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Designation: Extension lecturer
Department : Management
LESSON- PLAN OF CAPITAL MARKETS (2024-25)
PAPER CODE: BBAN-303

JULY

Meaning, nature and role of capital market, features of developed capital market, reforms in the capital market, regulatory framework of capital market, capital market instruments and innovation in financial instruments.

AUG

Primary capital market scenario in India, primary market intermediaries, primary market activities, methods of raising resources from primary market; secondary market scenario in India, reforms in secondary market, organization and management, trading and settlement, listing of securities, stock market index, steps taken by SEBI to increase liquidity in the stock market.

SEP

**Meaning, need and benefits of depository system in India, difference between demat and physical share, depository process, functioning of NSDL and SHCIL
Importance of Debt market in capital market, participant in the debt market, types of instrument treated in the Debt market, primary and secondary segments of debt market. Test & Assignment**

OCT

Role and policy measures relating to development banks and financial institution in India, products and services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM Bank, NABARD and ICICI

NOV

**Meaning and benefits of mutual funds,
types of mutual funds, SEBI guidelines relating to mutual funds.
Test & Revision**

DISASTER MANAGEMENT LESSON PLAN

PAPER CODE: BBAN 306(2024-25)

JULY

Structure of the atmosphere; Pressure, temperature, precipitation, cloud classification and formation; calories force; EI Nino phenomenon; western disturbance; energy model and budget of the earth.

AUG

Primary differentiation and formation of core, mantle, crust, atmosphere and hydrosphere; magma generation and formation of igneous rock; weathering; erosion; transportation and deposition of earth's material by running water; river meandering and formation of ox-bow lake.

Depletion of natural capital; development as causes of disaster; rapid population growth, environmental pollution; epidemics; industrials accidents and chemical releases.

SEP

Multipurpose project and resettlement issues; humanitarian assistance in emergencies. Floods- flood plains, drainage, basins, nature and frequency of flooding, flood hazards, urbanization and flooding, flood hydrographs

OCT

dams barrages and rivers diversions, creation of reservoir, influence on micro-climate, impact on flora and fauna. Landslides- landslide analysis, determination of stability and safety factor.

NOV

Coastal hazards- tropical cyclone, coastal erosion, sea level changes and its impact on coastal areas and coastal zone management.

Climate change- Emissions and global warming, impact on sea level in south Asian region environmental disruptions and their implications. Test & Revision

Basics of Accounting (BBA 1st sem)2024-25

Course Code: 24IMSI401DS02

July

Meaning, advantages and limitations of accounting, Branches of accounting, users of financial accounting information, Qualitative characteristics of accounting information, Basis of accounting: cash basis and accrual basis, Capital and revenue expenditures and receipts .

AUG

Financial Accounting Principles: Meaning and need; Generally Accepted Accounting Principles (GAAP); Accounting Standards: Concept, benefits, Ind AS and IFRS: convergence vs adoption

Recording of business transactions (including GST transactions), Ledger, Trial balance including adjusting, transfer and closing entries; Rectification of Errors; Bank reconciliation statement TEST 1

SEP

Accounting cycle, Preparation of Financial statements; Accounts of Non-Profit Organizations; Depreciation Accounting: Concept and methods (SLM AND WDM only)

OCT

Computerized Accounting Systems: Computerized Accounts by using Tally software- Creating a Company; Creating Accounting Ledgers & Groups, Stock Items & Groups; Vouchers Entry including GST

NOV

**Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Cash Flow Statement; Selecting and shutting a Company; Backup, and Restore data of a Company.
TEST 2 REVISION**

LESSON PLAN OF PRODUCTION AND MATERIALS MANAGEMENT

PAPER CODE: BBAN-501(2023-24)

JULY

Production economics: introduction, evaluation, major long term and short term decisions; objectives, importance and activities, differences between products and services. Meaning and types of production systems

AUG

production to order and production to stock; plant location; factors affecting location and evaluating different locations.

Production planning and control, objectives, advantages and elements. PPC and production systems, sequencing and assignment problems.

SEP

Inventory control: objectives, advantages and techniques (EOQ model and ABC analysis); quality control: meaning and importance, inspection, quality control charts for variables and attributes.

