

Consolidated Academic Administration Plan for the Course
USIT602 Security in Computing, USIT6P2 Security in Computing Practical –
Sem.VI –
B.Sc. (Information Technology)– 2021-2022 – Even Semester
Ms. Prachi Mahajan, Ms. Spruha More

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Importance of security in all aspects related to computing, such as Network, Operating System, and Storage.
Affective	What do you want students to think / care about?	The need for Authorization, Authentication, and various Encryption/Decryption techniques.
Behavioural	What do you want students to be able to do?	Apply the various techniques learnt to protect and secure their Data, OS, Network and Storage.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the basic design principles of security and know various security models.	Unit 1
CO2	Realise application of Symmetric Key Cryptography, Storage and Database Security	Unit 2
CO3	Learn to design Secure Networks using the connecting devices.	Unit 3
CO4	Analyse the need of Intrusion Detection and Prevention Systems, Operating System Security Models.	Unit 4
CO5	Evaluate feasibility of Virtualization and Cloud Computing for different types of data and Designing Secure Web Applications.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT602	Security in Computing	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT602	Security in Computing	30 (Scaled to 7.5)	30 (Scaled to 7.5)	15	75	100 (Scaled to 10)	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div B	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div C	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div D	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div E	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Tuesday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div B	Tuesday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div C	Tuesday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div D	Tuesday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div E	Tuesday	3:00 pm to 4:00 pm	Reading Room/ MS Teams

2.a

Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module (No of Lect)	% Weightage in University Question Papers
1	Information Security Overview, Threats, Types of Attacks, Secure Design Principles.	05	20
2	Authentication and Authorization, Encryption, Storage Security and Database Security.	10	20
3	Secure Network Design, Network Design Security, Firewalls, Wireless Network Security.	07	20
4	Intrusion Detection and Prevention Systems, Voice over IP, OS Security Models	10	20
5	Virtual Machines and Cloud Computing, Secure Application Design, Physical Security	08	20
*Lecture Count modified as per suggestions by Mentor Total		40 lectures X 60 Minutes	100

2.b

Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Operating Systems	Virtual Machines
2	III	Computer Networks	Network Devices, Types of Networks, Wired and Wireless Networks.
3	III	Database Management Systems	Concepts of Database, Database Backup and Recovery, Auditing and Monitoring.

2.c

Relevance to Future Courses

No.	Semester	Name of the Course
1	T.Y.B. Sc.IT	Project
2	M.ScIT Sem I	Cloud Computing

3	M.ScIT Sem III	Security Breaches and Countermeasures
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2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Storage Security (Unit I) – Organisations use algorithm ‘Crypto Shredding’
2	Database Security (Unit I) – Organisations use Authentication, Authorisation, Auditing, ACL, Monitoring
3	Firewall Design (Unit III) – CCNA Firewall includes SDM Demo
4	Wireless Intrusion Detection and Prevention (Unit III) – Car thefts, Fire Alarms, Surveillance Systems

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 5 Divisions	100	100	100	91.17
Marks Obtained by Course Topper (marks/100)			--	--

Year	Division A		Division B		Division C		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	PM, SM	100 (Div 1)	PM, SM	100 (Div 2)	PM, SM	100 (Div 3)				
Apr 2020	GS	100	PMM	100	GS	100	PMM	100	GS	100
Apr 2019	GS	90.38	PMM	92.86	GS	90.74	PMM	91.04	GS	90.74

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Public Key Infrastructure	I	Compare and Contrast of different techniques
Risk Remediation	II	Breakdown techniques in categories, remember important points for each

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	The Complete Reference: Information Security	Mark Rhodes-Ousley	McGraw Hill	2 nd	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	Essential Cybersecurity Science	Josiah Dykstra	O'Reilly	5 th	1-5
2	Principles of Computer Security: CompTIA Security+ and Beyond	Wm.Arthur Conklin, Greg White	McGraw Hill	2 nd	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Complete Reference: Information Security	Mark Rhodes-Ousley	McGraw Hill	2 nd	1-5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Information Security https://www.springer.com/journal/10207	Info Security Magazine https://www.infosecurity-magazine.com/	1-5
	Journal of Cryptology https://www.springer.com/journal/145	Cyber Security Magazine https://cybersecurity-magazine.com/	1-5
3	Journal of Information Security and Applications https://www.journals.elsevier.com/journal-of-information-security-and-applications	CISO MAG https://cisomag.eccouncil.org/	1-5
4	International Journal of Innovative Research and Advanced Studies www.ijiras.com	SECURITY https://www.securitymagazine.com/	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√	√		√	Y		Ref 1:The Complete Reference: Information Security Pg 3-93
2	√	√	√	√		√	Y		Ref 1:The Complete Reference: Information Security Pg 167-274
3	√	√	√	√		√	Y		Ref 1:The Complete Reference: Information Security Pg 300-396
4	√	√	√	√		√	Y		Ref 1:The Complete Reference: Information Security Pg 399-475
5	√	√	√	√		√	Y		Ref 1:The Complete Reference: Information Security Pg 575-797

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	MIT 6.858 Computer Systems Security, Fall 2014 - MIT Open Courseware https://ocw.mit.edu/courses/electrical-engineering-and-computer-science/6-858-computer-systems-security-fall-2014/	1-5
2	Systems and Usable Security https://onlinecourses.nptel.ac.in/noc22_cs36/preview	1-5
3	Introduction to Information Security https://nptel.ac.in/courses/106/106/106106129/	1-5

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Cybersecurity https://www.netacad.com/courses/cybersecurity/introduction-cybersecurity	CISCO	15 hours	Badge on successful completion of course
2	Systems and Usable Security https://onlinecourses.nptel.ac.in/noc22_cs36/preview	NPTEL	04 Weeks	Yes, on successful result in proctored exam
3	Intro to Malware Analysis and Reverse Engineering https://www.cybrary.it/course/malware-analysis/	CYBRARY	09 Hours	Yes, on successful completion of course
4	Penetration Testing and Ethical Hacking www.cybrary.it/course/ethical-hacking/	CYBRARY	07 Hours	Yes, on successful completion of course

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certified Ethical Hacker v10 (CEH)	Mr Sarang Nagmote IIM Calcutta Alumni & info Security Leader	50 hrs	Y

4.i

Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	-	-

5.

Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Introduction, Information Security Overview: The Importance of Information Protection, The Evolution of Information Security	Poll, Quiz	Powerpoint, Video Clip	1	Ref 1/ Chp1 / 3-8
	2		Security Methodology, How to Build a Security Program, The Impossible Job	Viva, Quiz	Powerpoint	2	Chp1/11-18
	Self Study		The Weakest Link, Strategy and Tactics, Business Processes vs. Technical Controls			Self Study	Chap 1 / 19-23
	3		Risk Analysis: Threat Definition, Types of Attacks	Quiz	Powerpoint	3	Chp2 / 25- 39
2	4		Types of Attacks	Match Card	Powerpoint, Video Clip	4	Chp2 /40-51
	Self Study		Risk Analysis	Quiz		Self Study	Chp2 /51
	5		Secure Design Principles: The CIA Triad and Other Models, Defence Models, Zones of Trust	Student Presentation on current security attacks	Powerpoint	5	Chap 4 / 85 -93
	6	2	Authentication, Authorization: Authentication	Quiz	Powerpoint	6	Chap 7 /175-182
3	7		Authorization	Fill in the blanks	Powerpoint	7	Chap 7 /182-186
	Self Study		Encryption: A Brief History of Encryption	Time to climb		Self Study	Chap 10 / 241-243
	8		Symmetric-Key Cryptography Public Key Cryptography Public Key Infrastructure	Match the type of security with scenario	Powerpoint, Video Clip	8	Chap 10 /243-245 Chap 10 /245-246 Chap 10 /247-249
	9		Storage Security: Evolution Modern Storage Security	Quiz	Powerpoint	9	Chap 11 / 253 -254 Chap 11 /255-261
4	10		Risk Remediation	Poll, Viva	Powerpoint	10	Chap 11 /261-270
	Self Study		Best Practices	Match Card		Self Study	Chap 11 /270-271
	11		Database Security: General Database Security Concepts, Understanding Database Security Layers	Viva on video shown	Powerpoint, Video Clip	11	Chap 12 / 273-275 Chap 12 /275-278
	12		Understanding Database-Level Security Levels	Fill in the blanks	Powerpoint	12	Chap 12 /278 -284

5	13		Using Application Security	Quiz	Powerpoint	13	Chap 12 /285-288
	14		Database Backup and Recovery Keeping Your Servers Up to Date Database Auditing and Monitoring	Flipped Classroom	Powerpoint	14	Chap 12 /289-292 Chap 12 /292-294
	15		Revision	MOOC Submission (Cisco)	Powerpoint	15	
6	16	3	Secure Network Design: Introduction to Secure Network Design Performance Availability	Quiz	Powerpoint	16	Chap 13 / 300-302 Chap 13/303-305 Chap 13/306-307
	17		Security	Quiz		17	Chap 13/308-317
	Self Study		Network Device Security: Switch and Router Basics	Fill in the Blanks		Self Study	Chap 14 / 321-329
	18		Network Hardening	Match Card activity on self study topic	Powerpoint	18	Chap 14 /330-340
7	19		Firewalls: Overview, The Evolution of Firewalls Core Firewall Functions Additional Firewall Capabilities Firewall Design	Viva on video clips shown	Powerpoint, 2 Video clips (Evolution, HoneyPot)	19	Chap 15 / 343-347 Chap 15 /347-349 Chap 15 /350-351 Chap 15 /351-353
	20		Wireless Network Security: Radio Frequency Security Basics	Quiz	Powerpoint	20	Chap 17 / 372-383
	21		Data-Link Layer Wireless Security Features, Flaws, and Threats Wireless Vulnerabilities and Mitigations	Quiz	Powerpoint	21	Chap 17 /383-387 Chap 17 /387-390
8	22		Wireless Network Hardening Practices and Recommendations Wireless Intrusion Detection and Prevention	Review of Research Paper	Powerpoint	22	Chap 17 /390-393 Chap 17 /393-396
	Self Study		Wireless Network Positioning and Secure Gateways	Time to climb		Self Study	Chap 17 /396
	23	4	Intrusion Detection and Prevention Systems: IDS Concepts IDS Types and Detection Models	Viva on video shown	Powerpoint, Video clip on IDS	23	Chap 18 / 399-406 Chap 18 / 406-408
	24		Detection Models	Match Card	Powerpoint	24	Chap 18 / 409-413
9	25		IDS Features IDS Deployment Considerations	Fill in the blanks	Powerpoint	25	Chap 18 / 413-418 Chap 18 / 418-420
	26		Security Information and Event Management (SIEM)	Poll, Viva	Powerpoint	26	Chap 18 / 420-425
	27		Voice over IP (VoIP) and PBX Security: Background	Viva on video shown	Powerpoint, Video clip	27	

			VoIP Components				Chap 19 / 428-430 Chap 19 / 430-436
10	28		VoIP Vulnerabilities and Countermeasures	Poll, Viva		28	Chap 19 / 436-445
	29		VoIP Vulnerabilities and Countermeasures		Powerpoint	29	Chap 19 / 446-455
	30		PBX, TEM: Telecom Expense Management	Quiz	Powerpoint	30	Chap 19 / 456-458
11	31		Operating System Security Models: Operating System Models	Match the model	Powerpoint	31	Chap 20 / 463-467 Chap 20 /467-471
	32		Classic Security Models Reference Monitor Trustworthy Computing International Standards for Operating System Security	Quiz	Powerpoint	32	Chap 20 /471-473 Chap 20 /473-475
	33	5	Virtual Machines and Cloud Computing: Virtual Machines Cloud Computing	Assignment 1 on Unit 4	Powerpoint	33	Chap 24 / 575-577 Chap 20 /578-585
12	34		Cloud Computing	Quiz	Powerpoint	34	Chap 20 /586-594
	35		Secure Application Design: Secure Development Lifecycle Application Security Practices	Match the practices	Powerpoint	35	Chap 26 / 611-613 Chap 26 /613-615
	36		Web Application Security	Quiz	Powerpoint	36	Chap 26 /615-625
13	37		Client Application Security	Quiz	Powerpoint	37	Chap 26 /625-629
	38		Remote Administration Security	Poll, Viva	Powerpoint	38	Chap 26 /629-632
	39		Physical Security: Physical Vulnerability Assessment Choosing Site Location for Security	Take Home Test on Unit 5	Powerpoint	39	Chap 34 / 790-791 Chap 34 /791-794
14	40		Securing Assets: Locks and Entry Controls Physical Intrusion Detection	Poll	Powerpoint	40	Chap 34 /794-796 Chap 34 /796-797

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) Specify	Other (2) Specify	Total
75% Attendance Active Participation – (20 * 5 = 100 marks scaled to 10 marks)	1	-	Practical Submission(100 marks scaled to 20 marks), Practical Assessment #1(20 marks scaled to 10 marks), Final Practical Exam (Mini Project/Poster Presentation + Viva) – 20 marks		-	IA 1 (MCQ) – 30 Marks IA 2 (MCQ) – 30 Marks Together scaled to 15 Marks		75

			Total 20+10+20 = 50 marks		
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Intrusion Detection and Prevention Systems, Operating System Security Models	4	11 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2 nd	✓			1	✓	✓		✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th Week	1, 2	1, 2	MCQs Unit 1 – 15 Marks Unit 2 – 15 Marks	IA is a Head of passing *
2 nd IA Test	10 th Week	3, 4	3, 4	MCQs Unit 3 – 15 Marks Unit 4 – 15 Marks	
Pop Quiz	9 th Week	3	3	MCQs	-
Open Book Test	-	-	-	-	-
Take Home Test	13 th Week	5	5	Descriptive	-

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Design Topology	Designing Topology, Network Addressing	2	4
2	2	Configure Routers	Creating Virtual Networks	2	4

3	1	Configure AAA Authentication	Using Router Console	1	4
4	3	Configure IP ACLs to Mitigate Attacks and IPV6 ACLs	Mitigate Attacks	3	4
5	3	Configuring a Zone-Based Policy Firewall	Enable IOS IPS	3	4
6	4	Configure IOS Intrusion Prevention System (IPS) Using the CLI	IOS Intrusion	4	4
7	5	Configure and Verify a Site-to-Site IPsec VPN Using CLI	IPsec VPN Using CLI	5	4
8	3	Configuring ASA Basic Settings and Firewall Using CLI	DHCP, Static NAT	3	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1-2	Encryption and Decryption Problem (Transposition problem)	Various Encryption Techniques	2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1-2	Symmetric and Asymmetric key Cryptography	Symmetric and Asymmetric Cryptography	2	4

10 Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	-
5		Pop Quiz	-
6		Mobile App Based Quiz	-
7		Open Book Test	
8		Take Home Test	Yes (on unit 5)

9	Collaborative and Group Activity	Poster Presentation	Yes (as part of Practical Assessment – Various types of security and their specific applications)
10		Minute Papers	-
11		Students Seminar	Yes (Presentation on current security threats/attacks of 21-22 - Unit 1)
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
		Research Paper Review	Yes (on Unit 3)
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes (MOOC Submission for Unit 2 – Cisco Netacad)
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Prachi Mahajan
Faculty 1 Name (Sign.)

Ms. Spruha More
Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

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1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about geographic information systems. To understand the techniques and method used in implementing PGIS based Applications.
Affective	What do you want students to think / care about?	To compare vector and raster data, the different types of Projection and Interpolation Techniques. To identify the benefits and shortcomings of PGIS.
Behavioural	What do you want students to be able to do?	To create GIS layers of maps from scratch. To develop a strategy to implement an effective GIS.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding the Real world and its representation of it using GIS.	Unit 1
CO2	Understanding and managing data and Processing Systems.	Unit 2
CO3	Analyzing Spatial Referencing and Positioning	Unit 3
CO4	Analyzing Spatial Data	Unit 4
CO5	Implementing Maps	Unit 5
CO6	Constructing and Analysing maps based on particular area.	Unit 1, 2, 3, 4, 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

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Tick suitable category		✓					

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1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div B	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div C	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div D	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div E	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Thursday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div B	Thursday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div C	Thursday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div D	Thursday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div E	Thursday	3:00 pm to 4:00 pm	Reading Room/ MS Teams
Div F	-	-	-

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	A Gentle Introduction to GIS, Geographic Information and Spatial Database	9	20
2	Data Management and Processing Systems	4	20
3	Spatial referencing and Positioning Data Entry and Preparation	13	20
4	Spatial Data Analysis	8	20
5	Data Visualization	6	20
* Insert rows for more modules in the Course Total		40 lectures X 60 Minutes	100

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	3	DBMS	Normalization, SQL queries
2	4	Computer Graphics and Animation	Raster data, Vector data
3	2	Object Oriented Programming	Basic concepts

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1	B.Sc IT Sem 6	Project Implementation
2	M Sc IT, Sem 4	PSIT403b - Remote Sensing, PSIT4P4 - Project Implementation

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	GPS application in mobile phones.
2	OLA and UBER Apps
3	Google Maps and Google Earth
4	Satellite for Disaster Management
5	Smart City Planning
6	Urban Planning
7	Transportation Planning
8	Disaster Risk and Management
9	Agricultural Value Chain
10	Natural Resource Management

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 3 Divisions	100	100	100	92.02%
Marks Obtained by Course Topper (mark/100)	100	100	100	90

Year	Division A		Division B		Division C		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	PSM, UMS	100 (Div 1)	PSM, UMS	100 (Div 2)	PSM, UMS	100 (Div 3)				
Apr 2020	SM	100	PSM	100	UMS	100	PSM	100	SM	100
Apr 2019	SM	96.15	PSM	91.07	UMS	90.74	PSM	89.55	SM	92.59

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Satellite based positioning	3	Video based teaching may help to overcome
Analysing Spatial data and error propagation	4	Need some more practical example, Course from ESRI

4**All the Learning Resources – Books and E-Resources****4.a****List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Geographic Information Systems	Chang Kang-tsung (Karl),	McGrawHill	4th Edition	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Geographic Information Systems- An Introductory Text Book	Editors: Otto Huisman and Rolf A.	The International Institute of Geoinformation Science and Earth Observation	Fourth	1-5
2	Principles of Geographic Information Systems	P.A Burrough and R.A.McDonnell	Oxford University Press	Third	1-5
3	Fundamentals of Spatial Information Systems,	R.Laurini and D. Thompson,	Academic Press		3, 4
4	Fundamentals of Geographic Information Systems	Michael N.Demers	Wiley Publications	Fourth	1
6	GIS Fundamentals: A First Text on Geographic Information Systems	Paul Bolsatd	XanEdu Publishing Inc	5th Edition	1, 3

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Geographic Information Systems- An Introductory Text Book	Editors: Otto Huisman and Rolf A.	The International Institute of Geoinformation Science and Earth Observation	Fourth	1, 2, 3, 4, 5
2	Essays on Geography and GIS http://www.esri.com/~media/Files/Pdfs/library/bestpractices/essays-on-geography-gis-vol7.pdf		ESRI	Vol. 7	1, 2
3	The GIS Primar : An introduction to Geographic Information System	David J			1, 3
4	Digital Content	Pushpa M, Ujwala S	live.vsit.edu.in		1 - 5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of GIS: http://technical.cloud-journals.com/index.php/IJARSG/index	Data Engineering: https://www.esri.com/en-us/arcgis/products/spatial-analytics-data-science/capabilities/data-engineering	Unit 2
2	Journal of GIS and Remote Sensing: http://www.aboutgis.com/gis-and-remote-sensing-journal-list-with-impact-factors/	Spatial Data Analysis: https://www.esri.com/en-us/arcgis/products/spatial-analytics-data-science/capabilities/spatial-analysis	Unit 4
3	Journal of Geographic Systems: https://link.springer.com/journal/10109	Data Visualization: https://www.esri.com/en-us/arcgis/	Unit 5

		products/spatial-analytics-data-science/capabilities/visualization-exploration	
4	Transactions in GIS: https://link.springer.com/journal/10109	Geospatialworld: https://www.geospatialworld.net/magazine	Unit 3, 4
5	Geographical Analysis: https://onlinelibrary.wiley.com/journal/15384632#pane-01cbe741-499a-4611-874e-1061f1f4679e01	GIS Tutorial: https://ocw.mit.edu/resources/res-str-001-geographic-information-system-gis-tutorial	Units 1, 3, 4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓	✓	✓	✓	✓	Principles of Geographic Information Systems- An Introductory Text Book ,chapter1, 2 pg no 25-134	
2	✓	✓	✓		✓		✓	Principles of Geographic Information Systems- An Introductory Text Book, chapter 3 pg no 135-188	
3	✓	✓	✓	✓		✓	✓	Principles of Geographic Information Systems- An Introductory Text Book , chapter 4 ,5 pg no 189-341	
4		✓	✓	✓		✓	✓	Principles of Geographic Information Systems- An Introductory Text Book, chapter 6 pg no 342-439	
5		✓	✓				✓	Principles of Geographic Information Systems- An Introductory Text Book, chapter 7pg no 440-498	

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Introduction to GIS: https://www.youtube.com/watch?v=ISiBu_4i-8I&list=PL9P1J9q3_9fOP3VGEENDHltx-E0XNZugJ	Unit 1
2	Geographic Information: https://www.youtube.com/watch?v=jfD5fytQ11k&index=2&list=PL9P1J9q3_9fOP3VGEENDHltx-E0XNZugJ	Unit 1
3	Spatial Referencing and Positioning: https://www.youtube.com/watch?v=OQq0VG3lars&index=5&list=PL9P1J9q3_9fOP3VGEENDHltx-E0XNZugJ	Unit 3
4	Spatial Database: https://www.youtube.com/watch?v=6JAoYI-lfkQ&list=PL9P1J9q3_9fOP3VGEENDHltx-E0XNZugJ&index=6	Unit 1
5	Data Visualization: https://www.youtube.com/watch?v=LoOTAwwRpSo&index=11&list=PL9P1J9q3_9fOP3VGEENDHltx-E0XNZugJ	Unit 5

6	Data Management: https://www.youtube.com/watch?v=Pbe8CxVDoeQ&list=PL9P1J9q3_9fOP3VGEENdHltx-E0XNZugJ&index=14	Unit 2
7	Data Management: https://www.youtube.com/watch?v=nYJo1d-SWas&index=15&list=PL9P1J9q3_9fOP3VGEENdHltx-E0XNZugJ	Unit 2
8	Geographic Information Systems: http://www.ncgia.ucsb.edu/giscc/	Unit1,2,3,4,5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Geographic Information Systems	Spoken Tutorials, IITB	1 week	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	ISRO Course	ISRO	7 days	Y
2	Basics of Map Projections https://www.esri.in/training/main/e-learning-courses/list-of-courses	ESRI	1 month	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Video Recordings

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021	31/03/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Books/ Chapter No. / Page Nos./ Web Site
1	1	1	A Gentle Introduction to GIS: The nature of GIS: Some fundamental observations, Defining GIS	Quiz, Poll	Power point, Video Clip	1	Reference 1/1/25
	2	1	GISystems, GIScience and	Quiz, Poll,	Power point,	2	Reference

