



B.Voc. Financial Markets and Services / Account and Taxation

Semester – V Business Ethics

Introduced from June 2020

Name of the Programme : B	3.Voc FMS/ A&T III		Semester –V		
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Credit Assigned -4 Marks Workload –4 Hrs. Per W			
		60			

Course Outcomes:

- 1. Students are able to understand emerging trends in accounting.
- 2. Students are able to understand accounting of non-profit organizations.
- 3. Students are able to understand basic agricultural activities, cost and trading results.
- 4. Students are able to understand and preparation of Bank Financial Statements.

Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Unit-I: Introduction to Ethics Ethics and Business Ethics, Concepts Values and Ethics, Importance of Ethics in Business	10	2	12	LectureDiscussionSeminarPractical
2	Unit-II: Organizational Ethics Ethical Corporate Behaviour, Its Development, Ethical Leadership.	10	2	12	LectureDiscussionSeminarPractical
3	Unit-III: Ethical Decisions Ethical Decision-making, Ethical Dilemmas in Organization, Social Responsibility of Business and Corporate Governance.	10	2	12	LectureDiscussionSeminarPractical
4	Unit-IV: Ethical Issues in the Functional Area Ethics in Functional Area, Marketing, Finance, Human Resource and Information Technology.	10	2	12	LectureDiscussionSeminarPractical
5	Unit-V: Environmental Ethics, Corruption and Gender Issues Environmental Ethics, Corruption and Gender Issues (Gender Ethics, Sexual Harassment and Discrimination)	10	2	12	LectureDiscussionSeminarPractical
	Total Hours	50	10	60	

Note – Practicals should be conducted related to contents of the each unit.

- Modh, Satish, Ethical Management: Text and Cases in Business Ethics and Corporate Governance. New Delhi: Macmillan Publishers India Ltd, 2005.
- Mathur, U.C., Corporate Governance and Business Ethics: Text and Cases. New Delhi: Macmillan Publishers India Ltd, 2005.





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B.Voc. (Financial Markets and Services)

Semester - V Paper - FMS-GEC-502 Marks (Theory 60 and Practical 40)

Mutual Fund Business in India

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III		Semester – VI
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned - 04 Workload – 4 Hrs Per Week
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- 1. Able to Understand the meaning and Legal Structure of Mutual Fund in India
- 2. Able to do Documentations and Procedural aspects of Mutual Fund
- 3. Able to apply the registration Process, Formats and Rights and obligations of the Investors
- 4. Able to understand the regulatory issues and career in Mutual Fund

Unit	Name & Contents of Units	Hrs	Teaching
No			Method
1	Unit 1 Introduction to Mutual Funds 1.1 Meaning, Evolution, Types of Mutual Fund Schemes 1.2 Importance of Mutual Funds 1.3 Legal Structure of Mutual Funds in India, 1.4 Major Mutual Fund AMCs in India	15	LectureDiscussionSeminar
2	Unit 2 – Documentations and Procedures 2.1 Eligibility of Mutual Fund Investors- (Institutional and Individual, NRI Investors - KYC Compliance 2.2 Nature and format of Offer Documents: NFO, SAI, SID, KIM 2.3 Service Providers of Mutual Funds: AMC, Custodian, RTA, Auditors, Fund Accountants, Distributors, Collecting Bankers, KYC Registration Agencies 2.4 Selection of Schemes- Measurement of Returns	15	LectureDiscussionSeminarPractical
3	Unit 3 – Mutual Fund Practices 3.1 Pre-requisites to become Distributor 3.2 Fund Distribution Channels 3.3 ARN Registration and Renewal Form - Model Portfolios 3.4 Investors' Rights, Obligations and Limitations	15	LectureDiscussionSeminarPractical
4	Unit 4 – Regulators of Mutual Funds in India 4.1. Structure and Role of Association of Mutual Funds in India 4.2. The AMFI Code of Ethics & Code of Conduct 4.3. SEBI Regulations 4.4 Certifications & Career Opportunities in Mutual Fund Sector	15	LectureDiscussionSeminarPractical

Note: - Visit to AMFI, SEBI, Public or Private Mutual Fund Organization for Internal Assessment

1. New Fund Offer (NFO), Statement of Additional Information (SAI), Scheme Information Document (SID), Key Information Memorandum (KIM), Service Providers to mutual Funds- AMC, Custodian, RTA, Auditors, Fund Accountants, Distributors, Collecting Bankers, KYC Registration Agencies

- 1. AMFI https://www.amfiindia.com/downloads
- 2. Bhalla, V.K. (2008). Management Of Financial Services, Anmol Publications Pvt. Limited,
- 3. John Haslem (2009), Mutual Funds: Risk and Performance Analysis for Decision Making, John Wiley & Sons, 2009
- 4. Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues, Excel Books India, 2007
- 5. NISM- series-V-A Mutual Fund Distributors certificate Examinations
- 6. NISM- Series-X-A-Investment Adviser (Level-I) Certification Examination
- 7. Rajesh Kumar (2016). Mutual Funds in India: Structure, Performance and Undercurrents, Partridge Publishing, 2016
- 8. UTI- https://www.utimf.com





B.Voc. (Financial Markets and Services)

Semester - V Paper - FMS-GEC-503 Marks (Theory 60 and Practical 40) Applications of Statistical Methods

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III		Semester – VI
Semester End Exam (SEE)	Continuous Internal	Total Marks	Credit Assigned - 04
60 Marks	Assessment (CIA) 40	100	Workload – 4 Hrs Per Week

Course Outcome:

- 1. Ability to summarize the data by means of measures of central tendency and dispersion and perform analysis of bivariate data using correlation regression.
- 2. Students can perform analysis of bivariate data using regression and apply actuarial statistics in life insurance.
- 3. Able to measure the trend and seasonal variations in time series data.
- 4. Able to compute and interpret simple and weighted index number in real life examples

4	4. Able to compute and interpret simple and weighted index number in real life examples.					
Unit	Name & Contents of Units	Hrs	Teaching Method			
No						
1	 Unit- I: 1.1 Concept of measure central tendency (Averages) with different averages (A.M., Median, Mode, G.M) Requirements of good statistical average. 1.2 Concept of dispersion, Absolute and Relativemeasures of dispersion, Definitions of Range and Standard Deviation (S.D) with their relative measures and C.V. 1.3 Problems on measures of central tendency and dispersion for ungrouped and grouped data. 1.4 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear). Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r). 1.5 Problems on correlation for ungrouped data 	15	 PPT Problem Solving. Videos 			
2	 UNIT-II: 2.1 Concept of regression, Lines of regression, Regression coefficients. 2.2 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient. 2.3 Problems on regression for ungrouped data. 2.4 Actuarial statistics: Role of statistics in Insurance, Feasibility of insurance in India, Construction of life table using random survivorship approach 2.5 Theory of compound interest, effective rate of interest, discount factor, Derivation of actuarial present value for n-year term lifer insurance, whole life insurance and endowment insurance, Examples 	15	 PPT Problem Solving Videos 			
3	 Unit III: 3.1 Meaning and utility of Time series, Components of time series, Additive and Multiplicative models. 3.2 Exploratory Data Analysis: Time series plot to (i) Check any trend and seasonality in the time series, ii) Capture trend 	15	1. PPT 2. Problem Solving 3. Videos			



	3.3 Methods of trend estimation and smoothing		
	(i) Method of Moving Averages		
	(ii) Curve fitting by Least Squares method		
	(iii) Exponential smoothing		
	3.4 Measurement of Seasonal variations using Simple		
	Average method: (i) ratio to Moving Averages method		
	(ii) ratio to trend where trend is calculated by method of least		
	square (to be taken in practical)		
	3.5 Fitting of Autoregressive model, Case studies of real life time		
	series- Price index series, Share price index series,		
	Economic time series, Temperature and rainfall time series,		
	Wind speed time series, and Pollution levels.		
4	UNIT-IV:		
	4.1 Need, Meaning and uses of index numbers, Problems		
	involved in construction of index numbers.		
	4.2 Price, Quantity and Value based index numbers.		
	4.3 Unweighted (Simple) index numbers by		
	(i) Simple Aggregate Method	15	1. PPT
	(ii) Simple Average of Relatives Method (A.M. and G.M)		2. Problem
	4.4 Weighted index numbers by (i) Laspeyre's,		Solving
	Paasche's and Fisher's.		3. Videos
	4.5 Construction of Cost of living index number, Numerical		J. VIUCUS
	Examples.		

Use of nonprogrammable calculator is allowed.

- 1. G.V.Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III, PhadkePrakashan
- 2. S.S.Desai, Business Statistics, for B.Com. Part-II, Sem-III, B.Com. Part-II, Sem-IV,
- 3. Business Statistics –SIM-Shivaji University, Kolhapur
- 4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd.
- 5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd.
- 6. R.S.N. Pillai and Bagavathi, Practical Statistics, S. Chand Publications
- 7. Dr.S.P.Gupta, Statistical Methods,
- 8. C.B.Gupta, Introduction to Statistics
- 9. H.C.Saxena and J.N.Kapur, Mathematical Statistics
- 10. S.C.Gupta, Fundamentals of statistics
- 11. G.V.Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-IV, PhadkePrakashan
- 12. Dr.S.P.Gupta, Statistical Methods,
- 13. Kapur and Gupta, Applied Statistics
- 14. D.C. Sanchety and V.K.Kapur, Mathematical Statistics
- 15. D.N. ElanceElements of Statistics







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B.Voc. Financial Markets and Services / Account and Taxation Semester - VI

Corporate Etiquettes

Introduced from June 2020

Name of the Programme : B	. Voc. FMS/ A&T III		Semester –VI	
Semester End Exam	Continuous Internal	Total Credit Assigned		
(SEE) 40 Marks	Assessment (CIA) 60	Marks 60 Workload -4 Hrs. Per		

Course Outcomes:

- 1. Students are able to understand emerging trends in accounting.
- 2. Students are able to understand accounting of non-profit organizations.
- 3. Students are able to understand basic agricultural activities, cost and trading results.
- 4. Students are able to understand and preparation of Bank Financial Statements.

Unit No	Name &Contents of Units		Practical	Total	Teaching Method
1	Unit-I: Business Etiquettes in Workplace Mannerism & Etiquettes with the Peers, BOSS, Subordinates – Listening and Speaking –7Cs of Good Communication –Barriers to Communication	10	2	12	LectureDiscussionSeminarPractical
2	Unit-II: Public Speaking Meaning of Public Speaking: Characteristics of Public Speaking Speech, Techniques of Good Public Speaking, Modes of Delivery in Public Speaking (Formal)	10	2	12	LectureDiscussionSeminarPractical
3	Unit-III: Global Business Etiquettes Personal Appearance — Work Place Etiquettes: Conversations, Dealing with Colleagues, Difficult People, and Confidential Issues — E-mail Etiquette — Social Media Etiquettes: Professional and Personal use of various Social Media Apps (WhatsApp, Facebook, Twitter, Instagram, LinkedIn, Quora, YouTube, etc.)	10	2	12	 Lecture Discussion Seminar Practical
4	Unit-IV: Technology-enabled Communication Effects of Technology on Business Communications- Advantages of E-mail in Business Communication- Business E-mail Writing – Conventions, E-mail Etiquette at Work- Computer Tools for Collecting Information	10	2	12	LectureDiscussionSeminarPractical
5	Unit-V: Personal Etiquettes and Grooming Corporate Etiquettes, Personal Grooming: Eye Contact, Body Language, Handshakes and offering Business Cards.	10	2	12	LectureDiscussionSeminarPractical
	Total Hours	50	10	60	

Note – Practicals should be conducted related to contents of the each unit.