Materials Management: meaning, objectives, importance, functions and organization materials information system; standardization, simplification and variety reduction; value analysis and engineering.

OCT

Stores Management: meaning, objectives, importance and functions, stores layout; classification and codification; inventory control of spare parts; materials logistics-warehousing management,

NOV

materials handling, traffic and transportation; disposal of scrap, surplus and obsolete materials.

Bachelor of Commerce: 1st Semester
Paper: Financial Literacy
Paper Code: 24COM401MD01
w.e.f. Session 2024-25

JULY

Meaning, importance and scope of financial literacy; Prerequisites of financial literacy – level of education, numerical and communication ability; Various financial institutions – banks, insurance companies, post offices, mobile app-based services. Need of availing of financial services from banks, insurance companies and postal services.

AUG

Meaning, importance and need for financial planning; Personal budget, family budget, business budget and national budget; Procedure for financial planning and preparing a budget; Budget surplus and budget deficit.

Banking services and financial services in Indian post office Types of banks; Banking products and services – Various services offered by banks; Types of bank deposit accounts – savings bank account, term deposit, current account, recurring deposit; pan card, address proof, KYC norm

Various types of loans –

Education loan, consumer durable loan, vehicle loan, housing loan, short term, medium term, long term, microfinance, bank overdraft, cash credit, mortgage, reverse mortgage, hypothecation, pledge, Agricultural and related interest rates offered by various nationalized banks

SEP

Cashless banking, e-banking, check counterfeit currency; CIBIL, ATM, net banking, RTGS, NEFT, IMPS, electronic clearance services (ECS), debit and credit card, app-based payment system, bank draft and pay order; banking complaints and ombudsman.

Post office savings schemes: savings bank, recurring deposit, term deposit, monthly income scheme, kisan vikas patra, NSC, PPF, senior citizen savings scheme, sukanyasamriddhiyojana, India post payments bank. money transfer: money order, e-money order. Indian postal order.

OCT

Insurance Services

Life insurance policies: life insurance, term life insurance, endowment policies, pension policies, ULIP, health insurance plans, comparison of policies offered by various life insurance companies, comparison of policies offered by various health insurance companies.

Property insurance policies. Post office life insurance schemes: postal life insurance and rural postal life insurance.

NOV

Stock Markets –Some Basic Concepts

Terms used in stock markets: SENSEX, NIFTY, primary markets, secondary markets, initial public offering(IPO), follow-on public offering (FPO), offer for sale (OFS), block deal, equity shares, preference shares, debentures, bonus shares, dividend, DEMAT account, trading account, delivery instruction slip (DI Slips), blue chips, defensive stocks, face value, market value, market capitalisation, pre-opening session, trading session, opening price, closing price, business days, bull, bear, bull market, bear market, risk, stop loss, derivatives, call option, put option, hedge, holding period; Tax on short term capital gains and long-term capital gains, Mutual Fund and its various schemes.

**M.Com (Two Year Course) 3 rd Semester
Portfolio Management
Paper Code: 17MCO23C1**

JULY

Portfolio: Meaning and Benefits, Rationale of Diversification in Investments, Portfolio Risk and Return: Meaning and Measurement; Strategic Asset Allocation,; Portfolio Selection: Markowitz's model (Efficient Market Frontier); Risk less lending and Borrowings.

AUG

Sharpe's Single Index Model: Empirical Analysis and Sharpe's Optimal Portfolio; Capital Asset Pricing Model (including SML and CML): Assumptions, Empirical evidence on CAPM(with numerical) and Limitations.

SEP

Unit-III Factor Models; Arbitrage Pricing Theory; Performance Evaluation: Treynor Ratio, Sharpe Ratio, Jensen Ratio, M2 Measure, Style Analysis, Risk Adjusted Measures of Return; Techniques of Portfolio Revision

OCT

Behavioural Finance: Heuristic-Driven Biases, Frame Dependence, Emotional and Social Influences and Market inefficiency

NOV

Strategies of the Great Masters: Benjamin Graham, Warren Buffett, John Templeton, Peter Lynch, George Soros, David Dreman, Charles Ellis and Indian Money Monarchs; Basic guidelines for InvestmentDecisions.