			GIApplications, Spatial data and Geoinformation		Video Clip		1/1/43
	3	1	The real world and representations of it: Models and modelling	Quiz, Poll	Power point, Video Clip	3	Reference 1/1/49
2	4	1	Maps, Databases,	Quiz, Poll, Drawing maps on paper	Power point, Show Maps used in various application	4	Reference 1/1/51
	Self-study	1	Spatial databases and spatial analysis	Quiz	Video		Reference 1/1/55
	5	1	Geographic Information and Spatial Database Models and Representations of the real world, Geographic Phenomena: Defining geographic phenomena,	Match Card, Poll	Power point, Video Clip	5	Reference 1/2/63
	6	1	Types of geographic phenomena, Geographic fields, types of geographic phenomena, Geographic fields,	Quiz, Poll	Power point, Video Clip	6	Reference 1/2/69
3	7	1	Computer Representations of Geographic Information: Regular tessellations, irregular tessellations,	Flash Card, Poll,	Power point, Video Clip	7	Reference 1/2/85
	8	1	Vector representations, Topology and Spatial relationships , Scale and Resolution ,	Gravity Game on quizlet,	Power point, Video Clip	8	Reference 1/2/91
	Self-study	1	Representation of Geographic fields, Representation of Geographic objects,	Match card	Power point,		Reference 1/2/124
	9	1	Organizing and Managing Spatial Data, The Temporal Dimension	Assignment 1 – 20 Marks	Power point, Video Clip	9	Reference 1/2/126
4	10	2	Data Management and Processing Systems, Hardware and Software Trends, Geographic Information Systems: GIS Software, GIS Architecture and functionality, Spatial Data Infrastructure (SDI)	Poll,	Flipped Classroom, Power point, Video Clip	10	Reference 1/3/142
	11	2	Stages of Spatial Data handling: Spatial data handling and preparation, Spatial Data Storage and maintenance, Spatial Query and Analysis, Spatial Data Presentation.	Match Card, Poll	Power point, Video Clip	11	Reference 1/3/148
	Self-study	2	Database management Systems: Reasons for using a DBMS, Alternatives for data management,	Graded Questions	Power point, Video Clip		Reference 1/3/158
	Self-study	2	The relational data model,	Graded Questions	Power point, Video Clip		Reference 1/3/179
	12	2	Querying the relational database.	Quiz, Poll,	Flipped Classroom, Power point	12	Reference 1/3/158
5	13	2	GIS and Spatial Databases: Linking GIS and DBMS, Spatial database functionality.	THT - 20 Marks	Power point	13	Reference 1/3/179
	14	3	Spatial Referencing and Positioning, Spatial Referencing: Reference surfaces for mapping, Coordinate Systems,	Gravity Game on quizlet	Power point, Video Clip	14	Reference 1/4/192
	15	3	Map Projections, Coordinate Transformations,	Vlabs	Power point, Video Clip	15	Reference 1/4/217

			https://demonstrations.wolfram.com/ProjectingACircleOnASphereToAnEnclosingCylinder/				
6	16	3	Satellite-based Positioning: Absolute positioning,	Poll,	Power point, Video Clip	16	Reference 1/4/236
	Self-study	3	Errors in absolute positioning,	Quiz	Power point, Video Clip		Reference 1/4/246
	17	3	Relative positioning, Network positioning	Poll	Power point, Video Clip	17	Reference 1/4/254
	18	3	Code versus phase measurements, Positioning technology	Pop Quiz, Poll	Power point	18	Reference 1/4/257
7	19	3	Data Entry and Preparation Spatial Data Input: Direct spatial data capture,	Match Card, Poll	Power point	19	Reference 1/5/272
	20	3	Indirect spatial data capture, Obtaining spatial data elsewhere	Poll	Power point, Video Clip	20	Reference 1/4/274
	21	3	Data Quality: Accuracy and Positioning,	Flash Card, Poll	Power point, Video Clip	21	Reference 1/4/285
8	22	3	Positional accuracy, Attribute accuracy	Gravity Game on quizle	Power point, Video Clip	22	Reference 1/4/287
	23	3	Temporal accuracy, Lineage, Completeness, Logical consistency	Poll, Gamification using nearpod	Power point, Video Clip	23	Reference 1/4/300
	24	3	Data Preparation: Data checks and repairs,	Poll, Viva	Power point, Video Clip	24	Reference 1/5/305
9	25	3	Combining data from multiple sources	Poll, Gamification using spin wheel	Power point, Video Clip, Simulation	25	Reference 1/5/312
	Self-study	3	Point Data Transformation: Interpolating discrete data,	Poll	Power point,		Reference 1/5/320
	26	3	Interpolating continuous data	Vlabs Assignment - 20 Marks	Power point,	26	Reference 1/5/325
	27	4	Spatial Data Analysis, Classification of analytical GIS Capabilities Retrieval, classification and measurement: Measurement, Spatial selection queries, Classification	Quiz, Poll,	Power point, Video Clip	27	Reference 1/6/342
10	28	4	Overlay functions: Vector overlay operators, Raster overlay operators	Poll,	Power point, Video Clip	28	Reference 1/6/377
	29	4	Neighbourhood functions: Proximity computations, Computation of diffusion	Quiz, Poll	Power point, Video Clip	29	Reference 1/6/395
	30	4	Flow computation, Raster based surface analysis	Quiz, Poll, Drawing maps on paper,	Power point, Video Clip	30	Reference 1/6/403
11	31	4	Analysis: Network analysis, interpolation,	Match Card, Poll	Power point, Simulation	31	Reference 1/6/415
	Self-	4	terrain modelling	Quiz	Power point,		Reference

	study						1/6/415
	32	4	GIS and Application models: GPS, Open GIS Standards, GIS Applications and Advances	Quiz, Poll	Power point, Video Clip	32	Reference 1/6/424
	33	4	Error Propagation in spatial data processing	Flash Card, Poll,	Power point, Video Clip	33	Reference 1/6/429
12	Self-study	4	How Errors propagate	Quiz	Power point,		Reference 1/6/429
	34	4	Quantifying error propagation	Video preparation on Map creation – 20 Marks	Power point	34	Reference 1/6/434
	35	5	Data Visualization, GIS and Maps, The Visualization Process, Visualization Strategies: Present or explore	Quiz, Poll,	Power point, Video Clip, Simulation	35	Reference 1/7/414
	36	5	The cartographic toolbox: What kind of data do I have? How can I map my data?	Quiz, Poll,	Power point, Video Clip	36	Reference 1/7/463
13	37	5	How to map? How to map qualitative data,	Poll,	Power point, Video Clip, Simulation	37	Reference 1/7/466
	38	5	How to map quantitative data,	Poll,	Power point, Video Clip, Simulation	38	Reference 1/7/470
	Self-study	5	How to map the terrain elevation,	Match card	Power point,		Reference 1/7/477
	Self-study	5	How to map time series	Quiz	Power point,		Reference 1/7/485
	39	5	Map Cosmetics,	Match Card, Poll	Power point, Video Clip, Simulation	39	Reference 1/7/485
14	40	5	Map Dissemination, Revision	MOOCs Course (Certification) – 20 Marks	Power point, Video Clip	40	Reference 1/7/487

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Pract Assessment #1 – (20 Marks) scaled to 10 Marks, Final Pract Exam (Mini-Project presentation + Viva) – 20 Marks		-	IA 1 (MCQ) - 30 Marks, IA 2 (MCQ) – 30 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Computer representation of geographic information	1	3 rd week	3 rd week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		2	2

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1, 2	1,2	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test
2 nd IA Test	10 th Week	3, 4	3, 4		IA is a Head of passing *
Pop Quiz	9 th Week	3	3	MS Teams	-
Open Book Test	-	-	-	-	-
Take Home Test	5 th week	2	2	MS Teams	-
Class tests / prelims	-	-	-	-	-
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Familiarizing Quantum GIS: Installation of QGIS, datasets for both Vector and Raster data, Maps.	Installation of QGIS	C01	4
2	1	Creating and Managing Vector Data: Adding vector layers, setting properties, formatting, calculating line lengths and statistics	Vector Data	C01	4
3	3	Making a Map, Working with Attributes, Importing Spreadsheets or CSV files Using Plugins, Searching and Downloading OpenStreetMap Data	Making a Map with Attributes	C03	4
4	4	Working with attributes, terrain Data	terrain Data	C04	4
5	4	Working with Projections and WMS Data	WMS Data	C04	4
6	3	Georeferencing Topo Sheets and Scanned Maps Georeferencing Aerial Imagery Digitizing Map Data	Georeferencing Topo Sheets	C03	4
7	5	Validating Map data	Validating Map	C05	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Create a map of your own residential area 1. Add 5 Area (id, name) 2. Add 5 Garden (id, name) 3. Add 3 Highways (id, name) 4. Add 3 railway track (id, name, line) 5. Add 6 Railway stations(id, name, line) 6. Add 5 Restaurants (id, name) [At least 3 inside garden]	Map Creation	CO3, CO6	4
2	4	Perform the following queries on above layers 1. Add a new column Garden area and calculate the area of each garden and show the largest garden. 2. Show all the railway tracks that intersect with Highways. 3. Find all the restaurants inside a garden. 4. Find all the railway tracks that do not intersects with highway	Data Analysis	CO4	4
3	3	Create a Map using above layers Perform the following tasks	Map Creation	CO3, CO6	4

		1. Add a North Pointer 2. Add Legend and Scale 3. Add a suitable title with proper formatting. 4. Use a symbol indicating Metro station for one of the railway station.			
--	--	--	--	--	--

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	Create a map of railway route of CST to Panvel including the buildings adjacent to rails. Use google maps to find the layers. There should be minimum five layers. Create dataset for any two layers of the above.	Map creation and Analysis	CO3, CO4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes, IITB or Heremaps
2		Industrial Visit	GIS Centre of Somaiya College
3	Test and Assessments	Class Tests – (other than IA)	-
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	-
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	-
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Ujwala Sav

(Sign.)

Ms. Pushpa Mahapatro

(Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021 - 22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text-books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about the basics of service management and understand the processes and functions involved in service management.
Affective	What do you want students to think / care about?	How service management can be applied to various types of businesses to meet their requirements and support business activities as mentioned under ITIL
Behavioural	What do you want students to be able to do?	To implement various ideas of how I.T. infrastructure can be setup using ITSM taking guidelines from ITSM and COBIT

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To learn the basics of ITSM, Life Cycle of ITSM and Principles of Service Strategy	Unit 1
CO2	To understand fundamentals of service design, principles, processes, and challenges faced during service design	Unit 2
CO3	To learn and understand fundamentals of service transition, principles, processes, and challenges faced during service transition	Unit 3
CO4	To learn fundamentals of service operations, principles, processes, and challenges faced during service operation	Unit 4
CO5	To gain knowledge about principles, process of Continual Service Improvement and implementation of Continual Service Improvement	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT606	I.T. Service Management	75	50		2	2		4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT606	I.T. Service Management	30 (Scaled to 7.5)	30 (Scaled to 7.5)	15	75	10	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div B	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div C	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div D	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div E	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Wednesday	03:00 p.m. to 04:00 p.m.	Reading Room / MS Teams
Div B	Wednesday	03:00 p.m. to 04:00 p.m.	Reading Room / MS Teams
Div C	Wednesday	03:00 p.m. to 04:00 p.m.	Reading Room / MS Teams
Div D	Wednesday	03:00 p.m. to 04:00 p.m.	Reading Room / MS Teams
Div E	Wednesday	03:00 p.m. to 04:00 p.m.	Reading Room / MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	IT Service Management, Service Strategy	10 L x 60 min = 10 hours	20
2	Service Design Principles, Service Design Processes	07 L x 60 min = 07 hours	20
3	Service Transition, Service Transition Principles, Service Transition Processes	08 L x 60 min = 08 hours	20
4	Service Operation, Service Operation Principles, Service Operation Processes	08 L x 60 min = 08 hours	20
5	Continual Service Improvement (CSI) Principles, CSI Process, Implementing CSI	07 L x 60 min = 07 hours	20
Total		40 hours	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	B.Sc. I.T. Sem IV	Software Engineering	SDLC, Change Management
2	B.Sc. I.T. Sem V	Software Project Management	Change Management

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	M.Sc. Sem III	Data Center Technologies (Cloud Track)
2	M.Sc. Sem III	Security Measures and Countermeasures (Security Track)
3	M.Sc. Sem IV	Server Virtualization on VMWare Platform (Cloud Track)
4	M.Sc. Sem IV	Information Security Auditing (Security Track)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Railway Kiosk
2	Airport Kiosk
3	Service Desk
4	Help Desk
5	Contact Centre / Service Centre

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis - N/A

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 5 Divisions	100	100	100	98.23
Marks Obtained by Course Topper (mark/100)	98	98	95	90

Year	Division A		Division B		Division C		Division D/E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	MC, BS	100 (Div 1)	MC, BS	100 (Div 2)	MC, BS	100 (Div 3)		
Apr 2020	N.A.	N.A.	BS	100	SC	100	BS	100
Apr 2019	BS	100	SC	94.64	BS	94.44	SC	96.30

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Tools to support CSI	V	Demonstrate the tools used to support CSI activities

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text-Book Titles	Author/s	Publisher	Edition	Module Nos.
1	ITIL v3 Foundation Complete Certification Kit				1, 2, 3, 4, 5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	ITIL v3 Service Strategy		OGC/TSO		1
2	ITIL v3 Service Transition		OGC/TSO		3
3	ITIL v3 Service Operation		OGC/TSO		4
4	ITIL Continual Service Improvement		TSO		5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	ITIL v3 Foundation Complete Certification Kit				1, 2, 3, 4, 5
2	ITIL v3 Service Strategy		OGC/TSO		1
3	ITIL v3 Service Transition		OGC/TSO		3
4	ITIL v3 Service Operation		OGC/TSO		4
5	ITIL Continual Service Improvement		TSO		5

4.d Web Links and Names of Magazines, Journals, E-journals – [VSIT is member of IIT Bombay Library]

Refer online journals subscribed in VSIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.sciencedirect.com/science/article/pii/S0268401213000078 - Implementing IT Service Management: A systematic literature review	https://www.cio.com/article/3228122/what-is-itsm-managing-it-to-serve-business-needs.html - What is ITSM?	1
2	https://www.sciencedirect.com/science/article/abs/pii/S0920548914000786 - Integrating IT service management requirements into the organizational management system	https://fedtechmagazine.com/article/2011/02/itil-ideal - The ITIL Ideal	2
3	https://www.sciencedirect.com/science/article/pii/S0167923614001766 - Decision-making in IT service management: a simulation based approach	https://www.atlassian.com/itsm/service-request-management/help-desk-vs-service-desk-vs-itsm - Service Desk v/s Help Desk	4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √							Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N		
	Text	Reference	E-Book		Regular	E-Journal				
1	√	√	√	√		√	√		ITIL v3 Foundation Complete Certification Kit ITIL v3 Service Strategy Magazine – What is ITSM? Journal - Implementing IT Service Management: A systematic literature review	
2	√		√				√		ITIL v3 Foundation Complete Certification Kit Magazine - The ITIL Ideal Journal - Integrating IT service management requirements into the organizational management system	
3	√	√	√	√		√	√		ITIL v3 Foundation Complete Certification Kit ITIL v3 Service Transition	

4	√	√	√			√	ITIL v3 Foundation Complete Certification Kit ITIL v3 Service Operation Magazine - The Smart Service Desk Journal - Decision-making in IT service management: a simulation-based approach
5	√	√	√	√		√	ITIL v3 Foundation Complete Certification Kit ITIL Continual Service Improvement

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Introduction to Service Management (ITIL Training Video) https://www.youtube.com/watch?v=kOwVBm0wv9o	1
2	ITIL, ITSM (Playlist having 39 videos) https://www.youtube.com/watch?v=tQgXWsrtekk&list=PLQHsFjo7oXTVeF5wK1MFwGpcD11bAh7Ru	1-5
3	ITIL Foundation Tutorial https://www.youtube.com/watch?v=HEW74OEzAew	1
4	ITIL Service Design (Playlist having 16 videos) https://www.youtube.com/watch?v=Tbw5z5c-WdA&list=PLP8nt959Gr8Mo0TiKiVFFzknWFe1xxhSO	2
5	ITIL Service Transition (Playlist having 3 videos) https://www.youtube.com/watch?v=Ajl-WaOCOi4&list=PLuV0DHP-AL4H2ldy_09OsA4GNMOo_BP3I	3
6	ITIL Service Operation (Playlist having 9 videos) https://www.youtube.com/watch?v=9Ci0wOafaCM&list=PLuV0DHP-AL4FOFOZAluzMw7f1KYURmE_U	4
7	ITIL Continual Service Improvement (Playlist having 4 videos) https://www.youtube.com/watch?v=NgxqkOe9gE8&list=PLuV0DHP-AL4GX5MyjULgo29VkhUe-AeEg	5
8	ITIL 4 Tutorial for Beginners https://www.youtube.com/watch?v=nRsVb1j9jyo	1
9	ITIL Training Videos https://www.youtube.com/playlist?list=PLEiEAq2VkJUJLCKGkQrKdlaJ0o2xgeQdoa	1-5
10	ITIL Foundation Training (Playlist having 31 videos) https://www.youtube.com/watch?v=g_dVms32mCE&list=PLuV0DHP-AL4G82dDZECHNVanWIAAXMAORk	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	ITIL Foundation Course https://www.cybrary.it/course/itil/	Cybrary – Daniel Reilly	4 hours	Y
2	ITIL 4 Foundation https://simplilearn.com/it-service-management/itil-foundation-training/	Simplilearn	16 hours	Y

4.h Recommended Value-Added Courses (VAC) – N.A.

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
-				

4.i**Study Material Distributed among Students**

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Videos

5.

Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021	02/04/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	ITSM Subject Induction and Syllabus Introduction, The service Life Cycle	Ice-breaker activity	PPT		ITIL v3 Service Strategy Chapter 1, Page 5
	2	1	What is service management? What are services? Business Process, Principles of Service management: Specialisation and Coordination, The agency principle, Encapsulation, Principles of systems		PPT, Video Clip		ITIL v3 Service Strategy Chapter 2, Page 15
	3	1	Service Strategy Principles: Value creation, Service Assets	Flashcard Quiz	PPT, Video Clip		ITIL v3 Service Strategy Chapter 3, Page 31
2	4	1	Service Provider Service Structures, Service Strategy Fundamentals		PPT, Video Clip		ITIL v3 Service Strategy Chapter 3 Page 41
	5	1	Service Strategy: Define the market, Develop the offerings,		PPT, Video Clip		ITIL v3 Service Strategy Chapter 4, Page 65
	6	1	Develop Strategic Assets, Prepare for execution		PPT, Video Clip		ITIL v3 Service Strategy Chapter 4, Page 78
3	7	1	Challenges, Critical Success factors and risks: Complexity, Coordination and Control, Preserving value	Doodling	PPT, Video Clip		ITIL v3 Service Strategy Chapter 9, Page 193
	8	1	Effectiveness in measurement, Risk	Assignment 1 on module 1	PPT		ITIL v3 Service Strategy Chapter 9, Page 197
	9	2	Service Design: Fundamentals, Service Design Principles: Goals, Balanced Design		PPT, Video Clip		ITIL v3 Service Design Chapter 2, Page 13
4	10	2	Identifying Service requirements, Identifying and documenting business requirements and drivers		PPT, Video Clip		ITIL v3 Service Design Chapter 3, Page 27
	11	2	Design activities, Design aspects, Subsequent design activities, Design constraints	Quiz	PPT, Video Clip		ITIL v3 Service Design Chapter 3 Page 29
	12	2	Service oriented architecture, Business Service Management, Service Design Models		PPT, Video Clip		ITIL v3 Service Design Chapter 3, Page 48
5	13	2	Service Design Processes: Service Catalogue Management, Service Level Management	Mind map	PPT, Video Clip		ITIL v3 Service Design Chapter 4, Page 59

	14	2	Capacity Management, Availability Management		PPT, Video Clip		ITIL v3 Service Design Chapter 4, Page 79
	15	2	IT Service Continuity Management, Information Security Management, Supplier Management	Poll	PPT, Video Clip		ITIL v3 Service Design Chapter 4, Page 125
6	16	2	Challenges, Critical Success factors and risks: Challenges, Risks, Viva/ Students' Activity on module 2	Mind map on Module 2	PPT		ITIL v3 Service Design Chapter 9, Page 219
	17	3	Service Transition: Fundamentals, Service Transition Principles: Principles Supporting Service Transition, Policies for Service Transition		PPT, Video Clip		ITIL v3 Service Transition Chapter 2, Page 16
	18	3	Service Transition Processes: Transition planning and support		PPT, Video Clip		ITIL v3 Service Transition Chapter 4, Page 35
7	19	3	Change Management	Student PPT, Viva	Flipped Classroom		ITIL v3 Service Transition Chapter 4, Page 42
	20	3	Service Asset Configuration Management		PPT, Video Clip		ITIL v3 Service Transition Chapter 4, Page 65
	21	3	Service and Deployment Management		PPT, Video Clip		ITIL v3 Service Transition Chapter 4, Page 84
8	22	3	Service Validation and Testing	Minute Paper	Flipped Classroom		ITIL v3 Service Transition Chapter 4, Page 115
	23	3	Evaluation, Knowledge Management		PPT, Video Clip		ITIL v3 Service Transition Chapter 4, Page 138
	24	3	Challenges, Critical Success factors and risks: Challenges, Critical Success factors, Risks, Service Transition under difficult Conditions, Viva/ Students' Activity on module 3	Pop Quiz on module 3	PPT		ITIL v3 Service Transition Chapter 9, Page 205
9	25	4	Service Operation: Fundamentals, Service Operation Principles: Functions, groups, Teams, departments and division		PPT, Video Clip		ITIL v3 Service Operation Chapter 2, Page 13
	26	4	Achieving balance in service operations, Providing service		PPT, Video Clip		ITIL v3 Service Operation Chapter 3, Page 20
	27	4	Operation staff involvement in service design and service transition, Operational Health, Communication, Documentation	PBL	PPT, Video Clip		ITIL v3 Service Operation Chapter 3, Page 28
10	28	4	Service Operation Processes: Event Management	Case Study	PPT, Video Clip		ITIL v3 Service Operation Chapter 4, Page 35
	29	4	Incident Management, Problem Management		PPT, Video Clip		ITIL v3 Service Operation Chapter 4, Page 46
	30	4	Request fulfilment, Access Management		PPT, Video Clip		ITIL v3 Service Operation Chapter 4, Page 56

11	31	4	Operational activities of processes covered in other lifecycle phases		PPT, Video Clip		ITIL v3 Service Operation Chapter 4, Page 72
	32	4	Challenges, Critical Success factors and risks: Challenges, Critical Success factors, Risks, Viva/Students' Activity on module 4	THT Activity on module 4	PPT		ITIL v3 Service Operation Chapter 9, Page 171
	33	5	Continual Service Improvement (CSI) Principles: CSI Approach, CSI and organizational change, Ownership, CSI register		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 3, Page 27
12	34	5	External and Internal drivers, Service level management, Knowledge management		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 3, Page 28
	35	5	The Deming cycle, Service Measurement, IT governance, CSI Process: The seven-step improvement process		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 3, Page 29
	36	5	CSI Methods and Techniques: Methods and techniques, Assessments, benchmarking, Service Measurement, Metrics, Return on Investment	Quiz, Interview	PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 5, Page 95
13	37	5	Service reporting, CSI and other service management processes, Organising for CSI: Organisational development, Functions, roles		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 4, Page 65
	38	5	Customer Engagement, Responsibility model - RACI, Competence and training		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 6, Page 129
	39	5	Technology considerations: Tools to support CSI activities, Implementing CSI: Critical Considerations for implementing CSI, The start		PPT, Video Clip		ITIL v3 Continual Service Improvement Chapter 7, Page 145
14	40	5	Governance, CSI and organisational change, Communication Strategy and Plan, Viva/Students' Activity on module 5	Mobile App Based Quiz on module 5	PPT		ITIL v3 Continual Service Improvement Chapter 8, Page 156

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) Specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks Pract Assessment #1 – 10 Marks Final Pract Exam (Mini-Project presentation + Viva) – 20 Marks		-	IA 1 (MCQ) - 30 Marks, IA 2 (MCQ) – 30 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Service Strategy & Service Design	CO 1	3 rd week	3 rd week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	5	√			1 & 2	1	1	1	4	1

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	6 th week	1 & 2	CO 1, 2	30 MCQ's – 01 marks each	No IA Re-test
2 nd IA Test	12 th week	3 & 4	CO 3, 4	30 MCQ's – 01 marks each	IA is a Head of passing *
Pop Quiz	8 th week	3	CO 3	25 MCQ's – 01 marks each	
Open Book Test	-	-	-	-	-
Take Home Test	11 th week	4	CO 4	25 MCQ's – 01 marks each	-
Mobile Based App Quiz	14 th week	1	CO 1	10 MCQ's – 01 marks each	
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Introduction to Mobile Application Development using MIT AppInventor	Creating a Project, Designer View and Blocks View, Introducing Palette Components like User Interface, Layout,		4

			Animation and other components, and Methods for execution		
2		Drawing Canvas Application	Understand how canvas application can be made		4
3		Sharing App	Create components for sharing images, videos, and files with other applications		4
4		Accelerometer Sensor	Create an app that shares images using accelerometer		4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Chatting App	Create an application for chatting using cloud database		4
2		Pedometer Sensor	Create a step counting app		4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Voice-based Search App	Use AI and speech recognition for giving voice-based commands		4
2		Tinkercad Arduino, Thingspeak and MIT App Inventor	Understand how embedded systems, cloud and mobile application interact with each other		4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	√ (Consultant or CA with experience in ISO or Risk Assessment Auditing)
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	-
4		Mini Projects	√
5		Pop Quiz	√
6		Mobile App Based Quiz	√
7		Open Book Test	-
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	-
10		Minute Papers	√
11		Students Seminar	√
12		Students Debates	-

13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	-
16		Value Added Courses	-
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Ms. Mithila Chavan

Faculty 2 Name (Sign.)
Mr. Bhavesh Shah

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Understand methodology that uses hidden patterns in the data to develop a model that provides increased insight.
Affective	What do you want students to think / care about?	Knowing which attributes have the strongest impact on the model also provides insight into what actions can be taken to reduce the chance of churn.
Behavioural	What do you want students to be able to do?	Students will be able to do predictions based on the given data.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To learn active forms of support for decision making, based on the systematic adoption of mathematical models	Unit 1
CO2	Understand the phases of a data mining process and their objectives and the activities of data preparation	Unit 2
CO3	To understand classification methods like classification trees, Bayesian methods, etc.	Unit 3
CO4	To know applications of data mining to relational marketing, models for salesforce planning, supply chain optimization and analytical methods for performance assessment.	Unit 4
CO5	To know what knowledge management is and how IT helps in building knowledge management.	Unit 5
CO6	To know the basics of expert systems and its applications	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2	M	S										
CO 3			S	M								
CO 4				S								
CO 5	S	M										

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3		S		
CO 4			S	
CO 5			S	

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT603	BI	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT603	BI	30 (Scaled to 7.5)	30 (Scaled to 7.5)	15	75	10	50		150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div B	3.00	1.50	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
Div C	3.00	1.50	NA	NA	NA	N.A.	N.A.	N.A.	N.A.

