

As Per NEP 2020

University of Mumbai



Title of the program

A- P.G. Diploma in Banking & Finance

B- M.Com. (Banking & Finance) (Two Year) 2023-24

C-M.Com. (Banking & Finance) (One Year) – 2027-28

Syllabus for

Semester – Sem. II

Ref: GR dated 16th May, 2023 for Credit Structure of PG

University of Mumbai



(As per NEP 2020)

| Sr. No. | Heading | Particulars | |
|---------|---------------------------------|--|--|
| 1 | Title of program O: _____ A | A | P.G. Diploma in Banking & Finance |
| | O: _____ B | B | M.Com. (Banking & Finance) (Two Year) |
| | O: _____ C | C | M.Com. (Banking & Finance) (One Year) |
| 2 | Eligibility O: _____ A | A | Graduate in faculty from Commerce and Management (B.Com, B.Com(B & I), B.Com(A & F), B.Com (FM), BMS) from any University recognised by UGC |
| | O: _____ B | B | Graduate in faculty from Commerce and Management (B.Com, B.Com(B & I), B.Com(A & F), B.Com (FM), BMS) from any University recognised by UGC |
| | O: _____ C | C | Graduate with 4 year UG Degree (Honours/ Honours with Research) with specialization in concerned subject or equivalent academic level 6.0 OR Graduate with 4 year UG Degree Programme with maximum credits required for award of minor degree is allowed to take up the post graduate programme in minor subject provided the student has acquired the required number of credit as prescribed by the concerned Board of Studies |
| 3 | Duration of program R: _____ | A | 1 Year |
| | | B | 2 Year |
| | | C | 1 Year |
| 4 | R: _____ Intake Capacity | 80 | |
| 5 | R: _____ Scheme of Examination | NEP 50% Internal 50% External, Semester End Examination Individual Passing in Internal and External Examination | |

| | | | |
|----|---|-------------------|----------------------|
| 6 | Standards of Passing R: _____ | 40% | |
| 7 | Credit Structure R: _____ | Attached herewith | |
| 8 | Semesters | A | Sem.. I & II |
| | | B | Sem.. I, II III & IV |
| | | C | Sem.. I & II |
| 9 | Program Academic Level | A | 6.0 |
| | | B | 6.5 |
| | | C | 6.5 |
| 10 | Pattern | Semester | |
| 11 | Status | New | |
| 12 | To be implemented from Academic Year | A | 2023-24 |
| | | B | |
| | | C | 2027-28 |

Sunil Karve

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Preamble

1) Introduction

The M.Com in Banking & Finance Course is two year full time program aimed to provide trained professional and generate avenue for employment in BFSI sector. The expansion in BFSI sector and technological advancements has led to rapid changes in finance sector creating a need for skills as per market for young bankers and aspiring financial professionals

2) Aims and Objectives

- Impart the students with higher level knowledge and understanding of contemporary trends in Banking & Finance Sector
- Prepare students to appraise the structure and operations of banking system
- Prepare the students for an in depth analysis of investment, portfolio management and investment banking
- Train the students on teamwork, lifelong learning and continuous professional development

3) Learning Outcomes

- To provide a systematic and rigorous learning and exposure to Banking and Finance related disciplines.
- To train the student to develop conceptual, applied and research skills as well as competencies required for effective problem solving and right decision making in routine and special activities relevant to financial management and Banking Transactions of a business.
- To acquaint a student with conventional as well as contemporary areas in the discipline of Commerce.
- To enable a student well versed in national as well as international trends.
- To facilitate the students for conducting business, accounting and auditing practices, role of regulatory bodies **in corporate and financial sectors nature of various financial instruments.**

4) Any other point (if any)

5. Credit Structure of the program (Sem-I, II, III & IV) (Table as per Parishisht 1 with Sign of HOD and Dean)

R: _____

Post Graduate Programs in University

Parishishta1

| Year (2 Year PG) | Level | Sem (2 Year) | Major | | RM | OJT /FP | RP | Cum . Cr. | Degree |
|------------------------------------|-------|--------------------------|--|---|----------|------------|----------|--------------|--------|
| | | | Mandatory* | Electives Any One | | | | | |
| I | 6.0 | Sem I | Financial Services Credits 4 | Credits 4 | 4 | | | 22 | I |
| | | Debt Market Credits 4 | Corporate Governance OR | | | | | | |
| | | | Investment Management Credits 4 | Mergers, Acquisitions & Corporate Restructuring OR | | | | | |
| | | | Commercial Bank Management Credits 2 | Commodities and Derivatives Market OR | | | | | |
| | | | | Cost & Management Accounting in Banking & Finance OR | | | | | |
| | | | | Financial Institutions OR | | | | | |
| | | | | RM | | | | | |
| | | Sem II | Financial Literacy Credits 4 | Credits 4 | | 4 | | 22 | |
| | | | Financial Markets Credits 4 | Marketing of Financial Products OR | | | | | |
| | | | Principles of Insurance Credits 4 | Retail Banking OR | | | | | |
| | | | International Finance Credits 2 | Financial Regulatory Authority (RBI & SEBI) OR | | | | | |
| | | | | Corporate Risk Management OR | | | | | |
| | | | | Corporate Finance | | | | | |
| Cum. Cr. For PG Diploma | | | 28 | 8 | 4 | 4 | - | 44 | |

Exit option: PG Diploma (44 Credits after Three Year UG Degree)

| | | | | | | | | | |
|-----------------------------|-----|---------|--|---|---|---|----|----|--------------------------|
| II | 6.5 | Sem III | Treasury Management 4 Credits | Credits 4 | | | 4 | 22 | PG Degree After 3-Yr. UG |
| | | | Rural Banking 4 Credits | Insurance Marketing OR | | | | | |
| | | | Accounting of Banking Financial Sector 4 Credits | Mutual Funds OR | | | | | |
| | | | Securitization Act 2002 2 Credits | E-Banking OR | | | | | |
| | | | | Auditing of Banking and Financial Sector OR | | | | | |
| | | | | Customer Services and Relationship Management | | | | | |
| | | Sem IV | Financial Planning- 4 Credits | Credits 4 | | | 6 | 22 | |
| | | | Universal Banking 4 Credits | Indian Banks and Use of ICT OR | | | | | |
| | | | Demonetisation and Currency Management 4 Credits | Cyber Law for preventing Banking Frauds OR | | | | | |
| | | | | Wealth Management OR | | | | | |
| | | | | Financial Inclusion OR | | | | | |
| | | | | Indian Foreign Policy | | | | | |
| Cum. Cr. For 1 Yr PG Degree | | | 26 | 8 | | | 10 | 44 | |
| Cum. Cr. For 2 Yr PG Degree | | | 54 | 16 | 4 | 4 | 10 | 88 | |

Note:- *The number of courses can vary for totaling 14 Credits for Major Mandatory Courses in a semester as illustrated

Semester -II

University of Mumbai

Mandatory 1

Programme Name: M. Com (Banking & Finance)

Course Name: Financial Literacy

Total Credits: 04

University assessment: 50

Pre-Requisites

Total Marks: 100

College assessment: 50

Introduction:

Financial literacy refers to the ability to understand and apply different financial skills effectively, including personal financial management, budgeting, and saving. Financial literacy makes individuals become self-sufficient, so that financial stability can be accomplished.

Aims & Objectives:

- 1) To outline different aspects of financial literacy and process of financial planning
- 2) To promote financial well-being amongst the learners
- 3) To understand different financial services
- 4) To understand concept of personal tax and valuation

Course outcomes:

CO1: Learner will be able to develop proficiency for personal and family planning.

CO2: Learners will be able to analyze financial products and management.

