Common exceptions and ways to handle them, Logging and taking screenshots, Debugging techniques, Collecting crash dumps, Error reporting (TM : VIDEO, PPT and Case Studies)
Nov-23	Managing and Maintaining the Code: Project organization, Nesting workflows, Reusability of workflows, Commenting techniques, State Machine, When, to use Flowcharts, State Machines, or Sequences, Using config files and examples of a config file, Integrating a TFS server Deploying and Maintaining the Bot: Publishing using publish utility, Overview of Orchestration Server, Using Orchestration Server to control bots, Using Orchestration Server to deploy bots, License management, Publishing and managing updates (TM : VIDEO, PPT and Case Studies)


Teacher


Co-ordinator


Principal

Course Objectives:

- Describe the key principles of IT service management
- Outline the important processes of IT service management.
- Demonstrate the comprehension of a framework of IT service management.
- Analyze an IT service organization in terms of processes and functions and to discuss the roles involved in IT service management.
- Practice IT asset and service cataloging also to draft a component in an IT service management agreement.

Month	Topics to Be Covered
Dec-23	<p>IT Service Management: Introduction, What is service management? What are services? Business Process, Principles of Service management: Specialization and Coordination, The agency principle, Encapsulation, Principles of systems, The service Life Cycle, Functions and processes across the life cycle. (TM : PDF, PPT and Case Studies)</p>
Jan-24	<p>Service Strategy Principles: Value creation, Service Assets, Service Provider Service Structures, Service Strategy Principles. Service Strategy: Define the market, Develop the offerings, Develop Strategic Assets, Prepare for execution. Challenges, Critical Success factors and risks: Complexity, Coordination and Control, Preserving value, Effectiveness in measurement, Risks. Service Design: Fundamentals, Service Design Principles: Goals, Balanced Design, Identifying Service requirements, identifying and documenting business requirements and drivers, Design activities, Design aspects, Subsequent design activities, Design constraints, Service oriented architecture, Business Service Management, Service Design Models Service Design Processes: Service Catalogue Management, Service Level Management, Capacity Management, Availability Management, IT Service Continuity Management, Information Security Management, Supplier Management Challenges, Critical Success factors and risks: Challenges, Risks Service Transition: Fundamentals, Service Transition Principles: Principles Supporting Service Transition, Policies for Service Transition (TM : PDF, PPT and Case Studies)</p>
Feb-24	<p>Service Transition Processes: Transition planning and support, Change Management, Service Asses Configuration Management, Service and Deployment Management, Service Validation and Testing, Evaluation, Knowledge Management. Challenges, Critical Success factors and risks: Challenges, Critical Success factors, Risks, Service Transition under difficult Conditions. Service Operation: Fundamentals, Service Operation Principles: Functions, groups, teams, departments and divisions, a chieving balance in service operations, Providing service, Operation staff involvement in service design and service transition, Operational Health, Communication, Documentation Service Operation Processes: Event Management, Incident Management, Request fulfilment, Problem Management, Access Management, Operational activities of processes covered in other lifecycle phases. (TM : PDF, PPT and Case Studies)</p>

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Teacher

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Co-ordinator

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Mar-24

Challenges, Critical Success factors and risks: Challenges, Critical Success factors, Risks

Continual Service Improvement(CSI) Principles: CSI Approach, CSI and organizational change, Ownership, CSI register, External and Internal drivers, Service level management, Knowledge management, The Deming cycle, Service Measurement, IT governance, Frameworks, models, standards and quality Systems, CSI inputs and outputs.

CSI Process: The seven-step improvement process. **CSI Methods and**

Techniques: Methods and techniques, Assessments, benchmarking, Service Measurement, Metrics, Return on Investment, Service reporting, CSI and other service management processes. **Organising for CSI:** Organisational development, Functions, roles, Customer Engagement, Responsibility model - RACI, Competence and training.

Technology considerations: Tools to support CSI activities. **Implementing CSI:** Critical Considerations for implementing CSI, The start, Governance, CSI and organisational change, Communication Strategy and Plan
(TM : PDF, PPT and Case Studies)

up

Teacher

Co-ordinator

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M. Sc. IT - Semester IV

Subject: Human Computer Interaction

Course Objectives:

On successful completion of this course, student should be able to:

1. Understand the important aspects of implementation of human-computer interfaces.
2. Identify the various tools and techniques for interface analysis, design, and evaluation.
3. Identify the impact of usable interfaces in the acceptance and performance utilization of information systems

Month	Topics to Be Covered
Feb-23	<p>The Interaction: Models of interaction, Design Focus, Frameworks and HCI, Ergonomics, Interaction styles, Elements of the WIMP interface, Interactivity Paradigms: Introduction, Paradigms for interaction.</p> <p>Interaction design basics: What is design?, The process of design, User focus, Cultural probes, Navigation design, the big button trap, Modes, Screen design and layout, Alignment and layout matters, Checking screen colors, Iteration and prototyping</p> <p>HCI in the software process: The software life cycle, Usability engineering, Iterative design and prototyping, Prototyping in practice, Design rationale</p> <p>Design: Principles to support usability, Standards, Guidelines, Golden rules and heuristics, HCI patterns</p> <p>Implementation support: Elements of windowing systems, Programming the application, Going with the grain, Using toolkits, User interface management systems (TM : PPT and Case Studies)</p>
Mar-23	<p>Evaluation techniques: What is evaluation?, Goals of evaluation, Evaluation through expert analysis, Evaluation through user participation, Choosing an evaluation method</p> <p>Universal design: Universal design principles, Multi-modal interaction, Designing websites for screen readers, Choosing the right kind of speech, Designing for diversity</p> <p>User support: Requirements of user support, Approaches to user support, Adaptive help systems, Designing user support systems</p> <p>Cognitive models: Goal and task hierarchies, Linguistic models, The challenge of display-based systems, Physical and device models, Cognitive architectures</p> <p>Socio-organizational issues and stakeholder requirements: Organizational issues, Capturing requirements</p> <p>Communication and collaboration models: Face-to-face communication, Conversation, Text-based communication, Group working (TM : PPT and Case Studies)</p>
Apr-23	<p>Task analysis: Differences between task analysis and other techniques, Task decomposition, Knowledge-based analysis, Entity-relationship-based techniques, Sources of information and data collection, Uses of task analysis</p> <p>Dialog notations and design: What is dialog?, Dialog design notations, Diagrammatic notations, Textual dialog notations, Dialog semantics, Dialog analysis and design</p> <p>Models of the system: Standard formalisms, Interaction models, Continuous behavior</p> <p>Modeling rich interaction: Status-event analysis, Rich contexts, Low intention and sensor-based interaction (TM : PPT and Case Studies)</p>

Teacher

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Work Diary

Subject: TYIT A+B :- AWP

Date	Class & Time	Subject Taught	Topics Covered	Signature
13-6-23	TYIT ^A 7:30 to 8:20	AWP	Intro to .Net Framework, CLR CTS	<i>[Signature]</i>
13-6-23	TYB 7:30 to 8:20	AWP	CLS, BCL, MSIL, GIT, GC	<i>[Signature]</i>
14-6-23	TYA 8:20 to 9:10	AWP	.Net languages, Visual Studio features	<i>[Signature]</i>
15-6-23	TYB 7:30 to 8:20	AWP	C# language basics, Variables & Data Types	<i>[Signature]</i>
15-6-23	TYA 8:20 to 9:10	AWP	Assignment & Initializers	<i>[Signature]</i>
16-6-23	TYB 7:30 to 8:20	AWP	Strings and Escaped Characters	<i>[Signature]</i>
16-6-23	TYA 11:10 to 12:00	AWP	Array, Array List, Enumeration	<i>[Signature]</i>
17-6-23	TYB 7:30 to 8:20	AWP	Variable Operations, Advance States	<i>[Signature]</i>
18-6-23	TYB 7:30 to 8:20	AWP	Type Conversion, Implicit & Explicit	<i>[Signature]</i>
19-6-23	TYA 8:20 to 9:10	AWP	Object Based Manipulations	<i>[Signature]</i>
21-6-23	TYA 7:30 to 8:20	AWP	The String Type, String Methods	<i>[Signature]</i>
20-6-23	TYB 9:10 to 10:00	AWP	Date Time & TimeSpan Types	<i>[Signature]</i>
21-6-23	TYA 8:20 to 9:10	AWP	Conditional Logics, The If statement	<i>[Signature]</i>

Work Diary

Subject: AWP

Date	Class & Time	Subject Taught	Topics Covered	Signature
21-6-23	T4B 9:10 10:00	AWP	The if-else statement, switch stand.	Tush
22-6-23	T4A 7:30 8:20	AWP	Loops, While loop, Do while loop	Tush
22-6-23	T4B 9:10 10:00	AWP	for loop, foreach loop	Tush
23-6-23	T4A 7:30 8:20	AWP	Database connectivity demo	Tush
24-6-23	T4A 7:30 8:20	AWP	Array, Array List, Enum	Tush
26-6-23	T4A 7:30 8:20	AWP	Operators, method parameters	Tush
27-6-23	T4A 10:20 11:10	AWP	method overloading Delegate	Tush
27-6-23	T4B 11:10 12:00	AWP	delegate methods, delegate calling	Tush
30-6-23	T4A 10:20 11:10	AWP	Types, objects & namespaces	Tush
30-6-23	T4B 11:10 12:00	AWP	Basics of Class, Building class	Tush
1-7-23	T4B 7:30 8:20	AWP	Attributes, Access specifiers	Tush
1-7-23	T4A 8:20 9:10	AWP	modifiers, keywords, objects	Tush

Tush
Co-ordinator

Tush
Principal

Work Diary

Subject: C++

Date	Class & Time	Subject Taught	Topics Covered	Signature
03-07-23	TYITA 10:20 11:10	AWP	Adding properties, Adding methods, Constructors	Tushar
04-7-23	TYITB 10:20 12:00	AWP	Adding an Event, Event examples, Handlers, Key points	Tushar
5-7-23	TYITA 7:30 10:00	AWP-Pract	Using data variables - practical	Tushar
5-7-23	TYITB 12:00 12:50	AWP	Value Type & Reference Types: (PPT)	Tushar
6-7-23	TYITA 10:20 11:10	AWP	pass by value & pass by reference (PPT)	Tushar
7-7-23	TYITB 7:30 10:00	AWP-Pract.	string open, value accession practical	Tushar
8-7-23	TYITA 12:00 12:50	AWP	Namespace & Assemblies, Formatting namespaces, 2 Types	Tushar
8-7-23	TYIT-AG.20 7:30	AWP	Advance class programming, Collection (PPT)	Tushar
8-7-23	TYB 9:10 10:00	AWP	Inheritance, static members casting	Tushar
10-7-23	TYA 10:20 11:10	AWP	Creating website, Types of projects & in files.	Tushar
13-7-23	TYA 9:10 10:00	AWP	Tagetting, designing web page,	Tushar
14-7-23		MScIT	Practical Exam Center duty	Tushar
15-7-23		MScIT	Practical Exam Center duty	Tushar

Work Diary

Subject: ANP / RPA

Date	Class & Time	Subject Taught	Topics Covered	Signature
17-07-23		MScIT	Practical Exam Centre Duty	Tushar
18-07-23		MScIT	Practical Exam Centre Duty	Tushar
19-07-23	TYITA 7:30 10:00	ANP Prad.	Fibonacci Series, Prime, Vowels, teach reverse of digits. (PPT)	Tushar
19-07-23	TYB 10:20 11:10	ANP	Anatomy of web forms, Directing doctype, make up.	Tushar
20-7-23	MSc II 8:20 9:10	RPA	Introduction to RPA, Syllabus and course outcome discussion.	Tushar
20-7-23	TYA 10:20 11:10	ANP	Essentials of HTML, writing code behind class (ppt)	Tushar
21-7-23	MSc 2 7:30 8:20	RPA	ASP & UI Path Installation, creation of Account & creating organisation.	Tushar
21-7-23	TYB 8:20 9:10	ANP	ASP.NET files types: .aspx, .asmx, .ascx, web.config, global.asax, disco..	Tushar
22-7-23	TYB 8:20 9:10	ANP	ASP.NET code behind files, Event Handlers	Tushar
22-7-23	TYA 9:10 10:00	ANP	Object Sender, Event args. (ppt)	Tushar
22-7-23	MScIT 10:20 11:10	RPA	UI Path & RPA Introduction.	Tushar
				Tushar
				25/7/2023