Div D	3.00	1.50	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
Div E	3.00	1.50	NA	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Wednesday	3:00 p.m. – 4:00 p.m.	Reading Room/ MS Teams
Div B	Wednesday	3:00 p.m. – 4:00 p.m.	Reading Room/ MS Teams
Div C	Wednesday	3:00 p.m. – 4:00 p.m.	Reading Room/ MS Teams
Div D	Wednesday	3:00 p.m. – 4:00 p.m.	Reading Room/ MS Teams
Div E	Wednesday	3:00 p.m. – 4:00 p.m.	Reading Room/ MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Business intelligence & Decision support systems	07 + 01	20
2	Mathematical models for decision making, Data mining, Data preparation	08	20
3	Classification & Clustering	13	20
4	Business intelligence applications, Marketing models, Logistic and production models, Data envelopment analysis	05	20
5	Knowledge Management, Artificial Intelligence and Expert Systems	06	20
* Insert rows for more modules in the Course Total		40 lectures X 60 Minutes	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Discrete Mathematics	Binary Trees, Graphs
2	3	Data Structures	Arrays, List, String, Tree, Graphs
3	4	COST	ALL
4	5	Artificial Intelligence	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
-----	----------	--------------------

1	MSc IT Sem I	Data Science
2	MSc IT Sem II	Big Data Analytics

2.d

Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Software Applications used in Banks
2	Using BI in Sales industry, like Flipkart or Amazon etc.
3	Using BI in Business Decision Making like Performance Management etc
4	Using BI in Reporting of staffing, expenses, sales etc
5	BI using a range of data analytical tools to manage the data and represent in visualization tools
6	Business Decision Making/Aviation Industry/ E-commerce, etc.

3.

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 3 Divisions	100	100	100	92.58
Marks Obtained by Course Topper (mark/100)	100	100	100	76 / 100

Year	Division A / 1		Division B / 2		Division C / 3		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	HT / SS	100	HT / SS	100	HT / SS	100	NA	NA	NA	NA
Apr 2020	HT	100	SS	100	HT	100	SS	100	HT	100
Apr 2019	HT	94.53	SS	91.07	HT	92.59	SS	94.03	HT	90.74

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Classification	III	Practice more problems
Clustering	III	Practice more problems

4

All the Learning Resources – Books and E-Resources

4.a

List of Textbooks (T – Symbol for Text Books) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Intelligence: Data Mining and Optimization for Decision Making	Carlo Verzellis	Wiley	First	1-4
2	Decision support and Business Intelligence Systems	Efraim Turban, Ramesh Sharda, Dursun Delen	Pearson	Ninth	5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamental of Business Intelligence	Grossmann W, Rinderle-Ma	Springer	First	ALL
2					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author /s	Publisher	Edition	Module Nos.
1	https://radacad.com/online-book-power-bi-from-rookie-to-rockstar	Reza Rad	RADACAD	3	1-5
2	Artificial Intelligence by Example: Develop machine intelligence from scratch	Denis Rothman	Packt	1	1-5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Business Intelligence and Data Mining https://www.inderscience.com/jhome.php?jcode=ijbidm	Name – Data Mining Link - http://analytics-magazine.org/data-mining/	1-5
2	Name – Principles of data mining Link - https://link.springer.com/article/10.2165/00002018-200730070-00010	Name – Mining Magazine Link - https://www.miningmagazine.com/innovation/news/1257536/mining	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√						Y		Business Intelligence: Data Mining and Optimization for Decision Making, Chapter 1 and 2 , Pg No 3 – Pg No 43
2	√		√				Y		Business Intelligence: Data Mining and Optimization for Decision Making, Chapter 4, 5 and 6, Pg No 65 – Pg No 111
3	√						Y		Business Intelligence: Data Mining and Optimization for Decision Making, Chapter 10 and 12 , Pg

									No 221 – Pg No 275 and Pg No 293 – Pg No 315
4	√						Y		Business Intelligence: Data Mining and Optimization for Decision Making, Chapter 13,14 and 15,, Pg No 319 – Pg No 397
5	√						Y		Decision support and Business Intelligence Systems, Chapter 11 and 12, Pg No 471 – Pg No 506 and Pg No 532 – Pg No 568

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	https://www.youtube.com/watch?v=U-hUnxuaw7w&list=PLPN-43XehstOe0CxcXaYeLTFpgD2iIuP	1 and 2
3	https://www.youtube.com/watch?v=aiq1dqwmdZU	1
4	https://nptel.ac.in/courses/110106050/	1 and 2
5	https://nptel.ac.in/courses/110107095/	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.upgrad.com/blog/business-analytics-free-online-course/	By Upgrade	12 weeks	Y
2	https://www.udemy.com/course/training-in-r-for-business-analytics-a-beginners-guide/	By Analytics17, Udemy	4 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-	-	-	-
2	-	-	-	-

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	Videos, Merit Batch Questions, Remedial Batch Questions

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021	31/03/2022	12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Induction	Student discussion	PPT	1	
	2	1	Effective and timely decisions, Data, information and knowledge	Quiz	PPT, Video Lecture	2	Chapter 1/Pg No 3-7/ BI
	3	1	The role of mathematical models, Business intelligence architectures	Diagram	PPT, Group Discussion	3	Chapter 1/Pg No 8-17/ BI
	SS	1	Ethics and business intelligence (SS)	THT	PPT		Chapter 1/Pg No 17-18/ BI
2	4	1	Cycle of a business intelligence analysis, Enabling factors in business intelligence projects, Development of a business intelligence system	Diagram, One-line Questions	PPT	4	Chapter 1/Pg No 8-17/ BI
	5	1	Definition of system, Representation of the decision-making process, Decision making process	Diagram	PPT, Video Lecture	5	Chapter 2/Pg No 21-34/ BI
	6	1	Types of Decision, Approaches to the decision-making process, Evolution of information systems	Features	PPT	6	Chapter 2/Pg No 35-36/ BI
3	7	1	Definition of decision support system,	Define terms	PPT	7	Chapter 2/Pg No 36-40/ BI
	8	1	Development of a decision support system	Diagram	PPT, Group Discussion	8	Chapter 2/Pg No 36-40/ BI
	9	2	Structure of mathematical models, Development of a model	Poll	PPT	9	Chapter 4/Pg No 65-67/ BI
	SS	2	Data mining, classical statistics and OLAP, Applications of data mining		PPT, Flipped Classroom		Chapter 5/Pg No 77-84/ BI
4	10	2	Classes of models	Fill in the blanks	PPT	10	Chapter 4/Pg No 67-75/ BI
	11	2	Representation of input data, Data mining process	Problem Solving	PPT	11	Chapter 5/Pg No 77-84/ BI

	12	2	Analysis methodologies	Poll	PPT	12	Chapter 5/Pg No 90-94/ BI
5	13	2	Data validation, Incomplete data	Quiz	PPT, Video Lecture	13	Chapter 6/Pg No 100-111/ BI
	14	2	Data transformation, Feature extraction	Problem Solving	PPT	14	Chapter 6/Pg No 95-99/ BI
	15	2	Data reduction	Problem Solving	PPT	15	Chapter 6/Pg No 99-100/ BI
6	16	2	Principal Component Analysis, Data Discretization	Problem Solving	PPT, Case Study Problems	16	Chapter 6/Pg No 104-111/ BI
	17	3	Classification problems, Taxonomy of classification models	Viva	PPT	17	Chapter 10 / Pg No 221-226/ BI
	18	3	Evaluation of classification models	Quiz	PPT, Real life examples discussion	18	Chapter 10 / Pg No 226-236/ BI
7	19	3	Classification trees	Case Study Submission	PPT, Case study	19	Chapter 6/Pg No 236-251/ BI
	20	3	Bayesian methods	Quiz	PPT, Real time case	20	Chapter 10 / Pg No 251-257/ BI
	21	3	Logistic regression	Viva	PPT, Real time case	21	Chapter 10 / Pg No 257-258/ BI
8	22	3	Neural networks	Viva	PPT, Real time case	22	Chapter 10 / Pg No 259-262/ BI
	23	3	Multi-layer Feed Forward NN	Viva	PPT, Real time case	23	Chapter 10 / Pg No 259-262/ BI
	24	3	Support vector machines	Problem Solving	PPT Real time case	24	Chapter 10 / Pg No 262-275/ BI
9	25	3	Clustering methods, Taxonomy of clustering methods	Quiz	PPT	25	Chapter 12/ Pg No 293-302/ BI
	26	3	Partition methods	Differentiation	PPT	26	Chapter 12/ Pg No 302-307/ BI

	27	3	Hierarchical methods	Viva	PPT Real time case	27	Chapter 12/ Pg No 307-312/ BI
10	28	3	Evaluation of clustering models	Comparative study	PPT	28	Chapter 12/ Pg No 312-315/ BI
	29	4	Relational marketing	Case Study Submission	PPT, Case study	29	Chapter 13/ Pg No 320-327/ BI
	30	4	An environment for relational marketing analysis, Lifetime value, Effect of latency in predictive models, Web mining	Quiz	PPT	30	Chapter 13/ Pg No 327-338/ BI
11	31	4	Salesforce management		PPT, Real time case	31	Chapter 13/ Pg No 338-360/ BI
	32	4	Supply chain optimization	Viva	PPT	32	Chapter 14/ Pg No 362-363/ BI
	33	4	Optimization models for logistics planning		PPT	33	Chapter 14/ Pg No 364-369/ BI
12	34	4	Revenue management systems, Data envelopment analysis	Case study Submission	PPT, Real time case	34	Chapter 14/ Pg No 370-376/ BI
	SS	4	Efficiency measures	MCQ	PPT		Chapter 15/ Pg No 386-386/ B
	SS	4	Efficient frontier		PPT		Chapter 15/ Pg No 386-386/ BI
	SS	4	The CCR model, Identification of good operating practices	Assignment	PPT, Video Lecture		Chapter 15/ Pg No 386-389/ BI
	35	5	Introduction to Knowledge Management		PPT	35	Chapter 11/ Pg No 474-481/DS & BI
	36	5	Organizational Learning and Transformation		PPT	36	Chapter 11/ Pg No 474-481/DS & BI
13	37	5	Knowledge Management Activities, Approaches to Knowledge Management	Differentiate	PPT, Video Lecture	37	Chapter 11/ Pg No 481-484/DS & BI

	38	5	Information Technology (IT) In Knowledge Management		PPT	38	Chapter 11/ Pg No 485-493/DS & BI
	39	5	Knowledge Management Systems Implementation, Roles of People in Knowledge Management	Viva	PPT	39	Chapter 11/ Pg No 485-497/DS & BI
	SS	5	Concepts and Definitions of Artificial Intelligence		PPT, Group Discussion		Chapter 11/ Pg No 498-509/DS & BI
14	SS	5	Artificial Intelligence Versus Natural Intelligence, Basic Concepts of Expert Systems	Advantages of Expert Systems	PPT		Chapter 11/ Pg No 498-535/DS & BI
	SS	5	Applications of Expert Systems, Structure of Expert Systems	Applications of ES	PPT		Chapter 12/ Pg No 532-535/DS & BI
	40	5	Knowledge Engineering, Development of Expert Systems	Diagram	PPT	40	Chapter 12/ Pg No 537-545/DS & BI

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – (20 Marks) scaled to 10 Marks, Final Practical Exam (Mini-Project presentation + Viva) – 20 Marks		-	IA 1 (MCQ) - 30 Marks, IA 2 (MCQ) – 30 Marks Scaled to 15 Marks	-	75

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
----------------	--------------------------------------	--------	----------------------------------	--------------------

1	Mathematical models for decision making, Data mining, Data preparation	2	4th Week	5th Week
2	Business intelligence applications, Marketing models, Logistic and production models, Data envelopment analysis	4	10th Week	11th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Textbook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√			2	√			3	1
2	10	√			4	√			3	1

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th week	1,2	1,2	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test IA is a Head of passing *
2 nd IA Test	-10 th Week	3,4	3,4		
Pop Quiz	3 rd Week	3	1,4	MS Teams	-
Open Book Test	9 th Week	-	3	-	-
Take Home Test	12 th Week	2	5	MS Teams	-
Class tests / prelims					-

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Import the legacy data from different sources such as (Excel, SqlServer, Oracle etc.) and load in the target system. (You can download sample database such as Adventureworks, Northwind, foodmart et	Data Collection	C01	4

2	1	Perform Data Wrangling	Data Preparation	C01	4
3	2	Principal Component Analysis	Data Preparation	C02	4
4	2	Visualizations	Data Visualizations	C02	4
5	3	In Microsoft Excel create the Pivot table and Pivot Chart.	Data Analysis	C03	4
6	3	Apply what – if Analysis for data visualization. Design and generate necessary reports based on the data	Data Prediction	C03	4
7	4	Perform the data classification using classification algorithm	Data Classification	C04	4
8	4	Perform the data clustering using clustering algorithm.	Data Grouping	C04	4
9	4	Perform the Linear regression on the given data	Prediction & Forecasting	C04	4
10	4	Perform the logistic regression on the given data	Classification and Prediction	C04	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Different case studies given to students to perform Principal Component Analysis	Data Preparation	CO2	4
2	2	Different case studies given to students to perform Visualization	Data Visualization	CO2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
-	-	-	-	-	-

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	-
3		Class Tests – (other than IA)	Yes

4	Test and Assessments	Mini Projects	-
5		Pop Quiz	Yes
6		Mobile App Based Quiz	-
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	-

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Sanjeela S

Mr. Hrishikesh T

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-4

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know C# language basics & .NET frame work fundamentals & develop web applications using ASP.NET.
Affective	What do you want students to think / care about?	To understand webform fundamentals & development of ASP.NET applications using styles , themes, ADO.NET ,XML & AJAX.
Behavioural	What do you want students to be able to do?	To develop data driven web applications.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To create console applications using the basic concepts, expressions, various conditional statements and loops of C#.	Unit 1
CO2	To use and implement ASP.NET Form Fundamentals to design webforms.	Unit 2
CO3	To learn and implement the concepts of exception handling & State management.	Unit 3
CO4	To implement database drivers, and design web applications using ADO.NET.	Unit 4
CO5	To develop web applications using XML & AJAX.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT503	Advanced Mobile Programming	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT503	Advanced Web Programming	20	20	Scaled to 15+10 Class Participation	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.5	--	--	--	--	--	--	--
B	3	1.5	--	--	--	--	--	--	--
C	3	1.5	--	--	--	--	--	--	--
D	3	1.5	--	--	--	--	--	--	--
E	3	1.5	--	--	--	--	--	--	--

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Wednesday	03:00 -4:00	MS Teams
B	Wednesday	03:00 -4:00	MS Teams
C	Wednesday	03:00 -4:00	MS Teams
D	Wednesday	03:00 -4:00	MS Teams
E	Wednesday	03:00 -4:00	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introducing .NET , C# Languages ,Types ,Objects & Name spaces	08	20
2	Webform Fundamentals & various Webform Controls	10	20
3	Error handling ,Logging & tracing state management ,Style themes & Master pages	08	20
4	ADO.NET Fundamentals ,Data Binding	08	20
5	XML , Security Fundamentals , ASP.NET AJAX	06	20
* Insert rows for more modules in the Course		Total	40 lectures x 60 minutes
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Web Programming	Web Server, HTML tags
2	II	OOP with C++	Classes and Objects
3	III	DBMS	Insert, update, delete, select queries
4	IV	Core Java	Looping and Conditional Statements

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	V & VI	Project

2	M.Sc – Sem II	Microservice Architecture
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2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Shopping Portal
2	College Websites
3	Student Admission Websites
4	StackOverflow
5	GoDaddy.com
6	Marketwatch.com

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 5 Divisions	100%	100%	88.04%	86.9%
Marks Obtained by Course Topper (mark/100)	100	100	81	88

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	KAG/SC	100%	KAG/SC	100%	KAG/SC	100%
Dec 2019	SC	94.55%	KAG	89.83%	SC	82.54%
Dec 2018	SC	87.30%	KAG	77.19%	SC	92.72%
Year	Division D		Division E			
	Initials of Teacher	% Result	Initials of Teacher	% Result		
Dec 2020	KAG/SC	100%	KAG/SC	100%		
Dec 2019	KAG	88.52%	KAG	85.71%		
Dec 2018	KAG	85.24%	KAG	90%		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
ADO.NET	4	Give more problem statements to solve

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Beginning with ASP.NET 4.5 in C#	Mathew MacDonald	APress	2012	1.2.3.4.5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	C# 2015	Murach	Murach	Third	3,4
2	Murach's ASP .NET 4.6	Anne Boehm	SPD	Sixth	5
3	ASP.NET 4.0 Programming	J.Ranjilal	Tata Mcgrow	2011	4
4	Programming ASP .NET	D.Esopite	Preamtech	2011	3
5	Beginning Visual C#	K.Watson	Wrox	2011	1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Beginning with ASP.NET 4.5 in C#	Mathew MacDonald	APress	2012	1.2.3.4.5
2	C# 2015	Murach	Murach	Third	3,4
3	Murach's ASP .NET 4.6	Anne Boehm	SPD	Sixth	5
4	ASP.NET 4.0 Programming	J.Ranjilal	Tata Mcgrow	2011	4
5	Programming ASP .NET	D.Esopite	Preamtech	2011	3
6	Beginning Visual C#	K.Watson	Wrox	2011	1

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	.Net Developer's Journal – dotnet.sys-con.com	Visual Studio Magazine - visualstudiomagazine.com	II, III, IV
2	Live Journal - aspdotnet.livejournal.com	MSDN Magazine - msdn.microsoft.com	III, IV ,V
3	Rock Paper Web Technical Journal by AccuTech International - rockpaperweb.com/category/asp.net	Web Development Tutorials - dotnetcurry.com	II, V

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		Beginning ASP.NET 4.5 in c# Beginning Visual C# -Chp 1 to 10
2	√	√	√				√		Beginning ASP.NET 4.5 in C# - 4,5,6,9 Murach Chapter 4 to 6 -10,11,13
3	√	√	√				√		Beginning ASP.Net4.5 in C# -7, 8 ,12 Murach -5 ,8, 9,11
4	√	√	√				√		Beginning ASP.Net4.5 in C# - 14,15,16 Murach -14,15
5	√	√	√				√		Beginning ASP.Net4.5 in C# - 18, 19 ,25 Murach -21 ,18

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	VREFER	1-5
2	www.w3schools.com/cs/index.php	1-5
3	www.asp.net-tutorials.com	1-5
4	www.msd.microsoft.com	1-5
5	www.tutorialspoint.com/asp.net/index.htm	1-5
6	www.mva.microsoft.com	1-5
7	Insert Update Delete and View With Sql Server Database https://www.youtube.com/watch?v=CtDE9gTwmyo	4
8	Master Pages https://www.youtube.com/watch?v=lzlwDPC7pk	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	mva.microsoft.com/en-us/training-courses/asp-net.core-beginner	Microsoft virtual academy	3hrs	Y
2	https://www.udemy.com/course/csharp-tutorial-for-beginners/	Udemy	6hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
-	-	-	-	-

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Induction Introducing .NET: The .NET Framework, C#, VB, and the .NET Languages	Quiz, Poll	Powerpoint, Video clip		Ch1
	2	1	The Common Language Runtime, The .NET Class Library, The C# Language: C# Language Basics, Variables, Variable Operations	Quiz	Powerpoint, Simulation		Ch2

	3	1	Object-Based Manipulation, Methods Types, Objects, and Namespaces: The Basics About Classes	Quiz, Video Lesson	Powerpoint, Simulation		Ch2, 3
2	4	1	Building a Basic Class, Value Types and Reference Types	Fill in the blanks, Quiz	Powerpoint, Simulation		Ch3
	5	1	Understanding Namespaces and Assemblies	Quiz	Powerpoint, Simulation		Ch3
	6	1	Advanced Class Programming.	Quiz	Powerpoint, Simulation		Ch3
	Self – Study		Data Types, Conditional Logic, Loops				
3	7	1	Advanced Class Programming.	THT, Unit Test	Powerpoint, Simulation		Ch3
	8	1	Viva/ Students’ Activity on Unit 1	Viva			
	9	2	Web Form Fundamentals: Adding Event Handlers, Understanding the Anatomy of an ASP.NET Application	Quiz	Powerpoint, Simulation		Ch4, Ch5
4	10	2	Introducing Server Controls, Using the Page Class,	Quiz	Powerpoint, Simulation		Ch5
	11	2	Using Application Events,	Quiz	Powerpoint, Simulation		Ch5
	12	2	Form Controls: Stepping Up to Web Controls, Web Control Classes, List Controls, Table Controls	Quiz	Powerpoint, Simulation		Ch6
5	13	2	Web Control Events and AutoPostBack, Validation, Understanding Validation	Quiz	Powerpoint, Simulation		Ch6
	14	2	Using the Validation Controls, Rich Controls, The Calendar, The AdRotator,	Quiz	Powerpoint, Simulation		Ch9,10

	15	2	Pages with Multiple Views, User Controls and Graphics,	Quiz, Poll	Powerpoint, Simulation		Ch10
6	16	2	User Controls, Dynamic Graphics, The Chart Control	Quiz, Video Lesson	Powerpoint, Simulation		Ch11
	17	2	Website Navigation: Site Maps, URL Mapping and Routing, The SiteMapPath Control,	Quiz, Poll	Powerpoint, Simulation		Ch13
	18	2	The TreeView Control, The Menu Control. Viva/ Students' Activity on Unit 2	Unit Test2	Powerpoint, Simulation		Ch13
	Self – Study		Writing Code, Using the Code-Behind Class, Configuring an ASP.NET Application.				Ch5
7	19	3	Error Handling, Logging, and Tracing: Understanding Exception Handling, Handling Exceptions, Throwing Your Own Exceptions	Fill in the blanks	Powerpoint, Simulation		Ch7
	20	3	Using Page Tracing State Management: Understanding the Problem of State, Using View State	Quiz	Powerpoint, Simulation		Ch7, 8
	21	3	Transferring Information Between Pages, Using Cookies	Quiz, OBT	Powerpoint, Simulation		Ch8
8	22	3	Managing Session State, Configuring Session State, Using Application State, Comparing State Management Options	Quiz	Powerpoint, Simulation		Ch8
	23	3	Styles, Themes, and Master Pages: Themes, Master Page Basics	Quiz	Powerpoint, Simulation, Flipped Classroom		Ch12
	24	3	Avoiding Common Errors,	Quiz	Powerpoint, Simulation		Ch7
9	25	3	Advanced Master Pages	Quiz	Powerpoint, Simulation		Ch12
	26	3	Viva/ Students' Activity on Unit 3	Unit Test 3	Powerpoint		

	Self – Study		Stylesheets and its types				Ch12
	27	4	ADO.NET Fundamentals: Configuring Your Database, Understanding the Data Provider Model,	Quiz	Powerpoint, Simulation		Ch14
	28	4	Using Direct Data Access, Using Disconnected Data Access.	Puzzle	Powerpoint, Simulation		Ch14
10	29	4	Data Binding: Introducing Data Binding, Using Single-Value Data Binding,	Identify Errors	Powerpoint, Simulation		Ch15
	30	4	Using Repeated-Value Data Binding,	Quiz, Poll	Powerpoint, Simulation		Ch15
	31	4	Working with Data Source Controls,	Quiz	Powerpoint, Simulation		Ch15
11	32	4	The Data Controls: The GridView, Formatting the GridView, Selecting a GridView Row, Editing with the GridView, Sorting and Paging the GridView	Identify the output	Powerpoint, Simulation		Ch16
	33	4	Using GridView Templates,	Quiz	Powerpoint, Simulation		Ch16
	34	4	DetailsView, FormView, Viva/ Students' Activity on Unit 4	Unit Test 4	Powerpoint, Simulation		Ch16
12	Self – Study		Understanding SQL Basics, Understanding Databases				Ch 14
	35	5	XML: XML Explained, The XML Classes, XML Validation	Quiz	Powerpoint, Simulation		Ch18
	36	5	XML Display and Transforms	Quiz	Powerpoint, Simulation		Ch18
13	37	5	Security Fundamentals: Authentication and Authorization, Forms Authentication,	Spin the wheel	Powerpoint, Simulation		Ch19

	38	5	Windows Authentication. ASP.NET AJAX: Understanding Ajax, Using Partial Refreshes,	Find the Errors	Powerpoint, Simulation		Ch19, 25
	39	5	Implementing Timed Refreshes, Working with the ASP.NET AJAX Control Toolkit.	Quiz	Powerpoint, Simulation		Ch25
14	40	5	Viva/ Students' Activity on Unit 5	Unit Test 5			
	Self – Study		Understanding Security Requirements, Using Progress Notification				Ch25

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active participation – 10 marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study Presentation + Viva) – 20 Marks		-	IA 1 (Descriptive) – 20 Marks, IA 2(MCQ + Viva) – 20 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to .NET, C# Language, Types, Objects, Namespaces	CO 1	Week 2	Week 3
2	Web Form Fundamentals & Various Web Form Controls	CO 2	Week 4	Week 5
3	Error Handling, Logging & Tracing, State Management, Styles, Themes & Master Pages	CO 3	Week 6	Week 7

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓	✓		1	1	6	1	✓	✓
2	5	✓	✓		2	1			✓	✓
3	8	✓			3	1	2,5	2	✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th Week	1,2	1,2	IA 1 (Descriptive 20M) (Scaled to 7.5)	No IA Re-test
2 nd IA Test	12 th Week	3,4	3,4	IA 2 (MCQ 20M) (Scaled to 7.5)	IA is a Head of passing *
Pop Quiz					
Open Book Test	7 th week	3	3	2 questions – 10 marks	
Take Home Test	3 rd week	1	1	10 MCQ's – 01 marks each	
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Basic C# Programs	Basic	CO1	4
2	1	Looping statements, static functions	Basic	CO1	4
3	1	Implementation of constructors and properties	OOP	CO1	4
4	1	Implementing interfaces, delegates and events	OOP, Event Handling	CO1	4
5	2	ASP.NET Server Controls, Calendar Control	Web Controls	CO2	4
6	2	AdRotator Control, User Controls, State Management	Web server Controls, User Controls, State Management	CO2, CO3	4
7	4	Working with database	ADO.NET	CO4	4
8	5	Working with AJAX & XML	AJAX/XML	CO5	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Write a program to create & use DLL to convert a given string to upper case & lower case	DLL, namespaces	CO2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2,3,4	Develop a website to implement any real time scenario	Web Form Controls, Navigation Controls, Validation Controls, master page, ADO.NET	2,3,4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest lecture on Building Microservices with ASP.NET Core
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes, Unit Test after every Unit
4		Mini Projects	Yes, Week 12, All Modules
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes, Week 10, Module 4
8		Take Home Test	Yes, Week 12, Module 5
9	Collaborative and Group Activity	Poster Presentation	Yes, Week 4, Modules 1-3
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes, Module 1
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Dr Sarika Chouhan

Faculty 2 Name (Sign.)