CO3: Learners will be able to understand government schemes and insurance services

CO4: Learners will be able to compute personal tax and concepts of valuation

MODULE I:

(2 CREDITS)

Unit 1: Financial Products

- a) Introduction to Saving, Management of spending and financial discipline, Banking products and services, 5Cs for Credit: (Character, Capacity, Collateral, Capital and Conditions), Credit Information Organizations and Credit Score
- b) Investment Opportunity and Financial Products, Insurance: Life and Non-Life Insurance including Medical Insurance Scheme. Power of Compounding and Rule of 72 Concept of Risk and Return National Pension System and Retirement Planning Estate Planning, importance of nomination, Will and Power of Attorney

Unit 2: Financial Planning and Management

- a) Financial Planning – Meaning, Process and Importance, SMART Financial Goals, Budgeting, Financial Planning Types (Investment Planning, Tax Planning, Retirement Planning and Estate Planning)

- b) Financial Frauds: Investment Frauds, Lottery Frauds, Marketing Frauds, Credit Card Frauds Government Scheme for various savings, investment options, Case Studies on Financial Frauds in India

MODULE II:

(2 CREDITS)

Unit 3: Financial Services from Post Office and Insurance Services

- a) Post office Savings Schemes: Savings account - Recurring deposit -Term Deposit - Monthly Income Scheme - Kissan Vikas Patra – NSC – PPF - Senior Citizen Savings Scheme - Sukanya Samridhi Yojana/Account - Indian Post Payments Bank - Money Transfer - Money Order.
- b) Insurance Services: Life Insurance – Life Insurance Policies - Term Insurance and Endowment Policies - Pension Policies - Health Insurance Plans – ULIP - Property Insurance - General Insurance - Types, Postal Life Insurance Schemes- Housing Loans - Institutions providing Housing Loans, Pradhan Mantri Awas Yojana: Rural and Urban.

Unit 4: Personal Tax & Valuation

- a) Introduction to basic Tax Structure in India for personal taxation, Aspects of Personal tax planning, Exemptions and deductions for individuals, e-filing
- b) Time Value of Money, Present Value, Internal Rate of Return, Bonds Returns Returns from Stocks ,Annuity Techniques of Discounting

References:

- Introduction to Financial Planning- Indian Institute of Banking & Finance
- Financial Planning: A Ready Reckoner, Tata McGraw Hill
- NISM Certification Material
- Financial Management: Principles and Applications, by Prasanna Chandra

Mandatory 2

Programme Name: M. Com (Banking & Finance)

Course Name: Financial Markets

Total Credits: 04

University assessment: 50

Pre requisite:

Total Marks: 100

College assessment: 50

Introduction:

Financial Markets include any place or system that provides buyers and sellers the means to trade financial instruments, including bonds, equities, the various international currencies, and derivatives. Financial markets facilitate the interaction between those who need capital with those who have capital to invest.

Aims & Objectives:

- 1) To understand the Indian Financial System and Structure of Indian Financial System
- 2) To understand the financial markets operating in India with special reference to money market, capital market and debt markets
- 3) To understand the intricacies of operating in commodity markets
- 4) To understand basic concept of derivative market and differentiate between forward and future market

Course outcomes:

CO1: Learners will be able to outline the structure and functions of Indian financial system and evaluate the functioning of different financial institutions and services

CO2: Learners will be able to understand the financial markets operating in India and the functioning of money market, capital markets and debt markets in India

CO3: Learners will be well acquainted with the modalities of commodities market and will get enough domain knowledge of functioning, settlement system and factors influencing the commodities markets

CO4: Learners will be able to identify and evaluate derivatives instruments by gaining the knowledge of derivatives markets

MODULE I:

(2 CREDITS)

Unit 1: Indian Financial System

- a) Introduction, Meaning, Functions of financial system, Indian financial system from financial neutrality to financial activism and from financial volatility to financial stability, Role of Government in financial development, Overview of Phases of Indian financial system since independence (State Domination – 1947-1990, Financial sector reforms 1991 till Financial Sector Legislative Reforms Commission 2013), Monitoring framework for financial conglomerates.

- b) Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services

Unit 2: Financial Markets in India

- a) Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets and Reforms. Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market.
- b) Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market. Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE. Equity Market – Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA, Green Shoe Option, Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP. Indian Debt Market –Market Instruments, Listing, Primary and Secondary Segments

MODULE II:

(2 CREDITS)

Unit 3: Commodity Markets

- a) Introduction to commodities market - Meaning History & origin, Types of commodities traded, Structure of commodities market in India
- b) Participants in commodities market, Trading in commodities in India (cash & derivative segment), Commodity exchanges in India & abroad. Reasons for investing in commodities. CASE STUDIES

Unit 4: Derivatives Market

- a) Introduction to Derivatives market- Meaning, History & origin, Elements of a derivative contract, Factors driving growth of derivatives market
- b) Types of derivatives, Types of underlying assets, Participants in derivatives market, Advantages & disadvantages of trading in derivatives market. Current volumes of derivative trade in India, Difference between Forwards & Futures, Case Studies

References:

- Khan M.Y, Financial Services, Mc Graw Hill Education.
- Dr.S. Gurusamy, Financial Services, Vijay Nicole Imprints.
- E. Gordon and K. Natarajan – Financial Markets and Services
- Niti Chatnani- Commodity markets McGraw Hill Publication
- S. Kevin, - Commodities & financial derivatives PHI Learning Pvt Ltd

Mandatory 3

Programme Name: M. Com (Banking & Finance)

Course Name: Principles of Insurance

Total Credits: 04

University assessment: 50

Prerequisite:

Total Marks:100

College assessment: 50

Introduction:

Today, insurance has become an important device for risk management as it affects people in all walks of life. That is why insurance industry secures an important place among financial institutions operated in service sector throughout the world. Due to increasing complication of life, trade and commerce, individuals as well as business entities tend to move to insurance to manage various risks. In view of the increasing scope of Insurance, it is essential to acquire a general basic knowledge of the insurance

Aims and Objectives:

- 1) To introduce participants to a diverse array of contemporary insurance topics.
- 2) To familiarize participants with the fundamental concepts of insurance, including risk management and insurance policies.
- 3) To explore the structure and types of insurance policies, along with their legal implications.
- 4) To provide insight into the management practices of insurance companies.

Course outcomes:

CO 1: Learner will able to acquire knowledge about basics of Insurance.

CO 2: Learner will able to develop a critical understanding of ethical and professional behavior in insurance business.

CO 3: Learner will able to understand and evaluate financial regulation in insurance sector.

MODULE I:

(2 CREDITS)

Unit 1: Introduction to Principles of Insurance and Insurance Market

- a) History of Insurance in India, Insurance - Meaning, Definition, Functions, Nature and Principles of Insurance – Insurance Contract - Importance of Insurance to Society, Individuals, Business and Government.
- b) Features of Insurance market in India, Types of Insurance - Life Insurance & General Insurance, Insurance Customers, Insurance Terminology. Organizational structure, Functional process, Distribution Channels, Distribution channels in Insurance.

Unit 2: Life Insurance and General Insurance

- a) Life Insurance - Meaning and Features of Life Insurance Contract – Classification of policies, Life Insurance Planning, Financial Planning and Life Insurance, Life Insurance – Claims Management.
- b) General Insurance - Meaning and Features of General Insurance Contract - Types of General Insurance, Fire Insurance – Meaning, Nature and Use of Fire Insurance- Fire

Insurance Contract, Kinds of policies – Policy conditions, Marine Insurance - Meaning and Nature of Marine Insurance, Classification of policies, Policy conditions, Personal Accident Insurance, Motor Insurance, Liability Insurance- Bancassurance.

MODULE II:

(2 CREDITS)

Unit 3: Regulations of Insurance Business

- a) Development of Insurance Legislation in India and Insurance Act 1938, Insurance Regulatory and Development Authority of India (IRDAI), IRDAI and its Functions, Protection of Policyholders Interest, Dispute Resolution Mechanism, International Trends in Insurance Regulation, Code of conduct for Insurer, Basics requirements of the licensing regime for regulation of insurance Intermediaries, Grant of License.

Unit 4: Ethical Issues and Rating Practices

- a) Insurance Intermediaries duties to policyholders, Protection of Personal Data, Prevention of Insurance Fraud
- b) Rating Practices, Premium payment regulations, Claim Procedure and Management, Survey and Assessment.