- Murphy, Hildebrandt (1991). Effective Business Communication, NewYork: McGraw Hill.
- Raman, Meenakshi and Singh, Prakash (2008). Business Communication, Oxford University Press, 7thImpression, p.22.
- Chaturvedi, P.D. and Chaturvedi, Mukesh (2007). Business Communication, Concepts, Cases and Applications, Pearson Education, p.28–29.
- Lesikar, Flatley. Basic Business Communication, 10th Edition, Tata McGraw Hill, pp.413414







B.Voc. (Financial Markets and Services) Semester – VI Paper – FMS-GEC-602 Financial Markets

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III	Semester –			
Semester End Exam (SEE)	Continuous Internal	Total Marks Credit Assigned -			
60 Marks	Assessment (CIA) 40	S			

- 1. Able to understand the Structure of Capital & Money Market
- 2. Able to use the basic Information & Features of Capital & Money Market
- 3. Able to apply the SEBI Guidelines related to Stock markets
- 4. Able to understand the Credit Rating Agencies, Trading Practices & Settlement Agencies in Stock Market

4.	Able to understand the Credit Rating Agencies, Trading Practices & Settlement Agencies in Stock Market				
Unit	Name & Contents of Units	Hrs	Teaching		
No			Method		
1	Financial Markets and Capital Market				
	1.1. Financial Market - Meaning and Structure		Lecture		
	1.2. Capital Market: Meaning, Sub-Markets and Major Players	15	 Discussion 		
	1.3. Securities and Instruments of Capital Market and its features		 Seminar 		
	1.4. Regulatory and Developmental Role of SEBI				
2	Money Market		Lecture		
	2.1. Money Market: Meaning, Organized and Unorganized Markets		• Discussion		
	2.2. Securities and Instruments of Money Market and its features	15	• Seminar		
	2.3. Recent Development of Indian Money Market				
	2.4. Primary Dealers - Meaning and Functioning		Practical		
3	Derivative Market		Lecture		
	3.1. Meaning of Derivatives Market - Nature of Derivatives Market in India		• Discussion		
	3.2. Participants in Derivatives Market- Hedgers, Speculators and Arbitrageurs	15	Seminar		
	3.3. Feature and Nature of Forwards, Futures, Options, Warrants, Swaps				
	3.4. Financial Derivative and Exchange-Traded Derivatives		Practical		
4	Forex Market				
	4.1. Meaning and Functions of Forex Market- Participants in the Forex market		• Lecture		
	4.2. Transactions & Contracts in the Forex - Forward, Spot, Future, Option and	15	 Discussion 		
	SWAP	13	 Seminar 		
	4.3. Factors Determining Spot Exchange Rates		Practical		
	4.4. Foreign Exchange Dealers Association of India (FEDAI)				

Note: Visit to SEBI/RBI/BSE/NSE, Stock Brokers' Associations & Firms

- 1. Jagadish R. Raiyani (2011). Financial Derivatives in India, New Century Publications, 2011
- 2. S. S. S. KUMAR (2007) Financial Derivatives, PHI Learning Pvt. Ltd., 2007
- 3. S. KEVIN (2014) Commodity and Financial Derivatives, PHI Learning, 2010
- 4. S. KEVIN (2015) Security Analysis And Portfolio Management, PHI Learning, 2015
- Mary B. Holihan (2008) The Complete Guide to Investing in Commodity Trading and Futures, Atlantic Publishing Company, 2008
- 6. Forex Market (2010) http://www.pondiuni.edu.in/storage/dde/downloads/ibiv forex.pdf
- 7. Gupta, L.C (1997).Stock Exchange Trading in India; Society for Capital Market Research and a. Development, Delhi.
- 8. Bhole I.M. (2009). Financial Institutions and Market, 5th edition, 2nd reprint in 2009 Tata McGraw Hill.
- 9. Benson Kunjukunju Et Al. (2012). Financial Markets and Financial Services in India, New Century Publication, New Delhi.
- 10. Braam van den Berg (2015). Understanding Financial Markets & Instruments Academy of Financial Market, https://eagletraders.com/books/afm/afm4.php
- 11. NSE (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange Of India Limited
- 12. Michael K. (2002).Credit Rating Methodology, http://www.psnacet.edu.in/courses/MBA/Financial%20services/17.pdf





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B.Voc. (Financial Markets and Services)

Semester – VI

Paper

-FMS-SDC-502Analysis of Financial

Statements

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III / A&T III	Semester –VI		
Semester End Exam (SEE)	Continuous Internal	Total	Credit Assigned -	
60 Marks	Assessment (CIA) 40	Marks Workload -4 Hrs Per Wee		
		100		

Course Outcome

- 1) Students are able to understand Fundamental and Technical Analysis
- 2) Students are able to use tools and techniques of Fundamental and Technical Analysis
- 3) Students are able to Analyze various Reports and apply the Financial Ratios
- 4) Students are able to use tools and techniques through Microsoft excel and SPSS

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Unit 1: Fundamental and Technical Analysis 1.1. Nature and scope of Fundamental Analysis 1.2. Objectives, Scope of Industry, Sector & Company Analysis 1.3. Technical Analysis - Meaning & Technical indicators-Calculators 1.4. The Dow Theory and Charting Techniques	15	LectureDiscussionSeminar
2	Unit 2: Financial Statement Analysis (FSA) 2.1. Analysis of Balance Sheet 2.2. Basic and Diluted Earnings Per Share - Calculations 2.3. Financial Ratios - PE Ratio and Industry PE - its Applications 2.4. Importance/Applications and Problems of FSA	15	LectureDiscussionSeminarPractical
3	Unit 3: Analysis of Reports and Financial Ratios 3.1. Analysis of Companies' Annual Reports and Its importance 3.2. Analysis of Audit and Directors Reports and Its importance 3.3. Presentation & Analysis of Directors' Reports, 3.4. Financial Ratios - Du Pont Analysis	15	LectureDiscussionSeminarPractical
4	Unit 4: Tools for Financial Statement Analysis 4.1. Microsoft Excel – Data Entry, Data Filters, Formulas and Charts 4.2. Practical - Use of Microsoft Excel for Data Analysis 4.3. SPSS – Data Sheet, types of Variable, tools for data analysis 4.4. Practical - Use of SPSS for Data Analysis	15	LectureDiscussionSeminarPractical

- 1. Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
- 2. Fisher & Jordan, "Portfolio Management", Prentice Hall, New York, 2012. (Text Book)
- 3. Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
- 4. Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
- 5. Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001
- 6. Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004
- 7. Microsoft Excel Guide
- 8. SPSS use Guide





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B.Voc. (Financial Markets and Services) / B.Voc. (Accounting and Taxation) Semester – VI Paper - FMS-SDC-501 / A&T-GEC-503

Portfolio Management

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III / A&T III	Semester –VI		
Semester End Exam (SEE)	Continuous Internal Total Marks Credit Assigned -6			
40 Marks	Assessment (CIA) 60	100 Workload -6 Hrs Per W		

Course Outcome

- 1. Students are able to apply Portfolio Management Process
- 2. Students are able to use Theories of Portfolio Management
- 3. Students are able to use Investment Options & Portfolio Management Strategies
- 4. Students are able to apply Portfolio Management Practices

Unit	Name & Contents of Units	Hrs	Teaching
No			Method
1	Introduction to Portfolio Management 1.1. Meaning and Importance of Portfolio Management 1.2. Modern Portfolio Objectives- 1.3. Factors affecting on Portfolio of the Individuals 1.4. Precautions to be taken for Portfolio Development	20	LectureDiscussionSeminar
2	Theories of Portfolio Management 2.1. Markowitz Model – Portfolio Theory 2.2. Capital Asset Pricing Model (CAPM) 2.3. Meaning and Importance of Risk Diversification 2.4. Asset Allocation - Different Approaches of Asset Allocation	20	LectureDiscussionSeminarPractical
3	Investment Options & Portfolio Management Strategies 3.1. Elements for Selection of Securities & Investment Products- Analytical Approach 3.2. Bond and Equity Portfolio Management Strategies 3.3. Liability Management and Portfolio Management Strategies 3.4. Investment in Gold -Physical Gold, e-Gold, Gold ETF, Gold Funds, Gold Futures, Gold Petals etc	20	LectureDiscussionSeminarPractical
4	Portfolio Management Practices 4.1. Retirement Benefit Products - PPF, EPF, NPS, MIS, SWP, FD Gratuity etc 4.2. Investor Life Cycle - Early Career, Mid Career, Late Career and Retirement 4.3. Evaluation, Periodic Review and Revision of Portfolio- Its Importance 4.4. Case study on Portfolio Development -	20	LectureDiscussionSeminarPractical

- Dr. Preeti Singh (2016) Investment Management, Himalaya Publishing House Pvt. Ltd
- Bhalla V K, (2009) Investment Management: Security Analysis and Portfolio Management, S Chand, New Delhi, 2009
- 3. DR. R. Kasilingam (2010)Investment Analysis & Portfolio Managementhttp://www.pondiuni.edu.in/sites/default/files/ivestment%20&%20portfolio%20mgt-260214.pdf
- 4. Frank K. Reilly and Keith C. Brown (2009) Investment Analysis & Portfolio Management, South-Western Cengage Learning
- 5. Mary B. Holihan (2008) The Complete Guide to Investing in Commodity Trading and Futures, Atlantic Publishing Company, 2008
- 6. NSE Academy (2009) Investment Analysis & Portfolio Management,
- 7. Prasanna Chandra (2017) Investment Analysis and Portfolio Management, Mc-Graw Hill
- 8. Punithavathy Pandian (2001) Security Analysis and Portfolio Management, Vikas Publications Pvt. Ltd, New Delhi. 2001.
- S. KEVIN (2015) Security Analysis And Portfolio Management, PHI Learning, 2015







Dhananjayrao Gadgil College of Commerce, Satara

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B.Voc. (Financial Markets and Services) Semester – V Paper – FMS-SDC-502

Mutual Fund Advisory Services

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III	Semester –V	
Semester End Exam (SEE) Continuous Internal		Total Marks	Credit Assigned -
40 Marks	Assessment (CIA) 60	100	Workload -6 Hrs Per Week

Course Outcome

- 1. Able to understand the methods and comparative analysis of mutual fund industry
- 2. Able to understand Profiling of Customers and Evaluation of Mutual Funds
- 3. Able to understand Fundamentals of Mutual Fund Advisory

	Able to understand and learn skills relating to Mutual Fund Advisory Services		
Unit	Name & Contents of Units	Hrs	Teaching
No			Method
1	Analyzing mutual fund industry 1.1. Analyze features of top funds 1.2. Comparison of performance of top mutual fund schemes 1.3. Mutual fund regulations and sales guidelines 1.4. Recent Trends in mutual fund schemes	20	LectureDiscussionSeminar
2	Profiling of Customers and Evaluation of Mutual Funds 2.1. Potential / ideal customer base for mutual fund schemes 2.2. Profile of target customers according to research 2.3. Methods to evaluate mutual fund schemes 2.4. Methods to analyze risk factor of various mutual funds	20	LectureDiscussionSeminarPractical
3	Fundamentals of Mutual Fund Advisory 3.1. Laws and legal provisions for mutual funds advisor 3.2. Tax benefits for mutual funds investors 3.3. Assist client in documentation-Follow-up with client 3.4. After sales services and its importance	20	LectureDiscussionSeminarPractical
4	Mutual Fund Advisory Services 4.1. Process of purchasing and transactions – Top-up- Redemption-Addition – Switch Over etc 4.2. Factors influencing mutual funds' performance 4.3. Methods to identify high creditworthy customers 4.4. Methods to map customer requirements with mutual Fund schemes	20	LectureDiscussionSeminarPractical
	References: 1. AMFI - https://www.amfiindia.com/downloads 2. Bhalla, V.K. (2008). Management Of Financial Services, Anmol Public 3. John Haslem (2009), Mutual Funds: Risk and Performance Analysis for Wiley & Sons, 2009 4. Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues,	Decisio	on Making, John

- 4. Nalini Prava Tripathy (2007). Mutual Funds in India: Emerging Issues, Excel Books India 2007
- 5. NISM- series-V-A Mutual Fund Distributors certificate Examinations
- 6. NISM- Series-X-A-Investment Adviser (Level-I) Certification Examination
- 7. Rajesh Kumar (2016). Mutual Funds in India: Structure, Performance and Undercurrents, Partridge Publishing, 2016
- 8. UTI- https://www.utimf.com





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Gadgil College of Commerce, Satara

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B.Voc. (Financial Markets and Services) Semester – VI Paper – FMS-SDC-503

Relationship Management

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III		Semester – VI
Semester End Exam (SEE)	Continuous Internal	Total Marks	Credit Assigned - 06
40 Marks	Assessment (CIA) 60	100	Workload – 6 Hrs Per Week

Course Outcome

- 1 To Understand the process and techniques of Business Relationship Management
- 2 To create the awareness about techniques of Interpersonal Relationship Management
- 3 To acquaint oneself with the process of developing relationships within organizations as well as with other organisations

4 To study the process of managing customer relationships in the banking and financial sector

Unit	Name & Contents of Units	Hrs	Teaching
No			Method
1	 Unit 1- Business Relationship Management (BRM) 1.1. Meaning and objectives of BRM- Aspects of BRM 1.2. Business value chain activities with special reference to Supplier relationship management 1.3. Problems and causes of conflict in business relationship 1.4. 1.4. Steps to maintain and sustain business relationships 	20	 Lecture Discussion Seminar
2	Unit 2 –Interpersonal relationships 2.1. Healthy Interpersonal Relationship – Meaning, Features and Skills 2.2. Aspects and Problems of Interpersonal relationships at the workplace 2.3. Causes and effects, ways of dealing with Conflict in Interpersonal relations 2.4. 2.4. Methods for improving and enhancing workplace relationships	20	LectureDiscussionSeminarPractical
3	Unit 3 – Developing Relationship 3.1. Essential Interpersonal Competencies for Managers 3.2. Relationship Development with Subordinates and Superiors 3.3. Inter-cultural Relationship 3.4. Relationship Development with Supervisory Authorities - RBI, NABARD, SEBI, State Government.	20	LectureDiscussionSeminarPractical
4	Unit 4 – Relationship Management in Banking and Financial Sector 4.1. Methods and ways of sourcing customers for banks and financial institutes 4.2. Modern Techniques of strengthening relationships with bank customers 4.3. Trust building Process - Nature, Importance and methods 4.4. Customer Conflicts- Types and Process of dealing with customer conflicts	20	LectureDiscussionSeminarPractical