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Co-ordinator

Principal

Subject: AWP & RPA

Work Diary

Date	Class & Time	Subject Taught	Topics Covered	Signature
24-7-23	MScI 8-20 9-10	RPA	What RPA do? benefits of RPA, Record Studio, Extension & Plugins.	[Signature]
24-7-23	TYA 10-20 11-10	AWP	Debugging, Server Controls, View state, New page, Configuring ASP.NET.	[Signature]
25-7-23	MScI 7-30 9-10	RPA	Bot runner, control center, RPA Platforms, Automation Anywhere	[Signature]
25-7-23	TYB 11-10 12-00	AWP	Web-Config structure, Session settings Global.asax uses. Questions.	[Signature]
26-7-23	TYB 7-30 10-00	AWP React	Contextual value, money conversion Quadratic Eqn.	[Signature]
28-7-23	TYA 7-30 10-00	AWP React	Temperature conversion function over the Inheritance, Single Inheritance	[Signature]
28-7-23	MScI 10-20 12-00	RPA	DiPath, Blue Prism, Work fusion, Freeconomy KOFAX.	[Signature]
31-7-23	TYB 10-20 12-00	TYB AWP	Web control Web control classes Common properties (PDF)	[Signature]
9-7-23	MScIT 8-00 10-00	RPA	Vipath studio, Robot, Orchestrator, future of Automation	01/8/2023

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		June	July	August	September	October	November	
17	AWP - TYA 8 Pract	TYA 14 14	18	16	22	08	—	78
27	AWP - TYB 8 Pract	11	17	24	19	11	—	82
37	RRA - MSIT-II Sem.	—	10	21	14	13	13	71


 Principal

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - II)

Sr. No.	Subject Taught	No of Sessions Engaged					Total	
		November	December	January	February	March		April
1	ITSM - AMP TYIT - A		05	27	25	10	—	67
2	ITSM - AMP TYIT - B		05	27	23	10	—	65
3	ITCI MSEIT - II					12	29	41


Teacher


Coordinator


Principal

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
Tuesday	11-07-23	personal	CL	<u>Tues</u>	
Wednesday	12-07-23	personal	CL	<u>Tues</u>	
Thursday	03-8-23	Sick leave	SL	<u>Tues</u>	
Friday	04-08-23	Sick leave } ²	SL	<u>Tues</u>	
Tues to Saturday	28-11-23 to 2-12-23	Sick leave (6) Due to skin infection	SL	<u>Tues</u>	
Saturday	04-11-23	personal	CL	<u>Tues</u>	
Saturday	7-10-23	personal	CL	<u>Tues</u>	
Tuesday	27-2-24	personal	CL	<u>Tues</u>	
Saturday	9-3-24	personal	CL	<u>Tues</u>	
Monday	4-3-24 5-3-24	} Duty leave	DL	<u>Tues</u>	
Friday	12-4-24	personal	CL	<u>Tues</u>	
Monday	29-4-24 30-4-24	personal (2)	CL	<u>Tues</u>	



**BUNTS SANGHA'S
S M SHETTY COLLEGE OF SCIENCE,
COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400 076.**

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
IMC - RBNQ Merit Certificate
ISO 21001 : 2018 Certified

TEACHER'S WORK DIARY (YEAR 2023 - 2024)

Teacher's Name NIDHI CHANDORKAR
Class Teacher of TUBMS Section : A (Marketing)
Residential Address F-102, Jal Vayu Vihar, Sect. A, Powai
Telephone No. 9967644337
Academic Qualification B.Sc (CS), MBA, NET., Pw. Phd.

QUALIFICATION	UNIVERSITY / DEPARTMENT	CLASS	YR. OF PASSING
MBA	D.A.V.U, Indore	I	1997.
B.Sc (CS)	DAVV, Indore	I	1995

Designation : Coordinator & Class Incharge (Asst. Prof.)
Date of Appointment : 27/07/2010
Period of Service : 13 years.
Teacher's Signature : *Nidhi Chandorkar*
Principal's Signature : _____

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7:30 - 8:20	—	SUBMS B	SUBMS B	SUBMS B	—	SUBMS B
2	8:20 - 9:10	TUBMSA	TUBMSA	—	—	TUBMSB	TUBMSA
3	9:10 - 10:00	—	TUBMSB	—	—	—	TUBMS B
4	10:20 - 11:10	SUBMS A	SUBMS A	SUBMS	SUBMS A	TUBMSA	—
5	11:10 - 12:00	TUBMS B	—	—	—	—	—
6							
7							

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Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7:30 - 8:20	S4BMS B	S4BMS A	T4BMS A	—	F4BMS A	F4BMS A
2	8:20 - 9:10	T4BMS A	F4BMS A	F4BMS B	F4BMS B	T4BMS A	S4BMS B
3	9:10 - 10:00	S4BMS A	S4BMS B		T4BMS A	S4BMS B	S4BMS A
4	10:20 - 11:10		—		F4BMS A	—	F4BMS B
5	11:10 - 12:00		F4BMS B		—	S4BMS A	
6							
7							



Teacher


Coordinator


Principal

CORPORATE COMMUNICATION AND PUBLIC RELATIONS
TYBMS (SEM 5)

June	<p>Foundation of Corporate Communication: Introduction, Meaning, Scope of corporate communication, Corporate Communication in India, Need/ Relevance of Corporate Communication in Contemporary Scenario. Corporate Identity: Meaning and Features, Corporate Image: Meaning, Factors Influencing Corporate Image, Corporate Reputation: Meaning, Advantages of Good Corporate Reputation. Introduction to Media Laws</p>
July	<p>Mass Media Laws: Defamation, <i>Activity - CASE DISCUSSION</i> Invasion of Privacy, Copyright Act, <i>Activity - CREATIVE COMMONS</i> Digital Piracy, RTI, Importance of Ethics in Corporate Communication, Corporate Communication and Professional Code of Ethics Understanding Public Relations: Introduction, Meaning, Essentials, Objective, Scope, Significance of Public Relations, Growth of Public Relations, <i>Documentary screening</i>. Public Relations in India, Reasons for Emerging International Public Relations. Social and Cultural, Economic, Political and Legal Issues. Systems Theory, Situational Theory, Social Exchange Theory, Diffusion Theory Functions of Corporate Communication and Public Relations: Introduction, Importance of Media Relations, Sources of Media Information, Building Effective Media Relations, Principles of Good Media Relations. Introduction, Sources of Employee Communications, Organizing Employee Communications, Benefits of Good Employee Communications</p>
August	<p>Functions of Corporate Communication and Public Relations: Steps in Implementing An Effective Employee Communications Programme, Role of Management in Employee Communications. Introduction, Impact of Crisis, Role of Communication in Crisis, Guidelines for Handling Crisis, Trust Building. Financial Communication: Introduction, Tracing the Growth of Financial Communication in India, Audiences for Financial Communication, Financial Advertising. <i>Presentations on PR of Businesses</i></p>
September	<p>Emerging Technology in Corporate Communication and Public Relations: Introduction, Today's Communication Technology, Importance of Technology to Corporate Communication, Functions of Communication Technology in Corporate Communication, Types of Communication Technology, New Media: Web Conferencing, Really Simple Syndication (RSS). Introduction, E-media Relations, E-internal Communication, E-brand Identity and Company Reputation. Corporate Blogging: Introduction, Defining Corporate Blogging, Characteristics of a Blog, Types of Corporate Blogs, Role of Corporate Blogs, Making a Business Blog. <i>Lab session on Developing Corporate Blog and Website</i></p>
Course Outcome	<ul style="list-style-type: none"> • Define the concepts of corporate communications and public relations and their elements • Explain ethics and legal aspects of communication and scope of corporate communication • Analyze evolution of communication and apply different forms of communication within and outside a businesses • Decide communication plans in business situations and develop corporate online content
Tools Used for teaching	<p><i>Power Point Presentation, Google Classroom, Quizzes, Videos for case studies, Tools for Video making</i></p>

Teacher Signature 

Coordinator 

Principal 

STRATEGIC MANAGEMENT

SYBMS (SEM 3)

MONTH	LESSON PLAN
June	Business Policy-Meaning, Nature, Importance. Strategy-Meaning, Definition. Strategic Management-Meaning, Definition, Importance, Strategic management. Process & Levels of Strategy and Concept and importance of Strategic Business Units (SBU's). Strategic Intent - Mission, Vision, Goals, Objective, Plans.
July	Strategy Formulation- Environment Analysis and Scanning (SWOT) Activity: SWOTERS/ PERSONAL SWOT Corporate Level Strategy (Stability, Growth, Retrenchment, Integration and Internationalization). Business Level Strategy(Cost Leadership, Differentiation, Focus) Functional Level Strategy(R & D, HR, Finance, Marketing ,Production) Presentations BMS WEEKLY
August	Strategic Implementation Models of Strategy making. Strategic Analysis & Choices & Implementation : BCG Matrix, Activity on BCG – Portfolio ,GE 9 Cell, Porter 5 Forces, 7S Frame Work Implementation: Meaning, Steps and implementation at Project, Process, Structural, Behavioural, Functional level. Presentations BMS WEEKLY
September	Strategic Evaluation & Control – Meaning, Steps of Evaluation & Techniques of Control Synergy : Concept , Types , evaluation of Synergy. Synergy as a Component of Strategy & its Relevance . Change Management – Elementary Concept
Course Outcome	<ul style="list-style-type: none"> • Define concepts like strategy, strategic management, strategic intent, types of strategies and business environment • Explain and compare concepts like environmental components, levels of intents, stages of strategic management and types of strategies • Applying models in strategic choice and management and utilize them to understand the strategies of organizations • Evaluation of strategies and develop strategic plans for different types of businesses
Tools Used for teaching	Power Point Presentation, Google Classroom, Quizzes, Videos for case studies, News paper reading

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**FOUNDATION OF HUMAN SKILLS
FYBMS (SEM I)**

LESSON PLAN	
MONTH	
JULY	<p>Motivation at workplace: Concept, features, importance of motivation, Theories of motivation in an organisational set up: A.Maslow Need Heirachy, F. Herzberg Dual Factor, Mc.Gregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.</p>
AUGUST	<p>Organizational Culture: Characteristics of organizational culture, Types, functions and barriers of organizational culture, Ways of creating and maintaining effective organization culture</p> <p>Organisational Development and work stress: Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress</p> <p>Organisational change and creativity: Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development. <i>Video Screening on Organizational Change. Students Creating one minute videos to enhance creativity</i></p>
SEPTEMBER	<p>Organisational change and creativity: Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving.</p> <p>Organizational processes and system: Power and politics: nature, bases of power, politics nature, types, causes of organizational politics, political games.</p>
OCTOBER	<p>Organizational conflicts and resolution: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.</p>
Course Outcome	<ul style="list-style-type: none"> ● Define, memorize and explain individual and group behaviour and factors influencing it ● Compare and identify different learning, personality and other factors influencing behaviour ● Evaluate and understand different theories on Motivation and Personality ● Apply knowledge of the factors influencing human behaviour to find out means for better individual performance in an organization
Tools Used for teaching	<p><i>Power Point Presentation, Google Classroom, Quizzes, Videos for case studies</i></p>

Teacher Signature

Coordinator

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BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES
PRINCIPLES OF MARKETING
(FYBMS – SEM II) AY 2023-24

LESSON PLAN	
MONTH	
NOVEMBER & DECEMBER	Introduction to Marketing: Definition, features, advantages and scope of marketing. The 4P's and 4C's of marketing. Marketing v/s Selling. Marketing as an activity and function. Concepts of Marketing: Needs, wants and demands, transactions, transfer and exchanges. Orientations of a firm: Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing.
JANUARY	Marketing Environment, Marketing research: Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research
FEBRUARY	MIS: Meaning, features and Importance, Consumer Behaviour: Meaning, feature, importance, factors affecting Consumer Behaviour. Marketing mix: Meaning –elements of Marketing Mix. Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product. Branding –Packing and packaging – role and importance. Pricing – objectives- factors influencing pricing policy and Pricing strategy.
MARCH	Physical distribution – meaning – factor affecting channel selection-types of marketing channels Promotion – meaning and significance of promotion. Promotion tools (brief) Segmentation – meaning , importance , basis Targeting – meaning , types Positioning – meaning – strategies
APRIL	New trends in marketing – E-marketing , Internet marketing and marketing using Social network, Social marketing/ Relationship marketing
COURSE OUTCOME	
CO1	To understand basics of marketing and its concepts
CO2	To learn the environment in which marketer works and how its extracts and uses information
CO3	To understand in detail the concept of marketing mix
CO4	To get introduced to segmentation, targeting and latest trends in marketing
<i>Tools used</i>	<i>Powerpoint, videos, case study, discussion, capsule activities</i>