References:

- Bedi. H.L: Theory and Practice of Banking.
- Insurance Institute of India.
- K S N Murthy & K V S Sarma: Modern Law of Insurance in India
- Dr. P. Periasamy: Principles and Practices of Insurance
- Manjula V.& Marwa Mona: Life and General Insurance
- Dr. Krishna Murari: Financial Institutions and Regulatory Framework

Mandatory 4

Programme Name: M. Com (Banking & Finance)

Course Name: International Finance

Total Credits: 02

University assessment: 25

Pre-Requisites:

Total Marks: 50

College assessment: 25

Introduction:

International Finance is a section of financial economics which deals with the macro-economic relation between two countries and their monetary transactions. The concepts like interest rate, exchange rate, FDI, FPI and currency prevailing in the trade come under this type of finance.

Aims & Objectives:

- 1) To define the procedures and mechanism in International Finance Management.
- 2) To categorize the functioning of the Global Financial Markets.
- 3) To evaluate and assimilate the functioning of International Bond and Euro Currency Markets.

Course outcomes:

CO1: Learners will be able to recall the concepts associated with Exchange Rate of Regime and Foreign Exchange Rate Policy.

CO2: Learners will be able to Demonstrate the theoretical and numerical understanding of the Foreign Exchange Markets.

MODULE I:

(2 CREDITS)

Unit 1: Fundamentals of International Finance

- a) Meaning and Scope of International Finance-Balance of Payment- Components- Measures and Mechanism to correct Disequilibrium in Balance of Payment - Deficit in Balance of Payment-Concept of Currency Convertibility, Capital Account Convertibility International Monetary System- Gold Standard-Features-Bretton Wood System- Background and Features-Reasons for its Failure-Smithsonian Agreement-SDRs
- b) Current Exchange Rate Systems – Fixed and Flexible Exchange rate- Merits Demerits- Types of Fixed Exchange Rate- Hard Pegs and Soft Pegs- Types of Flexible Exchange Rate- Managed and Free Float, and other Hybrid Mechanism

Unit 2: Foreign Exchange Markets

- a) Introduction- Market and Market Participants- Structure of Forex Markets-The Mechanics of Currency Trading-Types of Transactions and Settlement Dates- Exchange Rate Quotations and Arbitrage (Geographical, Triangular and Interest Rate)- Short Date and Broken Date Forward Contracts- Borrowing and Investment Decisions- Determinants of Exchange Rate – Purchasing Power and Interest rate Parity

b) Foreign Exchange Management in India- Retail and Whole Sale Component of Indian Foreign Exchange Market- Role of FEDAI- FEMA and Regulatory Framework- Dealing Room Operations

Reference:

- Apte P.G. International Finance – A Business Perspective, New Delhi, TATA McGraw Hill , McGraw Hill Education; 2 edition .
- Bhalla .V.K. international Financial Management- S.Chand Publishing International Financial Management. Thummuluri Siddaiah, Pearson Education India,2009.
- “International Financial Management” by P.G. Apte
- International Financial Management” by Maurice D. Levi

University of Mumbai

Electives 1

Programme Name: M. Com (Banking & Finance)

Course Name: Marketing of Financial Products

Total Credits: 04

University assessment: 50

Pre-Requisite:

Total Marks: 100

College assessment: 50

Introduction:

Financial service marketing is the process of promoting the products and services of a financial services firm. Marketing efforts for any company typically have the goals of raising brand awareness, attracting customers, making sales and generating revenue.

Aims & Objectives:

- 1) To make learners understand the difference between marketing and selling and discuss the marketing mix
- 2) To enable learners, distinguish different investment related products
- 3) To discuss the factors considered for devising marketing strategy
- 4) To appraise learners about growth of electronic tools used for marketing

Course outcomes:

CO1: Learners will be able to distinguish between marketing and selling and describe marketing mix

CO2: Learners will be able to classify investment related products

CO3: Learners will be able to outline factors responsible for consumer behavior and devise marketing strategies

CO4: Apply e-marketing tools for advertising, blogging, SEO

MODULE I:

(2 CREDITS)

Unit 1: Introduction to Marketing

- a) Meaning, Definition of Marketing, Marketing concept and its evolution, Difference between marketing and selling, Concept of services- Difference between goods and services
- b) Goods service continuum, Service marketing triangle- Characteristics of services- Marketing mix elements (4 and 7 Ps)- Environmental Analysis-Macro and Micro environment

Unit 2: Introduction to Financial Products

- a) Introduction to Financial Products- Financial service products meaning and Features, Investment related products- concepts and features- classification.

- b) Marketing fundamentals - Market segmentation, Distribution channels- pricing, Decision-factors affecting pricing-pricing policies, Role of regulators in pricing-structure and Marketing of financial products based on client requirements.
- c) CRM - Importance of CRM in Marketing of Financial Services- CRM and Relationship, Marketing-CRM, Concept-CRM implementation and evaluation.

MODULE II:

(2 CREDITS)

Unit 3: Buying Behavior

- a) Consumer's buying behavior-Factors affecting buying behavior, Need and importance of competition analysis, Porters five force model.
- b) Marketing Strategies - Market entry strategies, Recent trends in marketing of investment products, Marketing through social networking channels.

Unit 4: E- Marketing

- a) Introduction to E- Marketing — Meaning, Objectives, Features, Scope, Benefits, Problems and Techniques, E-Marketing Tools – Introduction, Objectives, E-mail Marketing, Creating a website, Social Media Marketing, Pay per Click Advertising, Search Engine Optimization, Blogging and Classified Advertising
- b) Application of E- Marketing- Introduction, Objectives, Online Advertising, Direct Response Medium, Role of Distribution in E- Marketing, Lead Generation Platform, Customer Service Mechanism and Relationship Building Medium.

References:

- Marketing Financial Services: Arthur Meidam: Macmillan
- Marketing Financial Services: Christine Ennew, Trevor Watkins Mike Wright: Routledge
- The Essence of Services Marketing.: Payne, Adrian: Prentice Hall of India Private Limited,
- Customer Service Meaning and Measurement: La Londe, B.J. and Zinszer, P.H: National Council of Physical Distribution Management (NCPDM.)
- Financial Services Marketing: Harrison, Tina: Pearson Education

Electives 2

Programme Name: M. Com (Banking & Finance)

Course Name: Retail Banking

Total Credits: 04

University assessment: 50

Prerequisite:

Total Marks: 100

College assessment: 50

Introduction:

Retail banking is the branch of banking focused on providing financial services to individual customers and small businesses. The primary aim of retail banking is to cater to the everyday banking requirements of consumers, offering solutions for savings, spending, borrowing, and investing. It plays a vital role in facilitating financial transactions and promoting financial inclusion within communities. So, studying this subject students will get insight of working of the Retail Banking.

Aims and Objectives:

- 1) To enable learners to understand in detail the concept of Retail banking.
- 2) To make learners equipped with the latest innovations, trends and technological changes in the Retail banking sector.

Course outcomes:

CO 1: Learners will be able to understand the fundamental of Retail banking

CO 2: Learners will be able to identify role and importance of Retail banking

CO 3: Learners will be in a position to evaluate issues of Retail banking and Digital banking

MODULE I:

(2 CREDITS)

Unit 1: Introduction of Retail Banking

- a. Introduction, Birth of Banking, Causes of the Development of Money, Birth of the Banking System, Characteristics of Retail Banking, Advantages of Retail Banking, Constraints in Retail Banking, Prerequisite for Success of Retail Banking.
- b. Retail Banking in India, Challenges for Retail Banking, Reason for the Growth of the Retail Banking Segment, Scope of Retail Banking in India, Future of Retail Banking.

Unit 2: Retail Products

- a. Retail Products Overview, The approval process for retail loans, credit scoring, Important Asset Products such as Home Loans, Auto / Vehicle Loans, Educational, Loans, Credit / Debit Cards, Other Products / Remittances / Funds Transfer.
- b. Marketing/ Selling of retail products, MIS and Accounting - Retail Strategies, Delivery Channels, Selling Process in Retail Products-Direct Selling Agents,

Customer Relationship Management, Regulations and compliance - Technology for Retail Banking, Accounting entries.

