



The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

Teaching Plan I, III and V

BCOM

2020-21

THE S.I.A. COLLEGE OF HIGHER EDUCATION, DOMBIVILI - E
TEACHING PLAN 2019-20

Name of Teacher :		Ranjana Mhalgi	Month	No of lectures Available
Subject :		Central Banking	November & December	6
Course, Class and Semester:		B&I / TY / VI	January	15
Division :			February	12
Lectures Alloted for whole Semester:		45	March	12
Actual Lectures Taken :		37	TOTAL	45
2019-20 Month	Strategies Used	Planned	Taken	Remarks
Syllabus Unit -1 Allotted Lectures : 12				
January	An Overview of Central Banking	Explanation using PPT Presentation	8	05
	Concept of Central Banking, Institutional Growth of Central Banking, The Changing Face of Central Banking. Role of Central Banks: Determination of Goals, Inflation Targeting, Exchange Rate Targeting, Money Supply Targeting, Money Growth Targeting, Viable Alternatives to Central Bank, Central Banking in India. Contemporary Issues, Autonomy and Independence, Credibility, Accountability and Transparency of a Central Bank.	Explanation using PPT Presentation Group discussion on Role & functions of Central Bank		
	Syllabus Unit -II Allotted Lectures : 12			
RBI as the Central Bank of India				
	Policy Framework for RBI: Organizational Framework, Operational Framework – Role as a Central Banker, Promotional Role of RBI, Regulatory Role of RBI. RBI and Monetary Policy Macroeconomic Policies: Meaning & Objectives. Monetary Policy- Meaning & Objectives	Explanation using PPT Presentation , Vedios. Open book assignments	8	07
Syllabus Unit -2 contd				
	Monetary Policy in India - Goals, Targets and Instruments A Brief Overview of Fiscal Policy, Striking Balance between Inflation and Growth through Monetary and Fiscal Policies	Explanation using PPT Presentation Quiz on RBI & Monetary Policy Open book assignments	4	04

Completed



Syllabus Unit -III Allotted Lectures : 12				
February	Supervisory Role of RBI			
	Regulation and Supervision: Need for Regulation and Supervision, Banking Regulation Act, 1949, Banking Regulation and Supervision, Functions of the Department of Supervisory, Regulations Review Authority, Unified Regulator v/s Multiple Regulators. 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 – Off-site Monitoring in Different Countries – Computerized Off-site Monitoring and Surveillance (OSMOS). RBI and Financial System, Introduction, Functions, Characteristics of Financial System, Role of RBI in Regulating Financial System and Financial Sector Reforms.	Explanation using PPT Presentation and vedios. Group discussions, Home assignments	12	10
Syllabus Unit -IV Allotted Lectures : 12				
March	Central Bank in other Countries			
	Federal Reserve System – Bank of England – The European Central Banking, Bank of Japan, Peoples Bank of China Interconnectivity of Central Banks with Other International Financial Institutions, ADB, IMF, World Bank, and BIS,(Objectives, Role and Functions)	Explanation using PPT Presentation and vedios. Home assignments	6	08
	Syllabus Unit -V Allotted Lectures : 12			
	Central Banking in Cyber World:			
	E -Banking, E- money, IT induced Changes and Monetary Policy, E- payments, Risks in the New IT Era, Impact of IT, Globalization and Central Banks.	Explanation using PPT Presentation Home assignments , Case study	4	03
TOTAL:			42	37

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Principal
The S. J. A. College of Arts, Science and Commerce
Dumburda, Mumbai

UNIVERSITY OF HIGHER EDUCATION, DOMBIVILI - E
TEACHING PLAN 2019-20

Name of Teacher :		Ranjana Mhalgi		Month	No of lectures Available	
Subject :		Security Analysis & Portfolio Management		November & December	6	
Course, Class and Semester:		B&I / TY / VI		January	15	
Division :				February	12	
Lectures Alloted for whole Semester:		60		March	12	
Actual Lectures Taken :		39		TOTAL	45	
2018-19 Month	Syllabus Unit -I Allotted Lectures : 12		Strategies Used	Planned	Taken	Remarks
November / December	UNIT 1 :Portfolio Management – An Introduction & Process Investment, Meaning, Characteristics, Objectives, Investment V/s Speculation, Investment V/s Gambling and Types of Investors. Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management. Portfolio Analysis – Portfolio Selection		Explanation using PPT Presentation prepare list of Marketable & Non Marketable securities.	8	05	Complete
	Syllabus Unit -II Allotted Lectures : 12					
January	UNIT 2 :Portfolio Management – Valuation Portfolio Revision – Meaning, Need, Constraints and Strategies. Portfolio Evaluation – Meaning, Need, Measuring Returns (Sharpe, Treynor and Jensen Ratios) and Decomposition of Performance.		Explanation using PPT and Chalk & board for solving practical problems, Assignment Problems from previous years QP Case study on Portfolio Management.	7	05	
	Bond Valuation – Meaning, Measuring Bond Returns, Yield to Maturity, Yield to Call and Bond Pricing. Bond Pricing Theorems, Bond Risks and Bond Duration.		Explanation using PPT and Chalk & board for solving practical problems, Assignment Problems from previous years QP. Activity : Quiz on objectives, Home assignments	5	04	
	Syllabus Unit -III Allotted Lectures : 12					
	UNIT 3 : Fundamental Analysis					



	Economy Analysis – Meaning, Framework, Economic Analysis, Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building. Industry Analysis – Concept of Analysis, Industry Life Cycle, Industry Characteristics	Explanation using PPT Presentation	2	02	
	Company Analysis – Financial Statements, Analysis of Financial Statements, (Practical questions on Debt Equity Ratios, Total Debt Ratio, Proprietary ratios, interest coverage ratio, Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios) and Assessment of Risk(Leverages) ,Problems on Ratio Analysis	Lecture method and Chalk & board for solving practical problems, Formulas writing competition, Practise problems assignment of previous exams ,Practise problems & home assignments	6	06	Completed
February	Syllabus Unit -IV Allotted Lectures : 12				
	Unit 4 : Technical Analysis				
	Dow Theory Meaning and Principles of Technical Analysis, Price Chart, Line Chart, Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals, Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average), Oscillators and Relative Strength Index Market Indicators . Fundamental Analysis V/s Technical Analysis	Explanation using PPT Presentation , Chalk & board for solving practical problems, Activity : building technical analysis for companies listed on BSE/NSE & presentation of the same.	8	06	Completed
	Syllabus Unit -V Allotted Lectures : 12				
	Unit 5 :Efficient Market Theory & CAPM				
	The Efficient Market Hypothesis Forms of Market Efficiency Competitive Market Hypothesis CAPM – Fundamental Notions of Portfolio Theory, Assumption of CAPM, Efficient Frontier with Riskless Lending and Borrowing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM.	Explanation using PPT Presentation , Chalk & board for solving practical problems, Objectives solving competition in groups,Assignment problems of previous exams	8	06	
March	UNIT 5: CONTINUED				
	Arbitrage Pricing Theory (APT) ,Factors Affecting Stock Return, Expected Return on Stock, APT V/s CAPM.	Problem solving	3	06	
		TOTAL:	47	40	

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TEACHING PLAN 2019-20

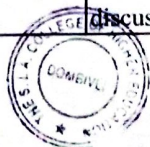
Name of Teacher :	Ranjana Mhalgi	<table border="1"> <thead> <tr> <th>Month</th> <th>No of lectures Available</th> </tr> </thead> <tbody> <tr> <td>November & December</td> <td align="center">6</td> </tr> <tr> <td>January</td> <td align="center">15</td> </tr> <tr> <td>February</td> <td align="center">12</td> </tr> <tr> <td>March</td> <td align="center">12</td> </tr> <tr> <td>TOTAL</td> <td align="center">45</td> </tr> </tbody> </table>	Month	No of lectures Available	November & December	6	January	15	February	12	March	12	TOTAL	45
Month	No of lectures Available													
November & December	6													
January	15													
February	12													
March	12													
TOTAL	45													
Subject :	Cost Accounting													
Course, Class and Semester:	B&I / SY / IV													
Division :														
Lectures Alloted for whole Semester:	45													
Actual Lectures Taken :	47													

2019-20 Month	Syllabus Unit -1 Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
November /December	Unit 1 :INTRODUCTION TO COST ACCOUNTANT	Explanation using PPT Presentation	8	08	Completed
	Meaning & concept of cost, costing, cost accounting objectives & scope, advantages, limitations	Activity : preparing list of companies using cost accounting			
	cost centres & cost units, Difference between cost & financial accounts, cost elements & behavoiur.				
January	UNIT 1 CONTINUED	Explanation using PPT Presentation	3	03	
	Syllabus Unit -2 Allotted Lectures : 15				
	Unit : 2 CLASSIFICATION OF COST ,COST SHEET				
	Cost classification, cost sheet, total costs, unit cost	Lecture method and Chalk & board for solving practical problems,	12	13	
	Practical problems	Open book problem solving			
	RECONCILIATION:	Home assignments			
	Meaning, reasons, proforma of Reconciliation statement	Quiz on objectives			
Practical problems	Activity : Classifying cost items as per given classification.				
Unit 2 : Continued Practical problems	practise/revision problems of previous	4	02		



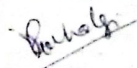
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TEACHING PLAN 2019-20

Name of Teacher :		Ranjana Mhalgi		Month	No of lectures Available
Subject :		Principles and Practices of Banking & Insurance		November & December	6
Course, Class and Semester:		Banking & Insurance, FY BI, Sem -II		January	15
Division :				February	12
Lectures Alloted for whole Semester:		44		March	12
Actual Lectures Taken :				TOTAL	45
Month	Syllabus Unit -I Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Introduction to Banking				
Dec, 2019	Basic Concepts: Origin, Need, Types, Scope and Functions of Banking	Explanation using PPT Presentation	8	08	Completed
	Need for Regulation and Supervision				
January, 2020	Syllabus Unit -II Allotted Lectures : 15		12	11	
	Banking Scenario in India	Explanation using PPT Presentation			
	Banking Operations -Types of accounts - Banking Services - Current S	Lecture method & group discussion			
	Financial Inclusion and Banking Regulations & Role of RBI.	Video lectures			
February,	Syllabus Unit -III Allotted Lectures : 15		12		
	Introduction to Insurance	Expriamaton using PPT Presentation		08	
	Understanding Risk - Kinds of business risks - Need and Scope of insurance -	Lecture method & group discussion			



	Evolution of insurance - Principles of insurance - Types of insurance and policies				
	Risk and Return relationship				
March, 2020	Syllabus Unit -IV Allotted Lectures : 15	Explanation using PPT Presentation	12	08	Completed
	Insurance Business Environment in India	Lecture method & group discussion			
	Growth of Insurance Business - Actuarial Role -				
	Claim and Settlement Procedures - Insurance Regulations Role of IRDA.				
	TOTAL LECTURES		44	35	


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TEACHING PLAN 2019-20

Name of Teacher :		Ranjana Mhalgi			
Subject :		Environment and Management of Financial Services			
Course, Class and Semester:		Banking & Insurance, FY BI, Sem -I			
Division :					
Lectures Allotted for whole Semester:		44			
Actual Lectures Taken :		43			
Month	Syllabus Unit -I Allotted Lectures : 15 Introduction to Financial System	Strategies Used	Planned	Taken	Remarks
June, 2019	• Financial System		6		
July, 2019	Unit 1 - Introduction to Financial System	Explanation using PPT Presentation	12	10	Completed
	<input type="checkbox"/> Institutional set-up				
	<input type="checkbox"/> Marketing Structure				
	<input type="checkbox"/> Instruments				
	<input type="checkbox"/> Overview of different kinds of financial services.				
	• Meaning, Definition and scope of Banking and Insurance.				
August, 2019	Syllabus Unit -II Allotted Lectures : 15		12	13	
	Phases of Development of Banking and Insurance				
	mobilizing savings, investment, accumulation and economic growth.	Explanation using PPT Presentation			
	• Functions and working of banking and insurance companies				
Sept, 2019	Syllabus Unit -III Allotted Lectures : 15		12	12	
	Management, Regulation and Development	Explanation using PPT Presentation			
	• Risk management within the organizations of Banks and Insurance companies				
	• Asset - Liability Management in Banking and Insurance				