- David Ford, Lars-Erik Gadde, Hakan Hakansson (2014), Managing Business Relationships, 2014, Wiley, 2014
- 2) Kim Tasso (2018) Better Business Relationships: Insights from Psychology and Management for Working in a Digital World, Bloomsbury Publishing, 2018
- 3) Michael Kleinaltenkamp, Wulff Plinke, Ingmar Geiger (2014) Business Relationship Management and Marketing
- 4) Robbie Wheeler (2019) Business Relationship Management: Relationship Management is the Solution for Getting to Know Your Customers and Developing Your Business, Amazon Digital Services LLC -KDP Print US, 2019
- 5) Ellen S. Berscheid, Pamela C. Regan (2016) The Psychology of Interpersonal Relationships, Psychology Press, 2016





B.Voc. (Financial Markets and Services) Semester – VI Paper – FMS-SDC-601 Equity and Commodity Market in India

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III	Semester – VI	
Semester End Exam (SEE) Continuous Internal		Total Marks	Credit Assigned -
40 Marks	Assessment (CIA) 60	60 100 Workload –6 Hrs Per V	

- 1. To understand the procedures and practices in new issue market
- 2. To understand the procedures and practices in Government Security market
- 3. To understand the procedures and practices in stock market
- 4. To understand the procedures and practices in commodity market

	4. To understand the procedures and practices in commodity market					
Unit	Name & Contents of Units	Hrs	Teaching			
No			Method			
1	Introduction to New Issue Market 1.1. Meaning and Types of shares and Equities 1.2. Methods of New Issue - Public Issue, Right, Bonus Issue & Private Placement 1.3. IPO Grading- Factors considered in grading 1.4. Pricing of IPO - Fixed Price Process and Book Building Process	15	LectureDiscussionSeminar			
2	Operations in New Issue Market 2.1. Red Herring Prospectus & Offer Document - Contents and its Importance 2.2. ASBA Account - Procedure of Subscription- Use of BHIM App for IPO 2.3. Buying Government Securities (G-Secs) - Methods of Auction and Bidding 2.4. Do's & Don'ts for Dealing in G-Secs	15	LectureDiscussionSeminarPractical			
3	Stock Markets 3.1. Stock Markets: Functions -BSE & NSE - Major Indices 3.2. Listing of Securities - Process and Importance 3.3. Process Opening Demat Account and Trading Account 3.4. Trading of Stocks - Buying and Selling of Stocks-Types of Orders	15	LectureDiscussionSeminarPractical			
4	Commodity Futures Markets in India 4.1. Commodity derivatives- Major commodity exchanges in India 4.2. Commodities are allowed in the Indian futures markets 4.3. Strategies and Techniques for Trading in Commodity Markets 4.4. Major commodity trading exchanges in India	15	LectureDiscussionSeminarPractical			

Notes: Methods of Auction and Bidding- Yield Based Auction- Price Based Auction- Competitive Bidding and Non-Competitive Bidding

- 1. Benson Kunjukunju Et Al. (2012). Financial Markets and Financial Services in India, New Century Publication, New Delhi.
- 2. Bhole I.M. (2009). Financial Institutions and Market, 5th edition, 2nd reprint in 2009 Tata McGraw Hill.
- 3. Braam van den Berg (2015). Understanding Financial Markets & Instruments Academy of Financial Market, https://eagletraders.com/books/afm/afm4.php
- 4. Dr. S. Gurusamy (2009) Capital Markets, Tata McGraw-Hill Education, 2009
- 5. Dr. S. Gurusamy (2009) Financial Markets and Institutions, Tata McGraw-Hill Education, 2009
- 6. Gupta, L.C (1997). Stock Exchange Trading in India; Society for Capital Market Research and
- 7. Issue Management, http://www.psnacet.edu.in/courses/MBA/Financial%20services/13.pdf
- 8. Michael K. (2002).Credit Rating Methodology, http://www.psnacet.edu.in/courses/MBA/Financial%20services/17.pdf
- 9. NDS-OM https://rbidocs.rbi.org.in/rdocs/content/pdfs/TOM270612FL.pdf
- 10. NDS-OM https://www.ccilindia.com/OMHome.aspx
- 11. NSE (2015), Securities Market (Basic) Module, NCFM, National Stock Exchange Of India Limited
- 12. RBI (2014) G-Secs- https://www.rbi.org.in/scripts/FS FAQs.aspx?ld=79#5





Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce, Satara

An Autonomous College

B.Voc. (Financial Markets and Services) Paper – FMS-SDC-602 Risk Reward and Tax Analysis

Introduced from June 2020

Name of the Progarmme : B.Voc FMS III		Semester – VI			
Semester End Exam (SEE) Continuous Internal		Total Marks	Credit Assigned - 04		
40 Marks	Assessment (CIA) 60	50 100 Workload – 4 Hrs Per Week			
Introduced from June 2020					

Course Outcomes:

- 1. Students are able to understand concept of risk.
- 2. Students are able to identify the risk rewards and measurement.
- 3. Students are able to understand valuation of bonds, shares and mutual funds.
- 4. Students are able to understand investment and taxation policy.

Unit	Name & Contents of Units	No .of	Teaching
No		Lectures.	Method
1	Introduction to Risk Meaning and Types of Risks ,Systematic and Unsystematic Risk involved in Securities and sources, Risk and rewards in insurance sector, Risk Diversification- Meaning, Nature and Importance.	20	LectureDiscussionSeminar
2	Risk, Rewards and its Measurement Risks associated with Investment in securities and equity, Risks associated with Investing in Mutual Funds and Derivatives, Measurement of Risk - Relationship between Risk and Rewards, Capital Assets Pricing Model: Share Valuation.	20	LectureDiscussionSeminarPractical
3	Valuation of Bonds, Shares and Mutual Funds Investors' Attitude towards Risk and Return, Bond Valuation-Theories of Interest Rates and Yield Curve, Valuation of Equity Shares, Mutual Fund Investments and Net Assets Value (NAV) Analysis.	20	LectureDiscussionSeminarPractical
4	Investment and Taxation Policy Applicability and Exemptions from Income Tax for Investment, Applicability and Exemptions Corporate Income Tax for Investment, Capital Gain Tax - Short and Long Term, Pooling & Identification of Risks-Time Horizon & Diversification, Fixed Income Securities Analysis and Valuation.	20	LectureDiscussionSeminarPractical

-Market Risk, Interest Risk, Exchange Rate Risk, Operational Risk etc

- 1. Joshi V.C., Joshi V. V. (1998). Managing Indian Banks: The Challenges Ahead, Response Books, New Delhi.
- 2. Diriba C., Girmay F. (2012). Credit Risk Management, LAP Lambert Academic Publishing
- 3. IIBF (2012). Credit and Risk Management, McMillan Publications
- 4. Sethi J., Bhatia N.(2013). Elements of Banking and Insurance, Prentice Hall of India, New Delhi.
- 5. Singh S., Singh Yogesh (2008). Risk Management in Banks: Concepts and Applications, The Challenges Ahead, Response Books, New Delhi.
- 6. Viacheslav K. (2014). Credit Risk Management, LAP Lambert Academic Publishing





Dhananjayrao Gadgil College of Commerce, Satara

An Autonomous College

B.Voc. (Financial Markets and Services)

Semester – VI Paper – FMS-SDC-603 Marks (Theory 40 and Practical 60) Financial Market Simulation Lab

Introduced from June 2020

Name of the Progarmme : B.	Voc FMS III	Semester – VI		
Semester End Exam (SEE) Continuous Internal		Total Marks	Credit Assigned - 04	
40 Marks Assessment (CIA) 60 100 Workload – 4 Hrs				
Introduced from June 2020				

Course Outcome:

- 1. Students are able to apply the skills of investment analysis
- 2. Students are able to apply the IPO Operation Techniques
- 3. Students are able to apply the Stock Analysis Techniques
- 4. 2. Students are able to apply the skills of fundamental and technical analysis.

Unit No	Name & Contents of Units	No .of Lectures.	Teaching Method
1	Practical Unit No1: Fundamentals of Investment		
	1.1. Calculation of Present and Future Value		
	1.2. Portfolio Design for Young Investors and Retirement Benefit	20	Practical
	1.3. Comparison of Mutual Fund Schemes and Plans		
	1.4. Comparison of Insurance Schemes and Plans		
2	Practical Unit No2: IPO Processes		
	2.1. ASBA Account Application Form - Contents of Form		
	2.2. Demat Account - Applications Form & Procedures	20	Practical
	2.3. Analysis of Red Herring Prospectus & Offer Document		
	2.4. Numerical Examples and Review of Recent IPO		
3	Practical Unit No.3: Statement and Stock Analysis		
	3.1. Statement Analysis of Small, Mid and Large Cap		
	3.2. Candlestick Analysis – Theory & Practical	20	Practical
	3.3. Chart Reading and Trend Analysis - Theory & Practical		
	3.4. Pivot and Fibonacci Calculations and Analysis		
4	Practical Unit No.4: Share Trading / Investment		
	4.1. Selection of Small, Medium and Large Cap stocks		
	4.2. Mock Trading & Investment - Buying and selling	20	Practical
	4.3. Mock Trading of Shares - Buying on Margin - Short Sale		
	4.4. Analysis of Investment Strategies for Stocks and Securities		

- Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
- 2. Fisher & Jordan, "Portfolio Management", Prentice Hall, New York, 2012. (Text Book)
- 3. Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
- 4. Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
- 5. Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY, 2001
- 6. Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004





B.Voc. Financial Markets and Services / Accounting and Taxation Semester – V A & T-GEC-501/FMS-GEC-501 Business Ethics

Introduced from June 2020

Name of the Programme : I	3.Voc FMS/ A&T- III		Semester –V
Semester End Exam (SEE) 60 Marks	Continuous Internal Assessment (CIA) 40	Total Marks 100	Credit Assigned -4 Workload –4 Hrs. Per Week

Course Outcomes:

- 1. Students are able to understand business ethics.
- 2. Students are able to understand types of ethical actions.
- 3. Students are able to understand basic corporate code of conduct.
- 4. Students are able to understand ethics in functional areas

	4. Students are able to understand etines in functional areas				
Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Unit-I: Introduction to Ethics Ethics and Business Ethics, Concepts Values and Ethics, Importance of Ethics in Business	10	2	12	LectureDiscussionSeminarPractical
2	Unit-II: Organizational Ethics Ethical Corporate Behaviour, Its Development, Ethical Leadership.	10	2	12	LectureDiscussionSeminarPractical
3	Unit-III: Ethical Decisions Ethical Decision-making, Ethical Dilemmas in Organization, Social Responsibility of Business and Corporate Governance.	10	2	12	LectureDiscussionSeminarPractical
4	Unit-IV: Ethical Issues in the Functional Area Ethics in Functional Area, Marketing, Finance, Human Resource and Information Technology.	10	2	12	LectureDiscussionSeminarPractical
5	Unit-V: Environmental Ethics, Corruption and Gender Issues Environmental Ethics, Corruption and Gender Issues (Gender Ethics, Sexual Harassment and Discrimination)	10	2	12	LectureDiscussionSeminarPractical
	Total Hours	50	10	60	

Reference Books:

Note – Practicals should be conducted related to contents of the each unit.

- Modh, Satish, Ethical Management: Text and Cases in Business Ethics and Corporate Governance. New Delhi: Macmillan Publishers India Ltd, 2005.
- Mathur, U.C., Corporate Governance and Business Ethics: Text and Cases. New Delhi: Macmillan Publishers India Ltd, 2005.





Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

B.Voc. (Accounting and Taxation) Semester – V A & T-GEC- 502 Application of Statistical Method

Name of the Programme: B.	Voc. (A & T) III	Semester – V				
Name of the Course (Subject): Application of Statistical Method						
Semester End Exam (SEE)	Continuous Internal	Total Marks	Credit Assigned - 04			
60 Marks Assessment (CIA) 40 100 Workload – 4 Hrs. Per Week						
Introduced from June 2020						

Course Outcomes:

- 1. To develop the ability to summarize the data by means of measures of central tendency and dispersion and perform analysis of bivariate data using correlation regression.
- 2. To perform analysis of bivariate data using regression and apply actuarial statistics in life insurance.
- 3. To measure the trend and seasonal variations in time series data.
- 4. To compute and interpret simple and weighted index number in real life examples.