Ms. Ketaki Ghawali

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To realise the duties, tasks, and responsibilities of a linux system administrator
Affective	What do you want students to think / care about?	To think about how the various server configurations, scripting can be applied to various real-life scenarios
Behavioural	What do you want students to be able to do?	To intelligently carry out the role of a linux system administrator

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Duties of System Administrator, Working on Command Line, Understanding system administrator tasks, managing software	Unit 1
CO2	Configuring and managing storage, connecting to network, working with users, groups, 10and permissions	Unit 2
CO3	Securing server with iptables, setting up cryptographic services, configuring server for filesharing	Unit 3
CO4	Configuring DNS, DHCP, Mail Server, Apache	Unit 4
CO5	Bash shell scripting, high-availability clustering, setting up an installation server	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT505	Linux System Administration	√	√		2	2	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			TW (Class Participation)	End Sem. Exam Marks	Practical	Oral (Viva)	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT505	Linux System Administration	20	20	Scaled to 15 + 10 marks of Class participation	10	75			100

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			TW (Class Participation)	End Sem. Exam Marks	Practical	Oral (Viva)	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT5P5	Linux System Administration Practical						50	-	50

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div 1	3	1.5	-	--	--	--	--	--	--

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div 1	Friday	3.00 p.m to 4.00 p.m (1 hr)	Online over MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module (No of Lect)	% Weightage in University Question Papers
1	Duties of System Administrator, Working on Command Line, Understanding system administrator tasks, managing software	7	20
2	Configuring and managing storage, connecting to network, working with users, groups and permissions	9	20
3	Securing server with iptables, setting up cryptographic services, configuring server for filesharing	8	20
4	Configuring DNS, DHCP, Mail Server, Apache	7	20
5	Bash shell scripting, high-availability clustering, setting up an installation server	9	20
*Lecture Count modified as per suggestions by Mentor		Total	40 lectures (1 hr each)
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Operating Systems	Processes, Virtual Machines, Case Study of Linux (Unit 5)
2	III	Computer Networks	Network Devices, Classful Addressing, IPv4 Addressing, NAT

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	T.Y.B.Sc.IT Sem-V and VI	Project
2	MScIT Part 2 Sem IV	Server Virtualization on VMWare Platform (Topic: Creating and Configuring Storage Devices, Ensuring High Availability and Business Continuity, Creating and Managing Virtual Machines)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	"Astrobee" robots deployed by NASA to the International Space Station, run on Linux
2	'Disney' and 'Dreamworks' power their movies using Linux – use based production machines for rendering 2D art work, 3D graphics, and special effects.
3	Cisco, the networking and routing giant are completely Linux Based
4	Hacking – use of Linux Platform
5	Linux systems are being used at research stations in Antarctica
6	Google's servers are powered by Linux, Android is powered by Linux and Chrome OS is powered by Linux
7	Amazon is almost entirely powered by Linux
8	BSE has world's fastest trading system built with Red Hat solution

9	Automatic Ticket Vending Machines (ATVM) use Embedded Linux
10	IBM built Summit that identified and studied 77 small-molecule drug potential compounds to fight against the COVID-19 (new Coronavirus) runs on Red Hat Enterprise Linux

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 5 Divisions	100%	100%	74.07%	92.00%
Marks Obtained by Course Topper (mark/100)	95/100	93/100	80/100	90/100

Year	Division A		Division B		Division C		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	Prachi M	100	--	--	--	--	--	--	--	--
Nov 2019	Prachi M	74.07	--	--	--	--	--	--	--	--
Nov 2018	Prachi M	92.00	--	--	--	--	--	--	--	--

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NAT and File sharing	3	Videos to visualise and understand
Server Configuration	4	Implement to remember
Shell Scripting	5	Worksheet to practice scripting

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Red Hat Enterprise Linux 6 Administration	Sander van Vugt	John Wiley and Sons	2013	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Red hat Linux Networking and System Administration	Terry Collings and Kurt Wall	Wiley	3 rd	1-5
2	Linux Administration: A Beginner's Guide	Wale Soyinka	TMH	5 th	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Red Hat Enterprise Linux 6 Administration	Sander van Vugt	John Wiley and Sons	2013	1-5
2	Bash Guide for Beginners	Machtelt Garrels	eBook	2008	5
3	The Linux System Administrator's Guide	Lars Wirzenius, Joanna Oja, Stephen Stafford, Alex Weeks	eBook	2004	1-5

4	GNU Linux Advanced Administration	Remo Suppi Boldrito	Free Technology Academy	2009	1-5
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4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Linux Journal http://www.linuxjournal.com	Linux Magazine http://linux-magazine.com	1-5
2	Linux Format http://linuxformat.com	Full Circle – The Independent Magazine for the Ubuntu Linux Community https://fullcirclemagazine.org/	1-5
3	Open Source For You http://opensourceforu.com	Linux Today https://www.linuxtoday.com/	1-5
4	Linux Voice http://linuxvoice.com	The PCLinuxOS Magazine http://pclosmag.com/index.html	1-5
5	It's FOSS https://itsfoss.com/	LWN lwn.net	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				Y		Ref 1: Pg 3-120
2	√	√	√				Y		Ref1: Pg 121-228
3	√	√	√				Y		Ref 1: Pg 269-312, 333-354
4	√	√	√				Y		Ref 1: Pg 355-384
5	√	√	√				Y		Ref 1: Pg 467-504, 529-576

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	The Linux Documentation Project http://tldp.org	1-5
2	Linux Programming and Scripting (Video) Archived with NPTEL https://nptel.ac.in/courses/117106113/	1-2
3	Linux Tutorial for Beginners: Learn Red Hat Linux and CentOS Free in English HD 1080p https://www.youtube.com/watch?v=D8x75-hgdeM	1-2
4	Understand the Basic Cluster Concepts https://www.youtube.com/watch?v=8BBDxzJL6fY&list=PLA5W_4p5cnRojlFwHO8GwR_7sk4a8jXz	5
5	Linux by NPTEL IIT Madras (60 lectures) https://www.youtube.com/user/MrKeerthikiran/search?query=linux%20by%20nptel%20iit%20madras	1-5

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	OS & IT- NDG Linux Unhatched https://www.netacad.com/courses/os-it/ndg-linux-unhatched	Cisco Networking Academy in collaboration with NDG	8 hours	Y
3	Guided Projects in Linux a. Getting Started with Linux Terminal https://www.coursera.org/projects/getting-started-with-linux-terminal b. Command Line Basics in Linux https://www.coursera.org/projects/command-line-basics-linux c. Command Line in Linux https://www.coursera.org/projects/command-line-linux d. Create User Directory and Files with Linux Commands https://www.coursera.org/projects/user-directory-files-linux-commands e. Linux Automation using Bash Scripting https://www.coursera.org/projects/linux-automation-using-bash-scripting f. Automation Scripts Using Bash https://www.coursera.org/projects/auto-scripts-bash	Coursera	Total 7.5 hrs a. 1 hr b. 1.5 hrs c. 1 hr d. 1 hr e. 1 hr f. 2 hrs	Y
4	Linux Command Line Basics - Getting Started with the Shell https://in.udacity.com/course/linux-command-line-basics--ud595	Udacity	1 week	Y
5	Configuring Linux Web Servers - Your First Ubuntu Server https://in.udacity.com/course/configuring-linux-web-servers--ud299	Udacity	1 week	Y
6	The Unix Workbench https://www.coursera.org/learn/unix	Coursera	20 hrs	Paid Certificate
7	Linux Server Management and Security https://www.coursera.org/learn/linux-server-management-security	Coursera	13 hrs	Paid Certificate

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Linux (LFS101x) https://training.linuxfoundation.org/training/introduction-to-linux/	The Linux Foundation	60 hrs (14 weeks)	Paid Certificate
2	RH024 - Red Hat Enterprise Linux Technical Overview https://www.redhat.com/en/services/training/rh024-red-hat-linux-technical-overview	Red Hat	30 days	Y
3	Introduction to Linux https://www.edx.org/course/introduction-linux-linuxfoundationx-lfs101x-1	LinuxFoundationX	8 weeks (40-60 hrs)	Paid Certificate
4	Fundamentals of Red Hat Enterprise Linux https://www.edx.org/course/fundamentals-of-red-hat-enterprise-linux	RedHat on edX	8 weeks (40-60 hrs)	Paid Certificate
5	OS & IT - NDG Linux Essentials	Cisco Networking Academy in collaboration with NDG	70 hours	Y

https://www.netacad.com/courses/os-it/ndg-linux-essentials			
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Videos

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 June 2021	Nov 2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Induction Introduction to Red Hat Enterprise Linux: Linux, Open Source and Red Hat, Origins of Linux, Distributions, Duties of Linux System Administrator, Command Line: Working with the Bash Shell, Getting the Best of Bash, Useful Bash Key Sequences, Working with Bash History	Quiz	Powerpoint, Video Clip	1	3-4, 41-45
			Performing Basic File System Management Tasks, Working with Directories	Self Study	Video Clip		45-47
	2		Piping and Redirection, Finding Files	Viva on Video shown for Self Study	Powerpoint, Demo using Virtual OS	2	48-66
	3		System Administration Tasks: Performing Job Management Tasks, System and Process Monitoring and Management,	Fill in the blanks	Powerpoint	3	69-72
2			Managing Processes with ps, Sending Signals to Processes with the kill Command, Using top to Show Current System Activity	Self Study			72-74
	4		Managing Process Niceness, Scheduling Jobs	Viva on Self Study topic	Powerpoint, Demo using Virtual OS	4	75-80
	5		Mounting Devices, Working with Links, Creating Backups, Managing Printers	Quiz	Powerpoint, Demo using Virtual OS	5	81-89
	6		Setting Up System Logging, Setting Up Rsyslog, Common Log Files, Setting Up Logrotate, Managing Software: Understanding RPM, Understanding Meta Package Handlers, Extracting Files from RPM Packages	Quiz	Powerpoint	6	89-96, 99-101
3	7		Creating Your Own Repositories, Managing Repositories, Installing Software with Yum, Querying Software	Student Presentation (Unit 1)	Powerpoint	7	103-118
	8	2	Configuring and Managing Storage: Understanding Partitions and Logical Volumes, Creating Partitions, Creating File Systems, File Systems Overview, Creating File Systems, Changing File System Properties, Checking the File System Integrity, Mounting File Systems Automatically Through fstab	Match the card	Powerpoint	8	121-139

	9		Working with Logical Volumes, Creating Logical Volumes, Resizing Logical Volumes, Working with Snapshots, Replacing Failing Storage Devices, Creating Swap Space, Working with Encrypted Volumes	Quiz	Powerpoint	9	139-154
4	10		Connecting to the Network: Understanding NetworkManager, Working with Services and Runlevels	Poll	Powerpoint	10	155-158
	11		Configuring the Network with NetworkManager, Working with system-config-network, NetworkManager Configuration Files, Network Service Scripts, Networking from the Command Line, Troubleshooting Networking		Powerpoint,	11	158-172
	12		Setting Up IPv6, Configuring SSH, Enabling the SSH Server, Using the SSH Client, Using PuTTY on Windows Machines, Configuring Key-Based SSH Authentication, Using Graphical Applications with SSH, Using SSH Port Forwarding, Configuring VNC Server Access	Fill in the blanks	Powerpoint	12	173-184
5	13		Working with Users, Groups, and Permissions: Managing Users and Groups, Commands for User Management, Managing Passwords, Modifying and Deleting User Accounts, Configuration Files, Creating Groups, Using Graphical Tools for User, and Group Management		Powerpoint	13	189-204
	14		Using External Authentication Sources, the Authentication Process, sssd, nsswitch, Pluggable Authentication Modules	Quiz	Powerpoint	14	203-211
	15		Managing Permissions, the Role of Ownership, Basic Permissions: Read, Write, and Execute, Advanced Permissions	Match the card	Powerpoint	15	212-219
6	16		Working with Access Control Lists, Setting Default Permissions with umask, Working with Attributes	Take Home Test	Powerpoint	16	220-227
		3	Securing Server with iptables: Understanding Firewalls	Self Study	Video clip		269
	17		Setting Up a Firewall with system-config-firewall, Allowing Services, Trusted Interfaces, Masquerading	Viva on Self Study topic	Powerpoint	17	270-276
	18		Configuration Files, Setting Up a Firewall with iptables, Tables, Chains, and Rules, Composition of Rule, Configuration Example		Powerpoint	18	277-287
7	19		Advanced iptables Configuration, Configuring Logging, The Limit Module, Configuring NAT	Viva on video clips shown	Powerpoint, Video clip (NAT)	19	287-291
	20		Setting Up Cryptographic Services: Introducing SSL, Proof of Authenticity: the Certificate Authority, Managing Certificates with openssl	Viva	Powerpoint,	20	292-296
	21		Creating a Signing Request, Working with GNU Privacy Guard, Creating GPG Keys, Key Transfer, Managing GPG Keys, Encrypting Files with GPG, GPG Signing, Signing RPM Files	Quiz	Powerpoint	21	296-311
8	22		Configuring Server for File Sharing: What is NFS? Advantages and Disadvantages of NFS, Configuring NFS4, Setting Up NFSv4, Mounting an NFS Share	Quiz	Powerpoint	22	333-338
	23		Making NFS Mounts Persistent, Configuring Automount	Quiz	Powerpoint	23	338-341
	24		Configuring Samba, Setting Up a Samba File Server, Samba Advanced Authentication Options, Accessing Samba Shares, Offering FTP Services	Assignment on Unit 3	Powerpoint	24	342-349
9		4	Configuring DNS and DHCP: Introduction to DNS, The DNS Hierarchy, DNS Server Types, The DNS Lookup Process	Self Study	Video clip		355-356
	25		DNS Zone Types, Setting Up a DNS Server, Setting Up a Cache-Only Name Server	Viva on Self Study topic	Powerpoint	25	357-360
	26		Setting Up a Primary Name Server, Setting Up a Secondary Name Server	Match Card	Powerpoint	26	361-369
	27		Understanding DHCP, Setting Up a DHCP Server, Setting Up a Mail Server: Using the Message Transfer Agent, the Mail Delivery Agent, the Mail User Agent	Fill in the blanks	Powerpoint	27	368-377
10	28		Setting Up Postfix as an SMTP Server, Working with Mutt, Basic Configuration, Internet Configuration, Configuring Dovecot for POP and IMAP	Poll, Viva	Powerpoint	28	377-384
	29		Configuring Apache on Red Hat Enterprise Linux: Configuring the Apache Web Server, Creating a Basic	Quiz	Powerpoint	29	385-393

			Website, Understanding the Apache Configuration Files, Apache Log Files				
	30		Working with Virtual Hosts, Securing the Web Server with TLS Certificates, Configuring Authentication	Poll, Viva	Powerpoint	30	396-405
	31		Setting Up Authentication with .htpasswd, Configuring LDAP Authentication, Setting Up MySQL	1 Min Paper, MOOC Submission	Powerpoint	31	405-409
11	32	5	Introducing Bash Shell Scripting: Introduction, Elements of a Good Shell Script, Executing the Script, Working with Variables and Input, Understanding Variables, Variables, Subshells, and Sourcing, Working with Script Arguments	Worksheet	Powerpoint	32	461-479
	33		Asking for Input, Using Command Substitution, Substitution Operators	Worksheet	Powerpoint	33	480-488
	34		Changing Variable Content with Pattern Matching, Performing Calculations,	Worksheet	Powerpoint	34	488-495
12	35		Using Control Structures, Using if...then...else, Using case, Using while, Using until, Using for	Worksheet	Powerpoint	35	496-502
	36		Configuring booting with GRUB	Quiz	Powerpoint	36	507-515
			High-Availability Clustering: High-Availability Clustering	Self Study	Video clip		529
	37		The Workings of High Availability, High-Availability Requirements, Red Hat High-Availability Add-on Software, Components, Configuring Cluster-Based Services, Setting Up Bonding, Setting Up Shared Storage	Viva on Self Study topic	Powerpoint	37	530-537
13	38		Installing the Red Hat High Availability Add-On, Building the Initial State of the Cluster, Configuring Additional Cluster Properties		Powerpoint	38	538-548
	39		Configuring a Quorum Disk, Setting Up Fencing, Creating Resources and Services, Troubleshooting a Nonoperational Cluster, Configuring GFS2 File Systems	Pop Quiz	Powerpoint	39	549-560
14	40		Setting Up an Installation Server: Configuring a Network Server as an Installation Server, Setting Up a TFTP and DHCP Server for PXE Boot, Creating the TFTP PXE Server Content, Creating a Kickstart File, Using a Kickstart File to Perform an Automated, Installation, Modifying the Kickstart File with, system-config-kickstart, Making Manual Modifications to the Kickstart File		Powerpoint	40	561-574

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) Specify	Other (2) Specify	Total
75% Attendance. Active Participation – 10 marks	1	-	Practical Submission (100 marks) scaled to 20 marks, Practical Assessment #1 – 10 marks, Final Practical Exam (Mini Project / Poster Presentation + Viva) – 20 marks Total 20+10+20 = 50 marks		-	IA 1 (Descriptive) 20 marks, IA 2 (MCQs + Viva) 20 marks scaled to 15 marks		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 3 – Firewalls, Cryptographic Services, File Sharing	3	8 th Week	9 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	8	√			1	√	√		1	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th Week	1, 2	1, 2	Q1 – 10 Marks Q2 – 10 Marks	IA is a Head of passing *
2 nd IA Test	10 th Week	3, 4	3, 4	MCQs	
Pop Quiz	-	-	-	-	-
Open Book Test	-	-	-	-	-
Take Home Test	6 th Week	2	2	4 questions	20 marks
Class Test	-	-	-	-	-

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Graphical User Interface and Command Line Interface and Processes	Installation, GUI, CLI, various commands	1	4
2	2	Storage Devices and Links, Backup and Repository	Partitioning, links, mounting, backup, recovery	2	4
3	2	Working with RPMs Storage and Networking	Installing packages, static and dynamic addresses	2	4
4	2	Working with Users, Groups, and Permissions	User administration	2	4
5	3	Firewall and Cryptographic services	Designing a firewall, encrypting / decrypting files	3	4
6	3	Configuring Server for File Sharing	FTP server setup	3	4
7	4	Web Server	Apache setup, own webpage, virtual hosts	4	4
8	5	Shell Scripts	Shell scripts for various administrative tasks	5	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate
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					(0 to 4)
1	1	Linux Commands (Basic) using CLI	Navigation commands, Directory & File Creation commands	1	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Creating partitions, logical volumes, resizing logical volumes	primary and logical partition size, size of logical volumes	2	4

10 Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report	
1	Interaction with Outside World	Guest Lecture / Workshops	Yes	
2		Industrial Visit	-	
3	Test and Assessments	Class Tests – (other than IA)	-	
4		Mini Projects	Yes (as part of Practical Assessment – Shell Scripts for a given Scenario)	
5		Pop Quiz	Yes (Unit 5)	
6		Mobile App Based Quiz	-	
7		Open Book Test	-	
8		Take Home Test	Yes (Unit 2)	
9		Collaborative and Group Activity	Poster Presentation	-
10			Minute Papers	Yes (Unit 4)
11	Students Seminar		Yes (Presentation on Linux Distros - Real World Usage, Reasons, Challenges - Unit 1)	
12	Students Debates		-	
13	Panel Discussion / Mock GD		-	
14	Mock Interview		-	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes	
16		Value Added Courses	Yes (VAC Submission - Unit 5)	
17		Lecture Capture Usage	Yes	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Prachi Mahajan
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about how to create web pages using different technology like Servlets, JSP.
Affective	What do you want students to think / care about?	Understand the fundamentals of creating web applications and how to separate Presentation data from business logics and the database. Also work on JDBC with different drivers.
Behavioural	What do you want students to be able to do?	Create database related applications where user can insert, update, delete the data. They can also make applications related to EJB's and Hibernate.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understanding Java EE and Introduction to Java Servlets	Unit 1 & 2
CO2	To build Java Servlet application using RequestDispatcher, Cookies and Sessions. Working with File I/O	Unit 2
CO3	To introduce Java Server Page, Expression Language and Java Server Page standard Tag Library.	Unit 3
CO4	To implement Enterprise Java Beans and working with Java Naming and Directory Interface.	Unit 4
CO5	To design applications related to ORM, JPA and Hibernate framework related applications.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												

CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT506	Enterprise Java	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT506	Enterprise Java	20	20	Scaled to 15 + 10 Class Participation	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.5	1.5	N.A	N.A	N.A	N.A	N.A	N.A
B	3	1.5	1.5	N.A	N.A	N.A	N.A	N.A	N.A
C	3	1.5	1.5	N.A	N.A	N.A	N.A	N.A	N.A
D	3	1.5	1.5	N.A	N.A	N.A	N.A	N.A	N.A
E	3	1.5	1.5	N.A	N.A	N.A	N.A	N.A	N.A

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	03:00 -4:00	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Understanding Java EE & Introduction to Java Servlets	08	20
2	Servlets: RequestDispatcher, Cookie, Session & Working with Files & Non Blocking I/O	10	20
3	Java Server Page(JSP), Expression Language, Java Server Pages Standard Tag Library	06	20
4	Working with Enterprise Java Beans and JNDI	08	20
5	Persistence, ORM and JPA and writing Hibernate Applications	08	20
* Insert rows for more modules in the Course		Total	40 lecture x 60 minutes
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Imperative Programming	ALL
2	II	Object Oriented Programming	ALL
3	IV	Core Java	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MscIT(II)	Mobile Computing

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Web Applications used in Banks / Shopping Malls / Educational Institutes.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 6 Divisions	100%	100%	82.86%	91.55%
Marks Obtained by Course Topper (mark/100)	100	98	74	71

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	PBS/BK	100%	PBS/BK	100%	-	-
Dec 2019	BK	82.86%	-	-		
Dec 2018	PBS	91.55%				

Year	Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	-	-	-	-
Dec 2019	-	-	-	-
Dec 2018	-	-	-	-

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NonBlocking I/O	2	Practical examples and innovative practical questions
JNDI	4	Demonstration in real applications
JPA	5	New practical to be designed

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Enterprise Java	Dr Tushar Sambare	Sheth		1-5
2	Java EE 7 For Beginners	Sharanam Shah, Vaishali Shah	SPD	First	1-5
3	Java EE 8 Cookbook: Build reliable applications with the most robust and mature technology for enterprise development	Elder Moraes	Packt	First	
4	Advanced Java Programming	Uttam Kumar Roy	Oxford Press		

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Objects First With Java - A Practical Introduction Using BlueJ	David J. Barnes & Michael Kölling.	Pearsons	6	1-4
2	Programming With Java:A Primer 3E	Balaguruswamy	McGraw Hill	5	1-4
3	Schaum's Outline of Theory and Problems of Programming with Java	John Rast Hubbard	McGraw Hill	2016	3-5
4	Learning Java: A Bestselling Hands-On Java Tutorial	Patrick Niemeyer, Daniel Leuck	O'Reilly	2013	5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Java™ Platform, Enterprise Edition (Java EE) Specification, v7 download.oracle.com/otn-pub/jcp/java_ee-7-fr-spec/JavaEE_Platform_Spec.pdf	Linda DeMichiel, Bill Shannon	Oracle	2013	1-4
2	FINAL - Java EE https://javaee.github.io/servlet-spec/downloads/servlet-3.1/Final/servlet-3_1-final.pdf	Shing Wai Chan Rajiv Mordani	Oracle	2013	1-3