Subject Incharge


Coordinator


Principal

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES
BUSINESS RESEARCH METHODS
(SYBMS – SEM IV) AY 2023-24

MONTH	LESSON PLAN
NOVEMBER	Introduction to the paper, relevance of research. Introduction to research, importance in business and for society. Characteristics of Good Research, Types of research. Stages in research process, Identifying research problem, Research design– Meaning, Definition, Need and Importance, Steps in research design Activity : How to Write a Research Paper (Experiential Learning)
DECEMBER	Concepts in Research: Variables, Hypothesis-Meaning, Nature, Significance, Types of Hypothesis, Sources. (PPT) Activity: Practicing Null and Alternative hypothesis – CASE STUDIES Sampling– meaning Of sample and sampling, techniques for sampling i) Non Probability Sampling– Convenient , Judgment, Quota, Snow ball ii) Probability– Simple Random, Stratified, Cluster, Multi Stage Activity: Initiating Research Paper Writing
JANUARY	Types of data and sources-Primary and Secondary data sources Methods of collection of primary data, Processing of data: i) Editing- field and office editing, ii) coding– meaning and essentials, iii) tabulation – note (PPT)
FEBRUARY	Analysis of data-Meaning, Purpose, types. Interpretation of data-Essentials, importance and Significance of processing data, Multivariate analysis– concept only, Testing of hypothesis– concept and problems– i) chi square test, ii) Zandt-test (for large and small sample)
MARCH	Report writing – i) Meaning , importance, functions of reports, essential of a good report, content of report , steps in writing a report, types of reports, Footnotes and Bibliography (PPT), Ethics and research, Objectivity, Confidentiality and anonymity in Research, Plagiarism
COURSE OUTCOME	
CO1	To understand significance of ethics and ethical practices in businesses which are indispensable for progress of a country
CO2	To learn the applicability of ethics in functional areas like marketing, finance and human resource management
CO3	To understand the theory, need, models and practices of Corporate Governance.
CO4	To study the ethical business practices, CSR and Corporate Governance practiced by various organizations
Tools used	Powerpoint, videos, case study, discussion, capsule activities


Subject Incharge


Coordinator


Principal

BUNTS SANGHA'S
S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES
MEDIA PLANNING AND MANAGEMENT
(TYBMS – SEM VI) AY 2023-24

MONTH	LESSON PLAN
DECEMBER	Meaning & Features of Media, Role of media in consumer decision making and for business Meaning of Media Planning , Scope, Elements, Media Planning Process, , Factors Influencing Media Planning Decisions
JANUARY	Media Planning, Role and Importance of Media in Consumer Buying Decision, Role of Media Planner, Challenges of Media Planning Organization Structure of Media Company, Regulatory framework, Media Research: Meaning, Role and Importance Sources of Media Research : Audit Bureau of Circulation, Press Audits, NRS/IRS, Businessmen's Readership Survey, TRP, National Television Study, ADMAR Satellite Cable Network Study, Reach and Coverage Study, CIB Listenership Survey Introduction to Media Mix: Meaning, Need, Identifying Audience for Mass Media , Factors Affecting Media Mix Decision, Types of Media Mix Decisions: Broad Media Classes, Media Vehicles, Media Units, Deciding Ideal Media Mix
FEBRUARY	Media Choices: details of Print Media, Television, Radio, Out of Home (OOH), Emerging Media, Media Strategy: Meaning, Need, Situation Analysis, Formulating Media Strategies: Defining the Target Group, Market Prioritization, Media Weights, Media Mix, Media Scheduling.
MARCH	Media Budget: Meaning , Factors to be considered while Framing a Budget: Advertising Task, Competitive Framework, Market Dominance, Market Coverage, Media Cost, Market Task, Pricing ,Frequency of Purchase, Importance of Media Budget, Methods of Setting Media Budget, Media Buying, Media Scheduling
APRIL	Media Measurement: Basic Metrics, Television Metrics, Radio Metrics, Print Metrics, OOH Metrics , Benchmarking Metrics, Plan Metrics, Evaluating Media Buys, Evaluating Television Media Buying, Evaluating Print Media Buying, Evaluating Other Media Buys
COURSE OUTCOME	
CO1	To define Media, Media Mix, Strategies and budget
CO2	To compare and explain different media and apply this knowledge for media strategies
CO3	To examine appropriate media mix based on budgeting and buying strategies
CO4	To estimate the performance of media wise advertisement
<i>Tools used</i>	<i>Powerpoint, videos, case study, discussion, capsule activities</i>

Subject Incharge

Coordinator

Principal

Work Diary

Subject: SM, CCPR

Date	Class & Time	Subject Taught	Topics Covered	Signature
14/6/23	1. SUBMSA (7:30 - 8:20)	SM	Intro to Bus. Policies & Course O/c	Yr
	1. SUBMSB (9:10 - 10:00)	SM	Intro to Course, Course outcome	Yr
	2. SUBMSA (7:30 - 8:20)	SM	Intro to Bus. Policies	Yr
15/6/23	2. SUBMSB (8:20 - 9:10)	SM	Intro to Bus. Policies	Yr
	1. TUBMSB (9:10 - 10:00)	CCPR	Intro to Course, Course outcome	Yr
16/6/23	3. SUBMSB (7:20 - 8:20)	SM	Features & Importance of Bus. Policy	Yr
17/6/23	1. TUBMSA (8:20 - 9:10)	CCPR	Intro to Corp. Communication	Yr
	2. TUBMSB (9:10 - 10:00)	CCPR	Intro to Corp. Communication	Yr
18/6/23	2. TUBMSA (8:20 - 9:10)	CCPR	Relevance of Corp. Communication	Yr
	3. SUBMSA (10:20 - 11:10)	SM	Features & Importance of Bus. Policies	Yr
	2. TUBMSB (11:10 - 12:00)	CCPR	Relevance of Corp. Comm. in India	Yr
20/6/23	4. SUBMSA (7:20 - 8:20)	SM	Main 4 features of Strategies & SM	Yr
	6. TUBMSA (8:20 - 9:10)	CCPR	Corp. Identity	Yr

[Signature]

Work Diary

Subject: SM, CCPR

Date	Class & Time	Subject Taught	Topics Covered	Signature
	7SUBMSB (10:20-11:10)	SM	Meaning & features of Strategies of SM	Mr
21/6/23	5SUBMSA (7:30-8:20)	SM	Importance of SM	Mr
	5SUBMSB (9:10-10:00)	SM	Vision, Process of SM	Mr
22/6/23	6SUBMSA (7:20-8:20)	SM	Process of SM	Mr
	6SUBMSB (8:20-9:10)	SM	Mission statements	Mr
23/6/23	4SUBMSB (8:20-9:10)	CCPR	Corp. Reputation	Mr
24/6/23	7SUBMSB (7:30-8:20)	SM	Goals	Mr
	5SUBMSB (8:20-9:10)	CCPR	Corp. Rep. mgmt	Mr
	3SUBMSA (9:10-10:00)	CCPR	Corp. Rep. mgmt	Mr
				03/7/2023
26/6/23	8SUBMSB (7:30-8:20)	SM	Goals & objectives	Mr
	4SUBMSA (8:20-9:10)	CCPR	Media Laws	Mr


Principal

Co-ordinator

Work Diary

Subject: SM, CCPR

Date	Class & Time	Subject Taught	Topics Covered	Signature
27/6/23	9 SUBMSB 17:40-18:50 C TUBMSB	SM	Bus. Environment	Mr
	11:50-12:40 6 TUBMSB	CCPR	Lecture cancelled due to NAAC	Mr
	12:40-1:30 7 SUBMSA	CCPR	Media Laws :	Mr
	1:50-2:40 10 SUBMSB	SM	Lecture cancelled due to NAAC	Mr
28/6/23	7:30-8:20 8 SUBMSA	SM	National Environment.	Mr
	10:10-11:10 9 TUBMSA	SM	Bus. Environment	Mr
3/7/23	8:20-9:10 1 SUBMSA	CCPR	Media Laws & Defamation, Cases	Mr
	10:20-11:10 17 TUBMSB	SM	Components of Environment	Mr
	11:10-12:40 1 SUBMSB	CCPR	Defamation & Privacy	Mr
4/7/23	7:30-8:20 2 TUBMSA	SM	Components of Environment	Mr
	8:20-9:10 2 TUBMSB	CCPR	Invasion of privacy	Mr
	9:10-10:40 2 SUBMSA	CCPR	Copyright & Piracy, Creator's Cause	Mr
	10:20-11:10	SM	Components of Environment	Mr

Work Diary

Subject: SM, CCPR

Date	Class & Time	Subject Taught	Topics Covered	Signature
5/7/23	2 SUBMS B 7:30 - 8:20	SM	SWOT analysis & MP 5 forces	gr
	3 SUBMS A 10:20 - 11:10	SH	SWOT analysis & MP 5 forces model	gr
6/7/23	3 SUBMS B 7:30 - 8:20	SM	Activity - Personal SWOT	gr
	4 SUBMS A 10:20 - 11:10	SM	Activity - Personal SWOT	gr
7/7/23	3 SUBMS B 8:20 - 9:10	CCPR	Intro to PR	gr
	3 SUBMS A 10:20 - 11:10	CCPR	Intro to PR	gr
8/7/23	4 SUBMS B 7:30 - 8:20	SM	Activity - SWOT ens.	gr
	4 SUBMS A 8:20 - 9:10	CCPR	Emergence of PR	gr
	4 SUBMS B 9:10 - 10:00	CCPR	Emergence of PR	gr
10/7/23	5 SUBMS A 8:20 - 9:10	CCPR	Essentials of PR	gr
	5 SUBMS A 10:20 - 11:10	SM	Tech. environment	gr
	5 SUBMS B 11:10 - 12:00	CCPR	History of PR	gr
11/7/23	6 SUBMS A 8:20 - 9:10	CCPR	Global history of PR	gr

Co-ordinator


Ramesh Babu

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
	6 TU BMS B 9:10 - 10:40	CCPR	Indian history of PR	gr
	6 SU BMS A 10:20 - 11:10	SM	SWOT analysis.	gr
	5 SU BMS B 11:10 - 12:40	SM	SWOT analysis	gr
12/7/23	7 SU BMS A 10:20 - 11:10	SM	Intro to Corp. strategies	gr
	6 SU BMS B 11:10 - 12:40	SM	Intro to Corp. strategies	gr
	8:20 - 10:40	BSc (DS)	Guest lecture on Research paper	gr
13/7/23	4 SU BMS A 10:20 - 11:10	SM	Concentration Strategies	gr
14/7/23	7 TU BMS A 7:30 - 8:20	CCPR	Reason for emergence & Evolution of PR	gr
	7 TU BMS B 10:20 - 11:10	CCPR	Reasons for emergence & Evolution of PR	gr
15/7/23		-	Non-Instructional due to Induction	gr
17/7/23	1 FUBMS B 7:30 - 8:20	PHS	Intro to Motivation	gr
	8 TU BMS A 8:20 - 9:10	CCPR	My Bus. My PR	gr
	9 SU BMS A 10:20 - 11:10	SM	Integration Analysis	gr

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		June	July	August	September	October	November	
1	CCPR (TUBMS A)	06	13	13	11	04	-	47
	CCPR (TUBMS B)	06	13	16	12	04	-	51
2	SM (SUBMS A)	08	15	13	08	06	-	50
	SM (SUBMS B)	10	09	13	12	06	-	50
3	FHS (FUBMS A)	-	03	07	02	09	-	21
	FHS (FUBMS B)	-	05	06	06	07	-	24

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STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - II)

No of Sessions Engaged

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		November	December	January	February	March	April	
1	Principles of Marketing (FUBMS A)	02	10	12	15	10		49
2	Principles of Marketing (FUBMS B)	03	6	16	12	11		48
3	Business Research Methods (SUBMS A)	-	08	12	13	06		39
4	Business Research Methods (SUBMS B)	1	7	11	13	07		39
5	Media Planning & Management (TUBMS A)	-	5	14	15	11		50

Teacher

Coordinator


Principal

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
Mon & Tues	12/6/23 13/6/23	Not Well	SL	Yz	
Fri & Sat.	30/6/23 01/7/23	Not Well	SL	Yz	
Thurs to Sat.	20/7/23 22/7/23	Not Well	SL	Yz	
Wed	23/8/23	Notwell	CL	Yz	
Thurs.	8/9/23	Not well	CL	Yz	
Thurs	14/9/23	Field Trip	ODL	Yz	
Mon	23/10/23	Personal	CL	Yz	
		Personal	CL	Yz	
Fri	19/1/24	Personal	CL	Yz	
Tues	20/2/24	Personal	CL	Yz	
Mon & Tues	4 & 5th March	NEP Training at Sakthaye Coll.	ODL	Yz	
Sat.	9/3/24	Personal	CL	Yz	



BUNTS SANGHA'S
S M SHETTY COLLEGE OF SCIENCE,
COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400 076.