Completed



	• Organisational structure and management			
Oct. 2019	Syllabus Unit -IV Allotted Lectures : 15		10	8
	Regulatory and Developmental Framework of Banking & Insurance	Explanation using PPT Presentation		
	• Banking companies and RBI Acts and legal framework govern	Video lectures		
	• Developmental Activities of RBI and IRDA, Mechanism of supervision and regulation.			
	• Prudential Norms.			
	TOTAL LECTURES		46	43

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**THE S.I.A. COLLEGE OF HIGHER EDUCATION, DOMBIVILI -E.
TEACHING PLAN 2019-20**

Name of Teacher :	Ranjana Mhalgi
Subject :	Mutual Fund Management
Course, Class and Semester:	Banking & Insurance, SY BI, Sem -III
Division :	
Lectures Allotted for whole Semester:	44
Actual Lectures Taken :	49

Month	No of lectures Available
June	12
July	12
August	12
September	8
TOTAL	44

Month	Syllabus Unit -I Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
JUNE	INTRODUCTION TO MF	Explanation using PPT Presentation	12	12	} completed
	Meaning, features, advantages, disadvantages, ethics, entities				
	legal framework, role of SEBI, RBI, AMFI.				
	Guidelines on advertising, taxation, investor protection, MF regulation, grievances.				
	MF regulation, grievances.				
	Syllabus Unit -II Allotted Lectures : 20				
	CLASSIFICATION OF MF	Explanation using PPT Presentation		04	
	Introduction, classification, features,	Lecture method & group discussion			
	NAV - meaning, Sums on NAV				
JULY	Unit -II CONTD			10	}
	Syllabus Unit -III Allotted Lectures : 15		12	09	
	FUND SELECTION CRITERIA	Explanation using PPT Presentation			
	Fund rating & ranking by CRISIL, ICRA, CARE				
	Sums on Yield to Maturity & BOND valuation				
AUG	Syllabus Unit -IV Allotted Lectures : 10		12	08	}
	FINANCIAL PLANNING	Lecture method & group discussion			



	Basics.lifecycle.wealth cycle.investors guide, Financial advisor.developing model portfolio				
	UNIT IV CONTD		8	03	} Completed
SEPT	REVISION LECTURES			03	
	TOTAL LECTURES		44	49	

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THE S.I.A. COLLEGE OF HIGHER EDUCATION, DOMBIVILI - E
TEACHING PLAN 2019-20

Name of Teacher :	Ranjana Mhalgi
Subject :	FINANCIAL REPORTING & ANALYSIS
Course, Class and Semester:	Banking & Insurance, SY BI, Sem - V
Division :	
Lectures Alloted for whole Semester:	44
Actual Lectures Taken :	47

Month	No of lectures Available
June	12
July	12
August	12
September	8
TOTAL	44

Month	Syllabus Unit -I Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
JUNE	BANK FINAL ACCOUNTS Preparation & presentation of P&L A/C & B/S of bank in accordance with Banking Regulation Act, 1949	Using Chalk & board for theory explanation and solving practical problems, Assignment problems of previous exams	12	09	Completed
JULY	Syllabus Unit -II Allotted Lectures : 12 INSURANCE FINAL ACCOUNTS Preparation & presentation of Corporate Final A/C . Schedules of P&L A/C & B/S. Practical problems	Using Chalk & board for theory explanation and solving practical problems, Assignment problems of previous exams	12	13	
AUG	Syllabus Unit -IV Allotted Lectures : 12 FINANCIAL analysis & Interpretation Cash Flow Statement				



	Practical problems			
	Implications of Ethical Values for the Principles Versus Rule Based Approaches to Accounting Standards	Using Chalk & board for theory explanation and solving practical problems, Assignment problems of previous exams	10	10
	Syllabus Unit -III Allotted Lectures : 12			
	COMPANY FINAL A/C - Introduction		2	03
SEPT	Unit III CONTD			
	Preparation & presentation of Corporate Final A/C .	Using Chalk & board for theory explanation and solving practical problems, Assignment problems of previous exams	4	06
	Schedules of P&L A/C & B/S.			
	Practical problems			
SEPT	Syllabus Unit -V Allotted Lectures : 8		4	06
	Introduction to IFRS			
	IFRS 1- First Time Adoption of International Financial Reporting Standards			
	IFRS 2- Share Based Payment	Explanation using PPT ,		
			44	47

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Completed

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TEACHING PLAN 2020-2021

Name of Teacher :	Sreekala Nair
Subject :	Applied Mathematics
Course, Class and Semester:	IT / SY / III
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	76

Month	No of
July	12
August	12
September	15
October	11
November	14
December	12
TOTAL	76

Month	Syllabus Unit -1 Allotted Lectures :12		Strategies Used	Planned	Taken	Remarks
	Matrices:					
July	Inverse, Rank, Cayley-Hamilton theorem, Linear Transformation		Real life Examples, Think Pair and Share method	8	12	
August	Reduction of matrix, Eigen values and Eigen					
September	Complex Numbers: Complex number, Equality of complex numbers, Graphical representation of complex number (Argand's Diagram), Polar form of complex numbers, Polar form of $x+iy$ for different signs of x, y , Exponential form of complex numbers,		Online lectures, Real life Examples, Think -Pair and Share method	10	15	Completed
October	Mathematical operation with complex numbers and their representation on Argand's Diagram, Circular functions of complex angles, Definition of hyperbolic function, Relations between circular and hyperbolic functions, Inverse hyperbolic functions, Differentiation and Integration, Graphs of the hyperbolic functions, Logarithms of complex quality, $j(=i)$ as an operator (Electrical circuits)					

Month	Syllabus Unit -2 Allotted Lectures :12		Strategies Used	Planned	Taken	Remarks
	Equation of the first order and of the first degree:					



October	Separation of variables, Equations homogeneous in x and y, Differential equation of the first order of a degree higher Introduction, Solvable for p (or the method of factors), Solve	Online lectures, Real life Examples, Think -Pair and Share method	15	4	Completed
November	Linear Differential Equations with Constant Coefficients: Introduction, The Differential Operator, Linear Differential				

Month	Syllabus Unit -3 Allotted Lectures :12 The Laplace Transform and Inverse	Strategies Used	Planned	Taken	Remarks				
November	Introduction, Definition of the Laplace Transform, Table of Inverse Laplace Transform: Shifting Theorem, Partial fraction	Online lectures, Real life Examples, Think -Pair and Share method	10	7					
Month	Syllabus Unit -4 Allotted Lectures :12 Multiple Integral		Planned	Taken	Remarks				
December	Double integral, Change of the order of the integration, Double integral in polar co ordinates, Triple integrals Applications of integration: Areas, Volumes of solids.	Online lectures, Real life Examples, Think -Pair and Share method	10	8	Completed				
	Month					Syllabus Unit -5 Allotted Lectures :12	Planned	Taken	Remarks
	December					Beta and Gamma Function Definitions, properties, Duplication formula	7	4	Completed
			60						



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Name of Teacher :	Shilpa Nimbre	Month	No. of Practicals Available	Batch A	Batch B
Subject :	Advanced Mobile Programming	January	4		
Course, Class and Semes	IT / 3 ^Y / 4 ^{VI}	February	4		
Division/Batch :	A	March	5		
Practicals Alloted for who	60				
Actual Lectures Taken :		TOTAL	13		

Month	Practical No	Advanced Mobile Programming	Planned	Taken	Remarks
January	1	Introduction to Android, Introduction to Android Studio IDE, Application Fundamentals	4	6	completed
	2	Android Resources: (Color, Theme, String, Drawable, Dimension, Image)			
	3	Lifecycle of Activity			
	4	To create login app using linear layout			



Month	Practical No	Advanced Mobile Programming	Planned	Taken	Remarks
February	5	Relative Layout(Passing data using Intent)	4	5	completed
	6	Table Layout (To open Web page using Intent)			
	7	Grid Layout (Calculator)			
March	8	Database Programming with SQLite	1	2	completed
	9	Programming menus, dialog, dialog fragments	4	2	completed
	10	Programs on Services, notification and broadcast receivers			

TOTAL: 13 15

S. Nimbare

Signature of Subject Teacher

B. S. Patil

Signature of Convenor



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TEACHING PLAN 2020-2021

Name of Teacher :	Sreekala Nair
Subject :	COMPUTER ORIENTED STATISTICAL TECHNIQUES
Course,Class and Semester:	IT / SY / IV
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	44

Month	No of lectures Available
January	15
February	13
March	16

TOTAL	44
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Month	Syllabus Unit -1 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
January	The Mean,Median,Mode and Other Measures of Central Tendency,Types of Central Tendency,Relation between AM,GM & HM,Quartiles,Deciles,Percentiles The Standard Deviation and Other Measures of Dispersion,Types of Dispersion,Charlie's check,Sheppard's correction,Absolute and Relative dispersion,Standardized variable	Real life Examples,Think - Pair and Share method	10	8	

Month	Syllabus Unit -2 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Moments,Skewness and Kurtosis				



January	Computation of Moments,,Charlie's check,Sheppard's correction,Computation of Skewness and Kurtosis	Real life Examples,Think -Pair and Share method	10	7	
	Elementary Probability Theory				
	Conditional Probability,Probability distribution,Mathematical Expectation,Relation between Population,Sample Mean and Variance,Combinations,Euler or Venn diagrams and Probability				
	Elementary Sampling Theory				
	Random samples and Random numbers,Sampling with and without Replacement,				

Month	Syllabus Unit -3 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
February	Statistical Estimation Theory	Chalk & Board	16	13	
	Estimation of Parameters,Unbiased Estimates,Efficient Estimates,Point Estimates and Interval Estimates,Their Reliability,Confidence Interval Estimates of Population Parameters, Probable Error,				
	Statistical Decision Theory				
	Statistical Decisions,Statistical Hypotheses,Tests of Hypotheses and Significance, or Decision Rules,Type I and Type II Errors, Level of Significance, Tests Involving Normal Distributions,TwoTailed and OneTailed Tests,Special Tests,Operating Characteristic Curves; the Power of a Test,p-Values for Hypotheses Tests, Control Charts, Tests Involving Sample Differences,Tests Involving Binomial Distributions				
Month	Syllabus Unit -4 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks



March	Small Sampling Theory	Real life examples, Problem solving	10	8
	Small Samples, Student's t Distribution, Confidence Intervals, Tests of Hypotheses and Significance, The Chi Square Distribution, Confidence Intervals for Sigma, Degrees of Freedom, The F Distribution			
	The Chi Square Test			
	Observed and Theoretical Frequencies, Definition of chi-square, Significance Tests, The Chi-Square Test for Goodness of Fit, Contingency Tables, Yates' Correction for Continuity, Simple Formulas for Computing chi-square, Coefficient of Contingency, Correlation of Attributes, Additive Property of chi-square			
Month	Syllabus Unit -5 Allotted Lectures :12			
March	Correlation and Regression, Linear Correlation, Measures of Correlation, The Least-Squares Regression Lines, Standard Error of Estimate, Explained and Unexplained Variation, Coefficient of Correlation, Remarks Concerning the Correlation Coefficient, Product Moment Formula for the Linear Correlation Coefficient, Short Computational Formulas, Regression Lines and the Linear Correlation Coefficient, Correlation of Time Series, Correlation of Attributes,	Real life examples, Problem solving	8	8

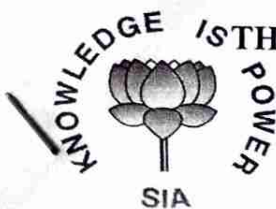
Sampling Theory of Correlation



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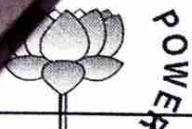


Name of Teacher :	S. Sai Sree
Subject :	Python Programming
Course, Class and Semester:	IT / SY / III
Division :	A
Lectures Alloted for whole Semester:	48
Actual Lectures Taken :	

Month	No of lectures Available
July	12
August	12
September	12
October	12
November	48

TOTAL

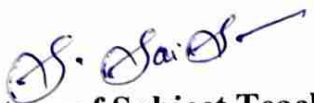
Month	Syllabus Unit -1 Allotted Lectures : 12	Strategies Used	Planned	Taken	Remarks
	Python Programming				
June	Introduction to python programming- variables and expressions, Conditional Statements, looping, control statements	Lectring and demonstartion method, Group discussion	8	8	Completed
Month	Syllabus Unit -2 Allotted Lectures :12	Strategies Used	Planned	Taken	
July	Functions & Strings :- String is a sequence, traversal for a for loop, string slices, fruitful functions and void functions	,Lectring and demonstartion method, Group discussion, class tests	8	9	