MODULE II:

(2 CREDITS)

Unit 3: Introduction to Principles of Retail Lending & Types of Retail Advances

- a. Principles of Retail Lending - General Principles, Six 'C' Principles, Sources of Information; Types of Retail Advances - Personal Loans, Consumer Loans, Home Loans, Auto Loans, Educational Loans, Installment Credit, Loan Against Shares, Loan Against Automobiles, Loan Against Home, Marriage Loans, Single Payment Loans, Bank Credit Cards, 30-Day Charge Card
- b. Loan Evaluation Procedure, Credit Analysis, Credit Scoring, Common Credit Scoring Models, Limitations of Credit Scoring, Risk Management and Retail Banking, Risk and Return on Consumer Loans, Revenues from Consumer Loans, Processing of Loans.

Unit 4: Application of Retail Banking and other Issues

- a. Business Process Structure in Retail Banking, Business Approach (Domain Specific) in Retail Banking, Product Models in Retail Banking (Liability Products, Retail Asset Products, Other Products/Services), Process Models for Products and Services, Pricing of Products and Services, Technology Models in Retail Banking.
- b. Securitisation, mortgage-based securities; Trends in retailing – New products like Insurance, Demat services, online / Phone Banking, Property services, Investment advisory / Wealth management, Reverse Mortgage – Growth of e-banking, Cross-selling opportunities; Recovery of Retail Loans – Defaults, Rescheduling, recovery process; SARAFAESI Act, DRT Act, use of Lok Adalat forum. Recovery Agents – RBI guidelines.

References:

- Fundamentals of Retail Banking, Author - O.P. Agarwal, Publisher - Himalaya Publishing House
- Retail and Digital Banking, Author – John Henderson, Publisher – Kogan Page
- Retail Liability Products and Other Related services, IIBF, Macmillan
- Retail Banking Trends in India, Dr Bhadrappa Haralayya
- Retail The Lifestyle Banking, Gautam Gan, Sreyashi Gan

Electives 3

Programme Name: M. Com (Banking & Finance)

Course Name: Financial Regulatory Authority

Total Credits: 04

University assessment: 50

Prerequisite:

Total Marks: 100

College assessment: 50

Introduction:

It is critical to maintain stability, integrity, and justice in the ever-changing world of global finance. The maintenance of global financial systems' functionality and trust is largely dependent on financial regulatory authorities. These organizations monitor, regulate, and enforce markets to protect investors, encourage openness in the marketplace, and reduce systemic risks. We set out to investigate the roles, difficulties, and importance of financial regulatory bodies in the modern, global financial system through this subject.

Aims and Objectives:

- 1) To make the students familiar with different Financial Regulators in India.
- 2) To develop competencies for applying such learning to address problems related to Finances.

Course outcomes:

CO1: To keep an eye on different Financial Regulations while making business decisions

CO2: To be able to evaluate the legal and regulatory framework of Finance

CO3: To be able to make decisions related to finance on immediate basis

MODULE I:

(2 CREDITS)

Unit 1: Reserve Bank of India (RBI)

- a) Concept of RBI, Institutional Growth of RBI, Evolution of RBI, Role of RBI in regulating Banking and Finance, Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of RBI. Supervisory Role of RBI- Regulation and Supervision: Need for Regulation and Supervision.
- b) Banking Regulation Act, 1949, Banking Regulation and Supervision, Functions of the Department of Supervisory, Regulations Review Authority, RBI – On-site Inspection and Off-site Monitoring and Surveillance: The Core Principles for Effective Supervision – On-site Examination – Off-site Surveillance– On-site Inspection and Off-site Monitoring in India

Unit 2: Security and Exchange Board of India (SEBI)

- a) SEBI: The Securities and Exchange Board of India Act, 1992- Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration.
- b) Registration of Stock Brokers, Sub - Brokers Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-IPO-Employee option-right-bonus-preferential allotment intermediary-operational-promoter lock in period requirements-offer document.

MODULE II:

(2 CREDITS)

Unit 3: Insurance Regulatory and Development Authority of India (IRDA)

- a) Concept of IRDA, Institutional Growth of IRDA, Evolution of IRDA, Role of IRDA in regulating Insurance and Finance.
- b) Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of IRDA. Duties, powers and functions of IRDAI, Role of IRDA in regulating Life Insurance, General Insurance and Health Insurance

Unit 4: Other Regulatory Authorities in India

- a) MCA (Ministry of Corporate Affairs) Concept, History, Roles & Responsibilities in regulating the corporate sector specially administration of the Companies Act 2013, and The Limited Liability Partnership Act, 2008
- b) PFRDA Pension Funds Regulatory and Development Authority (PFRDA): Concept, structure, History, Functions of the PFRDA. Association of Mutual Fund in India (AMFI)- Concept, History, Objectives, role of AMFI in regulating Mutual Fund in India.

References:

- Indian Financial System by Bharati V. Pathak.
- Theory and Practice of Central Banking in India- V.A.Avdhani, Second Edition, Published by Somaiya Publications Pvt. Ltd.
- Reserve Bank of India, Various Reports, RBI Publication, Mumbai.
- Mamta Bhargava – Compliances and Procedures under SEBI Law
- V.L Iyer – SEBI Practice Manual - Taxmann
- Mutual Fund in India by Daryab Sigh, Rajat Publication, 2021

Electives 4

Programme Name: M.Com. (Banking & Finance)

Course Name: Corporate Risk Management

Total Credits: 04

University Assessment: 50

Prerequisite:

Total Marks: 100
College Assessment: 50

Introduction:

Risk is an inevitable component of economic activity, as is risk management. In general, people handle their affairs to be as content and safe as possible given their circumstances and available means. However, risk exists because it is rarely possible to foresee with absolute confidence whether these situations will turn out well or poorly, no matter how diligently they are managed. Although almost everything we do carries some risk, the reading will concentrate on financial and economic risk, especially as it pertains to investment management. Together, the responses to these queries aid in defining the risk management procedure. The structure of this reading follows the lines of these inquiries.

Aims and Objectives:

- 1) To outline the concept and fundamentals of risk management.
- 2) To summarise various capital market and risk associated with it.
- 3) To explain credit risk management process, Basel norms and concept of CAR
- 4) To acquaint learners about application of risk measurement tools.

Course outcomes:

CO1: Learners will be able to identify risk and uncertainty in business and learn to compare them, review ERM, and various financial crisis

CO2: Learners would be able to use credit risk management process, review Basel Norms and calculate CAR

MODULE I:

(2 CREDITS)

Unit 1: Foundations of Risk Management

- a) The Concept of Risk, Identification of Risk faced by Organization, Risk and Uncertainty, Dynamic Nature of Risks, Strategic and Operational Risks, Financial Risk faced by Organization.
- b) Evolution of Risk Management, Objectives of Risks Management, Process of Risk Management

Unit 2: Evaluation of Risk

- a) Evaluation of Organization's ability to bear them, Risk Measurement, Risk monitoring versus managing risk.
- b) Role of Risk Manager and Risk Committee in identifying and managing risk
the firm wide risk management: the enterprise risk management, The building blocks of ERM

Unit 3: Credit Market Risk Management

- a) Introduction, Information required for evaluation of credit risk, Procedure for Credit Risk Management.
- b) Credit Life cycle, Loan Review Mechanism guidelines on Credit Rating Framework in Banks, Introduction of Basel Norms and calculation of capital adequacy ratio (Calculation)

Unit 4: Foreign Exchange Risk

- a) Forex Market, Identifying and Analyzing Forex Risk, Managing Forex Risk.
- b) Interest Rate Market and Mathematics, Identifying and Analyzing Interest Rate Risk, Measuring Interest Rate Risk

References:

- The Essentials of Risk Management: Michel Crouhy, Dan Galai,, Robert Mark :MC Graw Hill Education
- A Practical Guide to Risk Management : Thomas S Koleman: Research Foundation of CFA Institute
- Risk Management – Concepts and Guidance: Carl Pritchard: CRC Press
- Quantitative Risk Management : A Practical Guide to Financial Risk- Thomas S. Coleman
- Risk Management: Insurance and Derivatives Dr G Kotreshwar-Himalaya Publishing House .