Unit	Name & Contents of Units	No .of	Teaching
No	Name & Contents of Omits	Lectures.	Method/Aids
1	 Unit- I: 1.1 Concept of measure central tendency (Averages) with different averages(A.M., Median, Mode, G.M) Requirements of good statistical average. 1.2 Concept of dispersion, Absolute and Relative measures of dispersion, Definitions of Range and Standard Deviation (S.D) with their relative measures and C.V. 1.3 Problems on measures of central tendency and dispersion for ungrouped and grouped data. 1.4 Concept of bivariate data and correlation, types of correlation (Positive, Negative, Linear and Non-linear). Methods of studying correlation: Scatter Diagram, Karl Pearson's coefficient of correlation (r). 1.5 Problems on correlation for ungrouped data 	15	 PPT Problem Solving. Videos
2	 UNIT-II: 2.1 Concept of regression, Lines of regression, Regression coefficients. 2.2 Relation between Correlation coefficient and Regression coefficients, properties of regression coefficient, Interpretation of Regression coefficient. 2.3 Problems on regression for ungrouped data. 2.4 Actuarial statistics: Role of statistics in Insurance, Feasibility of insurance in India, Construction of life table using random survivorship approach 2.5 Theory of compound interest, effective rate of interest, discount factor, Derivation of actuarial present value for nyear term lifer insurance, whole life insurance and endowment insurance, Examples 	15	 PPT Problem Solving Videos



	Unit III:		
	3.1 Meaning and utility of Time series, Components of time		
	series, Additive and Multiplicative models.		
	3.2 Exploratory Data Analysis: Time series plot to		
	(i) Check any trend and seasonality in the time series,		
	ii) Capture trend		
	3.3 Methods of trend estimation and smoothing		
	(i) Method of Moving Averages		1. PPT
2	(ii) Curve fitting by Least Squares method	15	
3	(iii) Exponential smoothing	15	2. Problem
	3.4 Measurement of Seasonal variations using Simple		Solving
	Average method: (i) ratio to Moving Averages method		3. Videos
	(ii) ratio to trend where trend is calculated by method of least square		
	(to be taken in practical)		
	3.5 Fitting of Autoregressive model, Case studies of real life time		
	series- Price index series, Share price index series,		
	Economic time series, Temperature and rainfall time series, Wind		
	speed time series, and Pollution levels.		
	UNIT-IV:		
	4.1 Need, Meaning and uses of index numbers, Problems		
	involved in construction of index numbers.		
	4.2 Price, Quantity and Value based index numbers.		
	4.3 Unweighted (Simple) index numbers by		
	(i) Simple Aggregate Method	15	
4	(ii)Simple Average of Relatives Method (A.M. and G.M)	13	1. PPT
	4.4 Weighted index numbers by (i) Laspeyre's,		2. Problem
	Paasche's and Fisher's.		Solving
	4.5 Construction of Cost of living index number, Numerical		3. Videos
	Examples.		J. VIGCOS
	Use of nonprogrammable calculator is allowed.		

- 1. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-III, Phadke Prakashan
- 2. S. S. Desai, Business Statistics, for B.Com. Part-II, Sem-III, B.Com. Part-II, Sem-IV,
- 3. Business Statistics –SIM-Shivaji University, Kolhapur
- 4. B. M. Agrawal, Essentials of Business Statistics, Ane Books Pvt. Ltd.
- 5. B. M. Agrawal, Business Mathematics and Business Statistics, Ane Books Pvt. Ltd.
- 6. R.S.N. Pillai and Bagavathi, Practical Statistics, S. Chand Publications
- 7. Dr.S.P.Gupta, Statistical Methods,
- 8. C.B.Gupta, Introduction to Statistics
- 9. H.C.Saxena and J.N.Kapur, Mathematical Statistics
- 10. S.C.Gupta, Fundamentals of statistics
- 11. G. V. Kumbhojkar, Business Statistics for B.Com. Part-II, Sem-IV, Phadke Prakashan
- 12. Dr.S.P.Gupta, Statistical Methods,
- 13. Kapur and Gupta, Applied Statistics
- 14. D.C. Sanchety and V.K.Kapur, Mathematical Statistics
- 15. D.N. Elance Elements of Statistics







B.Voc. (Financial Markets and Services) / B.Voc.

(Accounting and Taxation)Semester – V Paper – FMS-SDC-501 / A&T-GEC-503

Portfolio Management

Introduced from June 2020

Name of the Progarmme: B.	Voc FMS III / A&T III		Semester –V	
Semester End Exam (SEE)	Continuous Internal	Total Marks Credit Assigned -6		
40 Marks	Assessment (CIA) 60	100 Workload -6 Hrs Per Week		

Course Outcome

- 1. Students are able to understand and apply the concepts of Portfolio Management
- 2. Students are able to apply the theories and Principles of Portfolio Management
- 3. Students are able to apply Portfolio Management Strategies
- 4. Students are able to apply Portfolio Management Practices

Unit No	Name & Contents of Units	Hrs	Teaching Method
1	Introduction to Portfolio Management 1.1. Meaning and Importance of Portfolio Management 1.2. Modern Portfolio Objectives- Portfolio Management Process 1.3. Factors affecting on Portfolio of the Individuals 1.4. Precautions to be taken for Portfolio Development	20	LectureDiscussionSeminar
2	Theories of Portfolio Management 2.1. Markowitz Model – Portfolio Theory 2.2. Capital Asset Pricing Model (CAPM) 2.3. Meaning and Importance of Risk Diversification 2.4. Asset Allocation - Different Approaches of Asset Allocation	20	 Lecture Discussion Seminar Practical
3	Investment Options & Portfolio Management Strategies 3.1. Elements for Selection of Securities & Investment Products; Analytical Approach 3.2. Bond and Equity Portfolio Management Strategies 3.3. Responsibilities (Liability)/Goals Management and Portfolio Management Strategies 3.4. Investment in Gold -Physical Gold, e-Gold, Gold ETF, Gold Funds, Gold Futures, Gold Petals etc	20	LectureDiscussionSeminarPractical
4	Portfolio Management Practices 4.1. Retirement Benefit Products - PPF, EPF, NPS, MIS, SWP, FD Gratuity etc 4.2. Investor Life Cycle - Early Career, Mid Career, Late Career and Retirement 4.3. Evaluation, Periodic Review and Revision of Portfolio- Its Importance 4.4. Case study on Portfolio Development -	20	LectureDiscussionSeminarPractical

- 1. Dr. Preeti Singh (2016) Investment Management, Himalaya Publishing House Pvt. Ltd
- 2. Bhalla V K, (2009) Investment Management: Security Analysis and Portfolio Management, S Chand, New Delhi, 2009
- 3. DR. R. Kasilingam (2010) Investment Analysis & Portfolio Managementhttp://www.pondiuni.edu.in/sites/default/files/ivestment%20&%20portfolio%20mgt-260214.pdf
- 4. Frank K. Reilly and Keith C. Brown (2009) Investment Analysis & Portfolio Management, South-Western Cengage Learning
- 5. Mary B. Holihan (2008) The Complete Guide to Investing in Commodity Trading and Futures, Atlantic Publishing Company, 2008
- 6. NSE Academy (2009) Investment Analysis & Portfolio Management,
- 7. Prasanna Chandra (2017) Investment Analysis and Portfolio Management, Mc-Graw Hill
- 8. Punithavathy Pandian (2001) Security Analysis and Portfolio Management, Vikas Publications Pvt. Ltd, New Delhi. 2001.
- 9. S. KEVIN (2015) Security Analysis And Portfolio Management, PHI Learning, 2015





Dhananjayrao Gadgil College of Commerce, Satara **An Autonomous College**

B.Voc. (Accounting and Taxation) Semester -V A&T-SDC-501

Advanced Accountancy

Introduced from June 2020

Name of the Programme : B.Voc	A&T III	Semester –V		
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -6 Workload –6 Hrs. Per Week	

Course Outcomes:

- 5. Students are able to understand emerging trends in accounting.
- 6. Students are able to understand accounting of non-profit organizations.
- 7. Students are able to understand basic agricultural activities, cost and trading results.
- 8. Students are able to understand and preparation of Bank Financial Statements.

Unit No	Name &Contents of Units		Practical	Total	Teaching Method
1	Emerging Trends in Accounting: Concept of Inflation Accounting. Concept of Creative Accounting. Concept of Environmental Accounting. Concept of Human Resource Accounting. Concept of Forensic Accounting	8	12	20	Lecture Discussion Seminar
2	Accounting of Non -Profit Organizations: Concept, Books of Accounts to be maintained, Finalisation and Adjustments	10	15	25	LectureDiscussionSeminarPractical
3	Farm Accounting: Introduction, Features, Objectives, Agriculture inputs, Nature of agricultural operation in India, Preparation of Trial Balance and Final Accounts.	8	12	20	LectureDiscussionSeminarPractical
4	Final Accounts of Banking Companies: Introduction to Banking Company, Preparation of Final Accounts in vertical formats as per Banking Regulation Act, 1949 with related provisions and adjustments		15	25	LectureDiscussionSeminarPractical
	Total Hours	36	54	90	

Note – Practicals should be conducted related to contents of the each unit.

- Jain Narang. Advanced Accountancy, Kalyani Publication Ltd.
- Dr. Kishor.N.Jagtap. Advanced Accountancy, Diamond Publication Ltd.
- R.L.Gupta and M.Radhaswamy. Advanced Accountancy, Sultan Chand and Sons.
- Shukla M.C, Grewal, T.S. Gupta S.C. Advanced Accountancy, S. Chand Publishing.







Dhananjayrao Gadgil College of Commerce, Satara

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B.Voc. (Accounting and Taxation)

Semester-V~A&T-SDC-502

Individual Income Tax Introduced from June 2020

Name of the Programme : B.V	oc A&T III		Semester –V
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -6 Workload –6 Hrs. Per Week

Course Outcomes:

- 1. Students are able to understand the practical aspects of salary income.
- 2. Students are able to understand practical approach of house property income.
- 3. Students are able to apply practical knowledge about income from other sources.
- 4. Students are able to understand the procedure of return filing.

4.	Students are able to understand the procedure of return min	<u>5·</u>	1		1
Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
	Income from Salary: Introduction, Meaning, Allowances and Taxability, Valuation of perquisites, Types of Fund, Deductions from salaries allowed U/s 16, Computation of Income from Salary.	10	15	25	LectureDiscussionSeminar
	Income from House Property: Introduction, Meaning - Self occupied property and let out property, Deemed to be let out property, Deductions U/s 24, Computation of Income from House Property.		15	25	LectureDiscussionSeminarPractical
	Income from Other Sources: Introduction, Chargeability, Deductions, Amounts not deductible, Computation of Income from Other Sources.	8	12	20	LectureDiscussionSeminarPractical
4	Procedure of Return Filing: Filling of returns - Prescribed forms of filling of returns, PAN, Introduction to Assessment.	8	12	20	LectureDiscussionSeminarPractical
	Total Hours	36	54	90	

(Note: Academic Year should be considered as Assessment Year)

Note – Practicals should be conducted related to contents of the each unit.

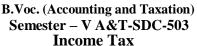
- Income Tax, Taxman Publication Pvt. Ltd.
- Vinod.K.Singhania, Monica Singhania, Student Guide To Income Tax, Taxmann.
- Dr. N. Hariharan, Income Tax Law and Practice, International Publishing House Pvt.Ltd
- Income Tax Websites <u>incometaxindia.gov.in</u>, <u>india.gov.in</u>, <u>icai.org</u>.



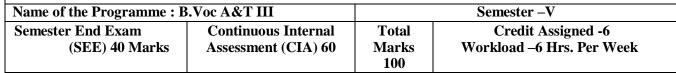


Dhananjayrao Gadgil College of Commerce, Satara

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Introduced from June 2020



Course Outcomes:

- Students are able to understand allowable and disallowable incomes and expenses of business and profession.
- Students are able to understand various types of capital gains.
- Students are able to understand TDS, TCS & Tax computation procedure.
- Students are able to understand authorities of income tax.

•	Students are able to understand authorities of income tax.				
Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Profits and Gains from Business and Profession: Methods of Accounting, Incomes and Expenses- allowed and disallowed, Computation of profit and gain from Business and Profession.	10	16	26	LectureDiscussionSeminar
2	Capital Gains: Introduction, Definitions, Exemptions, Capital Assets, Cost of acquisition, Cost of Improvement, Types of Capital Gains - short term and long term Capital Gains, Deductions, Computation of Capital Gains.	10	10	20	LectureDiscussionSeminarPractical
3	Tax Deducted at Source (TDS), Tax Collected at Source (TCS) & Computation of Tax: Introduction, Tax Deducted at Source, Tax Collected at Source, TDS returns, Computation of Tax, Taxation Software's.	8	20	28	LectureDiscussionSeminarPractical
4	Income Tax Authorities: Structure of Authority, Functions and powers of various Income Tax Authorities (Administrative and Individual), Central Board of Direct Taxes.	8	8	16	LectureDiscussionSeminarPractical
	Total Hours		54	90	

Note – Practicals should be conducted related to contents of the each unit.

- Income Tax, Taxman Publication Pvt. Ltd.
- Vinod.K.Singhania, Monica Singhania, Student Guide to Income Tax, Taxmann Publishing.
- Dr. N. Hariharan, Income Tax Law and Practice, International Publishing House Pvt.Ltd
- Income Tax Websites incometaxindia.gov.in, india.gov.in, icai.org.







B.Voc. Financial Markets and Services / Accounting and Taxation Semester – VI A & T-GEC-601/FMS-GEC-601 Corporate Etiquettes

Introduced from June 2020

Name of the Programme : B	3. Voc. FMS/ A&T III	Semester –VI		
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -4 Workload –4 Hrs. Per Week	

Course Outcomes:

- 1. Students are able to understand business etiquettes.
- 2. Students are able to understand etiquettes during public speaking.
- 3. Students are able to understand work place etiquettes.
- 4. Students are able to understand and prepare themselves technology based etiquettes.