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	TechJava - Journal on Java Technology www.techjava.de/	javamag.org/	1-5
2	Developmet of JAVA Development Resource Center https://ejournals.ph/article.php?id=8986	https://www.tutorialspoint.com/java/	1-5
3	https://docs.oracle.com/javase/tutorial/	Java Magazine, Sept/Oct 2017 www.javamagazine.mozaicreader.com/	1-3
4	https://www.w3schools.in/java-tutorial/		4-5
5	https://www.w3resource.com/java-tutorial/		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		Java EE 7 For Beginners(chapter no 2 to 7- page no 15 to 188)

2	✓	✓					Y		Java EE 7 For Beginners(chapter no 9,10,12,13,14- page no 189 to 276,309 to 370)
3	✓	✓					Y		Java EE 7 For Beginners(chapter no 15-19-page no 371-506)
4	✓	✓					Y		Java EE 7 For Beginners(chapter no 30-36-page no 765-900)
5	✓						Y		Java EE 7 For Beginners chapter no 37,38,39,41, 42-page no 901-960, 969,1004

4.f Web Links for Online Notes/YouTube/VSIT Digital Content /NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (v-refer)	1-5
2	Online Notes and PPTs (v-refer)	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/learn-java-servlets-and-jsp-web-application-in-25-steps/	Udemy	36 lectures	Y
2	Java Business Application	Spoken Tutorial	1 month	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Java EE Training & Certification	Oracle Academy	40 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
☑	☑	☑	☑	☐	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	10/2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	Unit I	Understanding Java EE: What is an Enterprise Application? What is java enterprise edition?	Quiz, Poll	Power point, Video Clip		2/15
	2	I	Java EE Technologies, Java EE evolution, Glassfish server	Quiz, viva	Power point, Video Clip		2/18
	3	I	Java EE Architecture, Server and Containers: Types of System Architecture, Java EE Server, Java EE Containers.	Quiz, Poll, viva	Power point		3/55
2	4	I	Introduction to Java Servlets: The Need for Dynamic Content, Java Servlet Technology	Quiz, Poll	Power point		5/79
	5	I	Why Servlets? What can Servlets do? Java Servlet API	Quiz, Poll	Power point		5/83 -88
	SS	I	The Servlet Skeleton				
	6	I	The Servlet Life Cycle, A Simple Welcome Servlet Working	Quiz, Poll,Viva	Power point, Flip Class		6/110
7	I	Getting Started, Using Annotations Instead of Deployment Descriptor	Quiz, Poll	Power point		7/123	

3	8	I	What Is JDBC? JDBC Architecture, The Servlet GUI and Database Example	Quiz	Power point ,Video Clip		8/150 -155
	SS	I	Accessing Database				
	9	Unit II	Resquestdispatcher Interface, Methods of Requestdispatcher, Requestdispatcher Application	Quiz, PBL	Power point , Group Discussion		12/309
4	10	II	Kinds Of Cookies, Where Cookies Are Used? Creating Cookies Using Servlet	Quiz, Poll	Power point		9/191
	11	II	Dynamically Changing The Colors Of A Page	Quiz, Poll	Power point		9/215
	12	II	What Are Sessions? Lifecycle Of Http Session, Session Tracking With Servlet API	Quiz, Poll,Viva	Power point, Video Clip		10/228
5	13	II	A Servlet Session Example	Quiz, Poll	Power point		10/255
	14	II	Uploading Files, Creating an Upload File Application	Quiz, Poll	Power point		13/331
	15	II	Downloading Files, Creating a Download File Application	Quiz, Poll	Power point		13/346
6	16	II	Creating a Non-Blocking Read Application, Creating The Web Application	Quiz, Poll	Power point		14/355
	17	II	Creating Java Class, Creating Servlets	Quiz, Poll	Power point,		14/357
	SS	II	Retrieving The File				
	18	II	Creating index.jsp	Quiz, viva	Power point		14/369

7	19	Unit III	Why use Java Server Pages? Disadvantages Of JSP, JSP v\s Servlets, Life Cycle of a JSP Page	Quiz, Poll	Power point, Video Clip		15/372
	20	III	How does a JSP function? How does JSP execute? About Java Server Pages	Quiz, Poll	Power point		15/377
	21	III	Comments, JSP Document, JSP Elements, JSP GUI Example.	Quiz, Poll	Power point		16/385
8	22	III	Including other Files, Forwarding JSP Page to Another Page, Passing Parameters for other Actions	Quiz, Poll	Power point		17/417
	SS	III	Loading a Javabean.	Quiz, Poll	Power point		17/422
	23	III	Implicit Objects, Character Quoting Conventions	Quiz, Poll	Power point		18/429
	24	III	Unified Expression Language [Unified EL], Expression Language, What is wrong in using JSP Scriptlet Tags? , Tag Libraries	Quiz	Power point		18/440,475
9	SS	III	How JSTL Fixes JSP Scriptlet's Shortcomings? Disadvantages Of JSTL				19/474
	25	Unit IV	Enterprise Bean Architecture, Benefits of Enterprise Bean	Quiz, Poll, viva	Power point		30/765
	26	IV	Types of Enterprise Bean	Quiz, Poll	Power point		30/774
	27	IV	Accessing Enterprise Beans, Enterprise Bean Application, Packaging Enterprise Beans	Quiz, Poll	Power point		30/777
	28	IV	When to use Session Beans? Types of Session Beans, Remote and Local Interfaces, Accessing Interfaces	Quiz, Poll	Power point, Video Clip		32/798

10	29	IV	Lifecycle of Enterprise Beans, Packaging Enterprise Beans, Example of Stateful Session Bean,	Quiz, Poll	Power point		32/805
	30	IV	Example of Stateless Session Bean, Example of Singleton Session Beans	Quiz, Poll, viva	Power point		32/829
11	31	IV	Lifecycle of a Message Driven Bean, Uses of Message Driven Beans, The Message Driven Beans Example	Quiz, Poll	Power point		33/848
	32	IV	Request And Interceptor, Defining An Interceptor, AroundInvoke Method, Applying Interceptor, Adding An Interceptor To An Enterprise Bean,	Quiz	Power point		34/872
	SS	IV	Build and Run the Web Application, What is Naming Service? What is Directory Service? What is Java Naming and Directory interface? Basic Lookup, JNDI Namespace in Java EE				
	SS	IV	Resources and JNDI, Datasource Resource Definition in Java EE.				
	33	Unit V	What is Persistence? Persistence in Java, Current Persistence Standards in Java, Why another Persistence Standards? Object/Relational Mapping,	Quiz, Poll viva	Power point		38/916
12	34	V	The Java Persistence API, JPA, ORM, Database and the Application	Quiz, Poll	Power point		398/917
	35	V	Architecture of JPA, How JPA Works? JPA Specifications.	Quiz, Poll	Power point, Group Discussion		38/919
	36	V	Application Requirement Specifications, Software	Quiz, Poll	Power point		39/934

			Requirements, The Application Development Approach				
13	37	V	Creating Database And Tables in Mysql, Creating a Web Application, Adding the Required Library Files, Creating a Javabeen Class, Creating Persistence Unit [Persistence.Xml], Creating JSPS, The JPA Application Structure, Running The JPA Application	Quiz, Poll	Power point		39/938
	38	V	What is Hibernate? Why Hibernate? Hibernate,	Quiz, Poll	Power point		41/969
	39	V	Database and The Application, Components of Hibernate, Architecture of Hibernate, How Hibernate Works?	Quiz, Poll	Power point		41/972
14	SS	V	Application Requirement Specifications, Software Requirements, The Application Development Approach,				
	SS	V	Creating Database and Tables in Mysql, Creating a Web Application, Adding The Required Library Files, Creating a Javabeen Class,				
	40	V	Creating Hibernate Configuration File, Adding a Mapping Class, Creating JSPS, Running The Hibernate Application	Class Test	Power point		42/988

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial / midterm	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks		-	IA 1 (Descriptive) – 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Understanding Java EE & Introduction to Java Servlets	CO1	Week 2	Week 3
2	Servlets: RequestDispatcher, Cookie, Session & Working with Files & Non-Blocking I/O	CO2	Week 4	Week 5
3	Java Server Page(JSP), Expression Language, Java Server Pages Standard Tag Library	CO3	Week 5	Week 6

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1	4a(1)			✓	✓
2	5	✓			2	4a(1)			✓	✓
3	8		✓		3	4a(1)				✓
4	9	✓		✓	3	4a(1)			✓	✓
5	12	✓			4	4a(1)			✓	✓

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th week	1,2	1,2	IA 1 (Descriptive 20M) (Scaled to 7.5)	No IA Re-test
2 nd IA Test	12 th week	3,4	3,4		IA is a Head of passing *
Pop Quiz	4 th Week	1	1	10 MCQ's – 01 marks each	
Open Book Test	10 th week	4	4	2 questions – 10 marks	
Take Home Test	6 th week	2	2	10 MCQ's – 01 marks each	
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Implement the Simple Servlet applications.	Servlets	CO1	4
2	1	Implement the Servlet applications with Cookies and Sessions.	RequestDispatcher, Cookie, Session	CO1	4
3	2	Implement the Servlet IO and File applications.	Upload and Download File, Nonblocking I/O	CO2	4
4	2	Implement the JSP applications.	JSP's	CO2	4
5	3	Implement the JSP JSTL and EL Applications.	Tag Library and Expression Language	CO3	4
6	3	Implement the EJB Applications.	EJB's	CO3	4
7	4	Implement the EJB applications with different types of Beans.	Session Beans and Message Driven Bean	CO4	4
8	4	Implement the JPA applications.	Java Persistence API	CO4	4

9	5	Implement the following JPA applications with ORM and Hibernate.	Object Relational Mapping and JPA	CO5	4
10	5	Implement the Hibernate applications.	Hibernate Framework	CO5	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Demonstrate the JSTL Expression Language Operators	Expression Language	CO3	
2	4	Demonstrate the Employee Details applications using Hibernate	Hibernate Framework	CO5	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	5	Build a Web Application using combination of any two or three technologies	Website	CO 1-5	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture on Java API
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes, Week 6, Unit 3
4		Mini Projects	Yes, Week 8, Web Application based on Unit 1 - 3
5		Pop Quiz	Yes, Week 5, Unit 3
6		Mobile App Based Quiz	
7		Open Book Test	Yes, Week 2, Unit 1
8		Take Home Test	Yes, Week 2, Unit 1
9	Collaborative and Group Activity	Poster Presentation	Yes, Week 8, Unit 4
10		Minute Papers	Yes, Week 3, Unit 2
11		Students Seminar	

12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Spoken-tutorial test, Udemey certification Unit 1 & 2
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Payal Shah

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about artificial intelligence field which encompasses logic, probability, and continuous mathematics; perception, reasoning, learning, and action; and everything from microelectronic devices to robotic planetary explorers.
Affective	What do you want students to think / care about?	To think about the combination of Artificial Intelligence, Machine learning and deep learning which is going to be very useful because they are adding a lot of value to the current process and also providing a thoughtful path for the individuals to move forward.
Behavioural	What do you want students to be able to do?	Demonstrate the working knowledge of reasoning in the presence of incomplete and uncertain information. Ability to apply knowledge representation, reasoning, and machine learning techniques to real-world problems.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To demonstrate knowledge of the building blocks of AI as presented in terms of intelligent agents.	1
CO2	To analyse and formalize the problem as a state space, graph, design heuristics and select amongst different search or game-based techniques to solve them.	2
CO3	To design good evaluation functions and strategies for game playing.	3
CO4	To understand the fundamentals of knowledge representation (logic-based, frame-based, semantic nets), inference and theorem proving. Know how to build simple knowledge-based systems.	4
CO5	To describe and implement several of the major approaches to classical planning, including planning graphs, POP, and propositionalizing.	5

1.c**Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2	S											
CO 3		S										
CO 4			S	M								
CO 5			S									

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '--':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3		S		
CO 4		M	S	
CO 5		S		

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT504	Artificial Intelligence	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT504	Artificial Intelligence	20	20	Scaled to 15 + 10 Class Participation	75	25	50	-	150

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4

A	3.00	1.30	1.30	NA	NA	N.A.	N.A.	N.A.	N.A.
B	3.00	1.30	1.30	NA	NA	N.A.	N.A.	N.A.	N.A.
C	3.00	1.30	1.30	NA	NA	N.A.	N.A.	N.A.	N.A.
D	3.00	1.30	1.30	NA	NA	N.A.	N.A.	N.A.	N.A.
E	3.00	1.30	1.30	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	3:00 PM – 4:00 PM	MS Teams
B	Thursday	3:00 PM – 4:00 PM	MS Teams
C	Thursday	3:00 PM – 4:00 PM	MS Teams
D	Thursday	3:00 PM – 4:00 PM	MS Teams
E	Thursday	3:00 PM – 4:00 PM	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to AI & Intelligent Agents	8 lectures x 60min	20
2	Solving problems by Searching	12 lectures x 60min	20
3	Adversarial Search & Logical Agents	08 lectures x 60min	20
4	First order logic & inference in First Order logic	06 lectures x 60min	20
5	Planning & Knowledge Management	06 lectures x 60min	20
* Insert rows for more modules in the Course Total		40 lectures x 60min	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
-----	----------	--------------------	---------

1	1	Discrete Mathematics	Binary Trees, Graphs
2	3	Data Structures, DBMS	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	6	Business Intelligence
2	MSc IT Part 2	Applied Artificial Intelligence

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Software Applications used in <ul style="list-style-type: none"> • Banks (Personal portfolio management, Wealth management, Prevent frauds, etc.) • Shopping Malls (Customer retention, Market basket analysis, Video analytics, etc.) • Aviation Industry (Air safety and airplane maintenance, Crew management, Revenue management, etc.) • E-commerce (Chatbots, Recommendation systems, Inventory management, After Sales service, etc)
2	Game Development

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 5 Divisions	100	100	82.48	87.45
Marks Obtained by Course Topper (mark/100)	100	100	72	76

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	SS & PT	100%	SS & PT	100%	SS & PT	100%	SS & PT	100%	SS & PT	100%	NA	NA
Nov 2019	SS	90.91%	PT	91.53%	PS	74.60%	PT	79.17%	SS	75.51%	NA	NA
May 2018	SS	94%	PT	84.78%	AR	85.18%	PT	83.60%	SS	90%	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

Genetic Algorithms	2	Need to solve more problems.
Propositional Logic	3	Practice Problems based on the topic.

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Artificial Intelligence: A Modern Approach	Stuart Russel and Peter Norvig	Pearson	3 rd	1-5
2	Artificial Intelligence & Soft Computing for Beginners	Anandita Das Bhattacharjee	SPD	1 st	1,2,5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	A First Course in Artificial Intelligence	Deepak Khemani	TMH	First	3
2	Artificial Intelligence: A Rational Approach	Rahul Deva	Shroff publishers	1 st	1-2
3	Artificial Intelligence	Elaine Rich, Kevin Knight and Shivashankar Nair	TMH	3 rd	1,3,4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Artificial Intelligence: Foundations of computational agents https://artint.info/html/ArtInt.html	David Poole Alan Mackworth	Cambridge University Press 2017	2 nd	1,2,3,4
2	CS 540 - Introduction to Artificial Intelligence http://pages.cs.wisc.edu/~dyer/cs540/notes-toc.html	Chuck Dyer	The University of Wisconsin		3,4
3	Artificial Intelligence by Seoul National University https://ocw.snu.ac.kr/node/2190	Seoul National University	Seoul National University		1,2,,3

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Artificial Intelligence https://www.sciencedirect.com/journal/artificial-intelligence	AI Magazine http://www.aaai.org/Magazine/magazine.php	1-3
2	IAES International Journal of Artificial Intelligence (IJ-AI)	AI Magazine https://ojs.aaai.org/index.php/aimagazine/about	1-5

	http://ijai.iaescore.com/index.php/IJAI		
3	Artificial Intelligence, An International Journal, Elsevier https://www.journals.elsevier.com/artificial-intelligence	Analytics India Magazine ML, AI and DS https://analyticsindiamag.com/	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√	√		√	Y		T1/Cp1-2/pg1-pg47
2	√	√	√	√		√	Y		T1/Cp3-4/pg64-149
3	√		√	√	√	√	Y		T1/Cp5-7/pg161-265
4	√		√	√	√	√	Y		T1/Cp8-9/ pg 285-345
5	√		√	√	√	√	Y		T1/Cp10-12 /pg 366- 462

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	AI Introduction http://www.digimat.in/nptel/courses/video/106106140/L49.html	1
3	Problem Solving by Search https://nptel.ac.in/courses/106105079/2	2

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Intro to Artificial Intelligence https://in.udacity.com/course/intro-to-artificial-intelligence--cs271	Udacity	4 Months	Yes
2	Machine Learning https://www.coursera.org/learn/machine-learning	Coursera	23 Hours	Yes

3	Fundamentals of Artificial Intelligence https://www.edx.org/course/artificial-intelligence-ai-columbia-csmm-101x-0	edX	12 weeks	Yes
4	Artificial Intelligence Search Methods For Problem Solving https://onlinecourses.nptel.ac.in/noc21_cs79/course	NPTEL	12 Weeks	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Machine learning	VSIT VAC	1 Week	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	Jun-2021	Oct-2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Subject Induction		Power point		

	2	1	What is Artificial Intelligence? Foundations of AI	Fill in the blanks, Viva	Power point		T1, Ch1, 1-22, 23-25
	3	1	History of AI, Applications of AI, The state of art AI today	Fill in the blanks,Viva	Power point, Video Clip		T1, Ch1, 26-28
2	4	1	Agents and environment	Quiz, Viva	Power point,		T1, Ch2, 34 - 35
	5	1	Good behaviour: Concept of Rationality	Viva	Power point,		T1, Ch2, 36 – 38
	6	1	Nature of environment, Properties of task environment	Fill in the blanks, Viva	Power point		T1, Ch2, 39 – 40, 41- 45
3	7	1	The structure of agents,	THT	Power point, Simulation		T1, Ch2, 41-45
	8	1	Different types of agents	Unit Test	Power point, Simulation		T1, Ch2, 45-47
	9	2	Problem solving agents, Formulating problems: Toy problems, 8 queens	Quiz, Viva	Power point, Simulation		T1, Ch3, 64-75
		SS	Real world, Searching for solutions				T1, Ch3, 64-75
4	10	2	Uninformed search: BFS, DFS, Uniform Cost Search	Fill in the blanks, Viva	Power point, Simulation		T1, Ch3, 81-85
	11	2	Depth Limited search, iterative deepening Bidirectional search, Comparison of search methods	Poll, Viva	Power point, Simulation		T1, Ch3, 86-88, 88- 91
	12	2	Informed search strategies: Greedy best first search, A*,	Quiz, Viva	Power point, Simulation		T1, Ch3, 92 – 99

5	13	2	Memory bounded heuristic search,	Viva	Power point, Flipped Classroom	T1, Ch3, – 99- 102
	14	2	Optimality of A*, Heuristic functions	Fill in the blanks, Viva	Power point, Simulation	T1, Ch3, – 99- 102
	15	2	Beyond classical search: Local search algorithms,	Poll, Viva	Power point, Group Discussion	T1, Ch4, 120- 124
6	16	2	Hill Climbing	Fill in the blanks	Power point, Simulation	T1, Ch4, 120- 124
	17	2	Limitations of Hill Climbing	Viva	Power point	T1, Ch4, 120- 124
	18	2	Simulated Annealing, Genetic algorithm	Fill in the blanks	Power point, Simulation	T1, Ch4, 124- 126
7	19	2	Vacuum world, AND/OR search tree	OBT	Power point, Simulation	T1, Ch4, 135- 147
	20	2	, Online search agents, Unknown environments	Unit Test	Power point	T1, Ch4, 148- 149
	21	3	Games, Optimal decisions in games	Viva	Power point	T1, Ch5, 161- 173
8	22	3	Alpha-beta pruning	Fill in the blanks	Power point, Simulation	T1, Ch5, 174- 177
		SS	Stochastic games			T1, Ch5, 174- 177

		SS	Partially observable games, State-of-the-art game programs				T1, Ch5, 180- 232
	23	3	Knowledge base agents,	Quiz, Viva	Power point, Video clip		T1, Ch5, 232-234
	24	3	The Wumpus world.	Viva	Power point, Simulation		T1, Ch5, 232-234
9	25	3	Example of Knowledge Representation	Viva	Power point		T1, Ch7, 240- 245
	26	3	Propositional theorem proving	Poll	Power point, Simulation		T1, Ch7, 245- 257
	27	3	Logic, Propositional logic,	Viva	Power point, Video clip		T1, Ch7, 245- 257
10	28	3	Effective propositional model checking	Fill in the blanks	Power point		T1, Ch7, 258- 259
	29	4	First Order Logic: Syntax and semantics	Viva	Power point		T1, Ch7, 300-302
		SS	Using First Order Logic				T1, Ch7, 302-306
	30	4	Knowledge engineering in First Order Logic,	Viva	Power point		T1, Ch8, 307- 320
11	31	4	Inference in First Order Logic	Mini Project	Power point, Group Discussion		T1, Ch8, 321- 324
	32	4	Unification and Lifting	Fill in the blanks	Power point		T1, Ch8, 324- 325

	33	4	Forward chaining Backward chaining	Viva	Power point		T1, Ch9, 330- 341
12	34	4	Resolution	Unit Test	Power point		T1, Ch9, 342- 345
	35	5	Planning: Definition of Classical Planning	Fill in the blanks	Power point, Flipped Classroom		T1, Ch10, 366
	36	5	Algorithms for planning as state space search	Poll	Power point, Simulation		T1, Ch10, 373
		SS	Planning graphs: GRAPHPLAN Algorithm, Other classical planning approaches				T1, Ch10, 379
13	37	5	Analysis of planning approaches, Time,	Fill in the blanks	Power point, Video clip		T1, Ch10, 392- 401
	38	5	Schedules and resources	Quiz, Viva, Mini Project	Power point, Group Discussion		T1, Ch10, 392- 401
	39	5	Hierarchical planning, Planning and Acting in Nondeterministic Domains	THT	Power point, Simulation		T1, Ch11, 406- 415
14		SS	Multiagent planning, Knowledge Representation: Categories				T1, Ch11, 425, 437
		SS	Objects, events				T1, Ch11, 425, 437
	40	5	Mental events and objects, Reasoning systems for categories,	Unit Test	Power point		T1, Ch12, 437, 453
		SS	Reasoning with default information				T1, Ch12, 437, 453

		SS	Internet shopping world					T1, Ch12, 462
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75%	5		40 + 5 Viva	5		IA(20)		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	AI Introduction, Search Problems	1, 2	5 th week	6 th week
2	Adversarial Search, First Order logic	3, 4	9 th week	10 th week
3	Planning	5	11 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√	√		1	1	1		7	1
2	6	√	√	√	2	1	1		6	2
3	8	√	√	√	3		1		6	2
4	10	√	√		4		1		6	2
5	12	√	√		5		1		7	1

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
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1 st IA Test	5 th week	1,2	1,2	MCQ's	No IA Re-test
2 nd IA Test	10 th week	3,4	3,4		*IA is a Head of passing.
Pop Quiz	3 rd week, 7 th week	1, 3	1,3		
Open Book Test	11 th week	5	5		
Take Home Test	9 th week	3, 4	3, 4		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Write a program to implement depth first search algorithm. Write a program to implement breadth first search algorithm.	Searching with state space	2	4
2	2	Write a program to simulate 4-Queen / N-Queen problem. Write a program to solve tower of Hanoi problem.	Problem solution	2	4
3	3	Write a program to implement A* algorithm. Write a program to implement AO* algorithm.	Best first search, Informed search	3	4
4	3	Write a program to solve water jug problem. Design the simulation of tic – tac – toe game using min-max algorithm.	Min-max search	3	4
5	2	Write a program to solve Missionaries and Cannibals problem. Design an application to simulate number puzzle problem.	Alpha beta pruning, Problem reduction	2	4
6	5	Write a program to shuffle Deck of cards. Solve traveling salesman problem using artificial intelligence technique.	A* algorithm	5	4

7	5	Solve the block of World problem. Solve constraint satisfaction problem	Constraint satisfaction	5	4
8	4	Write a program to derive the predicate. (for e.g.: Sachin is batsman , batsman is cricketer) - > Sachin is Cricketer. Write a program which contains three predicates: male, female, parent. Make rules for following family relations: father, mother, grandfather, grandmother, brother, sister, uncle, aunt, nephew and niece, cousin.	Facts, rules to represent real – world problems	4	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Basic Prolog programming	Condition and Looping statements	CO2	4
2	1	Advanced Prolog Programming	List, Dictionary and recursion	CO2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	4	Decision Tree	Supervised Learning	CO4	4
2	4	K-Means	Unsupervised Learning	CO4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes Planning for Webinar. Guest Name: Navin Reddy
2		Industrial Visit	No
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9		Poster Presentation	Yes

10	Collaborative and Group Activity	Minute Papers	Yes
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Sanjeela Sagar

Faculty 1 Name (Sign.)