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
IMC - RBNQ Merit Certificate
ISO 21001 : 2018 Certified

TEACHER'S WORK DIARY (YEAR 2023 - 2024)

Teacher's Name Kalpna Rai Menon

Class Teacher of TYBAMMC Section : _____

Residential Address _____

Telephone No. 9820244608

Academic Qualification _____

QUALIFICATION	UNIVERSITY / DEPARTMENT	CLASS	YR. OF PASSING
MBA	IGNOU	I st	2015
MA	Pune University	II nd	2003
PGDM	Symbiosis - Pune	I st	1997
SET	Marketing Management		2017

Designation : HOD

Date of Appointment : 20/6/2011

Period of Service : 12 years

Teacher's Signature : Kalpna

Principal's Signature : _____

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7:30-8:20		Current Affairs FYBAMMC		CCPR SY		Brand TY
2	8:20-9:10	FC FYBAMMC	-CA-			FC FY	CA FY
3	9:10-10:00	AMR TY	CCPR SY	FC FY	AMR TY	Brand TY	CA FY
4	10:20-11:10	CCPR SYBAMMC	AMR TY	Brand TY	AMR TY	CCPR SY	
5	11:10-12:00			Brand TY	FC FY		
6							
7							

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Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7:30 - 8:20		SYBAMMC MMR		TYBAMMC Adv & sales P		FYBBI BC
2	8:20 - 9:10		- " -	FYBBI BC	- " -	TYBAMMC Brand Mg.	TYBAMMC Adv & sales P.
3	9:10 - 10:00	SYBAMMC MMR	FYBBI BC	FYBAMMC Intro to AD	FYBAMMC Intro to AD	- " -	- " -
4	10:20 - 11:10	FYBBI BC	FYBAMMC Intro to AD	TYBAMMC Brand Mg.		SYBAMMC MMR	FYBAMMC Intro to AD
5	11:10 - 12:00	TYBAMMC Brand Mg.					
6							
7							


Teacher


Co-ordinator


Principal

Semester / Term Syllabus Planning

TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2023-24 SEMESTER I, SUBJECT: CURRENT AFFAIRS COURSE: FY BAMMC

CO1	To examine current developments in various fields
CO2	To discuss burning issues covered in the media
CO3	To analyze the basic concepts of politics, and economics in order to understand the relevance of related news.
CO4	To illustrate and evaluate the basic concepts of environment and technology so that students can grasp the relevance of related news.

MONTH	TEACHING-LEARNING PLAN
July July Aug.	<ul style="list-style-type: none"> Unit 1- Current National stories -Three political stories of national importance, Three political stories of national importance, Political leaders : news makers of the season, (Brief profile of any three), One dominating economic /business news, One dominating environment news stories, One story of current importance from any other genre Unit 2- Polity and governance- Ministries of Government of India, Autonomous government bodies. Ministry of Home Affairs-Enforcement Organizations Internal Security, Police. Communal tensions- Review of latest episodes of communal tensions. The tensions in J&K- Background, Political players ,Update on the current situation.
August -unit 3 UN Sept	<ul style="list-style-type: none"> Unit 4- Maharashtra Issues- Political parties reach and challenges, An update on the current political dynamics of Maharashtra, News relating to the marginalized and displaced tribes, The latest news on floods and drought, unemployment, health issues, etc, Update two ongoing state projects
September oct.	<ul style="list-style-type: none"> Unit 5- Technology Mobile Application for Journalists Mobile apps help in content creation, Examples of Mobile apps used by journalists worldwide Artificial Intelligence & Content Automation Tools - Introduction to AI and data science, Introduction to Content Automation tools, Examples of content automation tools in content, Creation Introduction to Augmented Reality & Virtual Reality in Media Augmented Reality Introduction to Virtual Reality, Examples of Augmented Reality games and apps Examples of Virtual Reality news websites worldwide Digital Gaming Industry Introduction to Digital Gaming Industry Digital gaming in India Overview of Indian digital gaming
Teaching Methods	<ol style="list-style-type: none"> Twenty minutes of newspaper reading and discussion in every lecture Study material. Group Projects Presentations


Teacher


Coordinator


Principal

TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2023-24
SEMESTER I, SUBJECT: FOUNDATION COURSE COURSE: FY BAMMC

CO1	To identify and understand the overview of Indian Society.
CO2	To interpret the constitution of India.
CO3	To analyze the socio economic problems of India.
CO4	To evaluate the political problems of India.

MONTH	TEACHING-LEARNING PLAN
July	<ul style="list-style-type: none"> Unit 1 – Overview of Indian Society Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference.
August	<ul style="list-style-type: none"> Unit 2- Concept of Disparity 1 Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.
	<ul style="list-style-type: none"> Unit 3- Concept of Disparity 2 Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.
September	<ul style="list-style-type: none"> Unit 4- The Indian Constitution Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution.
October	<ul style="list-style-type: none"> Unit 5 – Significant Aspects of Political Processes : The party system in Indian politics; Local self- government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.
	<ul style="list-style-type: none"> Unit 6 – Growing Social Problems in India : Substance abuse- impact on youth & challenges for the future b. HIV/AIDS- awareness, prevention, treatment and services c. Problems of the elderly- causes, implications and response d. Issue of child labour- magnitude, causes, effects and response e. Child abuse- effects and ways to prevent f. Trafficking of women- causes, effects and response. <p>Note: 15 lectures will be allotted for project guidance Unit Number 6 will not be assessed for the Semester End Exam</p>
Teaching Methods	<ul style="list-style-type: none"> 1. Power Point Presentation, 2. Class Discussion, 3. News Articles Discussion, 4. Concept related Videos, 5. Group Discussions. 6. Group Projects


Teacher


Coordinator


Principal

TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2023-24
SEMESTER V, SUBJECT: ADVERTISING AND MARKETING RESEARCH COURSE: TYBAMMC

CO1	To understand the analytical abilities and research skills
CO2	To apply research methodologies – Qualitative vs Quantitative
CO3	To co-relate the foundations of Research and audience analysis that is imperative to successful advertising.
CO4	To integrate the scope and techniques of Advertising and Marketing research, and their utility.

MONTH	TEACHING-LEARNING PLAN
June	<ul style="list-style-type: none"> • Unit 1 Fundamentals of Research - Concepts, Objectives, Stages • Literature review, Statement of the problem • Aims and objectives' of the study, Relevant Research questions • Unit 2 Research design , types , survey instrument, • Unit 3 Preparing Questionnaire: Survey instruments, Designing the questioning using projective technique for qualitative research
July	<ul style="list-style-type: none"> • Unit 3 Questionnaire design using attitude measurement scale for quantitative research • Unit 4 Sampling - Process of Sampling • Methods of Sampling: Probability, Non Probability Sampling • Unit 9 Advertising Research, Copy Research, Copy Testing Measure. Pretesting
August	<ul style="list-style-type: none"> • Unit 9 Pre testing and post testing tools • Unit 9 Psychological rating scales • Unit 10 Marketing research, Product research • New product development, Pricing Research, Packaging Research
September	<ul style="list-style-type: none"> • Unit 5: Data sheet and data processing • Unit 6: Data analysis and presentation - mode, mean, median, . Range, Variance, Standard deviation, Kurtosis, and Skewness. multivariate • Unit 7: Methods of Data Analysis • Unit 8 Report writing
Teaching Methods	<ul style="list-style-type: none"> • 1. Power Point Presentation, 2. Class Discussion, 3. Concept related Videos, 5. Group Discussions, Presentations, 6. Research Paper Writing, 7 Survey


Teacher


Coordinator


Principal

TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2023-24
SEMESTER V SUBJECT: BRAND BUILDING COURSE: TYBAMMC

CO1	To understand the awareness and growing importance of Brand Building
CO2	To explain how to build, sustain and grow brands
CO3	To examine various new ways of building brands
CO4	To evaluate about the global perspective of brand building.

MONTH	TEACHING-LEARNING PLAN
June	<p>Unit 1 .Introduction to Brand Building.</p> <ul style="list-style-type: none"> • Introduction Meaning, Product v/s Brand. Why brand matters • Process of Branding, Types of brand, • Brand building blocks, Guidelines for effective branding, Brand Elements • Unit 1.2 Brand Identity: Core & Extended Identity, • Four identity perspective and Identity traps, Brand Personality • Big 5, User imagery. • Unit 1.3 Brand Personality, Brand Personality Models, The Big Five • Brand Positioning: Product class, Consumer segmentation, Perceptual mapping, Brand benefits and attributes, Corner-stones of positioning strategy
July	<ul style="list-style-type: none"> • Unit 2. 1Brand Leverage - Line Extension, Brand Extension, Moving Brand up / down, Co-branding • Unit 2.2 Branding Strategies- Multi- branding, Mix branding, Hierarchy- Building, Equity at Different Hierarchy Levels, Brand Product • Matrix, Brand Architecture- Breadth of a Branding Strategy, Depth of a Branding Strategy. • Unit 2.3 Brand Equity & Models: Elements/ Sources. Measurement.
August	<ul style="list-style-type: none"> • Unit 2.3 Brand Equity & Models: Models: Yand R – Graveyard model Brand Asset Valuator, Brand Equity Ten, Inter brand Equity brand • Unit 3.1 Brand Imperative- Co-ordination across organization, Re-branding, revitalizing, Rural, Advertising and brands. • Unit 3.2 Global Brands - Emergence of global brands, Advantages and Disadvantages, Global leadership brands and position , Globalization • Unit 3.3. Corporate Image Building through Brands- Corporate Image in Contemporary Management, Advertising and Corporate Image
September	<ul style="list-style-type: none"> • Unit 4.1 Brand Building through CSR - CSR as part of business environment management, How CSR activities can be used for Brand Building, ,Social activities other than CSR to enhance the brand • Unit 4.2 Conception & Growth - Important factors in conception and various stages of growth and maturity of brands with various case studies • Unit 4.3 Branding in various sectors -Customer, Industrial, Retail and Service Brands
Teaching Methods	<ul style="list-style-type: none"> • 1. Power Point Presentation, 2. Class Discussion, 3. Concept related Videos, 4. Group Discussions, Presentations, 5. Case studies as applicable.


Teacher


Coordinator


Principal

TEACHING-LEARNING PLAN FOR THE ACADEMIC YEAR 2023-24
SEMESTER III, SUBJECT: CORPORATE COMMUNICATION and PUBLIC RELATIONS COURSE: SY BAMMC

CO1	To develop basic understanding of the concepts of corporate communication and public relations.
CO2	To identify various elements of corporate communication and consider their roles in managing media organizations.
CO3	To analyse how various elements of corporate communication must be coordinated to communicate effectively in today's competitive world.
CO4	To apply critical understanding of the different practices associated with corporate communication with the latest trends and social media tools.