4	4. Students are able to understand and prepare themselves technology based etiquettes.				
Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Unit-I: Business Etiquettes in Workplace Mannerism & Etiquettes with the Peers, BOSS, Subordinates – Listening and Speaking –7Cs of Good Communication –Barriers to Communication	10	2	12	LectureDiscussionSeminarPractical
2	Unit-II: Public Speaking Meaning of Public Speaking: Characteristics of Public Speaking Speech, Techniques of Good Public Speaking, Modes of Delivery in Public Speaking (Formal)	10	2	12	LectureDiscussionSeminarPractical
3	Unit-III: Global Business Etiquettes Personal Appearance — Work Place Etiquettes: Conversations, Dealing with Colleagues, Difficult People, and Confidential Issues — E-mail Etiquette — Social Media Etiquettes: Professional and Personal use of various Social Media Apps (WhatsApp, Facebook, Twitter, Instagram, LinkedIn, Quora, YouTube, etc.).	10	2	12	LectureDiscussionSeminarPractical
4	Unit-IV: Technology-enabled Communication Effects of Technology on Business Communications- Advantages of E-mail in Business Communication- Business E-mail Writing – Conventions, E-mail Etiquette at Work- Computer Tools for Collecting Information	10	2	12	LectureDiscussionSeminarPractical
5	Unit-V: Personal Etiquettes and Grooming Corporate Etiquettes, Personal Grooming: Eye Contact, Body Language, Handshakes and offering Business Cards.	10	2	12	LectureDiscussionSeminarPractical
	Total Hours	50	10	60	

Note – Practicals should be conducted related to contents of the each unit.

- Murphy, Hildebrandt (1991). Effective Business Communication, New York: McGraw Hill.
- Raman, Meenakshi and Singh, Prakash (2008). *Business Communication*, Oxford University Press, 7th Impression, p. 22.
- Chaturvedi, P.D. and Chaturvedi, Mukesh (2007). *Business Communication, Concepts, Cases and Applications*, Pearson Education, p. 28–29.
- Lesikar, Flatley. Basic Business Communication, 10th Edition, Tata McGraw Hill, pp. 413414







B.Voc. (Accounting and Taxation)

Semester -VI A&T - GEC -602

Corporate and Business Laws

Introduced from June 2020

Name of the Programme	: B.Voc (A&T) III	Semester – VI		
Semester End Exam (SEE)	Continuous Internal	nternal Total Marks Credits Assigned - (
60 Marks	Assessment (CIA) 40	100	Workload – 4 Hrs Per Week	

Course Outcomes:

- 1. Students are able to understand basic law and principles relating to contracts and special contracts
- 2 Students are able to understand key principles relating to company, its incorporation, management, administration and restructuring
- 3. Students are able to acquaint the students with the basic principles relating to certain important commercial laws pertaining to business organisations.

	ents are able to understand legal provisions relating to IPRs and Cyber space	•	
Unit No	Name & Contents of Units	Hrs	Teaching Method
1	 Unit 1 – Law of Contracts 1.1. Definition, Meaning, Kinds of Contracts 1.2. Essential elements of Valid Contract 1.3. Discharge of Contracts 1.4. Remedies for Breach of Contract 1.5. Introduction to Special Contracts – Contract of Indemnity, Guarantee, Bailment, Pledge, Agency 	15	 Lecture Discussion Seminar
2	 Unit 2 – Company Law 2.1 Nature, Incorporation and Types of Company 2.2 Company Management and Administration – Board of Directors, Auditors, Concept of Corporate Governance 2.3 Meetings of the Board of Directors and Shareholders 2.4 Winding Up of Company 2.5 Restructuring and Reorganization – Concept of Merger, Acquisition, Amalgamation, Take-over, Rehabilitation and Revival 	15	 Lecture Discussion Seminar Practical
3	 Unit 3 – Commercial Laws 3.1 Sale of Goods Act, 1930 – Introduction, Conditions and Warranties, Performance of Contract of Sale 3.2 Limited Liability Partnership Act, 2008 – Introduction, Salient Features of LLP, Incorporation of LLP, Comparison with Indian Partnership Act, 1932 3.3 Right to Information Act, 2005 – Introduction, Scope, Procedure 3.4 Securities and Exchange Board of India Act, 1992 – Introduction, Features 3.5 Working of Stock Exchanges - Role of Stock Exchanges, Listing and Trading of Securities 	20	LectureDiscussionSeminarPractical
4	Unit 4 - Law relating to Information Technology and Intellectual Property Rights 4.1 Information Technology Act, 2000 – Introduction, Digital Signature	10	LectureDiscussionSeminarPractical



4.2 Cyber Crimes and Penalties
4.3 Introduction to Intellectual Property Rights
4.4 Types of IP – Copyright, Trademark, Patent, Industrial Designs,
Geographical Indication
4.5 Intellectual Property Issues in Cyber space

- 1. Dr. Avtar Singh, 2017, Law of Contract and Specific Relief, Eastern Book Company, Lucknow
- 2. A. K. Mujumdar, Dr. G. K. Kapoor, Company Law and Practice, Taxmann, New Delhi
- 3. Dr. R. K. Bangia, 2017, Sale of Goods Act, Allahabad Law Agency
- 4. Dr. D. K. Jain and Ishan Jain, 2018, Law and Procedure of LLP, Bharat Law House, Delhi
- 5. CS Amita Vohra, 2016, Capital Markets and Securities Laws, Lexis Nexis
- 6. Karnika Seth, Justice Altamas Kabir, 2013, Computers, Internet and New Technology Laws, Lexis Nexis
- 7. Nandan Kamath, 2016, Law Relating to Computers Internet & E-commerce A Guide to Cyber laws & Information Technology Act, Universal Law Publication
- 8. V. K. Ahuja, 2015, Intellectual Property Rights in India, Lexis Nexis
- 9. P. Narayanan, 2018, Intellectual Property Law, Eastern Book Company, Lucknow
 - N. D. Kapoor, 2014, Elements of Mercantile Law, Sultan Chand & Sons







Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce, Satara

An Autonomous College

B.Voc. (Accounting and Taxation)

Semester – VI Paper – A&T GEC-603

Business Organizations

Introduced from June 2020

Name of the Progarmme : B.	Voc A&T III	Semester – VI		
Semester End Exam (SEE)	Continuous Internal	Total Marks Credit Assigned - 04		
60 Marks	Assessment (CIA) 40	100	Workload – 6Hrs Per Week	

- 1. Students are able understand the Foundation of Business Organisation
- 2. Students are able understand the Forms and Establishment of Business Organisations
- 3. Students are able understand the meaning and forms of Restructuring of Business Organisations
- 4. Students are able understand Business Finance and the Securities Market

Unit	Name & Contents of Units	Hrs	Teaching Mothed
No	W. M. A. D.		Method
1	Unit 1: Foundation of Business Organisation		
	 1.1 Business:- Meaning and definition of business essentials & scope of business, Classification of Business Activities, Forms of Modern Business, Difference between Business and Profession. 1.2 Business Organisation:- Meaning, Definition, Characteristics and objectives of Business Organisation, Structure of Business Organisation 	25	LectureDiscussionSeminar
2	Unit 2: Forms and Establishment of Business Organisations 2.1 Forms of Business Organisation: Sole Proprietorship, Joint Hindu Family Firm, Partnership firm, Joint Stock Company, Cooperative society; Limited Liability Partnership; 2.2 Establishment of Business: Establishing a new business unit. Features of business unit, Promotion of business. Plant location, Plant Layout & size of business unit.	20	LectureDiscussionSeminarPractical
3	Unit 3: Restructuring of Business Organisations:- 3.1 Meaning, concept, Characteristics and Importance of Restructuring 3.2 Forms of Restructuring (Meaning, definition, Objectives and Causes) 3.2.1 Mergers 3.2.2 Takeovers 3.2.3 Acquisitions	20	LectureDiscussionSeminarPractical
4	Unit 4: Business Finance:- 4.1 Meaning, Definition, Role, Types and sources of Business finance. 4.2 Introduction to Money Market, Securities Market, Stock Exchange & Securities and Exchange Board of India (SEBI).	25	LectureDiscussionSeminarPractical

- 1 C.R.Basu, Tata McGraw Hill Education Private Limited, New Delhi, Business Organisation and Management.
- 2 P.C. Tulsian, Pearson Education, Organisation and Management.
- 3 Chottorjee S.K. Business Organisation
- 4 Jagdish Prakash Business Organisation and Management
- 5 Om Prakash Business Organisation
- 6 Sherlekar S.A. Business Organisation and Management
- 7 Singh & Chhabra- Business Organisation





Dhananjayrao Gadgil College of Commerce, Satara An Autonomous College

B.Voc. (Accounting and Taxation)
Semester – VI A&T-SDC-601
Company Audit Procedure

Introduced from June 2020

Name of the Programme : B.Voc A	&T III	Semester –VI		
Semester End Exam (SEE) 40 Marks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -6 Workload –6 Hrs. Per Week	

Course Outcomes:

- Students are able to understand procedures & techniques of auditing.
- Students are able to understand procedure of company audit.
- Students are able to understand audit of listed & unlisted companies.
- Students are able to understand computerized system of audit.

Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Techniques and Procedures of Auditing: Introduction, Audit activities and techniques, Audit planning, Audit programme, Notebook, Working Paper, Files, Manual and Memorandum.	8	12	20	LectureDiscussionSeminar
2	Company Audit I: General guidelines of company audit, Applicable legal provisions under companies Act-2013, Audit of one person company, Non-Profit company U/s 8 & Private Limited Company.	10	15	25	LectureDiscussionSeminarPractical
3	Company Audit-II: Audit of listed & unlisted companies, Meaning, Audit Programme of Company, Format & Preparation of Audit Report, Company Audit Reporting Order (CARO)-2016.	10	15	25	LectureDiscussionSeminarPractical
4	Audit of Computerized Systems: Auditing in an Electronic Data Processing (EDP) environment, Audit planning in relation to Computer Environment, Problems encountered in EDP environment, EDP application control, Data transfer audit practice in regard to Computerized Systems, Computer Assisted Audit Techniques.	8	12	20	LectureDiscussionSeminarPractical
	Total Hours	36	54	90	

Note – Practicals should be conducted related to contents of the each unit.

- S.K. Basu, Fundamentals of Auditing, Pearson.
- R. G. Saxena, Principles & Practice of Auditing, Himalaya Publishing House.
- Mira Goindaraj, Auditing, Nirali Prakashan.
- Ravinder Kumar & Virender Sharma, Auditing Principles & Practices, PHI Learning Pvt. Ltd.







Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce, Satara An Autonomous College

B.Voc. (Accounting and Taxation)

Semester - VI A&T-

SDC-602 Compliances of

Company AuditIntroduced from June 2020

Name of the Programme : B.Voc A&T III				Semester –VI
Semester End Exam (SEE) 40 Ma	rks	Continuous Internal Assessment (CIA) 60	Total Marks 100	Credit Assigned -6 Workload –6 Hrs. Per Week

Course Outcomes:

- Students are able to understand professional code of conducts & ethics.
- Students are able to understand the company compliance procedures.
- Students are able to understand the company compliance procedures.
- Students are able to understand compliances of various statutory bodies.

Unit No	Name &Contents of Units	Theory	Practical	Total	Teaching Method
1	Professional Code of Conducts & Ethics: Introduction, Professional code of conducts and misconducts, Register of the institute, Disabilities, Enquiry into the charge of misconduct of members, Removal of members name from the register.	10	15	25	LectureDiscussionSeminar
2	Compliance of Companies Act-2013: Applicability and compliance of important company law provisions, Applicable filings, Book-Keeping of records and statutory registers.		15	25	LectureDiscussionSeminarPractical
3	Compliances of Allied Acts: Factories Act, Provident Fund Act, Employees State Insurance Act, Pollution Act.	10	15	25	LectureDiscussionSeminarPractical
4	Statutory Compliances: Filing of returns with Registrar of Companies (ROC) & Ministry of Corporate Affairs (MCA), Securities Exchange Board of India (SEBI) Compliances(including online), Major guidelines.	10	15	25	LectureDiscussionSeminarPractical
	Total Hours	40	60	90	

Note – Practicals should be conducted related to contents of the each unit.

Reference Books:

- S.K.Basu, Fundamentals of Auditing, Pearson.
- R.G.Saxena, Principles & Practice of Auditing, Himalaya Publishing house.
- Mira Goindaraj, Auditing, Nirali Prakashan.
- Ravinderkumar & Virendersharma, Auditing Principles & Practices, PHI Learning Pvt. Ltd.
- Websites: MCA, SEBI, NSDL, CDSL.