Electives 5

Programme Name: M. Com (Banking & Finance)

Course Name: Corporate Finance

Total Credits: 04

University assessment: 50

Pre-Requisite:

Total Marks: 100

College assessment: 50

Introduction:

Corporate finance refers to activities and transactions related to raising capital to create, develop and acquire a business. It is directly related to company decisions that have a financial or monetary impact. It can be considered as a liaison between the capital market and the organization.

Aims & Objectives:

- 1) To familiarize learners with fundamental concepts and principles of financial management, including its scope, objectives, and the distinction between profit maximization and value maximization.
- 2) To Comprehend the capital budgeting process, including project classification, investment criteria, and the various techniques used such as NPV, IRR, payback period, and ARR.
- 3) To Grasp the concept of time value of money, including present value, annuity, and various discounting and compounding techniques.
- 4) To analyze the concept and measurement of cost of capital, including its components such as WACC and marginal cost of capital.

Course outcomes:

CO1: Learners will gain a comprehensive understanding of financial management, including its scope, objectives, and the distinction between profit maximization and value maximization.

CO2: Learners will be able to recognize the strategic significance of financial management across corporate, business, and functional strategies, and understand its interface with financial planning.

CO3: Learners will be able to understand the capital budgeting techniques, including NPV, IRR, payback period, and sensitivity analysis, along with the ability to assess and mitigate risks in project planning effectively.

MODULE I:**(2 CREDITS)****Unit 1: Scope and Objectives of Financial Management**

- a) Financial Management - Introduction, Meaning, Scope, Objectives, Profit v/s Value Maximization. Strategic Financial Management – Need and Importance Corporate, Business and Functional Strategy
- b) Financial Planning - Need and Importance, Interface of Financial Policy and Strategic Management Relationship of Finance to Economics and Accounting Role of Financial Manager

Unit 2: Capital Budgeting – Project Planning & Risk Analysis

- a) 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)
- b) 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.

MODULE II:**(2 CREDITS)****Unit: 3 Time Value of Money**

- a) Concept, Present Value, Annuity, Techniques of Discounting, Techniques of Compounding.
- b) Bond Valuation and YTM

Unit 4: Financial Decisions

- a) Cost of Capital - Introduction, Definition of Cost of Capital, Measurement of Cost of Capital, WACC, Marginal Cost of Capital
- b) Capital Structure Decisions - Meaning, Choice of Capital Structure, Importance, Optimal Capital Structure, EBIT-EPS Analysis, Cost of Capital, Capital Structure and Market Price of Share, Capital Structure Theories, Dividend Policy - Pay Out Ratio Business Risk and Financial Risk - Introduction, Debt v/s Equity Financing, Types of Leverage, Investment Objective/Criteria for Individuals/Non-business Purpose

References:

- Fundamentals of Financial Management by D. Chandra Bose, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Bhabotosh Banerjee, PHI Learning Pvt. Ltd., New Delhi
- Fundamentals of Financial Management by Vyuptakesh Sharma, Pearson Education, New Delhi

- Fundamentals of Financial Management by J.C. Van Horne, Prentice Hall of India, New Delhi
- Financial Management: Text and Problems by M.Y. Khan and P.K. Jain, Tata McGraw Hill, New Delhi

University of Mumbai

Paper Pattern (Total 50 Marks)

Internal = 25 Marks
External = 25 Marks

Internal Paper Pattern (25 Marks)

| | |
|--|------------------------|
| Q1. Project Presentation/ Case Study writing | 05 Marks |
| Q2. Quiz/ Group discussion | 05 Marks |
| Q3. Paper Presentation/ Seminar presentation | 05 Marks |
| Q4. Class Test | 10 Marks |
| Total | <u>25 Marks</u> |

External Paper Pattern (25 Marks)

| | |
|------------------------------------|------------------------|
| Q1. Case Study Analysis | 05 Marks |
| Q2. Answer the following (Any One) | 10 marks |
| A | |
| Or | |
| B | |
| Q3. Answer the following (Any One) | 10 Marks |
| A | |
| Or | |
| B | |
| Total | <u>25 Marks</u> |

Paper Pattern Total 100 Marks)

Internal = 50 Marks
External = 50 Marks

Internal Paper Pattern (50 Marks)

| | |
|--|------------------------|
| Q1. Project Presentation/ Case Study writing | 10 Marks |
| Q2. Quiz/ Group discussion / Role Playing | 10 Marks |
| Q3. Paper Presentation/ Seminar presentation | 10 Marks |
| Q4. Class Test | 20 Marks |
| Total | <u>50 Marks</u> |

External Paper Pattern (50 Marks)

| | |
|------------------------------------|----------|
| Q1. Case Study Analysis | 10 Marks |
| Q2. Answer the following (Any One) | 10 marks |
| A | |
| Or | |
| B | |
| Q3. Answer the following (Any One) | 10 Marks |
| A | |
| Or | |
| B | |
| Q4. Answer the following (Any One) | 10 marks |
| A | |
| Or | |
| B | |
| Q5. Answer the following (Any One) | 10 marks |
| A | |
| Or | |
| B | |

Guidelines for Case Study Analysis

1. Use the representation of real situations; avoid presenting situations that do not exist/ are not plausible in real life
2. Make sure that the description of the case is as clear and specific as possible
3. Make sure there is sufficient information on the content and the context of the case ask students Interpretative and application questions
4. Questions need to be devised to assess the interpretation and application of knowledge, comprehension skills, and critical thinking skills
5. Devise clear and unambiguous questions to limit student confusion and time spent interpreting the question like suggest suitable title, offers a summary, explaining the scenario in detail, Problem/ issue presented in the scenario, suggest Solution/chosen course of action etc.
6. Maximum words for case study (Approx. 500-700 words) and followed by number of questions will depend on marks (3/4 marks each). Necessary precaution is to be taken for avoiding plagiarism

Passing Standard

Credit: 02 (Total 50 Marks)

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e., 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 10 Out of 25) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner individually passes the Internal Assessment as well as Semester End Examination.

Credit: 04 (Total 100 Marks)

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e., 20 out of 50) in the Internal Assessment and 40% marks in Semester End Examination (i.e., 20 Out of 50) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner individually passes the Internal Assessment as well as Semester End Examination

Distribution of the Marks for the On Job Training

| On Job Training / Internship | On Job Training Report / Internship Report | Viva Voce | Total Marks |
|-------------------------------------|---|------------------|--------------------|
| 40 (Based on certificate) | 40 (Based on report) | 20 | 100 |

Guidelines:

1. The objective of the On Job Training / Internship is to give the students hands-on experience of real-life business operations.
2. On Job Training of minimum 80 hours is mandatory and Student shall write a On Job Training report Internship Report on training he/she undergone
3. The student shall write a On Job Training report Internship Report of not less than 5000 words under the guidance of assigned college teacher.
4. The student shall submit a typed copy of the On Job Training Report Internship Report to the college before semester end examination.
5. The faculty of the college will internally evaluate the report and marks will be communicated by the College to the University along with marks for internal evaluation for all other papers.
6. Certificate of successfully completion of On Job Training / internship given by the competent authority (Head of concerned Company/ Department) is mandatory to be attached with the project Report.
7. The work may culminate with a presentation and voce. No student can appear for Viva-Voice examination unless he/she submits on the required Report.