TEACHING-LEARNING PLAN (Unit I and II)

MONTH	TEACHING-LEARNING PLAN (- Meaning , Need and Scope
June	<ul style="list-style-type: none"> Unit 1. Introduction to Corporate Communication:- Meaning , Need and Scope of Corporate towards Indian Media . 1.2 Keys concept in Corporate communication - Corporate Identity, Corporate Image, Corporate Reputation and Management, Meaning, Advantages of Good Corporate Reputation.
July	<ul style="list-style-type: none"> 1.3 Ethics & Law in Corporate Communication: Importance of Ethics in Corporate Communication, Professional Code of Ethics, Mass Media Laws: Defamation, Invasion of Privacy, Copyright Act, Cyber-crime and RTI. Unit 2 Understanding Public Relation, scope, trends, internal - external PR concept
August	<ul style="list-style-type: none"> Unit 2 Understanding Public Relations: Introduction and growth of PR in India. Meaning, scope objective and significance of PR in business, Mergers/Collaborations/Joint Ventures between Indian and international public relations agencies, advantages and disadvantages of Public Relations. 2.2 Role of PR in various Sectors: Healthcare, Entertainment, Banking and Finance, Real estate, Fashion and Lifestyle and services 2.3 Theories and Tools of Public Relations : Grunting's (4 models),Pseudo-events, Publicity , Propaganda, Persuasion, Situational theory , Diffusion theory and various tools of Public Relations
September	<ul style="list-style-type: none"> Unit 3.1Media Relation: Introduction, Importance of Media Relations, Building Effective Media Relations, Principles of Good Media Relations , Media analysis and evaluation 3.2 Employee Communication: ,Introduction, Sources, Benefits, Steps in Implementing An Effective Employee Communications Programme, Role of Management in Employee Communications 3.3 Crisis communication : Introduction, Impact of Crisis, Role of Communication in Crisis, Guidelines, Trust Building, Case studies such as Nestle Maggie, Indigo, Cadbury ,Dairy Milk, Niira Radia, Tylenol etc Unit 4 Emerging Trends and New Tools in PR Social media tools- Wlog, Article marketing, newsletters, Story Telling, E PR
Teaching Methods	1. Classroom Discussion 2 Mock Press Conference 3 Practical application, 4 Case Study 5 Live Campaign in college 6 PPT Presentation


Teacher


Coordinator


Principal

**FY BAMMC- SEM II -INTRODUCTION TO ADVERTISING
2023-24**

Month	Topics
NOV-DEC	Unit 1- Introduction to advertising :- Evolution, importance, 5 M's 1.2 Types of advertising- Consumer, Industrial, Retail, Classified, Corporate ,Public service, ,Generic, National, Global, International, Social (CSR) and Advocacy 1.3 Ethics and Laws in Advertising- Puffery, Subliminal, Weasel claim, Surrogate, Shocking ads , Controversial , Comparative, Advertising code of ethics, Regulatory bodies, Laws and regulations 1.4 Social, Cultural and Economic impact of Advertising-Women and advertising, Children and advertising, Senior citizen and advertising , Pop Culture and advertising
JANUARY	Unit 1.5- Theories -Stimulus theory, AIDA, Hierarchy ,Means- End Theory Unit 2- Integrated marketing communication-Emergence, Role, Tools, Communication process, The IMC Planning Process, 2.2 - Print Media and Out-of Home Media-Basic concepts, Types of Newspapers advertising , 2.3 Broadcast Media - Radio, Television, Product Placement, 2.4 Public Relation 2.5 Sales Promotion and Direct marketing Unit 3- Creativity in advertising, Introduction, Importance of creative process, Creative strategy development Determining message
FEB MARCH MARCH	Unit 3- Creativity in advertising, Introduction, Importance of creative process, Creative strategy development Determining message theme, Big idea, positioning strategies, Types of appeals 3.2 -Role of different elements in ads, Logo, Jingle, Company signature, Slogan, tagline, illustration , Creating Radio commercial –Words, sounds , clarity , coherence etc. 3.3 - Elements of copy, Headline, Sub headline , Layout , Body copy , Types of copy and slogan , creating story board Unit 4. Types of advertising agency, department, careers and latest trends in advertising, Types of advertising agency 4.2 Various departments in an agency 4.3 Latest trends Rural advertising , Ambush advertising, Internet advertising , email advertising Advertainment, advertorial, mobile advertising
APRIL	EXAMS
Teaching Tools	Group assignments during class, Study Material, PPT, Case Study, Group Discussions
COURSE OUTCOME	1. To provide the students with basic understanding of advertising, growth, importance and types. 2. To understand effective advertising campaigns, tools, models. 3. To comprehend the role of advertising , various departments, careers and creativity 4. To provide students with various advertising trends, and future.



Teacher Signature


Co-ordinator Signature


Principal Signature

**FYBBI - BUSINESS COMMUNICATION
2021-22**

Month	Topics
DEC	Presentation Skills <ul style="list-style-type: none"> • Presentations • Use of OHP • Effective use of Transparencies • How to make a Power-Point Presentation
DEC-JAN	Group Communication <ul style="list-style-type: none"> • Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit • Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions • Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing • Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR
FEB	Business Correspondence <ul style="list-style-type: none"> • Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) • Only following to be taught in detail:- • Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act
MARCH	Language and Writing Skills <ul style="list-style-type: none"> • Reports: Parts, Types, Feasibility Reports, Investigative Reports • Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner
APRIL	EXAMS
Teaching Tools	Group assignments during class, Study Material, PPT, Case Study, Group Discussions
COURSE OUTCOME	<ol style="list-style-type: none"> 1. To provide students with tools that would help them communicate effectively. 2. Understanding crisp writing as part of Mass Communication 3. The ability to draw the essence of situations and develop clarity of thought.


Teacher


Co-ordinator


Principal

**SYBAMMC -SEM IV- MASS MEDIA RESEARCH
2021-22**

Month	Topics
November DEC-JAN	Unit 1 Introduction to media and research - Relevance, Scope of Mass Media Research Role of research in the media Steps involved in the Research Process Qualitative and Quantitative Research
JAN FEB	Discovery of research problem, identifying dependent and independent variables, developing hypothesis Unit 2 Research Designs: a) Exploratory b) Descriptive and c) Causal. Unit 3 Data collection methodology a. Primary Data – Collection Methods b. Secondary Data Collection Methods c. Literature review Designing Questionnaire , Sampling, Data Tabulation
MARCH	Unit 4 Content analysis-Definition and uses b. Quantitative and Qualitative approach Steps in content analysis Unit 5 Research in Mass Media Unit 6 The Semiotics of the Mass Media
April	EXAMS
Teaching Tools	Study Material, PPT, Case Study, Real time survey, presentation, Group Discussions
COURSE OUTCOME	<ul style="list-style-type: none"> To introduce students to debates in Research approaches and equip them with tools to carry on research To understand the scope and techniques of media research, their utility and limitations



Teacher Signature



Co-ordinator Signature



Principal Signature

**TYBMM- SEM VI-BRAND MANAGEMENT
2021-22**

Month	Topics
JAN	Unit 1. Introduction to Brand Management- Meaning of Brand, Branding, , Brand Importance of Branding to Consumers, Firms,, Brands v/s Products, Scope of Branding, Branding Challenges and Opportunities, 1.2 Strategic Brand Management Process, Customer Based Brand Equity model (CBBE) 1.3 Brand Positioning: Basis of Brand Positioning, Brand Mantras Brand Repositioning and its characteristics
FEB	Unit 2 -Brand Elements, types, Integrated Marketing Programs 2.2. Personalising Experiential Marketing, One to One Marketing, Marketing Permission Marketing. Product Strategy: Perceived Quality and Relationship Marketing, Pricing Strategy: Setting Prices to Build Brand Equity Channel Strategy: Direct, Indirect Channels, Web Strategy 2.3 3. Cause Marketing to build brand equity - Meaning of Cause Marketing, Advantages, Green Marketing Building Global Customer Based Brand Equity Unit 3 Growing And Sustaining Brand Equity. The Brand Value Chain Model - Value stages and implication , What to track , designing brand tracking
MARCH	Unit 3 GROWING AND SUSTAINING BRAND EQUITY 3.2 Brand Equity -Meaning , Importance , Objectives, Sources of Brand Equity, Brand Building including Brand Building, Blocks, Leveraging Secondary Brand Associations to Build Brand Equity 3.3 3. Measuring sources of Brand Equity - Qualitative Research Techniques: Brand Personality and Values: Quantitative Research Techniques: Brand Awareness:
APRIL	UNIT 4 MEASURING AND INTERPRETING BRAND PERFORMANCE 1. Brand Performance and Management - Global Branding Strategies , Brand Audit, Role of Brand Managers 2. Brand Communication - Online Brand Promotions, Role of Brand Ambassadors , Celebrities , Loyalty Program 3. Managing Brands over Geographical Boundaries- Global Marketing Program, advantages and disadvantages
May	EXAM
Teaching Tools	Class discussion, case study, presentation
COURSE OUTCOME	To understand the awareness and growing importance of brand management. 2. To know how to build, sustain and grow brands 3. To know the various sources of brand equity. 4. To know about the global perspective of brand management


Teacher Signature


Co-ordinator Signature


Principal Signature

**TYBMM- SEM VI-ADVERTISING & SALES PROMOTION
2023-24**

Month	Topics
JAN	UNIT 1- Introduction to Sales Promotion, role, scope, Reasons for the Increase in Sales Promotion, Consumer franchise building versus non franchise building promotions 1.2 - Theories in Sales Promotion: Push, Pull, Combination 1.3 - Psychological theories behind sales promotion-Reciprocation, Social Proof , Foot-in-the-Door Technique, Door-in-the-Face Technique, Loss Aversion, Social Norms Marketing, High, Medium, low
FEB	Unit 2 -Methods of consumer oriented sales promotion 2.2 -Methods of trade oriented sales promotion 2.3 - Methods of sales force oriented sales promotion
MARCH	Unit 3 Study and Analyse Sales Promotion campaigns of major brands Three loyalty programs, Three consumer oriented sales promotion, trade oriented sales promotion, sales force oriented sales promotion
APRIL	UNIT 4 : Predicting Sales Promotion Effects 4.2 - Steps in designing sales promotion campaign 4.3 Coordinating Sales Promotion & Advertising 4.4 Sales Promotion abuse
May	EXAM
Teaching Tools	Class discussion, case study, presentation
COURSE OUTCOME	To understand the awareness and growing importance of brand management. 2. To know how to build, sustain and grow brands 3. To know the various sources of brand equity. 4. To know about the global perspective of brand management



Teacher Signature



Co-ordinator Signature



Principal Signature

Work Diary

Subject :

Topics Covered

Signature

Date	Class & Time	Subject Taught	Topics Covered	Signature
13/6/23	9:10 - 10:45 SYBAMMC	Corporate Comm & PR (CCPR)	Syllabus. Co/PO dissemination	
	10:20 - 11:10 TYBAMMC	Advt & Mkt Research (AMR)	Syllabus & Co/PO information given	
14/6/23	10:20 - 12:00 TYBAMMC	Brand building	Introduction of syllabus. Co/PO dissemination. Intro to Unit I	
15/6/23	7:30 - 8:20 SYBAMMC	CCPR	Concepts of corporate communication. Need of Corp Comm.	
	9:10 - 11:10 TYBAMMC	AMR	Fundamentals of research. Role, Research Design	
16/6/23	9:10 - 10:00 TYBAMMC	Brand Building	Concept of Branding - Image, Identity, Positioning, Value	
	10:20 - 11:10 SYBAMMC	CCPR	scope of Corp Comm. CC & Indian media scenario	
17/6/23	7:30 - 8:20 TYBAMMC	Brand Building	Brand vs Product. Process of Branding	
19/6/23	9:10 - 10:00 TYBAMMC	AMR	Survey Instruments.	
	10:20 - 11:10 SYBAMMC	CCPR	Corporate Identity, Corporate Image.	
20/6/23	9:10 - 10:00 SYBAMMC	CCPR	Components of Corporate Identity	
	10:20 - 11:10 TYBAMMC	AMR	Projective techniques of data collection	
21/6/23	10:20 - 12:00 TYBAMMC	Brand Building	Core Identity, Extended Identity	

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Work Diary

Subject:

Date	Class & Time	Subject Taught	Topics Covered	Signature
22/6/23	7:30 - 8:20 5:30 AM MC	Corporate Communication & PR.	Corporate image creation factors affecting corporate image	
	9:10 - 10:12:00 TYBAMMC	AMR TYBAMMC	Attitude measurement scale. Class activity on creating survey question	
23/6/23	9:10 - 10:00 TYBAMMC	Brand Bldg.	Brand Building Blocks Lectures till 10 a.m only	
24/6/23	7:30 - 8:20 TYBAMMC	Brand Bldg.	Brand Identity perspectives.	
26/6/23	9:10 - 10 TYBAMMC	AMR	Projective techniques of data collection	
	10:20 - 11:10 5:30 AM MC	CCPR.	Corporate reputation management	
27/6/23	11:1		MAAC Visit, presentation.	
28/6/23	11:10 - 12 TYBAMMC	Brand Bldg.	Extended Identifiers, Importance MAAC	
30/6/23	9:10 - 10 TYBAMMC	Brand Bldg.	Brand identity & positioning	
	10:20 - 11:10 5:30 AM MC	CCPR	Ethics in PR	
1/7/23	7:30 - 8:20 TYBAMMC	Brand Bldg.	Brand Personality - Big 5	


Co-ordinator


Principal

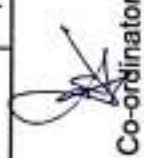
Work Diary

Subject :		Topics Covered		Signature
Date	Class & Time	Subject Taught		
4/7/23	9:10 - 10 AM 5/3 AMMC	CCPR	PRSI code of Ethics	
	10:20 - 11:10 TYBAMMC	AMR.	Measurement scale of quantitative research.	
5/7/23	9:10 - 10 5/3 AMMC	CCPR (lecture adjus)	Defamation, Invasion of privacy ed for visiting faculty)	
	10:20 - 12 TYBAMMC	Brand Bldg	Brand Personality & Brand Positioning	
6/7/23	7:30 - 8:20 5/3 AMMC	CCPR	Copyright Act.	
	9:10 - 10:10 TYBAMMC	AMR	Sampling, Process of sampling	
7/7/23	9:10 - 10 TYBAMMC	Brand Building.	Positioning strategies, components of positioning	
	10:20 - 11:10 5/3 AMMC	CCPR	Copyright Act	
8/7/23	7:30 - 8:20 TYBAMMC	Brand Building	Brand leveraging	
10/7/23	9:10 - 10 TYBAMMC	AMR	Advertising research & Amishkar mentation	
	10:20 - 11:10 5/3 AMMC	CCPR	Understanding RTI	
11/7/23	9:10 - 10 5/3 AMMC	CCPR	Introduction to PR	
	10:20 - 11:10 TYBAMMC	AMR	Advertising research	

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
14/7/23	8:20 - 12		Deekshashambh - FY orientation	
15/7/23	8 to 2:15 TY		Deekshashambh & Induction day	
17/7/23	7:30 - 8:20	AMR.	Concept testing in advt. research	
	8:20 - 9:10 FYBAMMC	Foundation course	Introduction to subject. Course outcome & Program outcome	
	10:20 - 11:10 SYBAMMC	CCPR.	Work of PR. scope of PR in Business	
18/7/23	7:30 - 8:20 - 9:10 FYBAMMC	current Affairs	Intro to syllabus. Co-PO identification. Intro to unit-I	
	9:10 - 10:00 SYBAMMC	CCPR.	Role of PR in business.	
	10:20 to 11:10 TYBAMMC	AMR.	Copy testing	
19/7/23	9:10 - 10 FYBAMMC	FC	Multiculturalism	
	10:20 - 11:10 - 12 TYBAMMC	Grand Bldg.	Branding & strategies.	
20/7/23	7:30 - 8:20 FYBAMMC	CCPR	Scope & trends in PR	
	9:10 - 10 - 11:10 TYBAMMC	AMR	Slogan name testing methods.	
	11:10 - 12 FYBAMMC	FC	Religion, caste composition of India	


Co-ordinator


Principal

Work Diary

Subject :		Topics Covered			Signature
Date	Class & Time	Subject Taught	Topics Covered	Signature	
21/7/23	8:20 - 9:10 FYBAMMC	Foundation course.	Ethnicity in India		
	9:30 onwards		TALENT HUNT		
22/7/23	7:30 - 8:20 FYBAMMC	Brand Building	Branding Strategies		
	9:20 - 10:00 FYBAMMC	Current Affairs	wrestlers protest, unrest in Manipur Chendrayan launch		
				25/7/2023	
24/7/23	FYBAMMC 8:20 - 10:00	FC	Positive Discrimination		
	9:10 - 10:00 TYBAMMC	AMR	Benefit of research - Product Research		
	10:20 - 11:10 SYBAMMC	CCPR	Global PR		
25/7/23	7:30 - 8:20 FYBAMMC	Current Affairs	Political figures in India		
	9:10 - 10:00 SYBAMMC	CCPR	Internal communication.		
	10:20 - 11:10 TYBAMMC	AMR	Product Research - Marketing Research		
26/7/23	9:10 - 10:00 FYBAMMC	FC	Gender composition, Discrimination		
	10 am onwards	10 am onwards	lectures cancelled for Talent Hunt		

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		June	July	August	September	October	November	
1.	Corporate Communication & PR SYBAMMC	8	12	17	10	2		49
2.	Advertising & Marketing Research TYBAMMC	8	11	15	9			43
3.	Brand Building TYBAMMC	10	9	9	9	4		41
4.	Current Affairs	-	7	12	10	19		41
5.	Foundation Course	-	8	15	10	10		43

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Teacher

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Coordinator

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Principal

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - II)

Sr. No.	Subject Taught	No of Sessions Engaged								Total
		November	December	January	February	March	April	May		
	Brand Mgmt	-	-	13	11	9	-	-	-	33
	Advt & sales Prom	-	-	10	14	10	-	-	-	34
	Mass Media Research	01	6	13	13	8	-	-	-	49
	Intro to AD.	2	8	13	17	09	-	-	-	49
	Bus. Comm	2	4	10	12	9	-	-	-	37



 Teacher



 Coordinator


 Principal
 08/4/2024

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
Mon	3/7/23	Personal	CL		
Wed Thurs	12/7/23 13/7/23	Viral fever. (Sick leave)	SL		
Mon Tue Wed	31/7/23 1/8/23 2/8/23	Sick leave	SL		
Sat	12/8/23	personal.	CL		
Sat	2/9/23	Personal	CL		
Sat Sat	29/8/23 30/9/23	Personal (family function)	CL		
Mon	16/10/23	Personal	CL		
Wed	25/10/23	Duty Leave Visit to ND Studio	DL		
Thurs	2/11/23	Personal	CL 2WP		
Thurs	7/12/23	TYBAMMC Exam Univ Exam Room	DL		
Thurs	4/1/24	Personal	CL		
Tue	23/1/24	Personal	CL		
Sat	2/3/24	Personal	CL		
Sat	16/3/24	Personal	CL		
Wed	10/4/24 - 13/4/24 - Sick leave		SL		
29 & 30 April	Sick leave		SL		



**BUNTS SANGHA'S
S M SHETTY COLLEGE OF SCIENCE,
COMMERCE & MANAGEMENT STUDIES
POWAI, MUMBAI - 400 076.**

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI
IMC - RBNQ Merit Certificate
ISO 21001 : 2018 Certified

TEACHER'S WORK DIARY (YEAR 2023 - 2024)

Teacher's Name JOHN A. MENEZES

Class Teacher of T.Y. B.COM. A Section : _____

Residential Address B-202, RIDDHI SIDDHI CHS LTD. NEAR 'S' WARD
MANGATRAM PETROL PUMP, BHANDUP(W). Telephone No. 9867050902

Academic Qualification M.COM, M.PHIL., UGC-NET; MAH-SET

QUALIFICATION	UNIVERSITY / DEPARTMENT	CLASS	YR. OF PASSING
M.COM.	MUMBAI UNIVERSITY	FIRST	2011
M. PHIL.	MUMBAI UNIVERSITY	FIRST	2018

Designation : ASSISTANT PROFESSOR

Date of Appointment : 09th JUNE 2014

Period of Service : 09 Years

Teacher's Signature : *John A. Menezes*

Principal's Signature : _____

Teacher's Time Table

(First Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7:30 - 8:20 am	Tax (TYBAF)	-	Tax (TYBAF)	-	COM III (SYB COM A)	Tax (TYB COM A)
2	8:20 - 9:10 am	Research Meth. (TYBBI)	Tax (TYB COM A)	COM III (SYB COM A)	Tax (TYBAF)	COM III (SYB COM B)	COM III (SYB COM B)
3	9:10 - 10:00 am	CRM (TYBMS A)	Tax (TYBAF)	Tax (TYB COM B)	CRM (TYBMS A)	Tax (TYB COM B)	COM III (SYB COM A)
4	10:20 - 11:10 am	COM III (SYB COM B)	-	CRM (TYBMS A)	Tax (TYB COM B)	Tax (TYB COM A)	CRM (TYBMS A)
5	11:10 to 12:00 pm	-	Research Meth. (TYBBI)	-	-	-	-
6							
7							

Ramesh

Teacher's Time Table

(Second Term)

Period	Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	7.30 - 8.20	TAX (TYB COM B)	RESEARCH METH (SYB AF)	COM-IV (SYB COM A)	—	TAX (TYB AF)	COM-IV (SYB COM A)
2	8.20 - 9.10	TAX (TYB COM A)	TAX (TYB COM A)	TAX (TYB COM B)	TAX (TYB AF)	COM-IV (SYB COM B)	TAX (TYB AF)
3	9.10 - 10.00	RESEARCH METH (SYB AF)	TAX (TYB COM B)	TAX (TYB COM A)	COM-IV (SYB COM B)	RESEARCH METH (SYB AF)	—
4	10.20 - 11.10	—	TAX (TYB AF)	—	TAX (TYB COM B)	COM-IV (SYB COM A)	COM-IV (SYB COM B)
5	11.10 to 12.00	RESEARCH METH (SYB AF)	—	—	—	—	TAX (TYB COM A)
6							
7							

Pranaya

Teacher

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Co-ordinator

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Principal

S.Y.B.COM. - SEM. III
COMMERCE - III (MANAGEMENT: FUNCTIONS AND CHALLENGES)

COURSE OUTCOMES:

1. To understand the terms, concepts, evolution and approaches to Management
2. To evaluate planning and decision making through its process, components and techniques
3. To outline the concepts of organizing for effective delegation and departmentation
4. Mapping the concept of directing, control systems and techniques of controlling in management

MONTH	Topics to be covered
JUNE 2023	<p><u>Module I. Introduction to Management:</u></p> <ul style="list-style-type: none"> • Management - Concept, Nature, Functions, Managerial Skills & Competencies • Evolution of Management Thoughts - Classical Approach: Scientific Management – F.W.Taylor’s Contribution Classical Organization Theory: Henri Fayol’s Principles Neo Classical: Human Relations Approach – Elton Mayo’s Hawthorne experiments
JULY 2023	<ul style="list-style-type: none"> • Modern Management Approach – Peter Drucker’s Dimensions of Management, Indian Management Thoughts: Origin & Significance of Indian Ethos to Management. <p><u>Module II. Planning and Decision making:</u></p> <ul style="list-style-type: none"> • Planning - Steps, Importance, Components, Coordination – Importance • M.B.O -Process, Advantages, Management By Exception- Advantages; Management Information System- Concept, Components
AUGUST 2023	<ul style="list-style-type: none"> • Decision Making - Techniques, Essentials of a Sound Decision Making, Impact of Technology on Decision Making <p><u>Module III. Organizing:</u></p> <ul style="list-style-type: none"> • Departmentation-Meaning -Bases, Span of Management- Factors Influencing Span of Management, Tall and Flat Organization. • Delegation of Authority- Process, Barriers to Delegation, Principles of Effective Delegation. Decentralization: Factors Influencing Decentralization, Centralization v/s Decentralization.
SEPTEMBER 2023	<ul style="list-style-type: none"> • Organizing-Steps, Organization Structures – Features of Line & Staff Organization, Matrix Organization , Virtual Organization, Formal v/s Informal Organization. <p><u>Module IV. Directing and Controlling:</u></p> <ul style="list-style-type: none"> • Motivation - Concept, Importance, Influencing factors. Importance of Communication, Barriers to Effective Communication

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Teacher

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Co-ordinator

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Principal

Semester / Term Syllabus Planning

OCTOBER
2023

- **Leadership**- Concept, Functions, Styles, Qualities of a good leader.
- **Controlling** - Concept, Steps, Essentials of good control system, Techniques of Controlling -PERT, CPM, Budgetary Control, Management Audit.