Dhananjayrao Gadgil College of Commerce, Satara An Autonomous College

B.Voc. (Accounting and Taxation)

Semester – VI A&T-SDC-603 Internship/Practical

Introduced from June 2020

Name of the Programme	amme: B.Voc A&T III		Semester –VI	
Semester End Exam	Continuous Internal	Total	Credit Assigned -6	
(SEE) 40	Assessment (CIA) 60	Marks	Workload – 6 Hrs. Per Week	
Marks		100		

Course Outcomes:

- Students are able to impart practical knowledge in the area of Accounting, Taxation and Audit.
- Students are able to introduce with practical knowledge in the fields of Accounting, Taxation & Audit field.
- Students are able to understand different skills regarding Tax Practice and Auditing.

Sr. No.	Particulars	Marks	Remark
1	Four Month's Internship in Accounting, Taxation & Auditing	60 (Four Months Internship. Duration: 5 hours per day in December to March)	Auditor(s) Certificate of compliance should submit to college
2	Practical session will be conducted by college with external experts	40	4 practical events will be conducted

Note: Completion of Internship Certificate is important for award of final degree of B.Voc. – Accounting & Taxation.

Internship is mandatory to all students in CA/CS/CMA/Tax Practitioners /Corporates, office to gain practical knowledge of Accounting, Taxation & Auditing. Every day student will have to engage minimum **5 hours** in Internship (After college hours & during office hours of professionals.)

Internal marks to be given by college and external marks to be given by CA/CS /CMA/ Tax Practitioners /Corporates, as per the preferences of students.



Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Name of the Progarmme : M	.Com - BM	Semester – III			
Paper No V - Research Meth	nodology in Banking & F	anking & Finance MBM-19-303			
Semester End Exam (SEE)	Continuous Internal	Total Marks	Credit Assigned - 05		
60 Marks	Assessment (CIA) 40	100	Workload – 6 Hrs Per Week		
Introduced from June 2020					

Course Outcomes:

- 1. Learners will able to understand the Research Design, Research Process
- 2. Learners will able understand types of hypothesis and importance of hypothesis testing
- 3. Learners will able to understand the Sampling Techniques, Data Processing & Report Writing
- 4. Learners will able to understand the use of Technology in Research

Expected Skills Impartation

- 1. Ability to apply research methods for investigation of banking issues and problems
- 2. Ability to analyze banking problems and conduct investigations
- 3. Ability to scientific report writing and use of technology for conducting banking research

Unit	Name & Contents of Units	No .of	Teaching
No		Lectures.	Method
1	Introduction to Research		
	1.1. Meaning, definitions and types of Research		
	1.2. Characteristics of scientific research method	20	Practical
	1.3. Ethics in Banking and Financial Research		
	1.4. Limitations of Research in Banking sector		
2	Research Design and Process		
	2.1. Research Design: Meaning, Types		
	2.2. Components of Research Design	20	Practical
	2.3. Formulation of Research Problem		
	2.4. Research Process		
3	Testing of Hypothesis		
	3.1. Hypothesis – Meaning, Types, Formulation		
	3.2. Type –I and Type II Error	20	Practical
	3.3. T-Test and F Test		
	3.4. Z Test and Chi Square Test		
4	Packages for Data Analysis		
	4.1. Introduction to SPSS – Features		
	4.2. Applications of SPSS	20	Practical
	4.3. Introduction to R – Features		
	4.4. Applications of R		



- 1. Krishnaswamy O. R., Rangnatham M. (2005) .Methodology of Research in Social Sciences, Himalaya Publishing House, New Delhi.
- 2. Kothari C. R. (2014). Research Methodology: Methods and Techniques, New Age International Publishers, Mumbai.
- 3. Michel V.P. (2012) Research Methodology for Management, Himalaya Publishing House, New Delhi.
- 4. Fisher R. A. (2002). Statistical Methods for Research Workers by, Cosmo Publications, New Delhi.
- 5. Montogomery D.C. (2001). Design and Analysis of Experiments, John Wiley,
- 6. Suchdeva J. K. (2017). Business Research Methodology, Himalaya Publishing House, New Delhi.
- 7. Wilkinson T.S., Bhandarkar P.L. (2010). Methodology and Techniques of Social Research, Himalaya Publishing House, New Delhi.
- 8. Hans Raj (2011). Theory & Practice in Social Research, Surject Publications, Delhi
- 9. Hansa L. M. (2016). Data Analysis and Business Modelling using Microsoft Excel, PHI Learning Pvt. Ltd., New Delhi.
- 10. IBM SPSS Statistics 22 Core System User's Guide
- 11. Parasuraman, A., Zeithaml, V.A. and Berry, L.L. (1988), "SERVQUAL: a multi-item scale for measuring consumer perceptions of the service quality", Journal of Retailing, Vol. 64, No. 1, pp.





Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Name of the Progarmme : M.Con	m - BM	Semester – III				
Name of the Course: Banking & Finance (Paper-VI) Banking Operations and Management MBM-19-304						
Semester End Exam (SEE) 60	Continuous Internal	Total Marks	Credit Assigned - 05			
Marks Assessment (CIA) 40 100 Workload – 6 Hrs Per Week						
Introduced from June 2020						

Course Objectives:

- 1. To develop effective communication skills and interpersonal relations
- 2. To enhance letter writing skills among the students
- 3. To expose various management aspects of banks in India

	Nome & Contents of Units	No of	Tooching
Unit	Name & Contents of Units	No .of	Teaching
No		Lectures	Method
1	Unit -1: Business Communication and Time Management		 Lecture
	1.1. Meaning, Methods and Problems of Communication		 Demo
	1.2. Applications of ICT in Bank Business Communication	20	 Practical
	1.3. Meaning, Types and Importance of Products Advertisement		 Discussion
	1.4. Time Management -Techniques and Importance		
2	Unit -2: Business Communicative Drafts in Banking		• Lecture
	(Marathi, Hindi & English)		• PPT
	2.1. Nature and Contents of Letters/Email to Higher Authorities		 Practical
	2.2. Letters/Email to Higher Authorities of the Bank	20	
	2.3. Letters/Email, Memos & Notices to Subordinates		
	2.4. Business and Personal Letters/Email to Individual and Institutional		
	Customers- Telephonic Communication and Etiquettes		
3	Unit 3: Banking Operations and Management		• Video
	3.1. Modes of Creation of Bank Charge - Collateral and its Characteristics		 Demo
	3.2. Debt Recovery- Debt Recovery Tribunal-Systems and Procedures	20	 Practical
	3.3. Customer Relationship Management in Banking- eCRM		 Analysis
	3.4. Business Continuity and Disaster Recovery Planning		1 21.001 5 22
4	Unit 4: Management of IT Systems in Bank		• Lecture
	4.1. Data Centre Management (DC & DR)—Hardware and Network		• Demo
	Management	20	 Practical
	4.2. Information Security Procedures and RBI guidelines	20	 Analysis
	4.3. Cheque Truncation System and Its Procedures for Banker		1 11111 / 010
	4.4. Applications of Artificial Intelligence and Robotics in Banking Sector		

- 1. IIBF, Principles and Practices of Banking, 3 rd Edition, MacMillan Education. 2015
- 2. IIBF, Legal and Regulatory Aspects of Banking, 3rd Edition, MacMillan Education. 2015
- 3. IIBF-Information Systems for Banks, 3rd Edition, MacMillan Education. 2018
- 4. M.Y.Khan, Indian Financial System, McGraw Hill Education Pvt. Ltd, 9 th Edition, 2015
- 5. Preethi Singh, Dynamics of the Indian Financial system: Markets, Institutions and Services, Ane Books Private Ltd. 2015.
- 6. V.Nitynanada Sharma, Banking and Financial System, Cambridge University Press-New Delhi, 2011.





Dhananjayrao Gadgil College of Commerce, Satara

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Affiliated to Shivaji University, Kolhapur

	J					
Name of the Progarmme : M	.Com - BM	Semester – III				
Banking & Finance (Paper-V	Banking & Finance (Paper-VIII) Security Analysis & Portfolio Management MBM-19-404					
Semester End Exam (SEE)	Continuous Internal	Total Marks	Credit Assigned - 05			
60 Marks	Assessment (CIA) 40	100 Workload – 6 Hrs Per Week				
Introduced from June 2020						

Course Objectives:

- 1. To provide the basics of Portfolio Management
- 2. To enhance security trading skills and expertise
- 3. To provide skill training in Fundamental and Technical analysis
- **4.** To provide skill training in Industry, Company and Financial analysis

Unit	Name & Contents of Units	No .of	Teaching
No	rance & contents of cines	Lectures.	Method
1	Unit -1: Fundamentals of Portfolio Management 1.1. Portfolio Management Process- Objectives, Investment Alternatives 1.2. Approaches to Investment and Problems in Investment Decision 1.3. Retirement Benefit Products - PF, EPS, NPS, Gratuity etc 1.4. Time Value of Money - Present and Future Value of Amount	20	LectureDemoPracticalAnalysis
2	·		LectureDemoPracticalAnalysis
3	Unit 3: Fundamental and Technical Analysis 3.1. Nature and scope of Fundamental Analysis 3.2. Objectives, Scope of Industry, Sector & Company Analysis 3.3. Technical Analysis - Meaning & Technical indicators-Calculators 3.4. The Dow Theory and Charting Techniques	20	LectureDemoPracticalAnalysis
4	Unit 4: Financial Statement Analysis (FSA) 3.1. Analysis of Balance Sheet 3.2. Basic and Diluted Earnings Per Share - Calculations 3.3. Financial Ratios - PE Ratio and Industry PE - its Applications 3.4. Importance/Applications and Problems of FSA	20	LectureDemoPracticalAnalysis

- 1. Prasanna Chandra, Investment Analysis and portfolio Management, Tata McGraw Hill, New Delhi, Third Edition 2006
- 2. Fisher & Jordan, "Portfolio Management", Prentice Hall, New York, 2012. (Text Book)
- 3. Reilly Brown, Investment Analysis and Portfolio Management, Cengage Learning 8th Edition 2006
- 4. Alexander, Gordon J and Sharpe, William F., Fundamentals of Investment, Englewood Cliffs, New Jersey, Prentice Hall Inc, 2004
- 5. Elton, Edwin J and Gruber, Martin J., Modern Portfolio Theory and Investment Analysis, John Wiley, NY. 2001
- 6. Lee, Cheng F., et. al., Security Analysis and Portfolio Management, Foresman, Scott, 1999 Jack Clark Francis, Investments, Prentice Hall Inc, NY, 2004





Dhananjayrao Gadgil College of Commerce, Satara

(An Autonomous College)

Affiliated to Shivaji University, Kolhapur

Research Project & Viva MBM-19-403

Banking & Finance (Paper-VII) Introduced from June 2020

- 1. Ability to understand data analysis and data interpretation techniques
- 2. Ability enhancement in writing skills

3. 7	Ability enhancement of application of reso	earch methodology and statistical too	ls				
Marks:	100		Credits: 5				
Guidelines for Evaluation of Project							
• 5	Selection of Topic/Statement of problem	: 05					
• I	Research Methodology	10					
• I	Review of Literature & Research Gap	10					
• I	Efforts Taken for Data Collection	10					
• [Γools and Methods used for Data Analysi	is:10					
• I	Data Analysis and Interpretation	15					
• I	Hypothesis Testing	05					
• I	Findings	05					
• 5	Suggestions	05					
• I	References and Referencing Styles	05					
	Total for Project Report	60					
	Viva-Voce	40					
	Total Marks	100					





Rayat

Shikshan Sanstha's

Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management

Semester -III Paper No. - GEC-7

Sub: Intellectual Property Rights, Patents and Cyber Law

Credits – 4 (Hours 60)

Introduced from June 2019

- 1. Student will know the importance of Intellectual Property Rights
- 2. Student will know procedure for registering patents, copyright and trademarks
- 3. Student will know basics of Cyber law and IT Act 2000

Topics	Teaching Methods	Hours
Unit 1 Intellectual Property Introduction		
1.1. Protection of Intellectual Property Copyright,	Lecture, ICT Based,	
1.2. Related Rights,	Interactive	
1.3. Patents,		15
1.4. Industrial Designs,		
1.5. Trademark,		
1.6. Unfair Competition.		
Unit 2 Information Technology Related Intellectual Property	Lecture, ICT Based,	
Rights	Interactive	
2.1. Computer Software and Intellectual Property-Objective,		
Copyright Protection, Reproducing, Defences, Patent		
Protection.		
2.2. Database and Data Protection-Objective, Need for		
Protection, UK Data Protection Act, 1998, US Safe Harbor		
Principle, Enforcement.		15
2.3. Protection of Semiconductor Chips-Objectives Justification		
of protection, Criteria, Subject-matter of Protection, WIPO		
Treaty, TRIPs, SCPA.		
2.4. Domain Name Protection-Objectives, domain name and		
Intellectual Property, Registration of domain names,		
2.5. Disputes under Intellectual Property Rights, Jurisdictional		
Issues, and International Perspective.		
Unit 3 Patents (Ownership and Enforcement of Intellectual	Lecture, ICT Based,	
Property)	Interactive	
3.1. Patents-Objectives, Rights, Assignments, Defences in case of		
Infringement		
3.2. Copyright-Objectives, Rights, Transfer of Copyright, work of		15
employment Infringement, Defences for infringement		13
3.3. Trademarks-Objectives, Rights, Protection of good will,		
Infringement, Passing off, Defences.		
3.4. Designs-Objectives, Rights, Assignments, Infringements,		
Defences of Design Infringement		