Distribution of the Marks for Field visit

| On field visit | Field visit Report | Viva Voce | Total Marks |
|------------------------|---------------------------|------------------|--------------------|
| 40 (Based on diary) | 40 (Based on report) | 20 | 100 |

Field project integrates theory and practice by providing students with an opportunity to work on real-world challenges. Student shall visit to respective firms/organizations/ markets/companies for whole semester to complete 80 hours and prepare a Field visit report of not less than 5000 words for respective elective or inter-disciplinary area of elective under the guidance of assigned college teacher. It covers many required competencies and offers a rich opportunity to apply theories, while honing problem-solving and other skills. Student will keep diary of his /her work and obtain signature of assigned college teacher Students may work in teams of four. The work may culminate with a presentation and viva voce. No student can appear for Viva-Voice examination unless he/she submits required report. The faculty of the college will internally evaluate the report and marks will be communicated by the College to the University along with marks for internal evaluation for all other papers

Grades and Grade Points:

| Semester GPA/ Programme CGPA Semester/ Programme | % of Marks | Alpha-Sign/ Letter Grade Result |
|---|-------------------|--|
| 9.00 - 10.00 | 90.0 - 100 | O (Outstanding) |
| 8.00 - < 9.00 | 80.0 - < 90.0 | A+ (Excellent) |
| 7.00 - < 8.00 | 70.0 - < 80.0 | A (Very Good) |
| 6.00 - < 7.00 | 60.0 - < 70.0 | B+ (Good) |
| 5.50 - < 6.00 | 55.0 - < 60.0 | B (Above Average) |
| 5.00 - < 5.50 | 50.0 - < 55.0 | C (Average) |
| 4.00 - < 5.00 | 40.0 - < 50.0 | P (Pass) |
| Below 4.00 | Below 40.0 | F (Fail) |
| Ab (Absent) | - | Absent |

SyNILKA

Dr. Sunil Karve
Chairman of
Banking &
Insurance and
Investment
Management

Dr. Ravikant
Balkrishna Sangurde
Offg. Associate Dean
Faculty of
Commerce

Prin. Kishori Bhagat
Offg. Associate Dean
Faculty of
Management

Prof. Kavita Laghate
offg. Dean Faculty of
Commerce &
Mangement



University of Mumbai

University of Mumbai

Guidelines for On-the-Job Training (OJT) for Post Graduate Students As per NEP 2020

With effect from 2023-24

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15. Appendix VII: Proforma for External Evaluation
16. Appendix VIII: Proforma for Internal Evaluation
17. Appendix IX: Proforma for OJT Completion Certificate
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19. Appendix XI: Student Feedback on Internship
20. OJT Guidelines Draft Committee

1. Introduction:

With the introduction of NEP 2020, the higher education programs in India are gearing up to combine theoretical learning with practical application. On-the-job training and internships are tools that provide students with opportunities to apply theoretical knowledge in real-world settings. This hands-on experience helps bridge the gap between classroom learning and practical application.

Internships and on-the-job training programs also offer students the chance to develop essential skills that employers highly value. These include communication skills, problem-solving abilities, teamwork, and adaptability. By working in a professional environment, students gain valuable experience that enhances their employability. They also learn to navigate professional environments, manage responsibilities, and overcome challenges. This experiential learning fosters independence, confidence, and self-awareness, which are essential for success in both career and life.

Furthermore, students get a first-hand look at various industries and career paths. This exposure allows them to explore different fields, understand industry trends, and identify areas of interest. It also helps students make more informed decisions about their career paths after graduation. At the same time, students get valuable networking opportunities. They interact with professionals in their field, build relationships, and expand their professional network. These connections can benefit future job opportunities, mentorship, and career guidance.

Experience gained through internships/ on-the-job training certainly adds value to students' resumes. Employers often look for candidates with practical experience; internships give students a competitive edge in the job market. In addition, a successful internship can sometimes lead to full-time employment opportunities with the same organization.

It is with this backdrop that the University of Mumbai has crafted its OJT policy in light of the NEP 2020 framework as well as the guidelines provided by the Higher and Technical Education Department, Government of Maharashtra (2024) and **UGC Guidelines for Internship/Research Internship for Undergraduate Students 2023**.

An Internship/OJT programme aims to provide students or recent graduates with practical

work experience related to their field of study or career interests. Internships may focus on skill development, career exploration, or both.

According to the UGC guidelines, in an internship programme, students are required to participate in work experience or professional activity, or cooperative education activity with an entity external to the education institution, under the supervision of an expert from the given external entity. A prime aspect of the internship is induction into actual work situations. Internships and OJTs include working with government or private organizations, educational institutions, research and development labs/research organizations/non-government organizations, enterprises, centres involved in research, innovativeness and entrepreneurship, business organizations, local industry, artists, craftspeople, farmers-producer organizations and similar other entities for providing opportunities to students for active engagement in on-site experiential learning.

On-the-job training (OJT) is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real, working environment. It provides the trainees with opportunities to practice skills and apply their knowledge under the most realistic conditions possible, which are the actual job conditions.

2. OJT Objectives:

An OJT programme in general sets out to achieve objectives such as

1. Align classroom learnings with workplace outcomes.
2. Provide students with real-world work experience and align their expectations with job demands.
3. Combine physical and digital learning modes in industry settings, blended with mentorship.
4. Foster research skills, including knowledge discovery, analytical tools, methodologies, and ethical conduct.
5. Introduce students to emerging technologies and their applications in various fields.
6. Strengthen students' entrepreneurial skills and encourage job creation.

7. Facilitate problem-solving, decision-making, teamwork, and collaboration.
8. Foster social awareness and philanthropic values among students.
9. Encourage collaboration between Higher Education Institutes (HEIs), industry, and academia for internships and research opportunities.
10. Instill professional principles, ethics, values, and integrity to meet employment market demands and social needs.

3. OJT outcomes:

After the completion of the OJT programme, the student will be able to;

- apply concepts learned in classrooms to real-world work environments, enhancing their understanding and skills.
- show insights into the challenges, opportunities, and culture of different workplaces, preparing them for future employment.
- navigate through various learning modalities effectively through exposure to hybrid learning models.
- show evidence of research aptitude and skills of critical thinking, analytical skills, and ethical research conduct in the conduct, and communication of their work
- use and appreciate the use of emerging technologies and their applications, enhancing their technological literacy and adaptability.
- display problem-solving abilities in making informed decisions in complex scenarios through practical situations.
- work in teams and collaborate to achieve common goals in diverse work environments through collaborative projects.
- give examples and cite ways of contributing to the field of work in a manner that displays social responsibility and sustainability.
- display integrity in their dealings with their work and the people that they interact

with by upholding professional; principles and ethical standards.

4. An indicative list of areas for OJT:

- Trade and Agriculture
- Economy & Banking Financial Services and Insurance
- Logistics, Automotive & Capital Goods
- Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology Enabled Services & Electronics
- Handcraft, Art, Design & Music
- Healthcare & Life Science
- Sports, Wellness and Physical Education
- Tourism & Hospitality
- Digitization & Emerging Technologies (Internet of Things/Artificial
- Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality etc.)
- Humanitarian, Public Policy and Legal Services
- Communication
- Education
- Sustainable Development
- Environment
- Commerce, Medium and Small-Scale Industries

It may please be noted: This is only an indicative list and not an exhaustive one.

5. Role and responsibilities

Head of the Department (HOD):

- To conduct an orientation session to familiarize students with the OJT purpose and process.
- To establish the code of conduct for the training period and guide students.
- To Assign department faculty members as mentors to OJT students.
- To ensure the OJT program aligns with departmental and institutional academic objectives.
- To Provide resources, training, or assistance to ensure effective supervision.

OJT Coordinator¹:

- To oversee the quality and effectiveness of the OJT program.
- To establish mechanisms for evaluating the program and making improvements.
- To act as a liaison between the department, students, faculty mentors, and OJT supervisors (Host institute/organization)

Student Coordinators²:

- To assist the OJT coordinator in pre-, during and post-OJT activities.

Faculty Mentor³:

- To assist in identifying OJT opportunities
- To monitor student progress and provide guidance
- To review and approve OJT plans
- To collect and review progress reports
- To evaluate OJT documentation including reports, presentations, or other required deliverables (if applicable)

Host Industry/organization/Institute⁴ in the OJT process:

- To provide a conducive work and Learning Environment
- To Assign a supervisor
- To offer work exposure
- To aid the student in developing a work plan
- To collaborate with Educational Institutions and enhance networking opportunities

OJT Supervisor⁵ (Host Institution/organization):

- To guide and direct interns/OJT students
- To provide students with hands-on training and skill development
- To provide feedback and performance evaluation
- To enhance networking and exposure

¹ A faculty member from a college/university department who has been appointed to coordinate the OJT Cell activities.

² Two students studying in the second semester (PG) appointed by the Head of the department to assist the OJT coordinator.