Dr. Pallavi Tawde

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NAAC guideline in this regard)

Cognitive	What do you want students to know?	To understand the principles of modern software project management. To understand the model-based software architectures and its implementations.
Affective	What do you want students to think / care about?	To think and analyse how the steps learnt can be implemented for various software projects. To analyze and improve software economics.
Behavioural	What do you want students to be able to do?	To create the design, track the software projects using various Activity Diagram Tools. To show how to reduce rework, labour-intensiveness, expenditure and produce a project within schedule.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand Project Management life cycle. To know the various steps in Programme Management and Project Planning.	1
CO2	To measure the various techniques of Software Effort Estimation.	2
CO3	To do Project Planning and Risk assessment.	3
CO4	To think and analyse how Monitoring and Control can be implemented for various software projects.	4
CO5	To realize the importance of team work and team formation.	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT 501	Software Project Management	75	-	-	2	-	-	2

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT 501	Software Project Management	20	20	Scaled to 15 + 10 Class Participation	75	25	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)		Tutorial (Hrs.)	
		Batch 1	Batch 2	Batch 1	Batch 2
A	3.00	N.A.	N.A.	N.A.	N.A.

B	3.00	N.A.	N.A.	N.A.	N.A.
C	3.00	N.A.	N.A.	N.A.	N.A.
D	3.00	N.A.	N.A.	N.A.	N.A.
E	3.00	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3:00 pm to 4:00 pm	Virtual Office Hours
B	Monday	3:00 pm to 4:00 pm	Virtual Office Hours
C	Monday	3:00 pm to 4:00 pm	Virtual Office Hours
D	Monday	3:00 pm to 4:00 pm	Virtual Office Hours
E	Monday	3:00 pm to 4:00 pm	Virtual Office Hours

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module (No of Lec.)	% Weightage in University Question Papers
1	Introduction to Software Project Management, Project Evaluation and Programme Management, An Overview of Project Planning	12 lectures x60min	20
2	Selection of an Appropriate Project Approach, Software Effort Estimation	09 lectures x60min	20
3	Activity Planning, Risk Management, Resource Allocation	08 lectures x60min	20
4	Monitoring and Control, Managing Contracts, Managing People in Software Environments	06 lectures x60min	20
5	Working in Teams, Software Quality, Project Closeout	05 lectures x60min	20
* Insert rows for more modules in the Course Total		40 lectures x60min	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	IV	Software Engineering	SDLC Models, Cost Estimation using various models like COCOMO, Risk analysis and assessment,

2.c Relevance to Future Courses

No.	Semester	Name of the Course
-----	----------	--------------------

1	VI	Software Quality Assurance
2	V, VI	Project For TY B. Sc. IT
3	Part 2, Sem 3	Technical Writing and Entrepreneurship Development - Managing R&D Projects
4	Part 2, Sem 3 and 4	Project for MSc IT

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Software projects in all domains
2	Project management software that allows you to map out the entire life of a project - Zoho Projects
3	Collaborate across your whole organization - ClickUp
4	Project planning Tool - Asana
5	The Best Project Management Software for 2020 - PCMag
6	functions of a project management software – Team book
7	Collaborating with team members – Wrike
8	Project schedule can deviate from the original plan midway to execution – Liquid Planner

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis – (New Subject)

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 5 Divisions	100%	100%	86.05%	95%
Marks Obtained by Course Topper (mark/100)	100	100	82	83

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2020	PSM/ UMS	100%	PSM/ UMS	100%	PSM/ UMS	100%	PSM/ UMS	100%	PSM/ UMS	100%	NA	NA
May 2019	PSM	96%	UMS	93%	PSM	79%	UMS	80%	PSM	82%	NA	NA
May 2018	PSM	100%	UMS	91.2%	PSM	92%	UMS	86.8%	PSM	96%	NA	NA
May 2017	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Calculation of Cost using COSMIC and other models	2	Table values to be provided and needs more practice

Formulating a Network Model	3	Practice for formulating a Network Model
Adding the Time Dimension, The Forward Pass, Backward Pass,	3	Solve the exercise given in text book for practice
Selection of an Appropriate Project Approach, Software Effort Estimation	2	Solve the previous question paper

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Project Management and Tools & Technologies An overview	Shailesh Mehta	SPD	1st	1, 2

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Software Project Management	Bob Hughes, Mike Cotterell, Rajib Mall	MGH	6 th	1 to 5
2	Effective Software Project Management	Robert K Wysocki	Wiley India Edition	1 st	3, 4, 5
3	Software Project Management	Walker Royce	Pearson Education	2005	1, 3, 4
4	Software Engineering	Roger Pressman	McGraw Hill	2009	1, 2
5	Software Project Management	Joel Henry	Pearson	1 st , 2004	1, 2, 4
6	Software Engineering	Ian Sommerville	Pearson	8 th	2,4,5
7	An Integrated Approach To Software Engineering	Pankaj Jalote	Narosa	2009	1, 2, 3
8	Object Oriented Modelling And Design	James Rumbaugh	PHI	2009	For project
9	Object Oriented Systems Development using Unified Modelling Language	Ali Bahrami	McGraw Hill	2009	For project

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Applied Software Project Management	Jennifer Greene, Andrew Stellman	OREILLY	1 st	1, 2
2	IT Project Governance	Magnus Mahring	EFI at SSE2002	2002	ALL
3	Project Management Handbook	Wouter Baars	projectmanagement-training.net	2006	ALL

4	A Project Management Primer	Nick Jenkins		2006	1, 2
5	Making Things Happen: The art of Project Management	Scott Berkun	OREILLY	1 st	2, 3

4.d Web Links and Names of Magazines, Journals, E-journals

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Project Management https://www.journals.elsevier.com/international-journal-of-project-management	Methods & Tools www.methodsandtools.com Software Development Magazine: Software Testing, Project Management, Agile, Scrum, Kanban, Requirements, Programming, Java, databases, business analysis, DevOps	Unit 1, 3
2	Sage: Project Management Journal https://journals.sagepub.com/home/pmx	AIPM - Project Manager Magazine www.aipm.com.au	Unit 1, 2
3	Project Management Journal https://www.pmi.org/learning/publications/project-management-journal	PM Today https://www.pmtoday.co.uk/	3
4	The Journal of Modern Project Management https://www.journalmodernpm.com	The Project Magazine http://www.projectmagazine.com/	3
5	International Journal of Software Engineering and Knowledge Engineering https://www.worldscientific.com/worldscinet/ijseke	PM Tools weblink https://www.pmi.org/learning/tools-templates	Unit 2
6	Software Project Management Challenges http://globalbizresearch.org/files/kf528_irrempradip-peter-dey_muzibul-khan_mohammad-amin_bhaskar-raj-sinha_hassan-badkoobehi-385113.pdf	Atlassian https://www.atlassian.com/software/jira/enterprise	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√	√	√	√	√		Ref. Book 1 - Chapter – 1,2,3
2	√	√	√	√		√	√		Ref. Book 1 - Chapter – 4,5
3		√	√	√		√	√		Ref. Book 1 - Chapter – 6,7, 8
4		√	√		√		√		Ref. Book 1 - Chapter – 9,10, 11
5		√	√				√		Ref. Book 1 - Chapter – 12, 13,14

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Video on 'A course in software project management – part #1 - YouTube https://www.youtube.com/watch?v=M-ROc1JKIRU	1
2	Project Evaluation https://www.youtube.com/watch?v=TTUjPZih2Ak	2
2	Video on 'Iterative and Incremental Model' https://www.youtube.com/watch?v=9sGTrWjFpvl	2, 3
3	Software Cost Estimation https://www.youtube.com/watch?v=g2ciEJeE5N0	3
4	Managing Contract https://www.youtube.com/watch?v=QIVkl7SwvzE	4
5	Managing People in Software Management https://www.youtube.com/watch?v=5BbFM4nqvxl	4
5	Working in Team 3 https://www.youtube.com/watch?v=kYjqtLCNqSA	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Project Management By Prof. Raghu Nandan Sengupta IIT Kanpur, https://onlinecourses.nptel.ac.in/noc21_mg71/preview	NPTEL	8 weeks	Y
2	Latex	Spoken Tutorials	14 videos	Y
3	Introduction to Project Management https://www.udemy.com/project-management/	Udemy	3 hrs	Y
4	Introduction to Project Management	edX in co-ordination with The University of Adelaide	6 weeks (self paced)	Certificate Chargeable
5	Project Management: The Closing Phase https://www.udemy.com/project-management-improve-project-manager-skills/	Udemy	0.5 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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1	Web Link for Information: https://www.pmi.org/ Project Management Professional	Project Management Institute	35 hrs	Y (Paid+Exam)
2	Certified Associate in Project Management, CAPM certification guide: Certified Associate in Project Management exam"	Project Management Institute	23 hrs	Y (Paid+Exam)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	Video recordings

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	Jun-2021	Nov-2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books / Web Site
1	1.	1	Introduction to Software Project Management: Introduction, Subject Induction	Quiz, Poll, Viva	Power point, Video Clip	1	1/1/1
1	2.		Why is Software Project Management Important? What is a Project?	Quiz, Poll, Viva	Power point, Video Clip	2	1/1/1
1	3.		Software Projects versus Other Types of Project, Contract Management and Technical Project Management, Activities Covered by Software	Quiz, Poll	Power point, Video Clip	3	1/4/1
2	4.		Project Management, Plans, Methods and Methodologies, Some Ways of Categorizing Software Projects, Project Charter, Stakeholders,	Quiz, Poll, Viva	Power point, Show plans used in various application	4	1/7/1

2	5.		Setting Objectives, The Business Case, Project Success and Failure, What is Management? Management Control, Project Management Life Cycle,	Match Card, Poll	Power point, Video Clip	5	1/13/1
2		SS	Traditional versus Modern Project Management Practices.	Video	Flipped Classroom		1/23/1
2	6.		Project Evaluation and Programme Management: Introduction, Business Case, Project Portfolio Management,	Quiz, Poll	Power point, Video Clip	6	2/31/1
3	7.		Evaluation of Individual Projects, Cost benefit Evaluation Techniques, Risk Evaluation, Programme Management,	Flash Card, Poll, Viva	Power point, Video Clip	7	2/35/1
3		SS	Managing the Allocation of Resources within Programmes, Strategic Programme Management, Creating a Programme,	Viva	Notes		2/47/1
3	8.		Aids to Programme Management, Some Reservations about Programme Management, Benefits Management.	Flash Card, Poll, Viva	Power point, Video Clip	8	2/50/1
3	9.		An Overview of Project Planning : Introduction to Step Wise Project Planning, Step 0: Select Project,	Gravity Game on quizlet, Viva	Power point, Video Clip	9	3/58/1
4	10.		Step 1: Identify Project Scope and Objectives, Step 2: Identify Project Infrastructure, Step 3: Analyse Project Characteristics,	Quiz, Poll	Power point, Video Clip	10	3/62/1
4	11.		Step 4: Identify Project Products and Activities, Step 5: Estimate Effort for Each Activity, Step 6: Identify Activity Risks,	Quiz, Poll	Power point, Video Clip	11	3/68/1
4	12.		Step 7: Allocate Resources, Step 8: Review/Publicize Plan, Steps 9 and 10: Execute Plan/Lower Levels of Planning Unit 1 End Assessment: Assignment 1	Poll, Assignment 1 – 20 Marks	Power point, Video Clip	12	3/75/1
5	13.	2	Selection of an Appropriate Project Approach: Introduction, Build or Buy? Choosing Methodologies and Technologies,	Poll, Viva	Flipped Classroom, Power point, Video Clip	13	4/81/1
5		SS	Software Processes and Process Models, Choice of Process Models, Structure versus Speed of Delivery, The Waterfall Model, The Spiral Model, Software Prototyping,	Viva	Power point, Video Clip		4/88/1

			Other Ways of Categorizing Prototypes, Incremental Delivery				
5	14.		Atern/Dynamic Systems Development Method, Rapid Application Development, Agile Methods, Extreme Programming (XP), Scrum,	Quiz, Poll, Viva	Power point, Video Clip	14	4/98/1
6	15.		Lean Software Development, Managing Iterative Processes, Selecting the Most Appropriate Process Model.	Poll, Viva	Power point, Video Clip	15	4/108/1
6	16.		Software Effort Estimation: Introduction, Where are the Estimates Done?	Poll, Viva	Power point, Video Clip	16	5/117/1
6		SS	Problems with Over- and Under-Estimates, The Basis for Software Estimating,	Viva	Notes		5/117/1
6	17.		Software Effort Estimation Techniques, Bottomup Estimating, The Top-down Approach and Parametric Models,	PBL, Viva	Power point, Video Clip	17	5/120/1
7	18.		Expert Judgement, Estimating by Analogy, Albrecht Function Point, Analysis, Function Points Mark II,	PBL, Viva	Power point, Video Clip	18	5/128/1
7	19.		COSMIC Full Function Points, COCOMO II	PBL, Viva	Power point, Video Clip, http://vlabs.iitkgp.ernet.in/se/	19	5/133/1
7	20.		A Parametric Productivity Model, Cost Estimation,	Poll, Viva	Power point, Video Clip, http://vlabs.iitkgp.ernet.in/se/	20	5/135/1
8	21.		Staffing Pattern, Effect of Schedule Compression, Capers Jones Estimating Rules of Thumb, Unit 2 End Assessment: Pop Quiz	PBL, Quiz of 20 Marks	Power point, Video Clip	21	5/141/1
8	22.	3	Activity Planning: Introduction, Objectives of Activity Planning, When to Plan,	Gravity Game on quizlet, Viva	Power point, Video Clip	22	6/155/1
8	23.		Project Schedules, Projects and Activities, Sequencing and Scheduling Activities, Network Planning Models,	Poll, Viva, Gamification using	Power point, Video Clip	23	6/157/1

				nearpod			
9	24.		Formulating a Network Model, Adding the Time Dimension, The Forward Pass, Backward Pass, Identifying the Critical Path, Activity Float,	Poll, Viva	Power point, Video Clip	24	6/164 /1
9	25.		Shortening the Project Duration, Identifying Critical Activities, Activity-on-Arrow Networks.	Poll, Viva, Gamification using spin wheel	Power point, Video Clip, Simulation : http://vlabs.itkgp.ernet.in/se/	25	6/174 /1
9	26.		Risk Management: Introduction, Risk, Categories of Risk, Risk Management Approaches,	Poll, Viva	Power point, Video Clip, Simulation : http://vlabs.itkgp.ernet.in/se/	26	7/188 /1
9		SS	A Framework for Dealing with Risk, Risk Identification, Risk Assessment, Risk Planning, Risk Management, Measures,	Viva	Notes		7/192 /1
10	27.		Applying the PERT Technique, Monte Carlo Simulation, Critical Chain Concepts.	Poll, Viva	Power point, Video Clip	27	7/203 /1
10	28.		Resource Allocation: Introduction, Nature of Resources, Identifying Resource Requirements,	Quiz, Poll, Viva	Power point, Video Clip	28	8/219 /1
10	29.		Scheduling Resources, Creating Critical Paths, Counting the Cost, Being Specific, Unit 3 End Assessment: PBL	Poll, Viva, PBL	Power point, Video Clip	29	8/224 /1
10		SS	Publishing the Resource Schedule, Cost Schedules, Scheduling Sequence.	Viva	PPT		8/230 /1
11	30.	4	Monitoring and Control: Introduction, Creating the Framework, Collecting the Data,	Poll, Viva	Power point, Video Clip	30	9/238 /1
11	31.		Review, Visualizing Progress, Cost Monitoring, Earned Value Analysis, Prioritizing Monitoring,	Quiz, Poll	Power point, Video Clip	31	9/244 /1
11		SS	Getting the Project Back to Target, Change Control, Software Configuration Management (SCM).	Viva	PPT		9/257 /1

11	32.		Managing Contracts: Introduction, Types of Contract, Stages in Contract Placement,	Poll, Viva	Power point, Video Clip	32	10/27 0/1
12	33.		Typical Terms of a Contract, Contract Management, Acceptance.	Quiz, Poll	Power point, Video Clip	33	10/28 0/1
12	34.		Managing People in Software Environments: Introduction, Understanding Behaviour, Organizational Behaviour: A Background,	Poll, Viva	Power point, Video Clip	34	11/28 6/1
12	35.		Selecting the Right Person for the Job, Instruction in the Best Methods, Motivation, The Oldham Hackman Job Characteristics Model,	Quiz, Poll	Power point, Video Clip	35	11/29 0/1
12		SS	Stress, Stress Management, Health and Safety, Some Ethical and Professional Concerns. Unit 4 End Assessment: THT	Viva, THT Video presentation – 20 Marks	PPT		11/29 6/1
13	36.	5	Working in Teams: Introduction, Becoming a Team, Decision Making,	Poll, Viva	Power point, Video Clip	36	12/30 3/1
13	37.		Organization and Team Structures, Coordination Dependencies, Dispersed and Virtual Teams, Communication Genres,	Quiz, Poll	Power point, Video Clip	37	12/31 2/1
13		SS	Communication Plans, Leadership.	Viva	PPT		12/32 3/1
13	38.		Software Quality : Introduction, The Place of Software Quality in Project Planning, Importance of Software Quality,	Poll, Viva	Power point, Video Clip	38	13/32 7/1
14	39.		Defining Software Quality, Software Quality Models, ISO 9126, Product and Process Metrics,	Quiz, Poll	Power point, Video Clip	39	13/32 9/1
14		SS	Product versus Process Quality Management, Quality Management Systems, Process Capability Models, Techniques to Help Enhance Software Quality, Testing, Software Reliability, Quality Plans	Viva	PPT		13/33 9/1
14	40.		Project Closeout: Introduction, Reasons for Project Closure, Project Closure Process, Performing a Financial Closure, Project Closeout Report.	Quiz, Poll Certificatio	Power point, Video Clip	40	14/37 4/1

			Unit 5 End Assessment: MOOC Certification	n – 20 Marks			
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	-	-	IA 1 - 20 Marks, IA 2 – 20 Marks Scaled to 15 Marks	-	-	25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to Software Project Management, Project Evaluation and Programme Management, An Overview of Project Planning	1	4 th Week	4 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√	√		1	1	1		4	4

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1, 2	1,2	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test

2 nd IA Test	12 th Week	3, 4	3, 4		IA is a Head of passing *
Pop Quiz	8 th Week	3	3	MS Teams	-
Open Book Test	-	-	-	-	-
Take Home Test	12 th Week	4	-	MS Teams	-
Practical Prelims	End of Semester	1, 2, 3, 4, 5	1, 2, 3, 4, 5	MS Teams	Yes
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					
3					
4					
5					
6					
7					
8					
9					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality
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					Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Problems on Cost Benefit Analysis	CBA, ROI, NPV	1	4
2	1	Problems on Cost Benefit Analysis	IRR (Internal Rate of Return)	1	4
3	2	Cost Estimation of the project Using Function Point Analysis (FPA)	Cost Estimation	2	4
4	2	Cost Estimation of the project Using COCOMO Model II	Cost Estimation	2	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	-
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	-
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

What's New?

1. Simulation Tool:

<http://vlabs.iitkgp.ernet.in/se/2/>

2. Project Based Learning: Different cases and find the best case

3. NPTEL : Project Management 8 Weeks

4. Spoken Tutorial certification

5. Gamification – Match cards, Flash Cards, Nearpod, Kahoot

6. PBL: CBA, ROI, IRR, COCOMO

7. Design thinking – Video creation by students, hands-on clickups

8. Competency based Learning – Poster presentation

9. Flipped classroom

Pushpa Mahapatro
(Sign.)

Ujwala Sav
(Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-3

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the concept and challenges of big data To introduce the tools required to manage and analyse big data.
Affective	What do you want students to think / care about?	To create unstructured data using JSON format and implement CRUD operations on it using MongoDB. To apply various animations using jQuery.
Behavioural	What do you want students to be able to do?	To do effective analysis of unstructured data using MongoDB. To enhance Web Page appearance using jQuery.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand Big Data concept and applications. To understand role of MongoDB as NoSQL database.	Unit 1
CO2	To create and parse unstructured data.	Unit 5
CO3	To apply different CRUD operations to analyse unstructured data.	Unit 2
CO4	To administrate MongoDB deployment efficiently.	Unit 3
CO5	To design a web page with interactive effects.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT507	Next Generation Technologies	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT507	Next Generation Technologies	20	20	Scaled to 15 + 10 Class Participation	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div 1	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div 2	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div 3	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div 4	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div 1	Friday	3:00 pm to 4:00 pm	MS Teams
Div 2	Friday	3:00 pm to 4:00 pm	MS Teams
Div 3	Friday	3:00 pm to 4:00 pm	MS Teams
Div 4	Friday	3:00 pm to 4:00 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Big Data, NoSQL, and Introducing MongoDB	5	20
2	The MongoDB Data Model, Using MongoDB Shell, MongoDB Architecture	14	20
3	MongoDB Storage Engine, MongoDB Use Cases, MongoDB Limitations, MongoDB Best Practices:	06	20
4	The End of Disk? SSD and In-Memory Databases, jQuery	09	20
5	JSON	06	20
* Insert rows for more modules in the Course Total		40 lectures X 60 Minutes	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Web Programming	HTML tags, Cookie, PHP
2	3	DBMS	SQL queries
3	3	Python	Function, Exception Handling
4	4	Core Java	Class, objects, Exception Handling

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	B.Sc IT Sem 5	Business Intelligence
2	B.Sc IT Sem 5 & 6	Project
3	M.Sc.IT Sem 1	Data Science
4	M.Sc.IT Sem 2	Big Data Analytics

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Aadhar has used MongoDB as one of its databases to store this huge amount of data
2	eBay: number of projects running on mongo db for search suggestions, metadata storage, cloud management and merchandizing categorization.
3	Shutterfly is a popular internet-based photo sharing and personal publishing company that manages a store of more than 6 billion images using MongoDB
4	MetLife uses MongoDB for “The Wall”, an innovative customer service application that provides a consolidated view of MetLife customer’s profile.
5	EA access is an online gaming service that is using MongoDB database for its game “FIFA Online”

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100	100	84.85	NA
Marks Obtained by Course Topper (mark/100)	95	100	90	NA

Year	Division A		Division B		Division C		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2020	SB/SM	100	SB/SM	100	SB/SM	100	SB/SM	100	SB/SM	100
Apr 2019	SB	94.23	SM	89.29	SB	77.42	SM	80.33	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
jQuery	4	Exploring the topic by video lectures and by giving more examples. Starting the topic in the beginning.
Sharding & Replication	3	Explaining with the help of practical demonstration

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Practical MongoDB	Shakuntala Gupta Edward Navin Sabharwal	Apress	Any above 3rd Edition	Unit 1,2,3
2	Beginning jQuery	Jack Franklin Russ Ferguson	Apress	Second	Unit 4
3	Next Generation Databases	Guy Harrison	Apress		Unit 1,2,3
4	Beginning JSON	Ben Smith	Apress		Unit 5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	MongoDB Basics	Eelco Plugge, Peter Membrey, David Hows	Apress	First	1,2,3
2	MongoDB definitive guide	P.A Burrough and R.A.McDonnell	Oxford University Press	Third	1-3
3	Data Modeling for MongoDB	Steve Hoberman	Technics Publications, LLC	First	2
4	Web Development with jQuery	Richard York	John Wiley & Sons, Inc		4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	MongoDB Cookbook	Cyrus Dasadia, Amol Nayak	PACKT	Second	1, 2, 3
2	JavaScript JSON CookBook	Ray Rischpater	PACKT	Second	5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Enterprise Computing and Business Systems http://www.ijecbs.com/July2013/2.pdf	Oracle Magazine https://blogs.oracle.com/oraclemagazine/working-with-json-arrays-in-plsql	Unit 2
2	SAGE https://journals.sagepub.com/home/bds	The New JavaScript Library in Town https://www.codemag.com/Article/1105071/Creating-Wijmo-The-New-JavaScript-Library-in-Town	Unit 4
3	A Complete Kickstart Guide To MongoDB https://analyticsindiamag.com/a-complete-kickstart-guide-to-mongodb/	Introducing jQuery Mobile https://www.codemag.com/Article/1201041/Introducing-jQuery-Mobile	Unit 5
4	Jquery-An Interactive Web Designing Tool in Web Domain https://www.researchgate.net/publication/348880713_Jquery-An_Interactive_Web_Designing_Tool_in_Web_Domain		Unit 5

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓						N	Practical MongoDB Shakuntala Gupta Edward, Navin Sabharwal Apress Chapter 1,2,3 Pg no 19-45
2	✓	✓		✓				N	Practical MongoDB Shakuntala Gupta Edward, Navin Sabharwal Apress Chapter 4,6,7 Pg no 46-156
3	✓	✓		✓				N	Practical MongoDB Shakuntala Gupta Edward, Navin Sabharwal Apress Chapter 8,10-12 Pg no159-240
4	✓	✓		✓				N	Beginning jQuery Jack Franklin Russ Ferguson Apress Second Chapter 2-11 Pg no 17-153
5	✓	✓						N	Beginning JSON Ben Smith Apress Chapter 4-7 Pg no 55-102