Unit 4 Cyber Law Basic and Information Technology Act 2000 4.1. Cyber Law Basic 4.1.1 Concepts of Technology and Law: Understanding the Technology of Internet, Scope of Cyber Laws, Cyber Jurisprudence 4.2.1 Law of Digital Contracts: The Essence of Digital	Lecture, ICT Based, Interactive	15
Contracts, The System of Digital Signatures, The Role		



and Function of Certifying Authorities, The Science of	
Cryptography	
4.3.1 Intellectual Property Issues in Cyber Space:	
Domain Names and Related issues, Copyright in the	
Digital Media, Patents in the Cyber World.	
4.2. Information Technology Act 2000	





Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management

Semester - III Paper No.- GEC-8

Sub: Emerging trends in Information Technology

Credits - 4 (Hours 60) Introduced from June 2019

- 1. Student will know the changes in technologies, applications and Systems around us
- 2. Student will know about E-banking, E-learning
- 3. Student will know about IoT and Cloud Computing technologies

Topics	Teaching Methods	Hours
 Unit 1 E-Commerce 1.1. Introduction: E-commerce as Business need-commerce Types, Advantages, Disadvantages, e-Commerce Architecture 1.2. Internet Payment Systems: Characteristics - 4C Payment Methods - SET Protocol for Credit Card Payment - E-Cash, E-Check - Overview of Smart Card E-Banking 1.3. Transactions: Inter Banking, Intra Banking, Electronic Payments, (Payment – Gateway Example) 1.4. Securities in E-banking (SSL, Digital Signatures – Examples) 1.5. Services Provided: ATM, Smart Card ECS(Electronic Clearing System) e.g. Telephone, Electricity Bills 	Lecture, ICT Based, Interactive	15
 Unit 2 IoT 3.1. Overview 3.2. IoT – Key Features, advantages, Disadvantages 3.3. Internet of Things – Hardware, Software, Technology and Protocols 3.4. Internet of Things - Common Uses, Media, Marketing, & Advertising 3.5. IoT - Environmental Monitoring, Manufacturing Applications, Energy Applications, Healthcare Applications, Building/Housing Applications, Transportation Applications, Education Applications, Government Applications, Law Enforcement Applications, Consumer Applications 	Lecture, ICT Based, Interactive	15
Unit 3 Cloud Computing 3.1. Overview 3.2. Planning 3.3. Technologies 3.4. Architecture, Infrastructure 3.5. Cloud Deployment Models - Public Cloud Model, Private Cloud Model, Hybrid Cloud Model, Community Cloud Model	Lecture, ICT Based, Interactive	15
Unit 4 E-learning 4.1. Models WBT, CBT, 4.2. Virtual Campus , 4.3. LMS & LCMS, 4.4. Video Conferencing, 4.5. Chatting Bulleting, 4.6. Building Online Community, 4.7. Asynchronous / Synchronous Learning,	Lecture, ICT Based, Interactive	15



4.8. Case Study	

Note:

- 1. E Commerce : Milind Oka
- 2. Internet (Use of Search Engines Google & yahoo etc)
- **3.** E-Commerce :C.V.S.Murty
- 4. Fire Wall and Internet Security: William Cheswick, Stevens, Aviel Rubin
- 5. The Essent ial Guide to Knowledge management : Amrit Tiwana
- 6. The GISBook:GeorgeB.Karte. 6. Management Information System: Laudon & Laudon



Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management



Semester - III Paper No.- GEC-9

Sub: Digital Marketing Credits - 4 (Hours 60) Introduced from June 2019

- 1. To Understand basic concept of Digital Marketing
- 2. To Understand the working of Search Engine Optimization
- 3. To Learn major digital marketing channels, strategy and plan

Topics	Teaching Methods	Hours
Unit 1 Introduction to Digital Marketing	Lecture, ICT Based,	
1.1. Introduction, Definition-Digital Marketing	Interactive	
1.2. Advantages of digital Marketing		10
1.3. Digital medium in today's market		
1.4. 3i Principals		
Unit 2 Search Engine Optimization	Lecture, ICT Based,	
2.1. Introduction	Interactive	
2.2. SEO Result Pages-Positioning,	mediaenve	
2.3. Search Behavior		
2.3.1 Goals		
2.3.2 On-Page Optimization		
2.3.3 Off-Page Optimization		20
2.3.4 Analyze		20
2.4. Pay Per Click		
2.5. Digital Display advertising		
2.5.1 Define		
2.5.2 Format		
2.5.3 Configure		
2.5.4 Analyze		
Unit 3 Email ,Social Media and Mobile Marketing	Lecture, ICT Based,	
3.1. Introduction to Email Marketing	Interactive	
3.1.1 Data - Email marketing Process		
3.1.2 Design and Content Writing		
3.1.3 Delivery		
3.1.4 Discovery		
3.2. Introduction to Social Media Marketing		
3.2.1 Social Media Marketing Phase-I-Goals, Different Social		
Media Channels		20
3.2.2 Social Media Marketing Phase-II-Implementation,		
Analyze		
3.2.3 Laws and Guidelines		
3.3 Introduction to Mobile Marketing		
3.3.1 Opportunity		
3.3.2 Optimize		
3.3.3 Advertise		
3.3.4 Analyze Unit 4 Web Analytics	Lookuma ICT Daniel	
Unit 4 Web Analytics 4.1 Introduction to Web Analytics	Lecture, ICT Based,	
4.1. Introduction to Web Analytics	Interactive	10
4.2. Goals, Setup, Monitor, Analyze		10
4.3. Strategy and Planning used in Digital Marketing		
4.4 Case Study Note:		<u> </u>
NOIC.		



- 1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns-IAN DODSON
- 2. Digital Marketing Analytics: Making Sense of Consumer Data in a Digital World- Chuck Hemann and Ken Burbary
- 3. Digital Marketing For Dummies- Russ Henneberry and Ryan Deiss



Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management



Semester - III Paper Sub: Introduction to Credits - 6 (Hours 90) Introduced from June



No.- SEC-7
.NET Programming using C#

2019

- 1. To learn basic programming practices using C#.Net
- 2. To enhance applications development skill among the student

Topics	Teaching Methods	Hours
Unit 1 Introduction to .Net Framework		
1.1 Introduction to Visual Studio .NET IDE		
1.2 Overview		
1.3 Architecture	Lecture, ICT Based,	15
1.4 .Net Framework(CLR, CTS,CLS, .Net Base Classes, JIT Complier	Interactive	
with its types)		
1.5 Features of .Net		
Unit 2 Introduction to C# & Windows Programming		
2.1 Basics of C# : Operators, Data types, Control Structure, Loops		
2.2 Built a Console Application		
- Compiling and building projects		
- Global Stack and Heap memory		
- Type Casting- Implicit and Explicit		
- Boxing and unboxing		
- Partial Class	Lecture, ICT Based,	
2.3 Built a Windows Application		20
- Compiling and building projects	Interactive	
- Event Driven Programming		
2.4 Controls:- Form, TextBox, Button, Label, CheckBox, Listbox,		
ComboBox, RadioButton, DateTimePicker, MonthCalender,		
Timer, Progress bar, Scrollbar, PictureBox, ImageBox, ImageList,		
TreeView, ListView, Toolbar, StatusBar, Datagridview		
- Menu & Popup Menu		
- Dialog Boxes		
Unit 3 Introduction to Web Programming		
3.1 Understanding role of WEB server and WEB browser, HTTP		
request and response structure.		
3.2 Types of server controls		
3.3 Validation controls -Base validator, compare validator, range	Lecture, ICT Based,	
validator, grouping control validator		15
3.4 Web forms life cycle	Interactive	
3.5 Event handling in WEB forms, response.redirect,		
server.response, cross pagepost back property of button		
3.6 ASP.NET state management		
3.7 WEB.config, globalization and localization, App Domain		
Unit 4 ADO .NET (Through MS Access, SQL Server)		
4.1 Introduction to ADO.Net		
4.2 ADO.NET Architecture- Connection, command, data reader,	Lecture, ICT Based,	25
data adapter, data set	Interactive	25
4.3 Understanding connected layer of ADO.NET and		
disconnected layer of ADO. NET		
Unit 5. Introduction to Crystal Report	Lecture, ICT Based,	
5.1 Basics of Crystal Report	Interactive	15
5.1 Dasies of Crystal Report	interactive	

	5.2 Designing of Report		
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Note:

- 1. Inside C# By Tom Archer, Andrew White chapel (Microsoft Pub)
- 2. ASP.NET Black Book- By Steven Holzner
- 3. Professional ASP.NET 2 –Wrox Series- Wallace B. McClure
- **4.** C# 2012 Programming Black Book Covers .NET 4.5 Paperback 2013 by Kogent Learning Solutions Inc. (Author)
- 5. C# 4.0 The Complete Reference Paperback 16 Jun 2010by Herbert Schildt
- 6. Mastering Crystal Report BPB Publication
- 7. Crystal Report The Complete Reference :- Tata McGraw Hill
- 8. Professional C# 4.0 and .NET 4 by Christian Nagel, Bill Evjen



Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management



Semester - III Paper No.- SEC-8

Sub: AJAX

Credits – 6 (Hours 90) Introduced from June 2019

Course Outcome:

On completion of this course, students should be able to:

- **1.** Design and implement Object classes using class diagrams, constructors, encapsulation, inheritance, and polymorphism.
- 2. Write applications that manipulate the Document Object Model to fetch and display information
- 3. Create anonymous functions and closures, and use them to store and access local data.
- **4.** Create event listeners and call backs to respond to user-interface and network events.
- 5. Test and debug JavaScript web applications.

5. Test and debug JavaScript web applications. Topics	Teaching Methods	Hours
Unit 1 Introduction to AJAX	T THE TITLE OF THE	
1.1. What is AJAX?		
1.2. Ajax rich clients in the real world		
1.3. Ajax advantages and disadvantages		
1.4. The purpose of AJAX	Lecture, ICT Based,	15
1.5. Traditional web application	Interactive	
1.6. An AJAX web application		
1.7. Alternatives to Ajax		
Unit 2 Ajax Frameworks		
2.1. The Purpose of Frameworks		
a. Choosing a Framework		
2.2. Dojo		
a. Downloading Dojo		
b. Using Dojo for Ajax		
2.3. Prototype	Lecture, ICT Based,	20
a. Downloading Prototype	Interactive	20
b. Using Prototype for Ajax		
2.4. Other Popular Frameworks		
a. Direct Web Remoting (DWR)		
b. AjaxAnywhere c. Simple Ajax (SAJAX)		
c. Simple Ajax (SAJAX) d. Sarissa		
e. Other Frameworks		
Unit 3 HTML in AJAX		
3.1. The HTML Document Object Model		
3.2. Accessing Nodes		
a. Accessing Element Nodes		
b. Accessing Attribute Nodes		
c. getAttribute	Lecture, ICT Based,	
d. attributes[]	Interactive	20
e. Accessing Nodes by Type, Name or Value	mediactive	
f. Accessing Nodes by Class Name		
3.3. Removing Nodes from the DOM		
a. DOM Differences: The Whitespace Problem		
3.4. Creating New Nodes		
Unit 4 Ajax Applications	Lecture, ICT Based,	
4.1. Login Form	Interactive	20



4.2. Quick Lookup Form		
4.3. Preloaded Data		
a. Ajax Slideshow		
b. Navigable Tables		
Unit 5 Project	Lecture, ICT Based,	15
	Interactive	15
Reference Book:		
1. STY Ajax Javascript and PHP: Phil Ballard, Michael Moncur		
Professional Ajax, 2ed: Nicholas C. Zakas, Jeremy, Mcpeak, Joe Fawcett		



Dhananjayrao Gadgil College of Commerce, Satara

An Autonomous College



Advanced Diploma in Web Designing and Management

Semester - III Paper No.- SEC-9

Sub: Practical based on .NET Programming using C# & AJAX

Credits - 6 (Hours 90)

Introduced from June 2019

Topics	Teaching Methods	Hours
Programs based on Console Applications		
- Global Stack and Heap memory		
- Type Casting- Implicit and Explicit	Problem Solving, ICT	5
- Boxing and unboxing	Based, Interactive	
- Partial Class		
2. Programs based on Windows Applications		
- Event Driven Programming		
- Demonstration of Controls		
- Menu & Popup Menu	Problem Solving, ICT	
- Dialog Boxes	_	25
3. Programs based on Windows Applications	Based, Interactive	
 Event Driven Programming Demonstration of Controls 		
- Menu & Popup Menu		
- Dialog Boxes		
4. Programs based on Web Applications		
- Types of server controls		
- Validation controls		
- Event handling in WEB forms		
- cross page post back property of button	Problem Solving, ICT	15
- ASP.NET state management	Based, Interactive	
5. Programs based on ADO.NET		
- Using Ms-Access		
- Using SQL Server		
- Crystal Reports		
7. Program based on AJAX:		
7.1 Dojo		
7.1.1 Downloading Dojo		
7.1.2 Using Dojo for Ajax		
7.2 Prototype		
7.2.1 Downloading Prototype	Problem Solving, ICT	15
7.2.2 Using Prototype for Ajax	Based, Interactive	
7.3 Other Popular Frameworks		
7.3.1 Direct Web Remoting (DWR)		
7.3.2 Ajax Any where		
7.3.3 Simple Ajax (SAJAX)		
7.3.4 Sarissa		
8. AJAX:		
8.1 Program based on Accessing Nodes	Problem Solving, ICT	15
8.2 Program based on Document Object Model	Based, Interactive	13