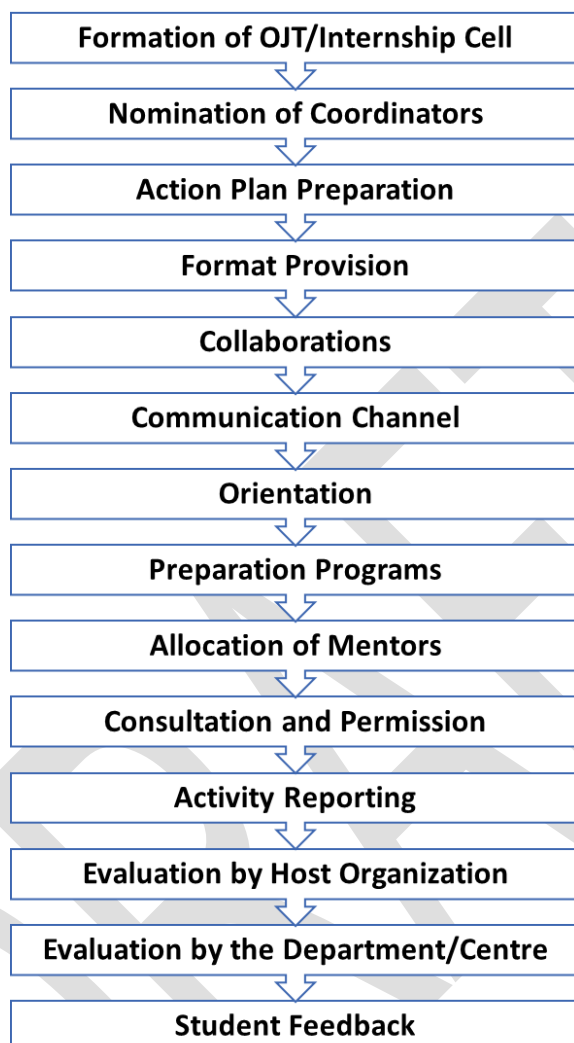
³ A faculty member from a college/University department who has been assigned to mentor a student/a group of students in their pre- OJT, During OJT and Post OJT phases.

⁴ The organization/institute/industry that offers OJT to students

⁵ Person who is designated by the host organization/industry to supervise a student/group of students during their OJT.

6. Process of OJT Implementation:

The Department/Centre/ Institute may consider the following Mechanism for the implementation of OJT:



1. To facilitate effective implementation of the OJT program, Colleges/Departments/Institutes are encouraged to establish an OJT Cell responsible for overseeing its smooth functioning. It will consist of the following: Head of the department, OJT Coordinator, Faculty Mentors and one/two student coordinators⁶.
2. One teaching faculty member and one/two students from each postgraduate department will be nominated to serve as coordinators for the OJT program. These coordinators will play a crucial role in coordinating and implementing the program within their respective departments.

⁶ The Department, however, may decide if they should have student coordinators, based the strength of the batch undergoing OJT.

3. The teacher coordinator will take the lead in preparing an action plan for the implementation of the OJT program. They will also be responsible for coordinating with the central team of the University/College to ensure alignment with broader institutional goals.
4. To streamline the administrative process, the Department/Centre will provide necessary formats to students for documentation related to the OJT program.
5. Each Department/Centre must ensure collaborations with 8-10 relevant organizations, industries, or research institutes. These collaborations will serve as crucial avenues for facilitating internship opportunities for students.
6. Furthermore, the College/Department/Centre/Institute is encouraged to explore and initiate the process of signing a Memorandum of Understanding (MOU) with local businesses, research organizations, and Higher Educational Institutions (HEIs). Such agreements will facilitate training, research, and potential employment opportunities for students.
7. Effective communication is key to the success of the OJT program. All communication about the program will be channeled through the designated OJT coordinator of the department/centre/Institute. This individual will also be responsible for maintaining relevant documents related to the program.
8. Before the commencement of the OJT program, an orientation session will be conducted by the Head of Department. This session will serve to familiarize students with the purpose, process, and code of conduct associated with the program.
9. In addition to orientation, the OJT Cell may design programs or workshops aimed at preparing students for their OJT/internship experience.
10. To ensure effective mentoring and support, an equal number of students will be allocated to each faculty member of the department. These faculty members will act as internship/OJT mentors and will be responsible for monitoring and evaluating the progress of the allotted students.
11. Once students are shortlisted for OJT/internship opportunities, they will consult with the internship/OJT coordinator and mentor. Upon obtaining due permission from the parent institution, students will join the host organization for their OJT/internship experience.
12. Throughout the OJT/internship period, students will maintain activity reports as per the provided format. These reports will be duly signed by the respective supervisor at

the host institution and submitted to their department mentors regularly.

13. Upon completion of the OJT/internship program, students must submit a completion certificate duly signed by the OJT supervisor or a competent authority designated by the host organization. Additionally, they are required to submit a report highlighting their learning and experiences during the internship period to the OJT coordinator.
14. To ensure transparency and accountability, students will also present their work done during the internship to the Department/Centre/Institute committee, which may consist of the OJT Coordinator and Department Mentor.
15. Finally, student feedback will be collected to evaluate the effectiveness of the OJT program and identify areas for improvement in both the program implementation and the broader curriculum.

7. Credits and Duration of On-the-Job Training (OJT):

- a) On-the-job training (OJT) will carry a weightage of Four Credits.
- b) Each student is required to complete one hundred and twenty clock hours of On-the-Job Training (OJT)⁷.
- c) The OJT program is to be completed during Semester II. According to the guidelines outlined in the National Education Policy (NEP), postgraduate students are expected to fulfil this requirement either within the second semester of their PG program or during the semester break following the second semester⁸.

8. Evaluation of OJT:

Evaluation during the OJT program involves two key components: External Evaluation (50%) and Internal Evaluation (50%). The following is a suggested two-fold pattern of evaluation.

1. Host Organization Evaluation: The host organization will assess students based on criteria such as punctuality, completion of hours, and proficiency in required skill sets. They will also provide feedback on the student's overall performance.
2. Department Mentor Evaluation: Additionally, students will be evaluated by their department mentor based on their weekly reporting, written report, and viva voce/presentations.

⁷ In the event that a student is unable to fulfill their obligation to report to their designated organization on a particular day due to medical or other critical reasons, they are required to promptly notify both their department and the organization.

⁸ In case of the non-completion of On-the-Job Training (OJT) during the second semester, student must ensure that the backlog be completed before the conclusion of the third semester.

The suggested evaluation grid for the assessment:

| | | | | |
|---|---------------------|---------------------|-------------------------|------------|
| External (OJT Supervisor, for instance) | Completion of Hours | Quality/Performance | Punctuality/Regularity | Total |
| | 20 | 20 | 10 | 50 |
| Department Mentor | Weekly Reporting | Written Report | Viva-Voce /Presentation | |
| | 15 | 20 | 15 | 50 |
| Total | | | | 100 |

Appendices

Appendix I: OJT Undertaking

| | |
|--|--|
| 1. Student Name: | |
| 2. Current Address | |
| 3. Residence Address | |
| 4. Email ID | |
| 5. Mobile No. | |
| 6. Aadhar | |
| 7. PAN | |
| 8. Overall GPA | |
| 9. Mode of Internship | |
| I confirm that I agree with the terms, conditions, and requirements of the OJT Policy Student Signature: Date _____ | |
| I confirm that the student has attended the OJT orientation, and he/she has met all paperwork and process requirements to participate in the OJT programme and has received approval from his/her mentor. Sign of Head of the Department/ Department Coordinator/Mentor Date _____ | |

Appendix II: Draft Resume Template

Name

Contact Number and Email ID:

Education

HEI Name

Year

Degree / Specialization:

CGPA:

HEI Name: <bachelor's degree>

Year

Degree / Specialization:

CGPA:

Internship / Work Experience

organization Project:

Year

Brief:

Academic Experience

Semester

Year

Project:

Brief:

- Emphasize accomplishments that are relevant to the field
- Be specific—omit unnecessary words and sentences
- Start your sentence with an action verb, not a passive one-Use past-tense verb to show what you have accomplished Quantify results as much as possible
- Use keywords that will catch a recruiter's eye

Other Achievements and Personal Interests

- List other achievements also in reverse chronological order
- Leadership positions held outside your formal work environment
- Personal interests and accomplishments that will distinguish you from other applicants
- Volunteer service/Social Work

Languages known (Mention the level of Proficiency)

Computer Proficiency (Mention the skills you possess)

Appendix III: organization Outreach Letter

<College/Department/Centre/Institute Letter Head>

To

The (Designation of the person addressed)

.....