T.Y.B.COM. - SEM. V

DIRECT AND INDIRECT TAXES PAPER - I - DIRECT TAX

COURSE OUTCOMES:

1. To explain the basic terms, residential status, taxable, excluded and exempted incomes
2. To determine the residential status and scope of income of an individual
3. To appraise the Heads of Income of an individual
4. To understand – deductions from total income and overall computation of taxable income
5. To determine the Total Income of an Individual

MONTH	Topics to be covered
JUNE 2023	<p>1.1 Basic Terms : Assessee, Assessment, Annual value, Business, Capital Assets, Income, Person, Previous Year, Transfer.</p> <p>1.2 Residential Status (S: 6) for Individual Assessee.</p>
JULY 2023	<p>1.2 Scope of Total Income (S: 5)</p> <p>1.3 Heads of Income</p> <ul style="list-style-type: none"> - Salary - Income from Other Sources
AUGUST 2023	<p>1.3 Heads of Income</p> <ul style="list-style-type: none"> - Income from House Properties - Capital Gains restricted to computation of Capital gain on transfer of residential house property only
SEPTEMBER 2023	<ul style="list-style-type: none"> - Capital Gains restricted to computation of Capital gain on transfer of residential house property only - Profit and Gain From Business <p>Exclusions From Total Income (S: 10) Exclusion related to specified heads to be covered with relevant head.eg. Salary, Business Income, Capital Gain, Income from Other Sources</p> <p>1.4 Deduction from Total Income</p> <ul style="list-style-type: none"> - S 80 A, S 80C, 80CCC, 80D, 80DD, 80E, 80 U, 80 TTA
OCTOBER 2023	1.5 Computation of Total Income for Individual

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Teacher

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Coordinator

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Principal

T.Y.B.COM. (A & F) - SEM. V
INDIRECT TAXES - GOODS AND SERVICE TAX ACT

COURSE OUTCOMES:

1. To explain the important terms, documentation, GST Framework and Administration in India
2. To outline – input tax credit, levy and collection of tax, and determine the value of taxable supply
3. To assess the value, time and place of supply for goods and services
4. To examine the eligibility and conditions for Input Tax Credit and determine tax liability under GST
5. To determine the liability for registration under GST

Topics to be covered

MONTH	Topics to be covered
JUNE 2023	<p><u>UNIT 1: Introduction to Indirect Taxation and GST</u> Basics for Taxation - Direct Taxes and Indirect Taxes – Features of Indirect taxes, Difference, Advantages and Disadvantages, Sources and Authority of Taxes in India (Art 246 of the Indian Constitution) Introduction to GST – Genesis of GST in India, Power to tax GST (Constitutional Provisions), Extent and Commencement, Meaning and Definition of GST, Benefits of GST, Conceptual Framework – CGST, IGST, SGST, UTGST, Imports of goods or services or both, Export of goods or services or both, Taxes subsumed and not subsumed under GST. GST Council and GST Network Definitions under CGST Act</p>
JULY 2023	<p><u>UNIT 6: Registration</u> Registration – Persons liable for Registration, Persons not liable for Registration, Procedure for Registration, Deemed Registration,, Amendment, Cancellation and Revocation of Registration</p> <p><u>UNIT 3: Concept of Supply</u> Taxable Event Supply Value of Supply</p>
AUGUST 2023	<p>Place of Supply</p> <p><u>UNIT 2: Levy and Collection of GST</u> Charge of GST, Levy and Collection GST, Power to Grant Exemption, Negative list of GST, GST Rate Schedule for Goods and Services Composite and Mixed Supplies under GST</p>
SEPTEMBER 2023	<p><u>UNIT 3: Concept of Supply</u> Time of Supply</p> <p><u>UNIT 4: Documentation</u> Tax Invoices, Credit and Debit notes</p>

Pruney

Teacher

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Coordinator

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Principal

OCTOBER
2023

UNIT 5: Input Tax Credit and Computation of GST

Eligibility and conditions for taking Input Tax Credit Apportionment of credit & Blocked credits Credit in special circumstances Computation of GST under Inter State supplies and Intra State Supplies

Month

Topics to be covered

**T.Y.B.B.I. (SEM. V)
RESEARCH METHODOLOGY**

COURSE OUTCOMES:

1. To familiarize the learners with basic of research, research design, research techniques, hypothesis, sampling and the research process
2. Learners will have adequate knowledge about sources of data collection and the ability to collect relevant data
3. To evaluate the methods of Data Collection, Processing and statistical analysis reporting
4. Learners will develop an understanding of application of statistical techniques on the raw data collected.
5. Learners will demonstrate an understanding and of research reports enabling them to formulate research synopsis and report

MONTH

Topics to be covered

JUNE
2023

Unit I. Introduction to Research:

- Meaning, Objectives and Importance of Research
- Types of Research
- Research Process.
- Characteristics of Good Research
- Hypothesis-Meaning, Nature, Significance, Types and Sources.

JULY
2023

- Research Design- Meaning, Definition, Need and Importance, Steps,
- Scope and Essentials of a Good Research Design.
- Sampling- a) Meaning of Sample and Sampling, b)Methods of Sampling
- Non-Probability Sampling-Convenient, Judgment, Quota, Snow ball
- Probability- Simple Random, Stratified, Cluster, Multi Stage.

AUGUST
2023

Unit III. Data Analysis and Interpretation:

- Processing of Data- Meaning & Essentials of i) Editing ii) Coding iii) Tabulation
- Analysis of Data-Meaning, Purpose, Types.
- Interpretation of Data-Essentials, Importance, Significance and Descriptive Analysis

SEPTEMBER
2023

- Testing of hypothesis- One Sample T- Test, ANOVA, F- test, Chi Square and Paired Sample Test

Unit V. Research Report:

Report writing - i) Meaning, Importance, Structure



Teacher



Co-ordinator



Principal

**T.Y.B.M.S. (SEM. V)
CUSTOMER RELATIONSHIP MANAGEMENT**

COURSE OUTCOMES:

1. To outline the terms, concepts, customer relations and relationship marketing in CRM
2. To identify CRM Marketing Initiatives, Customer Service and Data Management
3. To appraise the Strategies and Plans for effective Implementation and Evaluation of CRM
4. To evaluate the recent trends and new horizons in CRM

MONTH	Topics to be covered
JUNE 2023	<p><u>Module I. Introduction to Customer Relationship Management:</u></p> <ul style="list-style-type: none"> • Concept, Evolution of Customer Relationships: Customers as strangers, acquaintances, friends and partners • Objectives, Benefits of CRM to Customers and Organisations, Customer Profitability Segments, Components of CRM: Information, Process, Technology and People, Barriers to CRM • Relationship Marketing and CRM: Relationship Development Strategies: Organizational Pervasive Approach, Managing Customer Emotions, Brand Building through Relationship Marketing, Relationship Challenges
JULY 2023	<p>Service Level Agreements</p> <p><u>Module II. CRM Marketing Initiatives, Customer Service and Data Management:</u></p> <ul style="list-style-type: none"> • CRM Marketing Initiatives: Cross-Selling and Up-Selling, Customer Retention, Behaviour Prediction, Customer Profitability and Value Modeling, Channel Optimization, Personalization and Event-Based Marketing • CRM and Customer Service: Call Center and Customer Care: Call Routing, Contact Center Sales-Support, Web Based Self Service, Customer Satisfaction Measurement, Call-Scripting, Cyber Agents and Workforce Management • CRM and Data Management: Types of Data: Reference Data, Transactional Data, Warehouse Data and Business View Data, Identifying Data Quality Issues, Planning and Getting Information Quality, Using Tools to Manage Data, Types of Data Analysis: Online Analytical Processing (OLAP), Clickstream Analysis, Personalisation and Collaborative Filtering, Data Reporting
AUGUST 2023	<p><u>Module III. CRM Strategy, Planning, Implementation and Evaluation:</u></p> <ul style="list-style-type: none"> • Understanding Customers: Customer Value, Customer Care, Company Profit Chain: Satisfaction, Loyalty, Retention and Profits • Objectives of CRM Strategy, The CRM Strategy Cycle: Acquisition, Retention and Win Back, Complexities of CRM Strategy • Planning and Implementation of CRM: Business to Business CRM, Sales and CRM, Sales Force Automation, Sales Process/ Activity Management, Sales Territory Management, Contact Management, Lead Management, Configuration Support, Knowledge Management
SEPTEMBER 2023	<p>CRM Implementation: Steps- Business Planning, Architecture and Design, Technology Selection, Development, Delivery and Measurement</p> <ul style="list-style-type: none"> • CRM Evaluation: Basic Measures: Service Quality, Customer Satisfaction and Loyalty, Company 3E Measures: Efficiency, Effectiveness and Employee Change

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Teacher

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Co-ordinator

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Principal

S.Y.B.COM. - COMMERCE - IV
SEM. IV(PRODUCTION & FINANCE)

COURSE OUTCOMES:

1. To explain the basic concepts of Production Management, Inventory Management and Finance
2. To Outline Quality Management Costs, Tools, for effective Product and Service Quality Management
3. To analyse the framework of Financial System and Credit Rating in India
4. To appraise the recent trends in Finance and Startups

MONTH	Topics to be covered
NOVEMBER - DECEMBER 2023	Module I Production & Inventory Management Production Management: Objectives, Scope Production Planning & Control : Steps, Importance Production Systems: Concept, Types - Continuous and Intermittent Productivity: Concept, Factors Influencing Productivity, Measures for improving Productivity. Inventory Management- Objectives, Inventory Control- Techniques. Scientific Inventory Control System – Importance
JANUARY 2024	Module II. Quality Management: Introduction to Quality: Dimensions of Quality, Cost of Quality: Types – Internal Failure Cost, External Failure Cost, Appraisal Cost, Prevention Cost, Quality Circle: Features. Quality Management Tools: TQM – Importance, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process Service Quality Management: Importance, SERVQUAL Model, Measures to improve service quality.
FEBRUARY 2024	Module III. Indian Financial System Indian Financial Market: Structure, Primary Market – IPO Procedure Dematerialisation: Process, Role of Depositories : NSDL and CDSL SEBI: Functions of SEBI, Investors protection measures of SEBI. Stock Exchange – Functions, Speculators. Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, and ICRA
MARCH 2024	Module IV. Recent Trends In Finance Mutual Funds- Advantages and Limitations, Types, Factors responsible for growth of mutual funds – Systematic Investment Plan. Commodity Market: Categories, Derivatives Market: Types, Participants, Types of Derivative Instruments. Start-up Ventures – Concept, Sources of Funding, Micro Finance – Importance, Role of Self Help Groups.