9. AJAX	:		
9.1 Progra	m based on Ajax Applications		
9.1.1	Login Form		
9.1.2	Quick Lookup Form	Problem Solving, ICT	15
9.1.3	Preloaded Data	Based, Interactive	
	9.1.3.1 Ajax Slideshow		
	9.1.3.2 Navigable Tables		

Note:

- 1. Inside C# By Tom Archer, Andrew White chapel (Microsoft Pub)
- 2. ASP.NET Black Book- By Steven Holzner
- **3.** Professional ASP.NET 2 –Wrox Series- Wallace B. McClure
- **4.** C# 2012 Programming Black Book Covers .NET 4.5 Paperback 2013 by Kogent Learning Solutions Inc. (Author)
- 5. C# 4.0 The Complete Reference Paperback 16 Jun 2010by Herbert Schildt
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Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management

Semester - IV Paper No.- GEC-10

Sub: Ethical Hacking





Credits – 4 (Hours 60) Introduced from June 2019

Course Outcome:

By the end of this course, a student should be able to:

- 1. Outline ethical considerations of hacking
- 2. Outline legal considerations of hacking
- 3. Assess an environment using foot printing

Topics	Teaching Methods	Hours
Unit 1		
1.1. Data Theft in Organizations		
1.2. Elements of Information Security		
1.3. Authenticity and Non Repudiation		
1.4. Security Challenges, Effects of Hacking		
1.5. Hacker – Types of Hacker, Ethical Hacker	Lecture, ICT Based,	15
1.6. Hacktivism - Role of Security and Penetration Tester	Interactive	15
1.7. Penetration Testing Methodology		
1.8. Networking & Computer Attacks – Malicious Software		
(Malware), Protection Against Malware, Intruder Attacks on		
Networks and Computers		
1.9. Addressing Physical Security – Key Loggers and Back Doors		
Unit 2		
2.1. Web Tools for Foot Printing		
2.2. Google Hacking, Scanning, Enumeration		
2.3. Trojans & Backdoors, Virus & Worms	Lecture, ICT Based,	15
2.4. Proxy & Packet Filtering	Interactive	15
2.5. Denial of Service, Sniffer		
2.6. Social Engineering – shoulder surfing, Dumpster Diving,		
Piggybacking		
Unit 3		
3.1. Physical Security – Attacks and Protection	Lookiino ICT Doord	
3.2. Steganography – Methods, Attacks and Measures	Lecture, ICT Based,	15
3.3. Cryptography – Methods and Types of Attacks	Interactive	
3.4. Linux Hacking		
Unit 4		
4.1. Routers, Firewall & Honeypots,		
4.2. Penetration Testing, Session Hijacking,	Lecture, ICT Based,	15
4.3. Web Server, SQL Injection,	Interactive	15
4.4. Reverse Engineering,		
4.5. Email Hacking		
Note:	1	1

Note:

- 1. "Gray Hat Hacking The Ethical Hackers Handbook, 3rd Edition" by Allen Harper and Shon Harris
- 2. "The Web Application Hacker's Handbook: Finding and Exploiting Security Flaws, 2ed" by Dafydd Stuttard and Marcus Pinto
- 3. "Hacking For Dummies" by Kevin Beaver



Dhananjayrao Gadgil College of Commerce, Satara An Autonomous College

Advanced Diploma in Web Designing and Management

Semester - IV Paper No.- GEC-11

Sub: ERP

Credits - 4 (Hours 60) Introduced from June 2019

- 1. Students will be aquatinted with Basic concepts ERP
- 2. Students will familiar with ERP & its Related Technologies.
- 3. Students will be familiar with concept of OLAP & ERP implementation

Topics	Teaching Methods	Hours
Unit 1 ERP: An Overview		
1.1. Introduction, Evolution		15
1.2. Basic ERP concepts		
1.3. Enterprise- An Overview		
1.4. Role of Enterprise, What is ERP?	Lecture, ICT Based,	
1.5. Reasons for Growth of ERP	Interactive	
1.6. Advantages and Disadvantages of ERP		
1.7. Risk in ERP implementations		
1.8. Life cycle of ERP		
Unit 2 ERP & Related Technologies		
2.1. Introduction, Integrated Management Information		
2.2. Business Modeling, Integrated Data model,		
2.3. Business Process Reengineering(BPR)		15
2.4. Intranet &Extranet		
2.5. Executive Information Systems(EIS), Data Mining	Lecture, ICT Based,	
2.6. Supply Chain Management, Management Information	Interactive	
System(MIS)		
2.7. Decision Support System(DSS)		
2.8. Online Analytical Processing,		
2.9. Product life cycle Management(PLM)		
Unit 3 Online Analytical Processing (OLAP)		
3.1 Introduction to OLAP		
3.2 Rules of OLAP		
3.3 OLAP and Data Warehousing,		
3.4 Data Warehousing-Introduction to Data warehousing		
3.5 Advantages ,tools and techniques ,Benefits of GIS	Lecture, ICT Based,	
3.6 Uses of OLAP	Interactive	15
3.7 Key Features of OLAP-	interactive	
3.7.1 Multidimensional views of Data,		
3.7.2 Calculation intensive,		
3.7.3 Time Intelligence,		
3.8 OLAP benefits,		
3.9 Different styles of OLAP.		
Unit 4 ERP Implementation 4.1 Introduction to ERP Implementation,		
objectives,	Lecture, ICT Based, Interactive	
4.2 Phases- Pre-evaluation Screening, Package Evaluation, Project		4.5
Planning Phase, GAP Analysis, Reengineering, Configuration,		15
4.3 Implementation Team Training, Testing, Going Live, End-User		
Testing, Post-Implementation		
4.4 Use of ERP implementation		
Note:		

- 1. Enterprise Resource Planning by Alexis Leon (Tata McGraw-Hill)
- 2. ERP Demystified by Alexis Leon (Tata McGraw-Hill)
- 3. ERP in simple steps by Kogent Solution, Wiley- Dreamtech Publications



Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management



Semester - IV Paper No.- SEC-10 Sub: Content Management System

Credits - 6 (Hours 90)

Introduced from June 2019

- 1. To learn basic of Wordpress ,Joomla,Drupal,

2. To develop web designing skills				
	Topics	Teaching Methods	Hours	
Un	it 1 Fundamentals of Wordpress			
	. Overview wordpress			
	. Installation wordpress	Last as ICT Based	20	
	. Dashboard	Lecture, ICT Based,	20	
	. Settings categories posts	Interactive		
	. Media			
	. Pages			
	it 2 Introduction to Joomla			
2.1.				
2.2.	, , ,			
2.3.	,			
2.4.		Lecture, ICT Based,		
2.5.	5	Interactive	25	
2.6.	Disadvantages			
2.7.	Architecture			
2.8.	Control panel			
2.9.	Toolbar			
2.10). Menus			
Un	it 3 Drupal Basics			
3.1	. Introduction to Drupal & acquia Drupal			
3.2	. Header, blocks, links, comments			
3.3	. Drupal's module weighting and selection process			
3.4	. Basic structure of a module	Lecture, ICT Based,	25	
3.5	module, .info, .install file	Interactive		
	. Druple terminologies-Modules,Themes,Nodes,Blocks			
	. Layout			
	. File System			
	. Adding content Type			
	it 4 Magento			
	. Introduction about magento			
	. Magento installation			
	. Logo			
	. Edit footer			
	. Menubar . User creation	Lecture, ICT Based,		
	. Oser creation . Contact form,Google map,Google analytics	Interactive		
	. Contact form, Google map, Google analytics . Maintenance mode			
	. Working with plugins and modules			
4.1				
4.1	•			
4.1	· · · · · · · · · · · · · · · · · · ·			
No		1		

- 1. Beginning Joomla! <u>Dan Rahmel</u>
- 2. Drupal 8 Development Cookbook- Matt Glaman
- 3. Programmer's Guide to Drupal: Principles, Practices, and Pitfalls-Jennifer Hodgdon
- 4. Magento 1.4 Theming Cookbook -Jose Argudo Blanco



Dhananjayrao Gadgil College of Commerce, Satara (An Autonomous College)

Advanced Diploma in Web Designing and Management

Semester – IV Paper No.- SEC-11

Sub: Practical based on Content Management System

Credits - 6 (Hours 90) Introduced from June 2019

Course Outcome:

1. To learn practical knowledge about CMS

Topics	Teaching Methods	Hours
1.1. Download & Installation Joomla		
1.2. Create and store database		30
1.3. Program based on creating menus	Lecture, ICT Based,	
1.4. Program based on adding menu items	Interactive	30
1.5. Program based on modifying menu items		
1.6 Program based on creating submenu items		
2.1. Installing Drupal		
2.2. The Admin Interface		
2.3. Creating Content		
2.4. Managing Content		
2.5. Site Building	Lecture, ICT Based,	
2.6. Site Configration	Interactive	30
2.7. How to add multiple menu and manage it.	interactive	
2.8. Blocks And Regions		
2.9. Default blocks, Custum Blocks, How To Add New Block		
Enable Default Blocks and Controlling the Front page		
2.10 To Add New Menu and manage it		
3.1 Magento installation		
3.2 Edit footer		
3.3 Menubar	Locture ICT Paced	
3.4 User creation	Lecture, ICT Based,	30
3.5 Contact form	Interactive	
3.6 Google map		
3.7 Google analytics		



Dhananjayrao Gadgil College of Commerce, Satara An Autonomous College

Advanced Diploma in Web Designing and Management

Semester - IV Paper No.- SEC-12 Sub: Major Project

Credits - 6 (Hours 90)
Introduced from June 2019

A group of maximum four students prepare a mini project under the guidance of internal teacher. Project report will be evaluated by the **internal teacher out of 40 marks** and there will **be vivavoce examination for 60 marks**. (Documentation – 25 Marks, Online Presentation—20 Marks, Viva-Voce --15 Marks)

The panel for viva-voce examination will be appointed by the autonomous college exam cell. The

student should prepare the project report on the work carried out as a project in semester VI.

Guidelines for Mini Project:

Number of Copies: The student should submit **two Hard-bound copies** of the Project Report.

Acceptance/Rejection of Project Report: The student must submit an outline of the project report to the college for approval. The college holds the right to accept the project or suggest modifications for resubmission. Only on acceptance of draft project report, the student should make the final copies.

Format of the Project Report:

The student must adhere strictly to the following format for the submission of the Project Report.

a. Paper:

The Report shall be typed on white paper, A4 size, for the final submission. The Report to be submitted to the must be original and subsequent copies may be photocopied on any paper.

b. Typing:

The typing shall be of standard letter size, 1.5 spaced and on one side of the paper only. (Normal text should have Arial Font size 11 or 12. Headings can have bigger size)

c. Margins:

The typing must be done in the following margins:

Left ----- 1.5 inch, Right----- 1 inch

Top ----- 1 inch, Bottom ----- 1 inch

d. Front Cover:

The front cover should contain the following details:

TOP: The title in block capitals of 6mm to 15mm letters.

CENTRE: Full name in block capitals of 6mm to 10mm letters.

BOTTOM: Name of the Affiliating University and College, Course, Year of submission -all in block capitals of 6mm to 10mm letters on separate lines with proper spacing and centering.

f. Blank Sheets:

At the beginning and end of the report, two white black bound papers should be provided, one for the purpose of binding and other to be left blank.



Documentation Format a) Cover Page b) Institute/College Recommendation c) Guide Certificate d) Declaration e) Acknowledgement f) Index g) Chapter Scheme 1) Introduction to Project -Introduction -Existing System -Need and scope of Computer System -Organization Profile

2) Proposed System

- -Objectives
- -Requirement Engineering
 - Requirement Gathering
 - SRS
- 3) System Analysis
- -System Diagram
- DFD
- ERD
- UML (if applicable)
- 4) System Design
- Database Design
- Input Design
- Output Design
- 5) Implementation
- System Requirement
- Hardware
- Software
- Installation process
- User Guideline
- 6) Output (with valid Data)

(Minimum 6 reports)

Conclusion and Future Enhancement

- Conclusion
- Limitations
- Future Enhancement
- 6) References:-

- i. Books:-
- ii. Journals:-
- iii. Periodicals and Newspapers:-
- iv. Websites
- v. Questioner/Schedule(if used)
- vi.Source code (Include main logic source code)