Subject: Request for _____ weeks/hours OJT of Students

pursuing _____

Dear Sir/Madam,

The (Name of the College/department/centre/Institute) established in _____, is one of the leading Colleges/departments that reflects the vision of leading industrialists and educationalists. The College/department/centre/Institute has been recognized for its overall academic excellence and infrastructure⁹.

In view of the above, I request your good self to allow our following (no. of students) students for practical training in your esteemed organization. Kindly accord your permission and give at least one week for students to join training after confirmation.

| Sr. No. | Name | Roll no. | Year | Department |
|---------|------|----------|------|------------|
| | | | | |
| | | | | |

The resumes of these students are attached to this letter. If vacancies exist, kindly plan for interviews for the students in the above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

OJT/Internship Coordinator/Head of Department

<Department/Centre Name and Date>

⁹ Each College/Department/Centre may customize the content in the main body to suit their specifications.

Appendix IV: Joining Letter of student

< College/Department/Centre/Institute >

To

(Designation of Person addressed)

.....

.....

Subject: Joining letter of student

Dear Sir,

Kindly refer to your letter/e-mail dated _____ on the above-cited subject. As permitted by your good self the following students will undergo OJT/ Internship in your esteemed organization under your sole guidance and direction

| Sr. No. | Name | Roll no. | Year | Department |
|---------|------|----------|------|------------|
| | | | | |
| | | | | |

This training is an essential part of the curriculum, and the following guidelines have been prescribed in the curriculum for the training. You are, therefore, requested to please issue the following guidelines to the concerned OJT supervisor.

- Each student is required to prepare an OJT diary and report.
- Kindly check the OJT diary of the student on a timely manner.
- Issue instructions regarding working hours during training and maintenance of the attendance record

You are requested to evaluate the student's performance based on the below-mentioned parameters (we will provide you with the evaluation sheet):

| Completion of Hours | Quality/Performance | Punctuality/Regularity |
|---------------------|---------------------|------------------------|
|---------------------|---------------------|------------------------|

The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope or in an email.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulations of the organization and will maintain proper discipline with keen interest during their OJT. The students will report to you on _____(date) along with a copy of this letter.

Yours sincerely,

Internship Coordinator/HoD

<Department Name and Date>

Appendix VI: Attendance Sheet¹⁰

<Organization Letter Head>

Name & Address of organization

| | |
|----------------------------------|--|
| Name of the Student | |
| Roll Number | |
| Name of Course | |
| Date of Commencement of Training | |
| Date of Completion of Training | |

Month and Year:

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|---------|-----------|----------|--------|----------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

- The attendance sheet should remain affixed to the Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in the attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature of OJT Supervisor (with date) _____

¹⁰ Even in case of hybrid mode, a certificate of attendance duly signed by the OJT Supervisor needs to be submitted.

Appendix VII: Supervisor Evaluation of OJT Student¹¹

<Organization Letter Head>

Student Name: _____ Date: _____

OJT Supervisor: _____ Title: _____

Organization: _____

OJT Address: _____

Dates of OJT: From _____ To _____

Please evaluate the intern based on the points mentioned in the table below.

| S.no. | Particular | Marks |
|--------------------------|---|-------|
| 1 | Completing of Hours (out of 20) | |
| 2 | Quality/Performance (out of 20) | |
| 3 | Punctuality/Regularity (out of 10) | |
| Total (out of 50) | | |

Overall performance of student intern (circle one): (Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry/organization supervisor _____

¹¹ Please note that this is a suggested template. However, the department may modify as per their parameters.

Appendix VIII: Proforma for Evaluation of OJT by Institute

<Name of the College/Department/Centre/Institute>

1. Name of Student _____
2. Mob. No. _____
3. Roll No. _____
4. Branch/Semester _____
5. Period of Training _____
6. Address of Training Site/organization: _____
7. Type of Work
Date of Evaluation
Please rate the following:

| S.no. | Particular | Marks |
|--------------------------|--|-------|
| 1 | Weekly Reporting (out of 15) | |
| 2 | Written Report (out of 20) | |
| 3 | Viva-Voce /Presentation (out of 15) | |
| Total (out of 50) | | |

Additional Remarks (if any):

Signature of Faculty Mentor

Appendix IX: Proforma for OJT COMPLETION CERTIFICATE

The student should attach OJT completion certificate, duly signed by the industry/organization supervisor to his/her report. A representative format for the OJT completion certificate is as given below:

CERTIFICATE

(On Company/Institute Letterhead)

This is to certify that Ms./Mr. _____, has successfully completed the On-Job training in the _____, from _____ to _____ under the supervision of _____

Authorized signature

Appendix X – Format of OJT Report

- Title of the Report: On-the-Job Training Experience Report
- Name of the Student:
- Name of the organization:
- Department/Division Where Training took place
- Duration of Training: [Start Date to End Date of Training]
- Date of Submission: [Date of Submitting the Report]

The following is a suggested outline. However, the students are advised to consult their respective OJT Mentors.

- Introduction
- Company Overview
- Training Objectives
- Training Experience
- Skills Developed
- Achievements & Contributions
- Challenges Faced
- Lessons Learned
- Recommendations
- Conclusion
- Appendices (if any)
- References

Appendix XI: Student Feedback of OJT¹²

(To be filled by Students after OJT completion)

Student Name: _____ Date: _____

Industry/Organization Supervisor: _____ Title: _____

Supervisor Email: _____ OJT is: Paid Unpaid

Organization: _____

OJT Address: _____

Faculty Coordinator: _____ Department: _____

Dates of OJT: From _____ To _____

Give a brief description of your OJT work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

- Yes, to a large degree
- Yes, to a slight degree
- No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

| This experience has: | Strongly Agree | Agree | No opinion | Disagree | Strongly Disagree |
|--|----------------|-------|------------|----------|-------------------|
| Given me the opportunity to explore a career field | | | | | |
| Allowed me to apply classroom theory to practice | | | | | |
| Helped me develop my decision-making and problem-solving skills | | | | | |
| Expanded my knowledge about the work world before permanent employment | | | | | |
| Helped me develop my written and oral communication skills | | | | | |
| Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action) | | | | | |

¹² The College/Department/Centre may generate the form using Google Form.

| | | | | | |
|---|--|--|--|--|--|
| Expanded my sensitivity to the ethical implications of the work involved | | | | | |
| Made it possible for me to be more confident in new situations | | | | | |
| Given me a chance to improve my interpersonal skills | | | | | |
| Helped me learn to handle responsibility and use my time wisely | | | | | |
| Helped me discover new aspects of myself that I didn't know existed before | | | | | |
| Helped me develop new interests and abilities | | | | | |
| Helped me clarify my career goals | | | | | |
| Provided me with contacts which may lead to future employment | | | | | |
| Allowed me to acquire information and/ or use equipment not available at my Institute | | | | | |

- In the Institute OJT program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
- How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

- In what areas did you most develop and improve?
- What has been the most significant accomplishment or satisfying moment of your OJT?
- What did you dislike about the OJT?
- Considering your overall experience, how would you rate this OJT? (Circle one).
-Satisfactory/ Good/ Excellent
- Give suggestions as to how your OJT experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your OJT? Was closer supervision needed? Was more of an orientation required?)

<Signature of Student>

<Name, Roll number, Date>

Under the Guidance of

Hon'ble Vice Chancellor
Prof. Dr. Ravindra Kulkarni

Hon'ble Pro-Vice Chancellor
(Prin.) Dr. Ajay Bhamare

OJT Guidelines Draft Committee

| | |
|---|----------|
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