Teacher


Coordinator

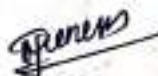

Principal

**S.Y.B.A.F. - RESEARCH METHODOLOGY IN ACCOUNTING AND
SEM. IV FINANCE**

Course Outcome:

- To outline the basics of research, research design, hypothesis, research problem, induction and review of literature
- To appraise on formulation of research design and hypothesis
- To evaluate the methods of Data Collection, Processing and statistical analysis reporting
- To demonstrate an understanding and of research reports enabling them to formulate research synopsis and report

MONTH	Topics to be covered
NOVEMBER - DECEMBER 2023	<p><u>Module I. Introduction to Research</u></p> <p>Introduction and meaning of research, Objectives of research, Features and Importance of research in Accounting and Finance, Objectives and Types of research - Basic, Applied, Descriptive, Analytical and Empirical Research.</p> <p>Formulation of research problem : Meaning and Selection</p> <p>Review of Literature</p>
JANUARY 2023	<p><u>Module II. Research Design in Accounting and Finance</u></p> <p>Meaning of Introduction, Need, and Goodresearch design. Hypothesis: Formulation, Sources, Importance and Types Different Research designs</p> <p><u>Module III. Data Collection and Processing</u></p> <p>Data Collection: Introduction and meaning, types of data Primary data: Observation, Experimentation, Interview, Schedules, Survey,</p>
FEBRUARY 2024	<p>Questionnaires, Limitations of Primary data Secondary data: Sources and Limitations Factors affecting the choice of method of data collection. Sampling: Significance, Methods, Factors determining sample size Data Presentation: Significance in Research, Stages in Data Processing: Editing, Coding, Classification, Tabulation, Graphic Presentation</p>
MARCH 2024	<p><u>Module III. Data Collection and Processing</u></p> <p>Statistical Analysis: Tools and Techniques, Measures of Central Tendency, Measures of Dispersion, Correlation Analysis and Regression Analysis. Use of computer and internet in data collection and processing</p> <p><u>Module IV. Interpretation and Report Writing</u></p>
	<p>Meaning and techniques of interpretation, Research Report Writing: Importance, Essentials, Structure/ layout, Types</p>


Teacher


Co-ordinator


Principal

T.Y.B.COM. - DIRECT AND INDIRECT TAXES PAPER - II

SEM. VI GOODS AND SERVICE TAX ACT

COURSE OUTCOMES:

1. To explain the important terms, scope of supply, registration, GST Framework and Administration and payment of Tax in India
2. To understand – input tax credit, levy and collection of tax and determine value of taxable supply
3. To assess the value, time and place of supply for goods and services
4. To examine the eligibility and conditions for Input Tax Credit and determine tax liability under GST
5. To determine the liability for registration under GST

MONTH	Topics to be covered
DECEMBER 2023	1. Introduction <ul style="list-style-type: none">• What is GST• Need for GST• Dual GST Model• Definitions Section 2(17) Business Section 2(13) Consideration Section 2(45) Electronic Commerce Operator Section 2(52) Goods Section 2(56) India Section 2(78) Non taxable Supply Section 2(84) Person Section 2(90) Principal Supply Section 2(93) Recipient Section 2(98) Reverse charge Section 2(102) Services Section 2(105) Supplier Section 2(107) Taxable Person Section 2(108) Taxable Supply <ul style="list-style-type: none">• Goods & Services Tax Network (GSTN)
JANUARY 2024	5. Registration under GST Law <ul style="list-style-type: none">• Persons not liable registration• Compulsory registration• Procedure for registration 3. Time, Place and Value of Supply <ul style="list-style-type: none">• Deemed registration• Cancellation of registration• Place of Supply• Value of Supply

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Principal

FEBRUARY
2024

- Time of Supply

2. Levy and Collection of Tax

- Scope of Supply
- Non taxable Supplies
- Composite and Mixed Supplies
- Composition Levy
- Levy and Collection of tax
- Exemption from tax

MARCH
2024

4. Input Tax Credit & Payment of Tax

- Eligibility for taking Input Tax Credit
- Input Tax Credit in Special Circumstances
- Computation of Tax Liability and payment of tax

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Co-ordinator

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Principal

Work Diary

Subject: COMMERCE

Date	Class & Time	Subject Taught	Topics Covered	Signature
13/06/23	TYBB1 (7:30-8:20)	Research	Introduction, Discussion & Dissemination of Syllabus, Course Outcomes & Paper Pattern Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern	<u>Ranjana</u>
	TYBCOM A (8:20-9:10)	Direct Tax		
	TYBMS A (9:10-10:00)	Customer Rel. Management		
	TYBAF (7:30-8:20)	Indirect Tax		
14/06/23	TYBCOM B (8:20-9:10)	Direct Tax	Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern CRM - Meaning, Definition, Evolution of CRM. Evolution of Customer Relations	<u>Ranjana</u>
	SYBCOM A (9:10-10:00)	COM III		
	TYBMS A (10:20-11:10)	C.R.M.		
	SYBCOM B (7:30-8:20)	COM III		
15-6-23	TYBAF (8:20-9:10)	Indirect Tax	Introduction, Discussion & Dissemination of Syllabus Course Outcomes & Paper Pattern Unit I - Direct & Indirect Tax, Features, Benefits Objectives of C.R.M. Benefits of CRM to Customers & Organisations Direct & Indirect Tax, Previous Year, Assessment Year, Assessee, Person	<u>Ranjana</u>
	TYBMS A (9:10-10:00)	CRM.		
	TYBCOM A (10:20-11:10)	Direct Tax		
	SYBCOM A (7:30-8:20)	COM III		
16-6-23	SYBCOM B (8:20-9:10)	COM III	Definition & Meaning of Management Nature of Management Definition & Meaning of Management Nature of Management	<u>Ranjana</u>
	SYBCOM B (8:20-9:10)	COM III		

Work Diary

Subject: COMMERCE

Date	Class & Time	Subject Taught	Topics Covered	Signature
	TYBCOM B (9.10-10.00)	Direct Tax	Direct & Indirect Tax, Previous Year, Assessment Year, Assessee Person	[Signature]
	TYBCOM A (10.20-11.10)	Direct Tax	Capital Assets, Transfer, Business (Gross Total Income)	
17/6/23	-	-		
19/6/23	TYBBI (8.20-9.10) TYBBA (9.10-10.00)	Research Methodology C.R.M.	Meaning & Definition of Research, Characteristics of Research Barriers to CRM.	[Signature]
	TYBAF (10.20-11.10)	Indirect Tax	Scope of GST, Dual GST, History of GST Taxes Subsumed, GST Council.	
20/6/23	TYBBI (7.30-8.20) TYBCOM A (8.20-9.10)	Research Methodology Direct Tax	Objectives of Research, Types of Research - Basic, Applied, GST Income, Assessment, Residential Status. - Conditions	[Signature]
	TYBAF (9.10-10.00)	Indirect Tax	GST Network, GSTIN, Definitions under GST	
21/6/23	TYBAF (7.30-8.20) TYBCOM B (8.20-9.10)	Indirect Tax Direct Tax	Definitions under GST Capital Assets, Transfer, Business, Gross Total Income, Assessment, Residential Status	[Signature]

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Co-ordinator

[Signature]
Principal

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
	SYBcom A (9.10-10.00)	COM III	Functions of Management	[Signature]
	TYBMS A (10.20-11.10)	CRM	Components of CRM	
22/06/23	SYBcom A+B (7.30-8.20)	Com. III	Hawthorne Experiments → I, II & III	[Signature]
	TYBcom B (8.20-9.10)	Direct tax	Residential Status → Exceptions, Additional C R & NOR/OR problems Solved	
	TYBMS A (9.10-10.00)	CRM	Session by Counselor	
	TYBAF (10.20-11.10)	Indirect Tax	Registration under GST - problems Solved	
23/06/23	SYBcom A (7.30-8.20)	Com. III	Hawthorne Experiments	[Signature]
	SYBcom B (8.20-9.10)	Com. III	Functions of Management	
	TYBcom B (9.10-10.00)	Direct Tax	Hawthorne Experiments Functions of Management	
	TYBMS A (7.30-8.20)	CRM	Residential Status - Problems Solved.	
24/06/23	SYBcom A (8.20-9.20)	COM III	Relationship Strategies in CRM - Case Study	[Signature]
	SYBcom B (9.10-10.00)	COM III	Functions of Management	
	SYBcom A (9.10-10.00)	COM III	Scientific Management → F.W. Taylor	

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
26/06/23	TYBB1 (8:20-9:10)	Research Methodology	Types of Research	} <u>Preneys</u>
	TYBMS (9:10-10:00)	C.R.M.	Relationship Development Strategies	
27/06/23	TYBcom A&B (11:50-12:40)	Direct Tax	Residential Status. Problems Solved	} <u>Preneys</u>
	TYBMS A (1:00-1:50)	CRM	Relationship Development Strategies	
28/06/23	TYBcom B (11:10-12:00)	Direct Tax	Residential Status- Problems Solved	} <u>Preneys</u>
30/06/23	SYBcom A&B (7:30-8:20)	Com. III	Scientific Management - Principles	
	TYBcom A&B (9:10-10:00)	Direct Tax	Scope of Income - Problems Solved	} <u>Preneys</u>
01/07/23	SYBcom A (7:30-8:20)	Com. III	Functions of Scientific Management	
	SYBcom B (8:20-9:10)	Com. III	Functions of Scientific Management	} <u>Preneys</u>
	TYBMS A (9:10-10:00)	CRM	Managing Customer emotions	
	TYBcom A&B (10:20-11:10)	Direct Tax	Scope of Income - Problems Solved	} <u>Preneys</u>


Coordinator


Principal

03/7/2023

Work Diary

Subject :

Date	Class & Time	Subject Taught	Topics Covered	Signature
03/07/23	TYBB1 (8.20-9.10)	Research Methodology	Research Process	Runeep
	TYBMS A (9.10-10.00)	CRM.	Service Level Agreements	
	TYBAF (10.20-11.10)	Indirect Tax	Registration under GST- Problems solved.	
04/07/23	TYBB1 (7.30-8.20)	Research Methodology	Stages in formulation selection of Research Problem	Runeep
	TYBCOM A (8.20-9.10)	Direct Tax	Residential status- Problem solved.	
	TYBAF (9.20-10.00)	Indirect Tax	Registration under GST- Problems solved	
05/07/23	TYBAF (7.30-8.20)	Indirect tax	Registration Under GST → Compulsory Registration- Post Univ Ops.	Runeep
	TYBcom B (8.20-9.10)	Direct Tax	Scope of Total Income - sums.	
	TYBcom A (9.10-10.00)	Com III	Managerial skills.	
	TYBMS A (10.20-11.10)	CRM.	Service Level Agreement	Runeep
	TYBcom B (7.30-8.20)	Com III	Managerial skills	
06/07/23	TYBAF (8.20-9.10)	Indirect Tax	Registration Process	
	TYBMS A (9.10-10.00)	CRM	Challenges in Relationship, CRM implementation.	Runeep

STATEMENT OF TOTAL SESSIONS ENGAGED (TERM - I)

Sr. No.	Subject Taught	No of Sessions Engaged						Total
		June	July	August	September	October	November	
01.	TYBcom A Direct Tax	06	08	10	09	02		35
02.	TYBcom B Direct Tax	07	10	12	10	02		41
03.	SYBcom A - Com III	07	11	09	06	01		34
04.	SYBcom B. - Com III	06	08	09	06	01		30
05.	TYBAF - Indirect Tax	06	11	15	07	11		50
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06.	TYBMS - CRM	09	14	14	06	01		44
07.	TYBBI - Research Methodology	05	06	05	03	00	01	20

Ramesh

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Sr. No.	Subject Taught	No of Sessions Engaged					Total	
		November	December	January	February	March		April
01.	TYBCOM A - INDIRECT TAX	02	07	16	10	05		40
02.	TYBCOM B - INDIRECT TAX	03	08	18	10	04		43
03.	SYBCOM A - COM - IV	01	06	08	09	05		29
04	SYBCOM B. COM IV	01	04	07	09	06		27
05.	SYBAF - RESEARCH METHODOLOGY	01	03	11	09	06		30
06.	TYBAF - INDIRECT TAX	00	02	12	14	12		42

Prerna

Teacher

[Signature]
Coordinator

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Principal

Teacher's Leave Record

Day	Date	Reason for Leave	Type of Leave	Teacher's Signature	Principal's Signature
Tuesday	18/07/23	Not well - Fever & Stomach infection	CASUAL LEAVE	<i>[Signature]</i>	
Tuesday	25/07/23	Personal → Principals Orientation of Daughlow School	Casual leave	<i>[Signature]</i>	
Monday Tuesday	11/09/23 12/09/23	Notwell - Viral	SICK LEAVE	<i>[Signature]</i>	
Saturday	14/10/23	Personal	CASUAL LEAVE	<i>[Signature]</i>	
Saturday	16/12/23	Personal	Casual leave	<i>[Signature]</i>	
Friday Saturday	05/12/24 06/12/24	Notwell → Viral fever & cold. Gastritis.	SICK LEAVE	<i>[Signature]</i>	
Monday	05/02/24	Daughter Not well	Casual leave	<i>[Signature]</i>	
Wednesday	21/02	Notwell	Casual leave	<i>[Signature]</i>	
Thursday	21/03	Not well	Casual leave	<i>[Signature]</i>	
Saturday	06/04	Personal	Casual leave	<i>[Signature]</i>	
Tuesday Wednesday	30/04/24 01/05/24	Not well	Sick leave	<i>[Signature]</i>	