Month	Syllabus Unit -3 Alloted Lectures : 12	Strategies Used	Planned	Taken	Remarks
August	List, Tuples, Dictionaries and files :- text files, the file object attributes, creating a dictionary, updating dictionary, deleting elements from dictionary, iteration, built in tupel functions	Lectring and demonstartion method, Group discussion, class test	8	9	Completed
Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
September	Exceptions, regular expressions, class and objects, modules, concept of regular expressions, various types of regular expressions, importing module, creating and exploring modules, math module, random module, time module.	Lectring and demonstartion method, Group discussion, class test	8	8	
September - October	creating the GUI forms and adding widgets: - wodgets - buttons, canvas checkbutton, entry Layout management, lookd and feel customization - enhancing look and feel of GUI using different appearances of widgets Storing data in our mysql database via our GUI: Connecting to sql, using insert delete update command and storing and retrieving data from mysql	Lectring and demonstartion method, Group discussion, class test	8	8	Completed

TOTAL: 40

41


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Name of Teacher :	Shilpa Nimbre
Subject :	Cyber Law
Course,Class and Semester:	B.SC.IT. / TY / VI
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	No of lectures Available
January	15
February	16
March	18
April	5
TOTAL	54

Month	Syllabus Unit -1	Strategies Used	Planned	Taken	Remarks
January	Power of Arrest Without Warrant Under the IT Act, 2000: A Critique, Crimes of this Millennium, Section 80 of the IT Act, 2000 – A Weapon or a Farce? Forgetting the Line Between Cognizable and Non-Cognizable Offences, Necessity of Arrest without Warrant from Any Place, Public or Otherwise, Check and Balances Against Arbitrary Arrests, Arrest for “About to Commit” an Offence Under the IT Act: A Tribute to Draco, Arrest, But NO Punishment!	Online Lecture on Microsoft Teams, PPT, Examples	5	5	completed
	Cyber Crime and Criminal Justice: Penalties, Adjudication and Appeals Under the IT Act, 2000: Concept of “Cyber Crime “ and the IT Act , 2000, Hacking, Teenage Web Vandals, Cyber Fraud and Cyber Cheating, Virus on the Internet, defamation, Harassment and Email Abuse, Cyber pornography, Other IT Act Offences, Monetary Penalties, Adjudication and Appeals Under IT Act , 2000, Network Service Providers, Jurisdiction and Cyber Crime, Nature of Cyber Criminality, Strategies to Tackle Cyber Crime and Trends, Criminal Justice in India and Implications on Cyber Crime.	Online Lecture on Microsoft Teams, PPT, Examples	7	6	completed

Name of Teacher :	Shilpa Nimbre
Subject :	Linux System Administration
Course,Class and Semester:	IT / TY / V
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	No of lectures Available
July	14
August	13
September	13
October	12
November	11
TOTAL	63

Month	Syllabus Unit -1 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Introduction to Red Hat Enterprise Linux,Command Line,System Administration Tasks,Managing Software				

July	<p>Introduction to Red Hat Enterprise Linux: Linux, Open Source and Red Hat, Origins of Linux, Distributions, Duties of Linux System Administrator.</p> <p>Command Line: Working with the Bash Shell, Getting the Best of Bash, Useful Bash Key Sequences, Working with Bash History, Performing Basic File System Management Tasks, Working with Directories, Piping and Redirection, Finding Files</p> <p>System Administration Tasks: Performing Job Management Tasks, System and Process Monitoring and Management, Managing Processes with ps, Sending Signals to Processes with the kill Command, Using top to Show Current System Activity, Managing Process Niceness, Scheduling Jobs, Mounting Devices, Working with Links, Creating Backups, Managing Printers, Setting Up System Logging, Setting Up Rsyslog, Common Log Files, Setting Up Logrotate</p> <p>Managing Software: Understanding RPM, Understanding Meta Package Handlers, Creating Your Own Repositories, Managing Repositories, Installing Software with Yum, Querying Software, Extracting Files from RPM Packages</p>	LMS, Online lecture ,class discussion, demo, online quiz,video	22	20	completed
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Month	Syllabus Unit -2 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Configuring and Managing Storage,Connecting to the Network,Working with Users, Groups, and Permissions				
August	<p>Configuring and Managing Storage: Understanding Partitions and Logical Volumes, Creating Partitions, Creating File Systems, File Systems Overview, Creating File Systems, Changing File System Properties, Checking the File System Integrity, Mounting File Systems Automatically Through fstab, Working with Logical Volumes, Creating Logical Volumes, Resizing Logical Volumes, Working with Snapshots, Replacing Failing Storage Devices, Creating Swap Space, Working with Encrypted Volumes</p> <p>Connecting to the Network: Understanding NetworkManager, Working with Services and Runlevels, Configuring the Network with NetworkManager, Working with system-config-network, NetworkManager Configuration Files, Network Service Scripts, Networking from the Command Line, Troubleshooting Networking, Setting Up IPv6, Configuring SSH, Enabling the SSH Server, Using the SSH Client, Using PuTTY on Windows Machines, Configuring Key-Based SSH Authentication, Using Graphical Applications with SSH, Using SSH Port Forwarding, Configuring VNC Server Access</p> <p>Working with Users, Groups, and Permissions: Managing Users and Groups, Commands for User Management, Managing Passwords, Modifying and Deleting User Accounts, Configuration Files, Creating Groups, Using Graphical Tools for User, and Group Management, Using External Authentication Sources, the Authentication Process, sssd, nsswitch, Pluggable Authentication Modules, Managing Permissions, the Role of Ownership, Basic Permissions: Read, Write, and Execute, Advanced Permissions, Working with Access Control Lists, Setting Default Permissions with umask, Working with Attributes</p>	LMS,Online lecture ,class discussion, demo, online quiz,video	15	15	completed

Month	Syllabus Unit -3 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Securing Server with iptables, Setting Up Cryptographic Services,Configuring Server for File Sharing				
September	<p>Securing Server with iptables: Understanding Firewalls, Setting Up a Firewall with system-config-firewall, Allowing Services, Trusted Interfaces, Masquerading, Configuration Files, Setting Up a Firewall with iptables, Tables, Chains, and Rules, Composition of Rule, Configuration Example, Advanced iptables Configuration, Configuring Logging, The Limit Module, Configuring NAT</p> <p>Setting Up Cryptographic Services: Introducing SSL, Proof of Authenticity: the Certificate Authority, Managing Certificates with openssl, Creating a Signing Request, Working with GNU Privacy Guard, Creating GPG Keys, Key Transfer, Managing GPG Keys, Encrypting Files with GPG, GPG Signing, Signing RPM Files</p> <p>Configuring Server for File Sharing: What is NFS? Advantages and Disadvantages of NFS, Configuring NFS4, Setting Up NFSv4, Mounting an NFS Share, Making NFS Mounts Persistent, Configuring Automount, Configuring Samba, Setting Up a Samba File Server, Samba Advanced Authentication Options, Accessing Samba Shares, Offering FTP Services.</p>	LMS, Online lecture ,class discussion, demo, online quiz,video	9	9	completed
Month	Syllabus Unit -4 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Configuring DNS and DHCP, Setting Up a Mail Server, Configuring Apache on Red Hat Enterprise Linux				
October	<p>Configuring DNS and DHCP:Introduction to DNS, The DNS Hierarchy, DNS Server Types, The DNS Lookup Process, DNS Zone Types, Setting Up a DNS Server, Setting Up a Cache-Only Name Server, Setting Up a Primary Name Server, Setting Up a Secondary Name Server, Understanding DHCP, Setting Up a DHCP Server</p> <p>Setting Up a Mail Server: Using the Message Transfer Agent, the Mail Delivery Agent, the Mail User Agent, Setting Up Postfix as an SMTP Server, Working with Mutt, Basic Configuration, Internet Configuration, Configuring Dovecot for POP and IMAP</p> <p>Configuring Apache on Red Hat Enterprise Linux: Configuring the Apache Web Server, Creating a Basic Website, Understanding the Apache Configuration Files, Apache Log Files, Working with Virtual Hosts, Securing the Web Server with TLS Certificates, Configuring Authentication, Setting Up Authentication with .htpasswd, Configuring LDAP Authentication, Setting Up MySQL</p>	LMS Online Lecture	6	5	completed

Month	Syllabus Unit -5 Allotted Lectures :12 Introducing Bash Shell Scripting,High-Availability Clustering,Setting Up an Installation Server	Strategies Used	Planned	Taken	Remarks
November	<p>Introducing Bash Shell Scripting: Introduction, Elements of a Good Shell Script, Executing the Script, Working with Variables and Input, Understanding Variables, Variables, Subshells, and Sourcing, Working with Script Arguments, Asking for Input, Using Command Substitution, Substitution Operators, Changing Variable Content with Pattern Matching, Performing Calculations, Using Control Structures, Using if...then...else, Using case, Using while, Using until, Using for, Configuring booting with GRUB.</p> <p>High-Availability Clustering: High-Availability Clustering, The Workings of High Availability, High-Availability Requirements, Red Hat High-Availability Add-on Software, Components, Configuring Cluster-Based Services, Setting Up Bonding, Setting Up Shared Storage, Installing the Red Hat High Availability Add-On, Building the Initial State of the Cluster, Configuring Additional Cluster Properties, Configuring a Quorum Disk, Setting Up Fencing, Creating Resources and Services, Troubleshooting a Nonoperational Cluster, Configuring GFS2 File Systems</p> <p>Setting Up an Installation Server: Configuring a Network Server as an Installation Server, Setting Up a TFTP and DHCP Server for PXE Boot, Installing the TFTP Server, Configuring DHCP for PXE Boot, Creating the TFTP PXE Server Content, Creating a Kickstart File, Using a Kickstart File to Perform an Automated, Installation, Modifying the Kickstart File with, system-config-kickstart, Making Manual Modifications to the Kickstart File</p>	LMS Online Lecture	8	7	completed

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TOTAL: 60 56

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Name of Teacher :	S. Sai Sree
Subject :	Next Generation Technology
Course,Class and Semester:	IT / TY / V
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	No of lectures Available
July	4
August	15
September	12
October	12
November	11
Total	54

Month	Syllabus Unit -I Allotted Lectures :12 Big data, NoSQL, MONGODB	Strategies Used	Planned	Taken	Remarks
June	<p>Big Data: Getting Started, Big Data, Facts About Big Data, Big Data Sources, Three Vs of Big Data, Volume, Variety, Velocity, Usage of Big Data, Visibility, Discover and Analyze Information, Segmentation and Customizations, Aiding Decision Making, Innovation, Big Data Challenges, Policies and Procedures, Access to Data, Technology and Techniques, Legacy Systems and Big Data, Structure of Big Data, Data Storage, Data Processing, Big Data Technologies</p> <p>NoSQL: SQL, NoSQL, Definition, A Brief History of NoSQL, ACID vs. BASE, CAP Theorem (Brewer's Theorem), The BASE, NoSQL Advantages and Disadvantages, Advantages of NoSQL, Disadvantages of NoSQL, SQL vs. NoSQL Databases, Categories of NoSQL Databases</p> <p>Introducing MongoDB: History, MongoDB Design Philosophy, Speed, Scalability, and Agility, Non-Relational Approach, JSON-Based Document Store, Performance vs. Features, Running the Database Anywhere, SQL Comparison</p>	Discussion,Real Time Examples, Demo	8	8	Completed

SIA					
Month	Syllabus Unit -1 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Mongodb shell, Architecture				
July	The MongoDB Data Model: The Data Model, JSON and BSON, The Identifier (_id), Capped Collection, Polymorphic Schemas, Object Oriented Programming, Schema Evolution	Demo, Discussion, PPT	8	8	Completed
	Using MongoDB Shell: Basic Querying, Create and Insert, Explicitly Creating Collections, Inserting Documents Using Loop, Inserting by Explicitly Specifying _id, Update, Delete, Read, Using Indexes, Stepping Beyond the Basics, Using Conditional Operators, Regular Expressions, MapReduce, aggregate(), Designing an Application's Data Model, Relational Data Modeling and Normalization, MongoDB Document Data Model Approach				
	MongoDB Architecture: Core 12 Processes, mongod, mongo, mongos, MongoDB Tools, Standalone Deployment, Replication, Master/Slave Replication, Replica Set, Implementing Advanced Clustering with Replica Sets, Sharding, Sharding Components, Data Distribution Process, Data Balancing Process, Operations, Implementing Sharding, Controlling Collection Distribution (Tag-Based Sharding), Points to Remember When Importing Data in a Sharded Environment, Monitoring for Sharding, Monitoring the Config Servers, Production Cluster Architecture, Scenario 1, Scenario 2, Scenario 3, Scenario 4				