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	NOSQL Tutorial https://www.guru99.com/nosql-tutorial.html	Unit 1
2	MongoDB Introduction https://www.youtube.com/watch?v=pWbMrx5rVBE	Unit 2
3	MongoDB for Beginners https://www.youtube.com/watch?v=gmlm7W1PZMA	Unit 2
4	Understanding MongoDB Architecture https://www.youtube.com/watch?v=1Pn8K6IDjO4	Unit 3
5	Exploring the replication and sharding in MongoDB https://www.youtube.com/watch?v=oH-gQ4JdXQc	Unit 3
6	JSON Tutorial - JavaScript Object Notation https://www.youtube.com/watch?v=HHMj9NHC6Tc&list=PLf0Kt0-zrJjGsMUnaM3yghnN8HFBo9sQx	Unit 5
7	JavaScript & jQuery Tutorial for Beginners https://www.youtube.com/watch?v=VRnQOcVclS8	Unit 4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	M001 - MongoDB Basics M320 – Data Modeling M103 – MongoDB Cluster Administration	http://university.mongodb.com	30hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Apache Cassandra	Ms. Seema Murkar Ms. Spruha More	30hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Video Recordings

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021		15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, Any Other)	Teaching Methodology (PPT, Video Clip, Simulation, Flipped classroom, group discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	4	jQuery: Introduction	Poll and Quiz	PPT and Video	1	Reference 2/2/17
	2	4	Traversing the DOM	Match Card Activity	PPT and simulation	2	Reference 2/2/1
	3	4	DOM Manipulation with jQuery & Events	Find the odd man out	PPT and Simulation	3	Reference 2/4/47
2	4	4	Ajax with jQuery, jQuery Image Slider	Quiz	PPT, Video & Simulation	4	Reference 2/8/113
	SS	4	jQuery Plug-ins				Reference 2/9/127
	5	4	jQuery Image Slider	THT	PPT and Simulation	5	Reference 2/11/153
	6	1	Big Data: Getting Started, Big Data, Facts About Big Data, Big Data Sources, Three Vs of Big	Quiz and poll	PPT & Video	6	Reference 1/1/1

			Data, Volume, Variety, Velocity,				
3	7	1	Usage of Big Data, Visibility, Discover and Analyze Information, Segmentation and Customizations, Aiding Decision Making, Innovation, Big Data Challenges, Policies and Procedures, Access to Data, Technology and Techniques,	viva	PPT	7	Reference 1/1/9
	8	1	NoSQL: SQL, NoSQL, Definition, ACID vs. BASE, CAP Theorem (Brewer"s Theorem)	Give one word for	PPT and Flipped Classroom	8	Reference 1/2/13
	9	1	The BASE theorem, NoSQL Advantages and Disadvantages SQL vs. NoSQL Databases, Categories of NoSQL Databases	Quiz	PPT and Video	9	Reference 1/2/16
4	10	1	Introducing MongoDB: History, MongoDB Design Philosophy, Speed, Scalability, and Agility, Non-Relational Approach, JSON-Based Document Store, Performance vs. Features, Running the Database Anywhere, SQL Comparison	Student Presentation	PPT and video	10	Reference 1/3/25
	SS	1	Legacy Systems and Big Data, Structure of Big Data, Data Storage, Data Processing,				Reference 1/1/10
	SS	1	Big Data Technologies,A Brief History of NoSQL				Reference 1/1/11
	11	5	JSON: Introduction, JSON Grammar, JSON Values, JSON Tokens, Syntax	Quiz	PPT and Simulation	11	Reference 4/4/55
	12	5	JSON vs XML, Data Types, Objects-Creating & Accessing	Poll and True / False	PPT and Simulation	12	Reference 4/5/67
5	13	5	Objects-Updating & looping, nested objects, Arrays--Creating & Accessing	Complete the missing lines of the code	PPT, flipped classroom and simulation	13	Reference 4/5/71 www.w3schools.com
	14	5	Creating JSON, JSON Object, Parsing JSON	Match card activity	PPT and Simulation	14	Reference 4/6/88
	15	5	Persisting JSON, Data Interchange	Quiz	PPT and Simulation	15	Reference 4/7/102
6	16	5	JSON PHP, JSONP	Class Test	PPT and Simulation	16	www.w3schools.com
	SS	5	Arrays--Updating & Nesting		SS		www.w3schools.com
	SS	5	JSON HTML		SS		www.w3schools.com
	17	2	The MongoDB Data Model: The Data Model, JSON and BSON, The Identifier (_id), Capped Collection, Polymorphic Schemas, Object-Oriented Programming, Schema Evolution	Quiz	PPT and Simulation	17	Reference 1/4/29
	18	2	Using MongoDB Shell: Basic Querying, Create and Insert, Explicitly Creating Collections, Inserting Documents Using Loop,	Complete the query	PPT and Simulation	18	Reference 1/6/53

			Inserting by Explicitly Specifying _id				
197	19	2	Update, Delete, Read	Complete the query	PPT and Simulation	19	Reference 1/6/61
	20	2	Read, Using Indexes	Complete the query	PPT and Simulation	20	Reference 1/6/67
	21	2	Stepping Beyond the Basics, Using Conditional Operators, Regular Expressions	Match card activity	PPT and Simulation	21	Reference 1/6/78
8	22	2	MapReduce, aggregate()	Quiz	PPT and Simulation	22	Reference 1/6/82
	23	2	Designing an Application's Data Model, Relational Data Modelling and Normalization, MongoDB Document Data Model Approach	Poll	PPT and Video	23	Reference 1/6/84
	24	2	MongoDB Architecture: Core Processes , mongod, mongo, mongos, MongoDB Tools, Standalone Deployment	Match card activity and quiz	PPT	24	Reference 1/7/95
9	25	2	Replication, Replica Set	Quiz	PPT and video	25	Reference 1/7/97
	26	2	Replica Set- Data Replication Process	Match card activity and quiz	PPT	26	Reference 1/7/103
	27	2	Implementing Advanced Clustering with Replica Sets, Sharding	Quiz	PPT and simulation	27	Reference 1/7/115
10	28	2	Sharding Components ,Data Distribution Process, Data Balancing Process	Viva	PPT and video	28	Reference 1/7/125
	29	2	Operations, Implementing Sharding	Quiz	PPT and simulation	29	Reference 1/7/133
	30	2	Points to Remember When Importing Data in a Sharded Environment, Monitoring for Sharding, Monitoring the Config Servers,	OBT	PPT	30	Reference 1/7/151
11	SS	2	Controlling Collection Distribution (Tag-Based Sharding), Production Cluster Architecture, Scenario 1 , Scenario				Reference 1/7/142
	31	3	MongoDB Storage Engine: Data Storage Engine, Data File (Relevant for MMAPv1), Namespace (.ns File), Data File (Relevant for WiredTiger)	Poll and Quiz	PPT	31	Reference 1/8/159
	32	3	GridFS – The MongoDB File System, The Rationale of GridFS, GridFSunder the Hood, Using GridFS	Viva	PPT and Video	32	Reference 1/8/178
	33	3	Indexing, Types of Indexes, Behaviors and Limitations	Match card activity	PPT and simulation	33	Reference 1/8/183
12	34	3	MongoDB Use Cases: Use Case 1 - Performance Monitoring, Schema Design, Operations, Sharding, Managing the Data	Group discussion	PPT and Group Discussion	34	Reference 1/10/213
	35	3	MongoDB Limitations: MongoDB Space Is Too Large (Applicable for MMAPv1), Memory Issues (Applicable for Storage Engine	Viva	PPT	35	Reference 1/11/227

			MMAPv1), 32-bit vs. 64-bit, BSON Documents, Namespaces Limits,				
	36	3	MongoDB Best Practices: Deployment, Hardware Suggestions from the MongoDB Site, Few Points to be Noted, Coding, Application Response Time Optimization, Data Safety, MongoDB Not Applicable Range	Minute Paper	PPT	36	Reference 1/12/233
13	SS	3	MongoDB Limitations: Indexes Limit, Capped Collections Limit , Sharding Limitations, Security Limitations Use Case 2 – Social Networking, Schema Design, Operations, Sharding				Reference 1/11/229 Reference 1/10/220
	SS	3	MongoDB Best Practices: Administration, Replication Lag, Sharding, Monitoring				Reference 1/12/240
	37	4	The End of Disk? SSD and In-Memory Databases: The End of Disk?, Solid State Disk, The Economics of Disk	Viva	PPT and Video	37	Reference 3/7/87
	38	4	SSD-Enabled Databases, In-Memory Databases	Poll	PPT	38	Reference 3/7/90
	39	4	TimesTen, Redis, SAP HANA,	Quiz	PPT	39	Reference 3/7/92
14	SS	4	VoltDB, Oracle 12c “in-Memory Database				Reference 3/7/99
	40	4	Berkeley Analytics Data Stack and Spark Architecture	Compare In - memory databases	PPT	40	Reference 3/7/99

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks Total= 20+10+20		-	IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Comparison of JSON and XML	5	5 th week	6 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	5	√			1		√		3	1

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th week	4,1,5	4,1,2	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	4 th week, 11 th week	1	1	MS Teams	-
Open Book Test	10 th week	2	3	MS Teams	-
Take Home Test	2 nd week	4	4	MS Teams	-
Class tests / prelims	6 th week	1,5	1,5	MS Teams	-
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Implementing jQuery Effects	Basic jQuery	C04	4
2	4	Implementing Advanced jQuery Effects	jQuery Advanced effects	C04	4
3	4	Implementing user defined functions in jQuery	Custom Functions	C05	4
4	2	Implementing DOM Manipulation Methods	DOM	C05	4
5	2	Implementing Basic queries in MongoDB	MongoDB Basics	C02	4
6	2	Implementing CRUD operations in MongoDB	CRUD operations	C03	4
7	2	MongoDB Aggregate Functions and Regular Expression	Implementing Aggregation	C04	4
8	2	Implementing MongoDB advanced search queries	MongoDB Data Selection	C04	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	C01	Data Model of Apache Cassandra	Column Based NOSQL DB	C01	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	To analyse Udemey course Data	MongoDB Advanced Queries	C03	
2	3	Write a Mongo DB query to analyse restaurant data	MongoDB Advanced Queries	C03	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
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1	Interaction with Outside World	Guest Lecture / Workshops	No
2		Industrial Visit	No
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects(Case Study)	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	No
12		Students Debates	No
13		Panel Discussion / Mock GD	No
14		Mock Interview	No
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Seema Murkar

(Sign.)

Ms. Spruha More

(Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Basic knowledge and understanding of the analysis and design of complex systems. role of project management including planning, scheduling, risk management, etc.
Affective	What do you want students to think / care about?	To manage time, processes and resources effectively by prioritising competing demands to achieve personal and team goals Identify and analyses the common threats in each domain.
Behavioural	What do you want students to be able to do?	Ability to apply software engineering principles and techniques. Ability to develop, maintain and evaluate large-scale software systems. Ability to understand and meet ethical standards and legal responsibilities.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To learn basic concepts related to requirement engineering, different software development models, SRS document	Unit 1
CO2	To understand types of critical systems and learn about system models.	Unit 2
CO3	To design and manage the software, different software architectural styles.	Unit 3
CO4	To Verify and validate software and to estimate the cost of software.	Unit 4
CO5	To learn about process improvement and different types of software engineering.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12

CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT404	Software Engineering	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT404	Software Engineering	30 (Scaled to 7.5)	30 (Scaled to 7.5)	15	75	10	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

E	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	1.50	1.50	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	03:00 pm To 04:00 pm	MS Teams
B	Thursday	03:00 pm To 04:00 pm	MS Teams
C	Thursday	03:00 pm To 04:00 pm	MS Teams
D	Thursday	03:00 pm To 04:00 pm	MS Teams
E	Thursday	03:00 pm To 04:00 pm	MS Teams
F	Thursday	03:00 pm To 04:00 pm	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Software Requirements, Software Processes, Software Development Process Models, Agile software development.	09 lectures X 60 minutes	20
2	Socio-technical system, Critical system, Requirements Engineering Processes, System Models	08 lectures X 60 minutes	20
3	Architectural Design, User Interface Design, Project Management, Quality Management	08 lectures X 60 minutes	20
4	Verification and Validation, Software Testing, Software Measurement, Software Cost Estimation.	06 lectures X 60 minutes	20
5	Process Improvement, Service Oriented Software Engineering, Software reuse, Distributed software engineering	09 lectures X 60 minutes	20
* Insert rows for more modules in the Course		Total	100
		40 Lectures x 60 minutes	

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Operating System	File Management ,Distributed Operating System
2	2	Object Oriented Programming, Web Programming	Classes and Objects
3	3	Database Management System	UML
4	3	Computer Network	Client Server architecture, OSI Model

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	5	Software Project Management
2	6	Software Quality Assurance
3	5 & 6	Project

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	System Development approaches used in the industry
2	Software Reliability and various techniques used for the same

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April 2022	April 2021	April 2020	April 2019
Course Passing % – Average of 3 Divisions	100%	100%	99.42%	92%
Marks Obtained by Course Topper (mark/100)	75	75	75	65

Year	Division A & B		Division C & D		Division E & F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	KS RP	A-100 B- 100	KS RP	C-100 D-100	KS RP	E-100 F-100
April 2020	KS RP	A-98.21 B- 100	MC RP	C-100 D-100	KS MC	E-100 F-97.62
April 2019	KS RP	A-97.10 B-100	MS RP	C-93.10 D-96.67	KS MS	E-96.23 F-97.14

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
User Interface Design	3	Making them write the answer
Algorithm cost modelling	4	More no. of examples to be solved
System Modelling	2	Making them solve many more examples.

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Software Engineering	Ian Somerville	Pearson Education	Ninth	1-5
2	Software Engineering	Pankaj Jalote	Narosa Publication		1-5
3	Software engineering, a practitioner's approach	Roger Pressman	Tata Mcgraw-hill	Seventh	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Software Design	D.Budgen	Pearson education	2nd	3
2	Software Engineering	KL James	PHI	IEEE	1-5
3	Software Engineering principles and practice	WS Jawadekar	Tata Mcgraw-hill		1-5
4	Software Engineering-A Concise Study	S.A Kelkar	PHI India.		1-5
5	Software Engineering Concept and Applications	Subhajit Datta	Oxford Higher Education		1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Software engineering : Theory and practice /web/books/9788131789872_Software-Engineering-Theory-and-Practice_Shari-Lawrence-Pfleeger.aspx	Shari Lawrence Pfleeger	Pearson Education	2010	1-5
2	Software Engineering /web/books/9789332542433_Software-Engineering-Anna-University_Ian-Sommerville.aspx	Ian Somerville	Pearson Education	Ninth	1-5
3	Software engineering, a practitioner's approach https://www.mlsu.ac.in/econtents/16_EBOOK-7th_ed_software_engineering_a_practitioners_approach_by_roger_s._pressman_.pdf	Roger Pressman	Tata Mcgraw-hill	Seventh	1-5

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	NPTEL https://nptel.ac.in/course.html	Software Magazine, IEEE https://www.softwaremag.com/	All Modules
2	Journal of Emerging Trends in Computing and Information Sciences https://www.citefactor.org/page/top-publications-engineering-computer-science	The Next Generation of Socio-Technical Systems: Realizing the Potential, Protecting the Value [Introduction] http://ieeexplore.ieee.org/document/8038122/	2
3	HCI (Human Computer Interaction) https://nptel.ac.in/courses/106/103/106103115/	dblp http://dblp.org/rec/journals/jsea/PandeyaT11	3
4	Software Cost Estimation Approaches: A survey https://link.springer.com/article/10.1023/A:1018991717352	CODE magazine https://www.codemag.com/magazine	4
5	Journal of Software Engineering and Applications http://www.scirp.org/journal/jsea	Communications of the ACM https://cacm.acm.org/	All Modules

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√	√		√	Y		Software Engineering, Ian Somerville
2	√	√	√	√			Y		Software Engineering, Roger Pressman
3	√	√	√	√		√	Y		Software Engineering, Ian Somerville

4	√	√	√	√			Y		Software Engineering, Roger Pressman
5	√	√	√	√			Y		Software Engineering, Ian Somerville

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	SDLC Model https://www.youtube.com/watch?v=j9FkT-OIFLA	1
2	Introduction to software engineering https://nptel.ac.in/courses/106101061/2	1
3	Socio-Technical systems https://www.youtube.com/watch?v=OUqtmo8vmz0	2
4	Requirement Engineering / Specification https://nptel.ac.in/courses/106101061/5	2
5	7 Software Engineering User Interface Design https://www.youtube.com/watch?v=CBPDHHZcdoU	3
6	Process Modelling https://nptel.ac.in/courses/106101061/17	3
7	Verification & Validation https://www.youtube.com/watch?v=PVMxp7BG5I4	4
8	Software Testing https://nptel.ac.in/courses/106101061/22	4
9	Software Process Improvement Model https://www.youtube.com/watch?v=2VWupdVTxOg	5
10	Project quality Management https://nptel.ac.in/courses/106101061/32	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
---------	------------------	--	-----------------	---------------------

1	UML Class Diagrams for Software Engineering https://www.mooc-list.com/course/uml-class-diagrams-software-engineering-edx	KU Leuven University KULeuvenX	Self paced	Y(Paid)
2	Agile Crash Course: Agile Project Management; Agile Delivery	Ureducation	Self paced	Y(400/-)
3	Software Testing	By Prof. Rajib Mall , IIT Kharagpur	1 month	Y(1000/-)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-	-	-	-

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	NA	Assignment ✓

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Induction		Power point	1	
	2	1	Introduction to subject. Software Engineering,	Poll, Diagrams	Power point, Video Clip	2	4c.1-Pg 7

			Software Development Life Cycle, Requirements Analysis, Software Design, Coding, Testing, Maintenance				4c2-Pg 12
			Functional and Non-functional requirements				4c.1-Pg 84
	3	1	User Requirements, System Requirements Interface Specification, Documentation of the software requirements.	Quiz on Unit-1	Power point, Video Clip	3	4c.1-Pg 83 4c1 Pg-91
	4	1	Process and Project, Component Software Processes. Software Development Process Models. -Waterfall Model.	DIAGRAM	Power point, Video Clip	4	4a2 chap 2 4c2-Pg12
2	5	1	Prototyping, Iterative Development, Rational Unified Process.	Time to Climb. Poll	Power point, Video Clip	5	4c.2-Pg12,13
	6	1	The RAD Model, Time boxing Model.	DIAGRAM	Power point, Video Clip	6	
	7	1	Agile software development: Agile methods Plan-driven and agile development,	Poll, Viva	Power point, Video Clip	7	4c.2-Pg12 4c.1-Pg62,64
	8	1	Agile project management, Scaling agile methods. Extreme programming	Quiz on Unit-2	Power point, Video Clip	8	4c.1-Pg 72,74
	Self-Study	1	Problem of SDLC		Power point, Video Clip		
3	9	1	Extreme Programming	Poll	Power point, Video Clip	9	4c.1-Pg 74
	10	2	Essential characteristics of socio technical systems	Viva	Power point, Video Clip	10	4c.1-Pg 267
	11	2	Emergent System Properties, Systems Engineering	Time to Climb	Power point, Video Clip	11	4c.1-Pg 269

4	12	2	Components of system such as organization, people and computers, Dealing Legacy Systems.	Viva	Power point, Video Clip	12	4c.1-Pg 252
	13	2	Critical system: Types of critical system, A simple safety critical system Dependability of a system, Availability and Reliability	Flash card	Power point, Video Clip	13	4c.1-Pg 4c.1-Pg 290
	Self-Study	2	Safety and Security of Software systems.		Power point, Video Clip		4c.1-Pg 299
	14	2	Requirements Engineering Processes: Feasibility study, Requirement's elicitation and analysis,	Quiz	Power point, Video Clip	14	4c.1-Pg 99
5	15	2	Requirements Validations, Requirements Management.	Poll	Power point, Video Clip	15	4c.1-Pg 110
	16	2	System Models: Models and its types, Context Models, Behavioural Models	Viva	Power point, Video Clip	16	4c.1-Pg 121
	Self-Study	2	Data Models, Object Models, Structured Methods		Power point, Video Clip		
	17	2	Behavioural Models	Quiz On Unit-2	Power point, Video Clip	17	4c.1-Pg 187
	18	3	Architectural Design: Architectural Design Decisions, System Organisation	Poll	Power point, Video Clip	18	4c.1-Pg 151
	19	3	Modular Decomposition Styles, Control Styles	Viva	Power point, Video Clip	19	4c.1 -7 th Edition Chp 11
	20	3	Reference Architectures.		Power point, Video Clip	20	4c.3 Pg-243

7	21	3	User Interface Design: Need of UI design, Design issues, The UI design Process, User analysis	Quiz	Power point, Video Clip	21	4c.3 Pg-312
	22	3	User Interface Prototyping, Interface Evaluation.	,	Power point, Video Clip	22	4c.3 Pg-312
	23	3	Project Management Software Project Management, Management activities	Quiz	Power point, Video Clip	23	4c.1 -7 th Edition Chp 11
	24	3	Project Planning, Project Scheduling, Risk Management.	Viva	Power point, Video Clip	24	4c.2 Pg-90
8	25	3	Quality Management: Process and Product Quality, Quality assurance and Standards	Quiz on Unit-3	Power point, Video Clip	25	4a.3 p-412
9	26	4	Verification and Validation: Planning Verification and Validation, Software Inspections	Viva	Power point, Video Clip	26	4c.2 Pg-146
	27	4	Test Case Design, Test Automation.		Power point, Video Clip	27	4c.2 Pg-179
	28	4	Software Measurement: Size-Oriented Metrics, Function-Oriented Metrics, Extended Function Point Metrics	Poll	Power point, Video Clip	28	4c.2 Pg-181
10	29	4	Software Cost Estimation: Software Productivity, Estimation Techniques	Viva	Power point, Video Clip	29	4c.3 Pg-698
	30	4	Algorithmic Cost Modelling, Project Duration and Staffing	Time to climb	Power point, Video Clip	30	4c.3 Pg-724
	31	4	Project Duration and Staffing	Quiz On Unit-4	Power point, Video Clip	31	4c.3 Pg-725
	32	5	Process Improvement: Process and product quality, Process Classification	Poll	Power point, Video Clip	32	4c.1 Pg-705

11	33	5	Process Measurement, Process Analysis and Modelling	Quiz	Power point, Video Clip	33	4c.1 Pg-711
	34	5	Process Change, The CMMI Process Improvement Framework.		Power point, Video Clip	34	4c.1 Pg-721
	35	5	Service Engineering, Software Development with Services	Viva	Power point, Video Clip	35	4c.1 Pg-518,527
	36	5	Software reuse: The reuse landscape Software as a service	Flash Card	Power point, Video Clip	36	4c.1 Pg-428 4c.1 Pg-501
12	37	5	Application frameworks, Software product lines COTS, product reuse.		Power point, Video Clip	37	4c.1 Pg-431
	38	5	Distributed software engineering: Distributed systems issues, Client-server computing	Quiz	Power point, Video Clip	38	4c.1 Pg-479,488
	Self-Study	5	Client server computing		Power point, Video Clip		4c. Pg-490
	39	5	Architectural patterns for distributed systems		Power point, Video Clip	39	4c.1 Pg-490
	40	5	Revision	Quiz On Unit-5		40	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
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75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks	-	IA 1 (MCQ) - 30 Marks, IA 2 (MCQ) – 30 Marks Scaled to 15 Marks	-	75
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction, Software requirements, Software processes, Software Development process models, Agile Software Development	1	3 rd week	3 rd week
2	Socio-technical system, Critical system, Requirements engineering processes, System models	2	5 th week	5 th week
3	Verification and Validation, Software Measurement, Software Cost Estimation.	4	Week 8	Week 9

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	5	R				√	√			
2	11	R				√	√			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 6/7	1-3	CO 1,2,3	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz	5 th week, 9 th week	3	3	MS Teams	
Open Book Test	7 th week	2	2	MS Teams	
Take Home Test	10 th week	4	4	MS Teams	
Class tests / prelims		1-5	1-5	MS Teams	
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Study and implementation of class diagrams for Library management system	Class Diagram	CO2	4
2	2	Study and implementation of Use Case Diagrams for Library management system	Use Case Diagram	CO2	4
3	2	Study and implementation of Entity Relationship Diagrams for hospital management system	Entity Relationship Diagrams.	CO2	4
4	2	Study and implementation of Sequence Diagrams for hospital management system	Sequence Diagrams.	CO2	4
5	2	Study and implementation of State Transition Diagrams for college management system	State Transition Diagrams.	CO2	4
6	2	Study and implementation Of Data Flow Diagram for college management system	Data Flow Diagrams.	CO2	4
7	2	Study and implementation of Collaboration Diagram Railway management system.	Collaboration Diagrams.	CO2	4
8	3	Study and implementation of Activity Diagrams Railway management system	Activity Diagrams.	CO2	4
9	3	Study and implementation of Component Diagrams Precipitation System	Component Diagrams.	CO2	4

10	3	Study and implementation of Deployment Diagrams for Online Module System.	Deployment Diagrams.	CO2	4
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9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
-	-	-	-	-	-

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	You need to develop a web based application in such a way that user can search other users and after getting search complete, the user can send the friend request to other users. If the request is accepted, then both users are added to friend list of each other. If one user does not accept the friend. The second user can send friend request. The user can also block each other	Star UML Diagrams	CO2	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes (Workshop)
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	

11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	YES
16		Value Added Courses	-
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kimaya K. Shelar
Sign