Month	Syllabus Unit -3 Allotted Lectures :12 MongoDB Storage Engine, Limitations and Best practices	Strategies Used	Planned	Taken	Remarks
August	<p>MongoDB Storage Engine: Data Storage Engine, Data File (Relevant for MMAPv1), Namespace (.ns File), Data File (Relevant for WiredTiger), Reads and Writes, How Data Is Written Using Journaling, GridFS – The MongoDB File System, The Rationale of GridFS, GridFSunder the Hood, Using GridFS, Indexing, Types of Indexes, Behaviors and Limitations MongoDB Use Cases: Use Case 1 -Performance Monitoring, Schema Design, Operations, Sharding, Managing the Data, Use Case 2 – Social Networking, Schema Design, Operations, Sharding</p> <p>MongoDB Limitations: MongoDB Space Is Too Large (Applicable for MMAPv1), Memory Issues (Applicable for Storage Engine MMAPv1), 32-bit vs. 64-bit, BSON Documents, Namespaces Limits, Indexes Limit, Capped Collections Limit - Maximum Number of Documents in a Capped Collection, Sharding Limitations, Shard Early to Avoid Any Issues, Shard Key Can't Be Updated, Shard Collection Limit, Select the Correct Shard Key, Security Limitations, No Authentication by Default, Traffic to and from MongoDB Isn't Encrypted, Write and Read Limitations, Case-Sensitive Queries, Type-Sensitive Fields, No JOIN, Transactions, MongoDB Not Applicable Range</p> <p>MongoDB Best Practices: Deployment, Hardware Suggestions from the MongoDB Site, Few Points to be Noted, Coding, Application Response Time Optimization, Data Safety, Administration, Replication Lag, Sharding, Monitoring</p>	Discussion,PPT, Demo	7	8	Completed
Month	Syllabus Unit -4 Allotted Lectures :12		Planned	Taken	Remarks

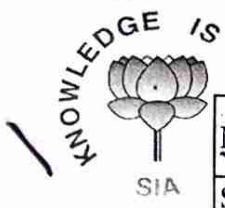
Month	Syllabus Unit -4 Allotted Lectures :12 In-Memory Database, JQuery	Strategies Used	Planned	Taken	Remarks
SIA	In-Memory Database, JQuery				
	The End of Disk? SSD and In-Memory Databases: The End of Disk?, Solid State Disk, The Economics of Disk, SSD-Enabled Databases, In-Memory Databases, TimesTen, Redis, SAP HANA, VoltDB, Oracle 12c "in-Memory Database, Berkeley Analytics Data Stack and Spark, Spark Architecture		9	9	Completed
September	Syllabus Unit -5 Allotted Lectures :12				
	In-Memory Database, JQuery				
	jQuery: Introduction, Traversing the DOM, DOM Manipulation with jQuery, Events, Ajax with jQuery, jQuery Plug-ins, jQuery Image Slider	Discussion, PPT, Demo	4	3	Completed
September	Syllabus Unit -5 Allotted Lectures :12				
	In-Memory Database, JQuery				
	JSON: Introduction, JSON Grammar, JSON Values, JSON Tokens, Syntax, JSON vs XML,Data Types,Objects,Arrays,Creating JSON, 12 JSON Object, Parsing JSON, Persisting JSON, Data Interchange, JSON PHP,JSON HTML,JSONP	Discussion, PPT, Demo	4	3	Completed

TOTAL: 40

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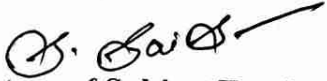
Name of Teacher :	S. Sai Sree
Subject :	Security In Computing
Course,Class and Semester:	IT / TY / V
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	No of lectures Available
January	15
February	14
March	15
TOTAL	44

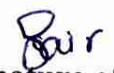
Month	Syllabus Unit -1 Allotted Lectures : 12	Strategies Used	Planned	Taken	Remarks
	Information Security Overview				
January	The Importance of information Protection, The Evolution of Information Security, Justifying Security Investment, Security Methodology	Group Discussion, PPT Slides	3	3	Completed
	How to Build a Security Program, The Impossible Job, The Weakest Link, Strategy and Tactics, Business Processes vs. Technical Controls. Risk Analysis: Threat Definition, Types of Attacks, Risk Analysis. Secure Design Principles: The CIA Triad and Other Models, Defense Models, Zones of Trust, Best Practices for Network Defense	Group Discussion, PPT Slides	8	8	


Month	Syllabus Unit -2 Alloted Lectures :12 Authentication and Authorization	Strategies Used	Planned	Taken	Remarks
January	Encryption: A Brief History of Encryption, Symmetric-Key Cryptography, Public Key Cryptography, Public Key Infrastructure. Storage Security: Storage Security Evolution, Modern Storage Security, Risk Remediation, Best Practices. Database Security: General Database Security Concepts, Understanding Database Security Layers, Understanding DatabaseLevel Security, Using Application Security.	Group Discussion, PPT Slides	8	7	Completed
Month	Syllabus Unit -3 Alloted Lectures : 12 Secure Network Design	Strategies Used	Planned	Taken	Remarks
January	Introduction to Secure Network Design, Performance, Availability, Security	Group Discussion, PPT Slides	3	3	Completed
Month	Syllabus Unit -3 Alloted Lectures:12 Network Device Security	Strategies Used	Planned	Taken	Remarks
February	Switch and Router Basics, Network Hardening. Firewalls: Overview, The Evolution of Firewalls, Core Firewall Wireless Network Security: Radio Frequency Security Basics, DataLink Layer Wireless Security Features, Flaws, and Threats, Wireless Vulnerabilities and Mitigations, Wireless Network Hardening Practices and Recommendations, Wireless Intrusion Detection and Prevention, Wireless Network Positioning and Secure Gateways	Group Discussion, PPT Slides	8	8	Completed

Month	Syllabus Unit -4 Alloted Lectures:12 Intrusion Detection and Prevention Systems	Strategies Used	Planned	Taken	Remarks
March	IDS Concepts, IDS Types and Detection Models, IDS Features, IDS Deployment Considerations, Security Information and Event Management (SIEM). Voice over IP (VoIP) and PBX Security: Background, VoIP Components, VoIP Vulnerabilities and Countermeasures, PBX, TEM: Telecom Expense Management. Operating System Security Models: Operating System Models, Classic Security Models, Reference Monitor, Trustworthy Computing, International Standards for Operating System Security	Group Discussion, PPT Slides	8	8	Completed
Month	Syllabus Unit -5 Alloted Lectures:12 Virtual Machines and Cloud Computing	Strategies Used	Planned	Taken	Remarks
March	Virtual Machines, Cloud Computing. Secure Application Design: Secure Development Lifecycle, Application Security Practices, Web Application Security, Client Application Security, Remote Administration Security. Physical Security: Classification of Assets, Physical Vulnerability Assessment, Choosing Site Location for Security, Securing Assets: Locks and Entry Controls, Physical Intrusion Detection.	Group Discussion, PPT Slides	8	8	Completed
TOTAL:				44	


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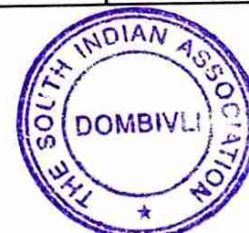
Name of Teacher :	Lalita Singh
Subject :	Software Project Management
Course,Class and Semester:	IT / TY / V
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	lectures Available
July	12
August	14
September	12
October	12
November	12
December	
TOTAL	62

Month	Syllabus Unit -1 &2 Allotted Lectures : 12	Strategies Used	Planned	Taken	Remarks
	Software Project Management				
July / August	<p>Introduction to Software Project Management:Introduction, Why is Software Project Management Important? What is a Project? Software Projects versus Other Types of Project, Contract Management and Technical Project Management, Activities Covered by Software Project Management, Plans, Methods and Methodologies, Some Ways of Categorizing Software Projects, Project Charter, Stakeholders, Setting Objectives, The Business Case, Project Success and Failure, What is Management? Management Control, Project Management Life Cycle, Traditional versus Modern Project Management Practices.Project Evaluation and Programme Management: Introduction,Business Case, Project Portfolio Management, Evaluation of Individual Projects, Cost-benefit Evaluation Techniques, Risk Evaluation, Programme Management, Managing the Allocation of Resources within Programmes, Strategic Programme Management, Creating a Programme Aids to Programme Management. Some</p>	Online Lectures, , Quiz, Assignment	12	12	Completed



Month	Syllabus Unit -2 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
August / September	Selection of an Appropriate Project Approach:Introduction, Build or Buy? Choosing Methodologies and Technologies, Software Processes and Process Models, Choice of Process Models, Structure versus Speed of Delivery, The Waterfall Model, The Spiral Model, Software Prototyping, Other Ways of Categorizing Prototypes, Incremental Delivery, Atern/Dynamic Systems Development Method, Rapid Application Development, Agile Methods, Extreme 12 Programming (XP), Scrum, Lean Software Development, Managing Iterative Processes, Selecting the Most Appropriate Process Model. Software Effort Estimation:Introduction, Where are the Estimates Done? Problems with Over- and Under-Estimates, The Basis for Software Estimating, Software Effort Estimation Techniques, Bottom- up Estimating, The Top-down Approach and Parametric Models, Expert Judgement, Estimating by Analogy, Albrecht Function PointIII IV V Analysis, Function Points Mark II, COSMIC Full Function Points, COCOMO II: A Parametric Productivity Model, Cost Estimation, Staffing Pattern, Effect of Schedule Compression,Staffing Pattern, Effect of Schedule Compression, Capers Jones ,Estimating Rules of Thumb.	Online Lectures, Recorded Video Lecture, Quiz, Assignment,Discussion, BlackBoard	12	14	Completed
Month	Syllabus Unit -3 Alloted Lectures : 12	Strategies Used	Planned	Taken	Remarks
September /October	Activity Planning: Introduction, Objectives of Activity Planning, When to Plan, Project Schedules, Projects and Activities, Sequencing and Scheduling Activities, Network Planning Models, Formulating a Network Model, Adding the Time Dimension, The Forward Pass, Backward Pass, Identifying the Critical Path, Activity Float, Shortening the Project Duration, Identifying Critical Activities, Activity-on-Arrow Networks. Risk Management: Introduction, Risk, Categories of Risk, Risk Management Approaches, A Framework for Dealing with Risk, Risk Identification, Risk Assessment, Risk Planning, Risk Management, Evaluating Risks to the Schedule, Boehm's Top 10 Risks and Counter Measures, Applying the PERT Technique, Monte Carlo Simulation, Critical Chain Concepts, Resource	Online Lectures, Recorded Video Lecture, Quiz, Assignment,Discussion, BlackBoard	12	12	Completed
Month	Syllabus Unit -4Alloted Lectures : 12	Strategies Used	Planned	Taken	Remarks



October / November	Monitoring and Control: Introduction, Creating the Framework, Collecting the Data, Review, Visualizing Progress, Cost Monitoring, Earned Value Analysis, Prioritizing Monitoring, Getting the Project Back to Target, Change Control, Software Configuration Management (SCM). Managing Contracts: Introduction, Types of Contract, Stages in Contract Placement, Typical Terms of a Contract, Contract Management, Acceptance. Managing People in Software Environments: Introduction, Understanding Behaviour, Organizational Behaviour: A Background, Selecting the Right Person for the Job, Instruction in the Best Methods, Motivation, The Oldham-Hackman Job Characteristics Model, Stress, Stress Management, Health and Safety, Some Ethical and Professional Concerns.	Online Lectures, Recorded Video Lecture, Quiz, Assignment, Discussion, BlackBoard	12	12	Completed
Month	Syllabus Unit -5 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
November / December	Working in Teams: Introduction, Becoming a Team, Decision Making, Organization and Team Structures, Coordination Dependencies, Dispersed and Virtual Teams, Communication Genres, Communication Plans, Leadership. Software Quality : Introduction, The Place of Software Quality in Project Planning, Importance of Software Quality, Defining Software Quality, Software Quality Models, ISO 9126, Product and Process Metrics, Product versus Process Quality Management, Quality Management Systems, Process Capability Models, Techniques to Help Enhance Software Quality, Testing, Software Reliability, Quality Plans. Project Closeout: Introduction, Reasons for Project Closure, Project Closure Process, Performing a Financial Closure, Project Closeout Report.	Online Lectures, Recorded Video Lecture, Quiz, Assignment, Discussion, BlackBoard	12	12	Completed

TOTAL: 60 62


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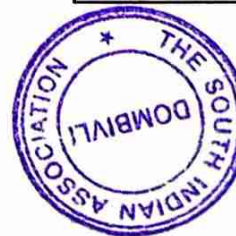



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Name of Teacher :	Lalita Singh	Month	No. of Practicals Available	Batch A	Batch B
Subject :	Software Project Management	July	08		
Course,Class and Semes	IT / TY / V	August	09		
Division/Batch :	A	September	08		
Practicals Alloted for who	60	October	08		
Actual Lectures Taken :		November	-		
		December	-		
		Total	33		

Month	Practical No	Project Dissertation(per Batch 3 practicals are allotted)	Planned	Taken	Remarks
July/August		Title Page Original Copy of the Approved Proforma of the Project Proposal		12	Completed
		Certificate of Authenticated work Role and Responsibility Form Abstract			
		Acknowlegment Table of Contents Table of Figures			
		CHAPTER 1: INTRODUCTION 1.1 Background 1.2 Objectives 1.3 Purpose, Scope, and Applicability			
Month	Practical No	Project Dissertation(per Batch 3 practicals	Planned	Taken	Remarks




MONTH	TECHNICAL TOPICS	are allotted)			
September	1.3.1 Purpose 1.3.2 Scope 1.3.3 Applicability 1.4 Achievements 1.5 Organisation of Report		9		Completed
	CHAPTER 3: REQUIREMENTS AND ANALYSIS 3.1 Problem Definition 3.2 Requirements Specification			09	Completed
	3.3 Planning and Scheduling 3.4 Software and Hardware Requirements 3.5 Preliminary Product Description 3.6 Conceptual Models				Completed
October	CHAPTER 4: SYSTEM DESIGN 4.1 Basic Modules 4.2 Data Design		12		Completed
	4.2.1 Schema Design 4.2.2 Data Integrity and Constraints 4.3 Procedural Design 4.3.1 Logic Diagrams			12	
	4.3.2 Data Structures 4.3.3 Algorithms Design 4.4 User interface design				
	4.5 Security Issues 4.6 Test Cases Design				


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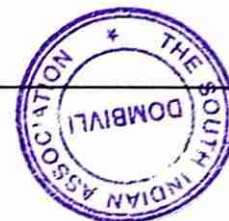
TOTAL: 33


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Name of Teacher :	Lalita Singh
Subject :	Software Quality Assurance
Course,Class and Semester:	IT / TY / VI
Division :	
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	

Month	No of lectures Available
January	15
February	15
March	20
April	07
TOTAL	57

Month	Syllabus Unit -1 Allotted Lectures :12 Introduction to quality	Strategies Used	Planned	Taken	Remarks
January	<p>Introduction to Quality: Historical Perspective of Quality, What is Quality? (Is it a fact or perception?), Definitions of Quality, Core Components of Quality, Quality View, Financial Aspect of Quality, Customers, Suppliers and Processes, Total Quality Management (TQM), Quality Principles of Total Quality Management, Software Quality: Introduction, Constraints of Software Product Quality Assessment, Customer is a King, Quality and Productivity Relationship, Requirements of a Product, Organisation Culture, Characteristics of Software, Software Development Process, Problematic Areas of Software Development Life Cycle, Software Quality Management, Why Software Has Defects?Processes Related to Software Quality, Quality Management System Structure, Pillars of Quality Management System, Important Aspects of Quality Management.</p>	Online Lectures,quiz,assignment	12	12	Completed



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Teaching Plan

Academic Year 2020-21

Manjul

Subject :	Business Communication I
Course, Class and Semester:	BAF/ FY/ SEM I
Division :	A
Lectures Alloted for whole Semester:	42
Actual Lectures Taken :	24

October	8
November	10
December	12
January	1
Total	31

Month	Syllabus Unit -I Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
	Theory of communication				
October	Introduction about the subject, Concept and meaning of communication, Definition, Characteristics of communication. Principles of effective communication, 7 Cs of communication. Process of communication - The 5 elements, Feedback.	• Lecture • PPT Activity • Verbal Q & A	8	3	Completed



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Month	Syllabus Unit -1 Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
	Theory of communication				
November	Importance of Communication in Business. Emergence of communication as a key concept in global and corporate world, Impact of technological advancement on communication, Channels of communication - Formal communication & Informal communication, Consensus & consultation, Objectives of communication, Methods of communication - Verbal & Non verbal methods. Gestures, Silence, Colour, Postures, Spatial Language, Signs. How to make oral communication effective. Modes of communication - Types.	• Lecture • PPT Activity • Verbal Q & A	10	8	Completed

Month	Syllabus Unit -2 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Obstacles to communication in Business World				
December	Types of barriers, How to overcome org barriers. Types of listening, Barriers to listening, effective listening strategies. Characteristics, Importance & Advantages of Business Ethics, Ethics of workplace, Issues in computer ethics, Business ethics and media, Ethical challenges, Importance, Advantages & disadvantages of CSR. Ethical Issues & Delimnas - Business Practices - Surrogate advertising, piracy, child labour, e - waste , etc.	• Lecture • PPT • Short Video • Activity • Microsoft Form Quiz Verbal Q & A	8	6	Completed



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Month	Syllabus Unit -3 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Business Correspondence				
December	Business letter writing, Parts of letter, Types of Layout of letter, Email, Personal correspondence, Job application letter, resume, other letters. Revision	<ul style="list-style-type: none"> • Lecture • PPT • Activity • Assignment • Q & A 	4	6	Completed
Month	UNIT	Strategies Used	Planned	Taken	Remarks
January	Revision of all Units	Oral	1	1	Completed
TOTAL:			31	24	

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Teaching Plan
Academic Year 2020-21

Ravika S Shinde Cost Accounting

Course, Class and Semester:	BAF/FY/I
Division :	A
Lectures Allotted for whole Semester:	60
Actual Lectures Taken :	58

October	16
November	18
December	14
January	12
TOTAL	60

Month	Syllabus Unit -1 Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
	Introduction to Cost Accounting				
October	Introduction, Objectives, Importance, Difference Between Cost & Financial Accounting, Classification of Cost, Definitions	<ul style="list-style-type: none"> Lecture Chalk and blackboard PPT Assignment 	16	16	

Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
	Material Cost				
November	Material Cost Procedure, Documentation, Stock Ledger, Stock Levels, EOQ	<ul style="list-style-type: none"> Lecture PPT Cases Chalk & Board Assignment 	18	16	



Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Labour Cost				
December	Concept, Composition, Labour Cost Records, Overtime Idletime & Incentives Schemes	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assinment 	14	14	

Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
	Overheads				
January	Concept, Classification of Overheads, Apportionment & Absorption of Overheads	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	12	12	
TOTAL:			60	58	

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Teaching Plan
Academic Year 2020-21

Subject :	Business Communication I
Course, Class and Semester:	BAF/ FY/ SEM I
Division :	A
Lectures Allotted for whole Semester:	42
Actual Lectures Taken :	24

October	8
November	10
December	12
January	1
Total	31

Month	Syllabus Unit -I Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
	Theory of communication				
October	Introduction about the subject, Concept and meaning of communication, Definition, Characteristics of communication. Principles of effective communication, 7 Cs of communication. Process of communication - The 5 elements, Feedback.	• Lecture • PPT Activity • Verbal Q & A	8	3	Completed

Month	Syllabus Unit -I Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
	Theory of communication				
November	Importance of Communication in Business. Emergence of communication as a key concept in global and corporate world, Impact of technological advancement on communication, Channels of communication - Formal communication & Informal communication, Consensus & consultation, Objectives of communication, Methods of communication - Verbal & Non verbal methods. Gestures, Silence, Colour, Postures, Spatial Language, Signs. How to make oral communication effective. Modes of communication - Types .	• Lecture • PPT Activity • Verbal Q & A	10	8	Completed



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Month	Syllabus Unit -2 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Obstacles to communication in Business World				
December	Types of barriers, How to overcome org barriers, Types of listening, Barriers to listening, effective listening strategies, Characteristics, Importance & Advantages of Business Ethics, Ethics of workplace, Issues in computer ethics, Business ethics and media, Ethical challenges, Importance, Advantages & disadvantages of CSR, Ethical Issues & Dilemmas - Business Practices - Surrogate advertising, piracy, child labour, e-waste, etc.	<ul style="list-style-type: none"> • Lecture • PPT • Short Video • Activity • Microsoft Form Quiz Verbal Q & A 	8	6	Completed

Month	Syllabus Unit -3 Allotted Lectures :12	Strategies Used	Planned	Taken	Remarks
	Business Correspondence				
December	Business letter writing, Parts of letter, Types of Layout of letter, Email, Personal correspondence, Job application letter, resume, other letters, Revision	<ul style="list-style-type: none"> • Lecture • PPT • Activity • Assignment • Q & A 	4	6	Completed
Month	UNIT	Strategies Used	Planned	Taken	Remarks
January	Revision of all Units	Oral	1	1	Completed
TOTAL:			31	24	

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Ranika S

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Teaching Plan
Academic Year 2019-20

Subject :	Financial Management
Course, Class and Semester:	BAF/FY/I
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	58

October	16
November	18
December	14
January	12
TOTAL	60

Month	Syllabus Unit -1 Allotted Lectures : 16 Introduction to Financial Mangement	Strategies Used	Planned	Taken	Remarks
October	Introduction, Objectives, Impotance, Scope, Profit vs Value Maximisation	<ul style="list-style-type: none"> Lecture Chalk and blackboard PPT Assignment 	16	16	

Month	Syllabus Unit -2 Allotted Lectures :18 Concepts in Valuation	Strategies Used	Planned	Taken	Remarks
November	Time Value of Money, Present Value, Internal Rate of Return, Bonds Return, Annuity, Techniques of Discounting & Compounding	<ul style="list-style-type: none"> Lecture PPT Cases Chalk & Board Assignment 	18	16	



Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Types of Financing				
December	Introduction, Long Term & Short Term Sources of Finance	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	14	14	

Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
	Cost of Capital				
January	Introduction, Definition & Importance, Measurement of WACC, Practical Problems based on WACC	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	12	10	
TOTAL:			60	56	

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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Dhanabalu Naikar
Subject :	Financial Accounting I
Course, Class and Semester :	BAF/FY/I
Division :	A
Lectures Allotted for whole Semester :	60
Actual Lectures Taken :	58

Month	No of lectures Available
October	16
November	18
December	14
January	12
TOTAL	60

Month	Syllabus Unit -1 Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
	Accounting Standards Issued by ICAI and Inventory Valuation				
October	Accounting Standards: Concepts, Benefits, Procedures for Issue of Accounting Standards 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	<ul style="list-style-type: none">LectureChalk and blackboardPPTAssignment	16	16	



Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
	Final Accounts				
November	<ul style="list-style-type: none"> • Expenditure a) Capital (b) Revenue Receipts a) Capital (b) Revenue • Adjustments and Closing Entries • Final Accounts of Manufacturing Concerns (Proprietary Firm) 	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	18	16	
Month	Syllabus Unit -3 Allotted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Departmental Accounts				
December	<ul style="list-style-type: none"> Meaning Basis of Allocation of Expenses and Incomes / Receipts Inter Departmental Transfer: At Cost Price and Invoice Price Stock Reserve Departmental Trading and Profit and Loss Account and Balance Sheet 	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	14	14	
Month	Syllabus Unit -4 Allotted Lectures:12	Strategies Used	Planned	Taken	Remarks
	Accounting for Hire Purchase				
January	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	12	12	
TOTAL:			60	58	



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Teaching Plan
Academic Year 2020-21

Subject :	Business Economics - I
Course, Class and Semester:	BAF, FY, Sem - I
Division :	
Lectures Alloted for whole Semester:	30
Actual Lectures Taken :	26

OCTOBER	6
NOVEMBER	10
DECEMBER	14
TOTAL	30

Month	Unit 1 and Unit 2	Strategies Used	Planned	Taken	Remarks
	Business Economics Introduction				
OCTOBER	Introduction to Business Economics, Demand	Writing on Screen, Drawing	6	6	
Month	Unit 3	Strategies Used	Planned	Taken	Remarks
	Production, Cost and Revenue				
NOVEMBER	Theories of production, Cost concepts, short run costs and long run cost, Revenue	Writing on Screen, Drawing diagrams on screen, Solving problems	10	8	



Month	Unit 4	Strategies Used	Planned	Taken	Remarks
	Market and pricing Techniques				
DECEMBER	Concept of Markets, Various pricing techniques used	Writing on Screen, Drawing diagrams on screen, Solving problems	14	12	

TOTAL: 30

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Teaching Plan
Academic Year 2020-21

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Subject :	Business Environment
Course, Class and Semester:	BAF/ FY/ SEM II
Division :	A
Lectures Allotted for whole Semester:	60
Actual Lectures Taken :	24

August	
January	6
February	12
March	14
April	4
TOTAL	36

Month	Syllabus Unit -1 Allotted Lectures : 8	Strategies Used	Planned	Taken	Remarks
	Business and its Environment				
January	1. Business Objectives, Dynamics of Business and its Environment, Types of Business Environment. 2. Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Q & A 	6	4	

Month	Syllabus Unit -2 Allotted Lectures :16	Strategies Used	Planned	Taken	Remarks
	Business and Society				
February	1. Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate. 2. Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option. 3. Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A Video Activity 	8	10	



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Syllabus Unit -3 Allotted Lectures :12		Strategies Used	Planned	Taken	Remarks
Contemporary Issues					
March	1. Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit. 2. Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	7	5	
Syllabus Unit -4 Allotted Lectures :14		Strategies Used	Planned	Taken	Remarks
International Environment					
April	1. Strategies for going Global: MNCs and TNCs, WTO. 2. Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	7	5	
TOTAL			28	24	

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Teaching Plan
Academic Year 2020-21

Subject :	Marketing Business Communication II
Course, Class and Semester:	BAF/ FY/ SEM II
Division :	A
Lectures Allotted for whole Semester:	45
Actual Lectures Taken :	35

January	8
February	12
March	14
April	4
TOTAL	38

Month	Syllabus Unit -I Allotted Lectures ; 15	Strategies Used	Planned	Taken	Remarks
	Presentation Skills				
January	Presentation , Skills for giving an effective presentation, Principles of making a good presentation, Do's And Dont's of presentation, Methods of delivery, Nervousness. Different aids/ Tools for presentation.	<ul style="list-style-type: none"> • Lecture • Powerpoint Presentations • Q & A • Activity Short Video - Learning from the Masters 	4	5	

Month	Presentation Skills	Strategies Used	Planned	Taken	Remarks
February	Group PPT Presentation by students	PPT Presentation by students. Feedback to students	4	4	



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Syllabus Unit -7 Allotted Lectures :15		Strategies Used	Planned	Taken	Remarks
Group Communication					
Interview - Meaning, How the interviewers prepare, Types of interviewers, Interview selection process. Job interview process, How a candidate should prepare for an interview, , Types of interview questions, Alternative interview formats.		<ul style="list-style-type: none"> • Lectures • Powerpoint Presentations • Verbal Q & A • Pop-up Quiz • Video 	4	3	


Group Communication		Strategies Used	Planned	Taken	Remarks
<p>Types of Interview, Drawbacks of interviewing, Group Discussions, Skills of GD. Ways to develop GD, Essentials of GD, Meeting - Introduction , Concept , Objectives & Essentials of Meeting.</p> <p>Meeting - Advantages & Disadvantages of meeting, Planning the meeting, Conducting the meeting - Role of Chairperson and participants.</p> <p>Managing group dynamics in a meeting , Secretary - Meaning, Types of secretary.</p>					




Month	Group Communication	Strategies Used	Planned	Taken	Remarks
March	<p>Functions of Company secretary, Notice of Meeting, Agenda, Resolution & Motion, Minutes, Explanation, Examples and Proforma.</p> <p>Conference- meaning, Advantages/Disadvantages, Types of conferences. Organising a conference, Do's and Don't's, Contemporary Methods of organising conferences.</p> <p>Public Relations - Meaning, Definition, Aims, Need for Public Relation, The 'Publics' of PR. Functions of public relations department, Measures of External PR, Measures of Internal PR.</p>	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	11	8	

Syllabus Unit -3 Allotted Lectures :15		Strategies Used	Planned	Taken	Remarks
Business Correspondence					
Trade Letters - Letter of inquiry, Letters of complaints, Claims, adjustments, Promotion leaflets,		<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A Assignment 	3	4	

Month	Business Correspondence	Strategies Used	Planned	Taken	Remarks
April	<p>Grievance letters, RTI Act</p> <p>• Revision of all modules</p>	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A 	4	6	
TOTAL:			42	35	


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Teaching Plan
Academic Year 2020-21

Subject :	Business Environment
Course, Class and Semester:	BAF/ FY/ SEM II
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	24

August	
January	6
February	12
March	14
April	4
TOTAL	36

Month	Syllabus Unit -1 Allotted Lectures : 8	Strategies Used	Planned	Taken	Remarks
	Business and its Environment				
January	1. Business Objectives, Dynamics of Business and its Environment, Types of Business Environment. 2. Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Q & A 	6	4	

Month	Syllabus Unit -2 Allotted Lectures :16	Strategies Used	Planned	Taken	Remarks
	Business and Society				
February	1. Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate. 2. Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option. 3. Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A Video Activity 	8	10	



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Syllabus Unit -3 Allotted Lectures :12		Strategies Used	Planned	Taken	Remarks
Contemporary Issues					
March	1. Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit. 2. Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	7	5	
Syllabus Unit -4 Allotted Lectures :14		Strategies Used	Planned	Taken	Remarks
International Environment					
April	1. Strategies for going Global: MNCs and TNCs, WTO. 2. Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	7	5	
TOTAL			28	24	

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Name of Teacher :	Pranjalee Kurundkar	Month	No of lectures Available
Subject :	Mathematics	DEC	5
Course, Class and Semester:	BAF / FY / II	JAN	16
Division :	A and B	FEB	12
Lectures Alloted for whole Semester:	60	MARCH	7
Actual Lectures Taken :	60	TOTAL	40

Month	Unit	Unit (1 to 5) : Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
DEC, JAN	I	Ratio, Proportion and Percentage Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	Lecture, Assignment, Google Classroom	15	10	Completed
JAN	II	Profit and Loss Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	Lecture, Assignment, Google Classroom	15	10	Completed



FEB	III	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate	Lecture, Assignment, Google Classroom	15	10	Completed
FEB,MARCH	IV	Shares and Mutual Fund Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value	Lecture, Assignment, Google Classroom	15	10	Completed

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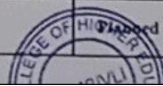
Name of Teacher :	Ms. Sunita Sidhani
Subject :	Business Law
Course, Class and Semester:	BAF / FY / II
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	42

Month	No of lectures Available
JANUARY	8
FEBRUARY	14
MARCH	16
APRIL	8
TOTAL	46

Month	Syllabus Unit -1 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Law of Contract 1872				
July	Nature of Contract, Classification of Contracts, Offer and Acceptance, Capacity of Parties to Contract, Free Consents, Consideration, Legality of Object, Agreement Declared Void, Performance of Contract, Discharge of Contract, Remedies for Breach of Contract Special Contracts: Indemnity, Guarantee, Bailment and Pledge, Agency	Discussion Method, PPT, Animated video on important case laws, Points to remember given , Test	18	25+8=33	COMPLETED

Month	Syllabus Unit -2 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Sale of Goods Act 1930				
August	Formation of Contract of Sale, Goods and their Classifications, Price, Conditions and Warranties, Transfer of Properties in Goods, Performance of Contract of Sales, Unpaid Seller and his Rights, Sale by Auction, Hire Purchase Agreement	Discussion Method, PPT, Animated video on important case laws, Points to remember given , Quiz session.	12	5	COMPLETED

Month	Syllabus Unit -3 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Negotiable Instrument Act 1881				



SIA	Definition of Negotiable Instruments, Features of Negotiable Instruments, Promissory Note, Bill of Exchange and Cheques, Holder and Holder in due Course, Crossing of a Cheques, Types of Crossing, Dishonour and Discharge of Negotiable Instruments	Discussion Method, PPT, Points to remember given, MCQs Practice	12	5	COMPLETED
September					

Month	Syllabus Unit -4 Alloted Lectures:15	Strategies Used	Planned	Taken	Remarks
	Consumer Protection Act 1986				
October	Salient Features, Definition of Consumers, Deficiency in Service, Defects in Goods	Discussion Method, PPT, Points to remember given, MCQs Practice	6	1	COMPLETED
Total			48	42	

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Teaching Plan
 Academic Year 2020-21

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Subject :	Business Communication II
Course, Class and Semester:	BAF/ FY/ SEM II
Division :	A
Lectures Allotted for whole Semester:	45
Actual Lectures Taken :	35

January	8
February	12
March	14
April	4
TOTAL	38

Month	Syllabus Unit -1 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Presentation Skills				
January	Presentation , Skills for giving an effective presentation, Principles of making a good presentation, Do's And Don'ts of presentation, Methods of delivery, Nervousness Differents aids/ Tools for presentation.	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Q & A Activity Short Video - Learning from the Masters 	4	5	

Month	Presentation Skills	Strategies Used	Planned	Taken	Remarks
February	Group PPT Presentation by students	PPT Presentation by students. Feedback to students	4	4	

	Syllabus Unit -2 Allotted Lectures :15	Strategies Used	Planned	Taken	Remarks
	Group Communication				
	Interview - Meaning, How the interviewers prepare, Types of interviewers, Interview selection process. Job interview process, How a candidate should prepare for an interview, , Types of interview questions, Alternative interview formats.	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A Pop up Quiz Video 	4	3	

	Group Communication	Strategies Used	Planned	Taken	Remarks
	Types of Interview, Drawbacks of interviewing, Group Discussions, Skills of GD, Ways to develop GD, Essentials of GD, Meeting - Introduction, Concept, Objectives & Essentials of Meeting, Meeting - Advantages & Disadvantages of meeting, Planning the meeting, Conducting the meeting - Role of Chairperson and participants, Managing group dynamics in a meeting, Secretary - Meaning, Types of secretary.	• Lecture • Powerpoint Presentations • Verbal Q & A Video Activity	7	5	

Month	Group Communication	Strategies Used	Planned	Taken	Remarks
March	Functions of Company secretary, Notice of Meeting, Agenda, Resolution & Motion, Minutes, Explanation, Examples and Proforma, Conference- meaning, Advantages/Disadvantages, Types of conferences, Organising a conference, Do's and Don'ts, Contemporary Methods of organising conferences, Public Relations - Meaning, Definition, Aims, Need for Public Relation, The 'Publics' of PR, Functions of public relations department, Measures of External PR, Measures of Internal PR.	• Lecture • Powerpoint Presentation. • Verbal Q & A • Examples and Discussion Microsoft Form 10 Point Quiz	11	8	

Syllabus Unit -J Allotted Lectures :15		Strategies Used	Planned	Taken	Remarks
Business Correspondence					
Trade Letters - Letter of inquiry, Letters of complaints, Claims, adjustments, Promotion leaflets,		• Lecture • Powerpoint Presentations • Verbal Q & A Assignment	3	4	

Month	Business Correspondence	Strategies Used	Planned	Taken	Remarks
April	Grievance letters, RTI Act • Revision of all modules	• Lecture • Powerpoint Presentations Verbal Q & A	4	6	

TOTAL: 42 35

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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Dhanabalu Naikar	Month	No of lectures Available
Subject :	Financial Accounting II	January	8
Course,Class and Semester:	BAF/FY/II	February	16
Division :	A	March	16
Lectures Alloted for whole Semester:	60	April	10
Actual Lectures Taken :	54	TOTAL	54

Month	Syllabus Unit -1 Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
	Accounting for Incomplete Records				
January	Introduction Problems On Preparation of Final Accounts of Sole Trading Concern	<ul style="list-style-type: none"> • Lecture • Chalk and blackboard • PPT • Assignment 	8	8	

Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
	Consignment Accounts				
February	Accounting for Consignment Transactions Valuation of Stock Invoicing of Goods at Higher Price	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	16	16	



Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Branch Accounts				
March	Meaning & Classification of Branches Accounting for Dependent Barnch Debtors Method Stock & Debtors Method	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	16	16	

Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
	Fire Insurance Claims				
April	Computation of Loss of Stock by Fire Ascertainment of Claim	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A 	10	10	
TOTAL:			60	58	

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Teaching Plan

Academic Year 2020-21

Name of Teacher :	Rasika Shinde
Subject :	Auditing
Course, Class and Semester:	BAF/FY/II
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	44

Month	No of lectures Available
January	8
February	12
March	16
April	10
TOTAL	46

Month	Syllabus Unit -1 Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
	Introduction to Auditing				
January	Basics, Errors & Frauds, Principles of Auditing, Types, Accounting Concepts	<ul style="list-style-type: none">LectureChalk and blackboardPPTAssignment	8	8	

Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
	Audit Planning, Procedure & Documentation				
February	Audit Plan, Audit Programme, Audit Working papers, Audit Notebook	<ul style="list-style-type: none">LecturePPTCasesChalk & BoardAssignment	12	10	

Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Auditing Techniques				
March	Test Check, Audit Sampling, Internal Control, Internal Check	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	16	16	

Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
	Internal Audit				
April	Meaning, Basic Principles of Internal Audit, Objectives, Evaluation, Usefulness, Internal vs External Audit, Internal Check vs Internal Audit	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	10	10	

TOTAL: 46 44

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Teaching Plan
Academic Year 2020-21

Subject: Business Law

Course, Class and Semester:	BAF / FY / II
Division :	A
Lectures Allotted for whole Semester:	60
Actual Lectures Taken :	46

FEBRUARY	12
MARCH	16
APRIL	10
TOTAL	38

Month	Syllabus Unit -1 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
January	<p>Law of Contract 1872</p> <p>Nature of Contract, Classification of Contracts, Offer and Acceptance, Capacity of Parties to Contract, Free Consents, Consideration, Legality of Object, Agreement Declared Void, Performance of Contract, Discharge of Contract, Remedies for Breach of Contract Special Contracts: Indemnity, Guarantee, Bailment and Pledge, Agency</p>	<p>Discussion Method, PPT, Animated video on important case laws, Points to remember given, Test</p>	10	10	



Month	Syllabus Unit -2 Allotted Lectures :15	Strategies Used	Planned	Taken	Remarks
	Sale of Goods Act 1930				
February	Formation of Contract of Sale, Goods and their Classifications, Price, Conditions and Warranties, Transfer of Properties in Goods, Performance of Contract of Sales, Unpaid Seller and his Rights, Sale by Auction, Hire Purchase Agreement	Discussion Method, PPT, Animated video on important case laws. Points to remember given , Quiz session.	12	10	

Month	Syllabus Unit -3 Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
	Negotiable Instrument Act 1881				
March	Definition of Negotiable Instruments, Features of Negotiable Instruments, Promissory Note, Bill of Exchange and Cheque, Holder and Holder in due Course, Crossing of a Cheques, Types of Crossing, Dishonour and Discharge of Negotiable Instruments	Discussion Method, PPT, Points to remember given , MCQs Practice	16	14	

Month	Syllabus Unit -4 Allotted Lectures:15	Strategies Used	Planned	Taken	Remarks
	Consumer Protection Act 1986				
April	Salient Features, Definition of Consumers, Deficiency in Service, Defects in Goods	Discussion Method, PPT, Points to remember given , MCQs Practice	10	10	
Total			48	46	

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Name of Teacher :	Pranjalee Kurundkar
Subject :	Business Mathematics
Course, Class and Semester:	BAF / FY / II
Division :	A and B
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	60


Month	No of lectures Available
Jan	9
FEB	21
March	18
April	12
TOTAL	60

Month	Unit	Unit (1 to 5) :Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
Jan FEB		Ratio, Proportion and Percentage Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage	PPT AND PROBLEM SOLVING Tutorial, Quiz	15	13	
FEB		Profit and Loss Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage	PPT AND PROBLEM SOLVING Tutorial, Quiz	15	17	




MARCH	Interest and Annuity Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of Stated annual rate and effective annual rate	PPT AND PROBLEM SOLVING Tutorial, Quiz Video	15	14	
APRIL					
FEB MARCH	Shares and Mutual Fund Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income entry load, exit load, dividend, change in net asset value	PPT AND PROBLEM SOLVING Tutoria, Quizl	15	16	

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Name of Teacher :	Ms. Sunita Sidhani
Subject :	Business Law
Course, Class and Semester:	BAF / SY / III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	41

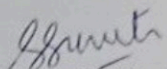
Month	No of lectures Available
July	12
August	12
September	10
October	10
NOVEMBER	10
TOTAL	54

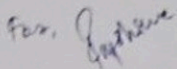
Month	Syllabus Unit -1 Allotted Lectures : 30	Strategies Used	Planned	Taken	Remarks
	The Indian Partnership Act – 1932				
AUGUST, SEPT, OCT (3 LEC)	a) Concept of Partnership: Partnership and Company, Test for determination of existence for partnership, Kinds of partnership b) Registration and effects of non-registration of Partnership c) Rights and Duties of Partners d) Authority and Liability of partners e) Admission, Retirement and Expulsion of Partner f) Dissolution of Partnership	Discussion Method, PPT, case study animated video, Points to remember given . Quiz	20	19	TAKEN & COMPLETED

Month	Syllabus Unit -2 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Limited Liability Partnership Act – 2008				
OCTOBER , NOVEMBER R	a) Nature of Limited Liability Partnership b) Incorporation of Limited Liability Partnership c) Extent and Limitation of Liability of Limited Liability Partnership and Partners d) Contributions e) Conversion Into Limited Liability Partnership f) Winding Up and Dissolution	Discussion Method, PPT, case study animated video, Points to remember given . Quiz	15	12	TAKEN & COMPLETED



Month	Syllabus Unit -3 Alloted Lectures : 20	Strategies Used	Planned	Taken	Remarks
JULY	Factories Act - 1948 Definitions : • Section 2 (k) - Manufacturing Process, • Section 2 (l) - Workers • Section 2 (m)- Factory B) Provisions pertaining to i. Health- Section 11 to Section 20 ii. Safety- Section 21 to Section 41 iii. Welfare- Section 42 to Section 47	Discussion Method, PPT, case study animated video, Points to remember given, Quiz	15	19	TAKEN & COMPLETED
Total			50	41	


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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Rasika S.
Subject :	Direct Taxes I
Course, Class and Semester:	BAF/SY/III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	58

Month	No of lectures Available
June	16
July	18
August	14
September	12
TOTAL	60

Month	Syllabus Unit -1 Allotted Lectures : 16 Definitions u/s – 2 , Basis of Charge and Exclusion	Strategies Used	Planned	Taken	Remarks
June	Definitions u/s – 2 : Section 2 – Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer Basis of Charge : Section 3 – 9 – Previous Year, Residential Status, Scope Of Total Income, Deemed Income Exclusions from Total Income: Section 10 – restricted to, Agricultural Income, Sums Received From HUF By Member, Share of Profit from Firm, Casual & Non – Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.	<ul style="list-style-type: none">• Lecture• Chalk and blackboard• PPT• Assignment	16	16	



Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
July	Heads of Income Various Heads of Income Salary Income: Section 15 – 17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Gratuity, Pension – Commutation, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund Income From House Property : Section 22 – 27, Including Section 2 – Annual Value Profits & Gains From Business & Profession : Vocation Section 28-32, 36, 37, 40, 40A, 43B, 44AD, 44ADA & 44AE including.: Section 2 – Business Capital Gains : Section 45, 48, 49, 50, 54 and 55 Income from Other Sources: Section 56 – 59	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	18	16	

Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Deductions under Chapter VI – A				



August	80 A- Restriction on claim in Chapter VI- A deductions 80 C – Payment of LIC/PF and other eligible investments 80CCC – Contribution to certain Pension Fund 80D – Medical Insurance Premium 80 DD- Maintenance and medical treatment of handicapped dependent 80E – Interest on Educational Loan 80 TTA- Interest on Saving Bank account 80U – Deduction in the case of totally blind or physically handicapped or mentally retarded resident person	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	14	14	
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Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
September	Computation of Total Income Computation of Total Income of Individual and HUF with respect to above heads and deductions	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	12	10	
TOTAL:			60	56	

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Teaching Plan
Academic Year 2020-21

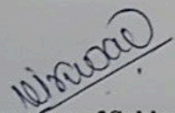
Name of Teacher :	Nandini Kadam
Subject :	IT IN ACCOUNTANCY -I
Course,Class and Semester:	BAF/ SYBAF / SEM III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	47

Month	No of lectures Available
JULY	12
AUGUST	6
SEPT	13
OCT	7
NOV	7
DEC	10
TOTAL	55


Month	Syllabus Unit -1 Allotted Lectures : 10	Strategies Used	Planned	Taken	Remarks
July	History of Computers, Parts of Computers, Hardware, Software	Powerpoint Presentation Discussion video	10	10	Completed
August	Network Topologies			4	
	Syllabus Unit -2 Allotted Lectures :20	Strategies Used	Planned		Remarks
December	Ms- Word, Ms-Excel, Ms-Powerpoint, Tools in Accounting	Demonstration	15	6	Completed
	Syllabus Unit -3 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
October	Web : Web browser, searching tools downloading , creating email account, SEO	Powerpoint Presentation Demonstration	5	3	Completed




Syllabus Unit -4 Allotted Lectures :10		Strategies Used	Planned	Taken	Remarks
August	Internet and other emerging technologies	Powerpoint Presentation Activity, Debate	12	3	Completed
September	E-commerce, EDI, Extranet			5	
October	Payment Systems			4	
Syllabus Unit -5 Allotted Lectures :10		Strategies Used	Planned		Remarks
November	Electronic commerce : Advantages, Disadvantage, Infrastructure, E-commerce software,	Powerpoint Presentation Activity, Puzzles	13	7	Completed
December	Strategies for marketing, sale and promotion, purchasing, logistics and supporting activities			4	
TOTAL:			55	47	


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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Ms. Sunita Sidhani
Subject :	Business Law
Course, Class and Semester:	BAF / SY / III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	41

Month	No of lectures Available
July	12
August	12
September	10
October	10
NOVEMBER	10
TOTAL	54

Month	Syllabus Unit -I Allotted Lectures : 30 The Indian Partnership Act – 1932	Strategies Used	Planned	Taken	Remarks
AUGUST, SEPT, OCT (3 LEC)	a) Concept of Partnership: Partnership and Company, Test for determination of existence for partnership, Kinds of partnership b) Registration and effects of non-registration of Partnership c) Rights and Duties of Partners d) Authority and Liability of partners e) Admission, Retirement and Expulsion of Partner f) Dissolution of Partnership	Discussion Method, PPT, case study animated video, Points to remember given , Quiz	20	19	TAKEN



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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Ms. Sunita Sidhani
Subject :	Business Law
Course,Class and Semester:	BAF / SY / III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	41

Month	No of lectures Available
July	12
August	12
September	10
October	10
NOVEMBER	10
TOTAL	54

Month	Syllabus Unit -I Allotted Lectures : 30	Strategies Used	Planned	Taken	Remarks
	The Indian Partnership Act – 1932				
AUGUST, SEPT, OCT (3 LEC)	a) Concept of Partnership; Partnership and Company, Test for determination of existence for partnership, Kinds of partnership b) Registration and effects of non-registration of Partnership c) Rights and Duties of Partners d) Authority and Liability of partners e) Admission, Retirement and Expulsion of Partner f) Dissolution of Partnership	Discussion Method, PPT, case study animated video, Points to remember given , Quiz	20	19	TAKEN



Month	Syllabus Unit -2 Allied Lectures : 18	Strategies Used	Planned	Taken	Remarks
	Limited Liability Partnership Act - 2008				
OCTOBER - NOVEMBER R	a) Nature of Limited Liability Partnership b) Incorporation of Limited Liability Partnership c) Extent and Limitation of Liability of Limited Liability Partnership and Partners d) Contributions e) Conversion into Limited Liability Partnership f) Winding Up and Dissolution	Discussion Method, PPT, case study animated video, Points to remember given, Quiz	15	12	TAKEN
Month	Syllabus Unit -3 Allied Lectures : 20	Strategies Used	Planned	Taken	Remarks
	Factories Act - 1948				
JULY	Definitions: • Section 2 (k) - Manufacturing Process, • Section 2 (l) - Workers • Section 2 (m) - Factory Provisions pertaining to i. Health- Section 11 to Section 20 ii. Safety- Section 21 to Section 41 iii. Welfare- Section 42 to Section 49	Discussion Method, PPT, case study animated video, Points to remember given, Quiz	15	10	TAKEN
Total			50	41	

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Teaching Plan

Academic Year 2020-21

Subject :	FC (Intro to Mgmt)
Course,Class and Semester:	BAF/ SY/ SEM III
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	48

July	12
August	12
September	10
October	10
NOVEMBER	10
TOTAL	54

Month	Syllabus Unit -1 Allotted Lectures : 12	Strategies Used	Planned	Taken	Remarks
	Introduction to Basic Management Concepts				
July	Introduction to Management, Definition of Management, Nature of Management, Objectives of Management, Administration vs Management, Levels of Management, Principles of Management	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Q & A 	12	12	
	Syllabus Unit -2 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Planning				
August	Definition and Importance of Planning, Process of Planning, Limitations of Planning, Features of Sound Planning, Features and process of decision making.	<ul style="list-style-type: none"> Lecture Powerpoint Presentation. Verbal Q & A Examples and Discussion Microsoft Form 10 Point Quiz 	12	10	



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Month	Syllabus Unit -3 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Organising				
September	Definition, nature and significance, Process of organisation, Principles of organisation, Formal and Informal organisation - features, advantages and disadvantages, Centralisation and decentralisation – factors, merits and demerits, Departmentation and Delegation.	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A Assignment 	10	8	
October	Syllabus Unit -4 Allotted Lectures :10	<ul style="list-style-type: none"> Lecture Powerpoint Presentations Verbal Q & A 	10	10	Remarks
	Staffing				
	Meaning, Importance of Staffing, Recruitment and its sources, Selection procedure, Distinction between Recruitment and Selection, Employment tests and types of Interview				
	Syllabus Unit -4 Allotted Lectures :10				
	Directing and Controlling				
Meaning and Importance of directing, Principles of Directing, Leadership traits and Styles, Motivation – Importance and Factors					



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	Syllabus Unit -4 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Directing and Controlling				
November	Co-ordination - Meaning, features and Importance, Meaning and steps in controlling, Essentials of a good control system		10	8	
TOTAL:			54	48	

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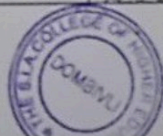
Academic Year 2020-21

Name of Teacher :	Rasika S.
Subject :	Cost Accounting II
Division :	A
Course, Class and Semester:	BAF/SY/III
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	48

Month	No of lectures Available
July	10
August	14
September	12
October	14
TOTAL	50

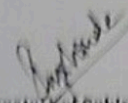
Month	Syllabus Unit -1 Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
	Classification of cost & cost sheet				
July	Problems based on Cost sheet, total cost, unit cost, estimated cost sheet	<ul style="list-style-type: none">LectureChalk and blackboardPPT	10	10	

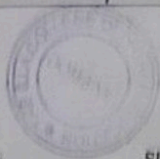
Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
	Reconciliation of Cost & Financial Accounts				
August	Problems based on Cost & Financial Accounts	<ul style="list-style-type: none">LecturePPTCases	14	14	




Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
	Contract Costing				
September	Retention money, Contract accounts, Accounting for material, Accounting for plant used in a contract, treatment of profit on incomplete contracts, Contract profit and Balance sheet entries, Escalation clause, practical problems	Lecture PPT Case Quiz & Board Assignment	12	12	

Month	Syllabus Unit -4 Alloted Lectures:13	Strategies Used	Planned	Taken	Remarks
	Process Costing				
October	Process loss, Abnormal gains and losses, Joint products and by products, Excluding Equivalent units, Inter-process profit Practical problems Process Costing and joint and by product	Lecture PPT Assignment Q & A Case studies	14	12	
TOTAL:			50	48	


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Teaching Plan
Academic Year 2020-21

Subject :	FC (Introduction to Management)
Course,Class and Semester:	BAF/ SY/ SEM IV
Division :	A
Lectures Allotted for whole Semester:	60
Actual Lectures Taken :	35

January	15
February	14
March	10
April	7
TOTAL	46

Month	Syllabus Unit -1 Allotted Lectures : 5	Strategies Used	Planned	Taken	Remarks
	Introduction to Basic Management Concepts				
January	Introduction to Management, Definition of Management, Nature of Management, Objectives of Management, Administration vs Management, Levels of Management, Principles of Management	<ul style="list-style-type: none"> • Lecture • Powerpoint Presentations • Q & A 	10	12	
	Syllabus Unit -2 Allotted Lectures :10	Strategies Used	Planned		Remarks
	Planning	<ul style="list-style-type: none"> • Lecture • Powerpoint Presentation. • Verbal Q & A • Examples and Discussion Microsoft Form 10 Point Quiz 	7		



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	Syllabus Unit -3 Allotted Lectures :19	Strategies Used	Planned	Taken	Remarks
February	Organising				
	Definition, nature and significance, Process of organisation, Principles of organisation, Formal and Informal organisation - features, advantages and disadvantages, Centralisation and decentralisation – factors, merits and demerits, Departmentation and Delegation.	<ul style="list-style-type: none"> • Lecture • Powerpoint Presentations • Verbal Q & A Assignment 	8	10	
March	Syllabus Unit -4 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Staffing				
	Meaning, Importance of Staffing, Recruitment and its sources, Selection procedure, Distinction between Recruitment and Selection, Employment tests and types of Interview	<ul style="list-style-type: none"> • Lecture • Powerpoint Presentations Verbal Q & A 	8	6	
	Syllabus Unit -4 Allotted Lectures :10	Strategies Used	Planned		Remarks
	Directing and Controlling				
	Meaning and Importance of directing, Principles of Directing, Leadership trails and Styles, Motivation – Importance and Factors		2	2	




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April	Syllabus Unit -4 Allotted Lectures :10	Strategies Used	Planned	Taken	Remarks
	Directing and Controlling				
	Co-ordination – Meaning, features and Importance, Meaning and steps in controlling, Essentials of a good control system		7	5	
TOTAL:			42	35	

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The S.I.A. College of Higher Education
DOMBIVLI (E)



The S.I.A. College of Higher Education
Teaching Plan
Academic Year 2020-21

Name of Teacher :	Nandini Kadam
Subject :	IT IN ACCOUNTANCY -II
Course, Class and Semester:	BAF/ SYBAF / SEM IV
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	48

Month	No of lectures Available
January	14
February	14
March	17
April	5
TOTAL	50

Month	Syllabus Unit -I Allotted Lectures : 15	Strategies Used	Planned	Taken	Remarks
January	Business Process : Intro, flow, classification, BPM, BPM Life Cycle, Automation of Business processes, Accounting System Automation, IT and BPM,	Powerpoint presentation Discussion Video	15	14	Completed
February	Use of IT in Accountancy			1	
	Syllabus Unit -2 Allotted Lectures :20	Strategies Used	Planned		Remarks
February	Computerized Accounting System : Intro, uses and benefits, requirements, limitations, accounting softwares	Powerpoint presentation Discussion Video	15	9	
March	Tally- Accounting and Reports			3	Completed





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Teaching Plan
Academic Year 2020-21

Name of Teacher :	Rasika Shinde
Subject :	Direct Taxes II
Course, Class and Semester:	BAF/5Y/IV
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	46

Month	No of lectures Available
January	8
February	12
March	16
April	12
TOTAL	48

Month	Syllabus Unit -I Allotted Lectures : 16	Strategies Used	Planned	Taken	Remarks
January	Clubbing of Income - Section 60 to 65 Set Off & Sec: 70 - Set off Loss from one Source against Income from another Source under the Same Head of Income Sec: 71 - Set Off Loss from One Head against Income of another Head Sec: 71B - Carry Forward & Set off Losses from House Property Sec: 72 - Carry Forward & Set Off of Losses of Business Losses Sec: 73- Losses in Speculation Business Sec: 74- Loss under the head Capital Gains	<ul style="list-style-type: none">LectureChalk and blackboardPPTAssignment	8	8	

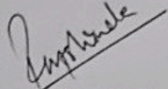



Month	Syllabus Unit -2 Allotted Lectures :18	Strategies Used	Planned	Taken	Remarks
February	Computation of Tax liability Individual & HUF Computation of Income of Partnership Firm in Relation to Sec: 40(b) & Tax Thereon With Applicable Rate of Tax	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	12	10	


Month	Syllabus Unit -3 Allotted Lectures : 14	Strategies Used	Planned	Taken	Remarks
March	Return of Income – Sec 139 Tax Deduction at Source Advance Tax U/S 207, 208, 209, 210 & 211 Interest Payable U/S 234A, 234B, 234C Basic Aspects of Deduction of Taxes at Source Sec: 192 – TDS on Salary Sec: 194A – TDS on Interest Sec: 194C – TDS on Contractor Sec: 194H – TDS on Commission Sec: 194I – TDS on Rent Sec: 194J – TDS on Professional Fees Advance Tax U/S 207, 208, 209, 210 & 211 Sec: 207 – Income Liable to Advance Tax Sec: 208 – Liability of Advance Tax Sec: 209 – Computation of Advance Tax Sec: 210 – Payment of Advance Tax by Assessee on His Own Account Sec: 211 – Due Dates of Payment of Advance Tax Interest Payable U/S 234A, 234B, 234C Sec: 234A – Interest for default in furnishing return of income Sec: 234B – Interest for default in payment of advance tax Sec: 234C – Interest for deferment of advance tax	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	16	16	



Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
	DTAA U/S 90 & 91, Tax Planning & Ethics in Tax				
April	Problems based on DTAA u/s 90&91, Basic Concept of Tax Planning & Ethics in taxation	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	12	12	
TOTAL:			48	46	


Signature of Subject Teacher


Signature of Convenor


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Academic Year 2020-21

Name of Teacher :	Rasika Shinde
Subject :	Management Accounting
Course, Class and Semester:	BAF/FY/IV
Division :	A
Lectures Alloted for whole Semester:	60
Actual Lectures Taken :	44

Month	No of lectures Available
January	8
February	12
March	16
April	10
TOTAL	46

Month	Syllabus Unit -1 Allotted Lectures : 16 Introduction to Management Accounting	Strategies Used	Planned	Taken	Remarks
January	Meaning, Features, Scope, Importance, Functions, role of Management Accounting, Management Accounting Framework, Tools, Management Accounting and Financial Accounting	<ul style="list-style-type: none"> • Lecture • Chalk and blackboard • PPT • Assignment 	8	8	

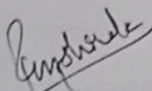
Month	Syllabus Unit -2 Allotted Lectures :18 Analysis and Interpretation of Accounts	Strategies Used	Planned	Taken	Remarks
February	a) Vertical Forms of Balance Sheet and Profit and Loss Account suitable for analysis b) Trend Analysis. c) Comparative Statement. d) Common Size Statement.	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	12	10	



Month	Syllabus Unit -3 Alloted Lectures : 14	Strategies Used	Planned	Taken	Remarks
March	Financial Statement analysis: Ratio analysis Meaning of financial Statement Analysis, steps, Objective 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 vii) Creditors Turnover	<ul style="list-style-type: none"> • Lecture • PPT • Cases • Chalk & Board • Assignment 	16	16	



Month	Syllabus Unit -4 Alloted Lectures:12	Strategies Used	Planned	Taken	Remarks
April	Cash Flow Analysis, Working Capital Management Preparation of Cash Flow Statement with reference to Accounting Standard No .3. (Indirect method only) Concept, Nature of Working Capital , Planning of Working Capital B. Estimation / Projection of Working Capital Requirement in case of Trading and Manufacturing Organization C. Operating Cycle Practical Problems	<ul style="list-style-type: none"> • Lecture • PPT • Assignment • Q & A Case studies 	10	10	
TOTAL:			46	44	


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