Mr. Rajendra Patole
Sign

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Fundamental statistical concepts and some of their applications in science and society.
Affective	What do you want students to think / care about?	Students should be able to think critically about the quantitative information we encounter every day.
Behavioural	What do you want students to be able to do?	Correctly identify the appropriate statistical technique that is used to solve the given problem.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Able to summarize the information present in the given data set and gives an idea around which value the data observation is clustered.	1
CO2	Understand the complementary relationship of skewness and moments with measures of central tendency and dispersion in describing a set of data.	2
CO3	To be able to infer information about a population from samples drawn from it. And also to make decisions about populations on the basis of sample information.	3
CO4	To determine whether the difference between the observed and expected values is statistically significant.	4
CO5	Able to identify the strength and direction of a linear relationship between two variables using correlation and to predict how much a dependent-variable changes based on adjustments to an independent variable using regression.	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '--':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT 403	Computer oriented statistical techniques	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT 403	Computer oriented statistical techniques	30 (Scaled to 7.5)	30 (Scaled to 7.5)	15	75	25	50	--	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3	1.5	1.5	NA	NA	NA	NA	NA	NA
Div B	3	1.5	1.5	NA	NA	NA	NA	NA	NA
Div C	3	1.5	1.5	NA	NA	NA	NA	NA	NA
Div D	3	1.5	1.5	NA	NA	NA	NA	NA	NA
Div F	3	1.5	1.5	NA	NA	NA	NA	NA	NA

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Monday	3.00 pm to 4.00 pm	MS Teams
Div B	Monday	3.00 pm to 4.00 pm	MS Teams
Div C	Monday	3.00 pm to 4.00 pm	MS Teams
Div D	Monday	3.00 pm to 4.00 pm	MS Teams
Div F	Monday	3.00 pm to 4.00 pm	MS Teams

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Measures of central tendency and measures of dispersion	8	20
2	Moments, Skewness & kurtosis, Elementary probability theory, Elementary sampling theory	8	20
3	Statistical estimation theory, Statistical decision theory, Statistics in R	8	20
4	Small sampling theory, The Chi-Square test	8	20
5	Curve fitting and correlation theory	8	20
* Insert rows for more modules in the Course Total		40 Hrs	100

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	B.Sc.IT Sem I	Discrete Mathematics	Counting and Probability
2	B.Sc.IT Sem II	Numerical & statistical methods	Least square regression, random variables & distributions
3	FY, SY JC	Mathematics & Statistics	Permutation, combinations, Binomial theorem, probability distribution, Bernoulli trials

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1	B.Sc.IT Sem V	Artificial Intelligence
2	B.Sc.IT Sem VI	Business Intelligence
3	M.Sc.IT Sem I	Data Science
4	M.Sc.IT Sem III	Machine Learning

5	Research
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2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Stock analysts use statistical computer models to forecast what is happening in the economy.
2	Companies use sampling technique for Quality testing of the products.
3	Statistics of sports player make the match or game more interesting and provide ground for fans to argue about the dominance of their favourite player in the game.
4	Weather forecasting is done which uses statistics that compare prior weather conditions with current weather.
5	In entertainment to predict TRP of television channel.
6	Scientists use statistics to validate rate of effectiveness before any drug can be prescribed. Statistics are behind every medical study you hear about.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target May 2021	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 6 Divisions	100 %	100	99.12	84.94
Marks Obtained by Course Topper (mark/100)	100	93	100	86

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	MJ/GS	100	MJ/GS	100	MJ/GS	100
Apr 2020	TS	98.31	TS	100	TS	98.44
Apr 2019	SJD	91.30	SSP	89.47	SJD	70.69
Year	Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2021	MJ/GS	100	MJ/GS	100	MJ/GS	100
Apr 2020	TS	100	MGJ	100	MGJ	97.06
Apr 2019	SSP	81.67	SJD	84.91	SJD	94.29

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Tests of hypothesis	3	More problems can be discussed.
Sampling theory of correlation	5	More problems can be discussed.

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	Statistics	Murray R. Spiegel, Larry J. Stephens	McGRAW-HILL international	4 th	All units
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4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamental of mathematical statistics	S.C.Gupta & V.K.Kapoor	Sultan chand and sons	11 th	All units
2	Mathematical Statistics	J.N.Kapur and H.C.Saxena	S. Chand	12 th	All units
3	A Practical approach using R	R.B.Patil, H.J.Dand and R.Bhavsar	SPD	1 st	Practical

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Statistics	Murray R. Spiegel, Larry J. Stephens	McGRAW-HILL international	4 th	All units
2	Mathematical & Statistical anxiety https://www.doabooks.org	Kinga morsanyi	Frontiers media SA	1 st	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VSIT is member of IIT Bombay Library]

Refer online journals subscribed in VSIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Open Journal of statistics http://www.scirp.org/journal/ojs/	Quanta magazine https://www.quantamagazine.org/mathematics/	All
2	International Journal of Statistics and Analysis(IJSA) https://www.rpublication.com/ijsa.htm	Significance magazine https://www.significancemagazine.com/	All
3	Statistics and Computing - Springer https://link.springer.com/journal/11222	World of Statistics www.worldofstatistics.org/	All
4	Journal of Statistical Software https://www.jstatsoft.org/	Discover Magazine discovermagazine.com/tags/?tag=statistics	1,3
5	Annals of Probability https://www.imstat.org/journals-and-publications/annals-of-probability/	Statistics' Magazine www.nsi.bg/en/content/14953/публикация/'statistics'-magazine-issue-12017	2

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓				✓		Statistics pg no.3.1 to 4.30
2		✓					✓		Mathematical Statistics pg no.53 to 60
3	✓		✓				✓		Statistics pg no.9.1 to 10.30
4		✓					✓		Fundamental of mathematical statistics pg no.14.1 to 15.56
5	✓		✓				✓		Statistics pg no.13.1 to 14.39

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/ NPTEL Videos**

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	VSIT Digital content (https://drive.google.com/open?id=1sqTfdhBhFsQrv11GWUuUdzJBxLOW-IWF)	All units
2	YouTube videos on Probability and Statistics by Khan Academy https://www.youtube.com/watch?v=uhxtUt_-GyM&list=PL1328115D3D8A2566	1,2,4
3	Statistics course NPTEL by Maruf mohd https://www.youtube.com/watch?v=53ONuP3XMnA&index=27&list=PLFP-IMQJonXf0JeQyBPI64gDmcqdF60IR	3
4	Curve fitting and method of least square https://www.youtube.com/watch?v=3hz6Tb1i2FY	5
5	Intro to Hypothesis Testing in Statistics - Hypothesis Testing Statistics Problems & Examples https://www.youtube.com/watch?v=VK-rnA3-41c	4
6	Null and Alternate Hypothesis - Statistical Hypothesis Testing https://www.youtube.com/watch?v=_Qlxt0HmuOo	3
7	Correlation and Regression https://www.youtube.com/watch?v=vvv9DhUrzyI&list=PLLgJVrtHe9RpisPfpKqlmBkX-IDwohU_H	5
8	Normal distribution https://www.youtube.com/watch?v=NbWrFFCq2Ks	3
9	t-test and chi square test https://www.youtube.com/watch?v=l10q6fjPxJ0	4
10	Statistical Estimation Theory https://www.youtube.com/watch?v=VK-rnA3-41c	3

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	R https://spoken-tutorial.org/tutorial-search/?search_foss=R&search_language=English	Spoken Tutorial, IITB	1 week	Y

2	Statistics for Data analysis using R https://www.udemy.com/statistics-using-r/	Udemy	12.5Hrs	Y(paid)
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Statistics in Data Analytics		32 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	Merit batch questions, Remedial questions, Videos

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021	31/03/2021	16

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Induction, Mean, Median, Mode of raw data	Video, Poll	Power point, Droid		Statistics 3.1/61
	2		Mean, Median, Mode of frequency distribution	Viva	Power point, Droid		Statistics 3.2 to 3.6/62-64
	3		Mean, Median, Mode of grouped data Geometric Mean, Harmonic Mean	Viva, THT	Power point, Droid		Statistics 3.7 to 3.8/65-66
2	4		Quartile, Deciles & Percentiles	Viva, THT	Power point, Droid		Statistics 3.9/66-68
	5		Quartile, Deciles & Percentiles	Quiz	Power point, Droid		Statistics 4.1/95
	Self-Study		Absolute and Relative Dispersion	Poll			Statistics 4.7/100
	6		Dispersion- Range, Mean Deviation, Standard Deviation & Variance	Viva	Power point, Droid		Statistics 4.2/95 to 4.3/96
3	7		Dispersion- Standard Deviation & Variance	Viva, Video	Power point, Droid		Statistics 4.5/99

	Self-Study		Range	THT			
	8		Semi interquartile Range	Quiz	Power point, Droid		Statistics 4.7/100
	9	II	Raw Moments	Video, Poll	Power point, Droid		Mathematical Statistics pg 53
4	10		Central Moments	Viva	Power point, Droid		Mathematical Statistics pg 55
	11		Skewness	Viva	Power point, Droid		Mathematical Statistics pg 55
	12		Kurtosis	Viva, THT	Power point, Droid		Mathematical Statistics pg 56
5	Self-Study		Introduction to Probability	THT			Statistics 6.1
	13		Set theory and Venn Diagram	Viva	Power point, Droid		Statistics 6.5
	14		Conditional Probability, Random Variables	Pop Quiz	Power point, Droid		Statistics 6.5
	Self-Study		Dependent and independent Events	THT			Statistics 6.5
	15		Normal, Binomial Distribution	Viva, THT	Power point, Droid		Statistics pg.6.10
6	16		Elementary Sampling Theory	Quiz	Power point, Droid		Statistics pg.6.10
	17	V	Curve fitting, The method of least square, least square lines	Video, Poll	Power point, Droid		Statistics 13.1 to 13.3
	Self-Study		Curve Fitting	THT			Statistics 13.4 to 13.5
	Self-Study		Freehand method of curve Fitting	THT			Statistics 13.4 to 13.5
	18		Least square parabola	Viva, poll	Power point, Droid		Statistics 13.5 to 13.6
7	19		Regression	Viva	Power point, Droid		Statistics 13.6
	20		Linear correlation	Viva	Power point, Droid		Statistics 14.1-14.3
	21		Standard Error of Estimate	OBT	Power point, Droid		Statistics 14.4
8	22		Coefficient of correlation	Viva, THT	Power point, Droid		Statistics 13.6
	23		Sapling Theory of Correlation	Poll	Power point, Droid		Statistics 13.6
	24		Sapling Theory of Regression	Quiz	Power point, Droid		Statistics 13.6
9	25	III	Sampling theory	Viva	Power point, Droid		Mathematical statistics pg 440
	Self-Study		Sample and Population	THT			Mathematical statistics pg 444
	Self-Study		Types of sampling	THT			Mathematical statistics pg 445
	26		Confidence Interval estimates	Viva, Poll	Power point, Droid		Mathematical statistics pg 448
	27		Statistical Hypothesis	Viva	Power point, Droid		Statistics pg 9.1
10	28		Two tailed and one tailed tests	Viva, THT	Power point, Droid		Statistics pg 9.1-9.2
	29		Type I and Type II errors, Level of significance	Video, THT	Power point, Droid		Statistics pg 9.1-9.2

	30		Z score of Mean and proportions	Viva, THT	Power point, Droid		Statistics pg 10.2
11	31		Hypothesis Testing	Viva, THT	Power point, Droid		
	32		P values for hypothesis testing	Quiz	Power point, Droid		Statistics pg 10.3
	33	IV	Students t-distribution	Viva, Poll	Power point, Droid		Fundamentals of mathematical statistics pg 16.1
	Self-Study		Small Samples	THT			Fundamentals of mathematical statistics pg 16.1
12	34		Tests of hypotheses and significance	Viva, Video	Power point, Droid		Statistics 11.3
	35		The Chi-square distribution	Poll	Power point, Droid		Fundamentals of mathematical statistics pg 15.1
	36		Yates correction for continuity	Viva, THT	Power point, Droid		Fundamentals of mathematical statistics pg 15.36
13	37		Degree of freedom	Viva, Video	Power point, Droid		Statistics 11.5
	Self-Study		Confidence Intervals	THT			
	38		The F distribution	Viva	Power point, Droid		Fundamentals of mathematical statistics pg 16.26
	39		Observed and theoretical frequencies	Viva	Power point, Droid		Statistics 12.1
14	40		Goodness of fit, Contingency tables	Quiz	Power point, Droid		Fundamentals of mathematical statistics pg 15.26, 15.31

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) Specify	Other (2) specify	Total
Active Participation (10)	3	-	Practical Submission (100) Scaled down to 20 Pract Assessment #1 – (20 Marks) scaled to 10 Marks, Final Pract Exam (Mini-Project presentation + Viva) – 20 Marks			IA 1 (MCQ) – 30 Marks, IA 2 (MCQ) – 30 Marks Scaled to 15 Marks		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Measures of central tendency, measures of dispersion	1	3 rd week	4 th week

2	Moments, Skewness, Kurtosis & Probability, and curve Fitting	2	8 th week	9 th week
3	Statistical decision theory and statistical estimation theory	4	12 th week	13 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4		✓		1	✓				
2	10			✓	2	✓				
3	15	✓			3	✓	✓			✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 6	1,2	1,2	IA 1 (Descriptive)- 20 Marks (Scaled to 7.5)	No IA Re-test IA is a Head of passing *
2 nd IA Test	Week 12	3, 5	3, 5	IA 2 (20 MCQs + Viva)- 20 Marks (Scaled to 7.5)	
Pop Quiz	Week 5	2	2		
Open Book Test	Week 7	5	5		
Take Home Test	Week 10	3	3		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Using R execute the basic commands, array, list and frames			

2		Create a Matrix using R and Perform the operations addition, inverse, transpose and multiplication operations.			
3		Using R Execute the statistical functions: mean, median, mode, quartiles, range, inter quartile range histogram.		1	
4		Using R import the data from Excel / .CSV file and Perform the above functions.			
5		Using R import the data from Excel / .CSV file and Calculate the standard deviation, variance, co-variance.		1	
6		Import the data from Excel / .CSV and perform the hypothetical testing, Chi square test.		3,4	
7		Using R perform the binomial and normal distribution on the data		3	
8		Perform the Linear Regression using R.		5	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	IT Industry and Statistics
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Quiz at the end of each unit
4		Mini Projects	Case study/Mini project based on real life applications in various fields
5		Pop Quiz	5 th week on module 2(Multiple choice questions)

6		Mobile App Based Quiz	
7		Open Book Test	7 th week (module 5)
8		Take Home Test	10 th week (module 3)
9	Collaborative and Group Activity	Poster Presentation	12 th Week- Formulae sheet
10		Minute Papers	
11		Students Seminar	Research Paper Review/statistical report review/Presentation
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	R-Spoken Tutorial Statistics for Data analysis using R https://www.udemy.com/statistics-using-r/
16		Value Added Courses	Statistics in Data Analytics
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Maitreyi Joglekar
Faculty 1 Name

Ms. Geeta Sahu
Faculty 2 Name

External Industry Mentor

External Academic Mentor

Mr. Umesh Koyande
VSIT Cluster Mentor Name (Sign.)

Version 2020-4

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about JVM, features of Java, its syntax and semantics to write Java programs and more importantly Java documentations.
Affective	What do you want students to think / care about?	Understand the fundamentals of object-oriented programming in Java, including defining classes, objects, invoking methods, IO etc and exception handling mechanisms.
Behavioural	What do you want students to be able to do?	Build Desktop applications using the Java APIs.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Identify classes, objects, members of a class and relationships among them needed for a specific problem	Unit 1 & 2
CO2	Build Java application programs using OOP principles and proper program structuring	Unit 2
CO3	Demonstrate the concepts of polymorphism and inheritance	Unit 3
CO4	Implement Multithreading & exception handling techniques in java	Unit 4
CO5	Design GUI application using Abstract Windows Toolkit	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT401	Core Java	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme								
		Theory Marks IA Test			Active participation	End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2						
USIT401	Core Java	7.5	7.5	15	10	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div 1	3.00	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div 2	3.00	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Div 3	3.00	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div 1, 2 & 3	Friday	3:00 PM – 4:00 PM	MS Teams

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2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction & Data Types	6	20
2	Control Flow Statements, Iterations and Classes	8	20
3	Inheritance & Packages	5	20
4	Enumerations, Arrays, Multithreading, Exceptions & Byte Streams	12	20
5	GUI & Event Handling	9	20
<i>* Insert rows for more modules in the Course</i>		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Imperative Programming	ALL
2	2	Object Oriented Programming	ALL
3	3	Python Programming	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	5	Enterprise Java
2	5	NGT
3	6	Projects

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	OTT platforms such as Netflix use Java in the backend
2	E-Commerce applications such as eBay, Amazon
3	Scientific Applications such as MATLAB

4	Web Servers Applications such as Tomcat
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3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2020	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of 6 Divisions	95%	90.05	91.52	N.A.
Marks Obtained by Course Topper (mark/100)	-	95	90	N.A.

Year	Division A		Division B		Division C		Division D		Division E	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result		
Apr 2020	BK	100	SBB	100	BK	98.44	SBB	98.36	SBB	100
Apr 2019	PS	95.67	SBB	94.74	AJ	86.21	SBB	85	SBB	88.68
Apr 2018	PS	88.78	PS	87.71	PS	98.25	SBB	96.77	SBB	85.07

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Multithreading	4	Practical examples required
Event handling	5	Some more practical examples to be designed

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Core Java 8 for Beginners	Vaishali Shah, Sharnam Shah	SPD	1	1-5
2	Java: The Complete Reference	Herbert Schildt	TMH	9	1-5
3	Murach's beginning Java with Net Beans	Joel Murach , Michael Urban	SPD	1	1-3
4	Core Java, Volume I: Fundamentals	Hortsman	Pearson	9	1-3
5	Core Java, Volume II: Advanced Features	Gary Cornell and Hortsman	Pearson	8	4-5
6	Core Java: An Integrated Approach R.	Nageswara Rao	DreamTech	1	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Objects First With Java - A Practical Introduction Using BlueJ	David J. Barnes & Michael Kölling.	Pearsons	6	1-4
2	Programming With Java:A Primer 3E	Balagurusamy	McGraw Hill	5	1-4

3	Schaum's Outline of Theory and Problems of Programming with Java	John Rast Hubbard	McGraw Hill	2016	3-5
4	Learning Java: A Bestselling Hands-On Java Tutorial	Patrick Niemeyer, Daniel Leuck	O'Reilly	2013	5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Java® Language Specification https://docs.oracle.com/javase/specs/jls/se8/jls8.pdf	James Gosling Bill Joy Guy Steele Gilad Bracha Alex Buckley	Oracle	2015	1-4
2	Think Java How to Think Like a Computer Scientist http://greenteapress.com/thinkajava/thinkajava.pdf	Allen B. Downey	-	5.1.2	1-3
3	Introducing Java 8: A Quick-Start Guide to Lambdas and Streams http://www.oreilly.com/programming/free/files/introducing-java-8.pdf	Raoul-Gabriel Urma	O'Reilly	-	4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.javadevjournals.com/	https://www.tutorialspoint.com/java/	1-5
2	https://www.journaldev.com/	Java Magazine, Sept/Oct 2017 www.javamagazine.mosaicreader.com/	1-5
3	https://docs.oracle.com/javase/tutorial/	Java Magazine - Oracle Blogs https://blogs.oracle.com/javamagazine/	1-5
4	https://www.w3schools.in/java-tutorial/	JavaMagazine Java Developer Laboratory https://javadevlab.org/tag/javamagazine/	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		Java The Complete Reference Ch 1 – 4 EBalagurusamy Ch 1-4
2	✓	✓					Y		Java The Complete Reference Ch 5 -7 EBalagurusamy Ch 5-8
3	✓	✓					Y		Java The Complete Reference Ch 8 – 9 EBalagurusamy Ch 8,10,11
4	✓	✓					Y		Java The Complete Reference Ch 10,11,15,17 EBalagurusamy Ch 9,12,13

5	✓						Y		Java The Complete Reference Ch 20-22
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content /NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in/vrefer)	1-5
2	Online Notes and PPTs (http://www.buyya.com/254/lecture-plan.html)	1-5
3	What is Java Programming? https://www.youtube.com/watch?v=mAtkPQO1FcA	1
4	Difference between JDK, JRE, JVM https://www.youtube.com/watch?v=7tndaxgk1E8	1
5	Executing a program https://www.youtube.com/watch?v=5u8rFbpdvds	1
6	Class Method & Object https://www.youtube.com/watch?v=pKWRin7P4yk	2
7	Garbage Collection https://www.youtube.com/watch?v=Dg9raTR8Sts	2
8	Interface in Java https://www.youtube.com/watch?v=lbVmrWqY-VA	3
9	Java Packages https://www.youtube.com/watch?v=xd_pRY_SYKg	3
10	Java I/O https://www.youtube.com/results?search_query=java+file+handling	4
11	Exception Handling in Java https://www.youtube.com/watch?v=ohpCMpderow	4
12	What are APIs? https://www.youtube.com/watch?v=OVvTv9Hy91Q	5
13	Event Handling https://www.youtube.com/watch?v=UaenPz_ERVU	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1.	Programming in Java (43 videos)	Spoken Tutorial IIT Bombay	12 weeks	Y
2.	Programming in Java	Swayam NPTEL	12 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	OCAJP Certification	Yet to be finalised	Yet to be finalised	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Induction	Quiz, Poll	PowerPoint, Video clip		Ch1
	2	1	History, features , architecture and its components, Java Class File	Quiz	PowerPoint		Ch1
	3	1	Java Runtime Environment, The Java Virtual Machine, JVM Components,	Quiz, Video Lesson	PowerPoint		Ch1
2	4	1	The Java API, java platform, java development kit,	Fill in the blanks, Quiz	PowerPoint		Ch1
	5	1	Hello World	Identify the types, Quiz, Viva	PowerPoint, Simulation		Ch3
	6	1	Object Reference Types, Strings, Auto boxing	Quiz, THT,	PowerPoint, Simulation		Ch3, Ch4

				Unit Test			
	Self - Study		Primitive data types, Operators				
3	7	2	Iterations	Quiz, Poll, Viva	PowerPoint, Simulation, Flipped Classroom		Ch5
	8	2	Classes: Types of Classes, Scope Rules, Access Modifier, Instantiating Objects from a Class	Quiz	PowerPoint, Simulation		Ch5
	9	2	Classes: Initializing The Class Object And Its Attributes, Class Methods, Accessing A Method, Method Returning A Value, Method's Arguments	Quiz, Viva	PowerPoint, Simulation		Ch6
4	10	2	Method Overloading, Variable Arguments [Varargs]	Quiz	PowerPoint, Simulation		Ch6
	11	2	Constructors, this Instance	Quiz, Viva	PowerPoint, Simulation		Ch6,7
	12	2	Lambda Expressions	Quiz	PowerPoint, Simulation		Ch6,Ch8
5	13	2	Methods References, Type Annotations, Method Parameter Reflection	Quiz, Viva	PowerPoint, Simulation		
	14	2	Characteristics of Members of a class constants, static fields of a class, static methods of a class, garbage collection	Quiz, Unit Test	PowerPoint, Simulation		Ch6,7
		Self - Study	Control Flow Statements				
	15	3	Inheritance Implementation	Quiz, Poll, Viva	PowerPoint, Simulation, Flipped Classroom		Ch8
6	16	3	Default Base Class Constructors, this and super keywords	Quiz, Video Lesson	PowerPoint, Simulation		Ch8

	17	3	Abstract Classes and Interfaces, Abstract Classes, Abstract Methods	Quiz, Poll, THT	PowerPoint, Simulation		Ch8
	18	3	Interfaces, Multiple Inheritance, Classes V/s Interfaces	Spin the wheel, Viva	PowerPoint		Ch8
7	19	3	Packages: Creating Packages Default Package, Importing Packages	Fill in the blanks, Unit Test	PowerPoint, Simulation		Ch9
	Self – Study		Inheritance Derived Class Objects Inheritance and Access Control				
	20	5	Abstract Window Toolkit: Window Fundamentals	Quiz, Viva	PowerPoint, Simulation		Ch21
	21	5	Component, Container, Panel, Window, Frame, Canvas	Quiz, Poll	PowerPoint, Simulation		Ch21
8	22	5	Components – Labels, Buttons, Text Fields	Quiz	PowerPoint, Simulation		Ch21
	23	5	Check Boxes, Radio Buttons	Quiz	PowerPoint, Simulation		Ch21
	24	5	Choice Menus, Scrolling List, Scrollbars	Quiz, Viva	PowerPoint, Simulation		Ch21
9	25	5	Event Handling: Delegation Event Model Events, Event classes, Event listener interfaces	Quiz	PowerPoint, Simulation, Flipped Classroom		Ch22
	26	5	Using delegation event model	Quiz	PowerPoint		Ch22
	27	5	Adapter classes, Inner classes	Quiz, Viva	PowerPoint, Simulation		Ch22
10	28	5	Flow Layout, Border Layout, Card Layout	Quiz, Mini Project	PowerPoint, Simulation		Ch22

	Self – Study		Grid Layout				
	29	4	Arrays: One Dimensional Array	Quiz, Poll	PowerPoint, Simulation		Ch3
	30	4	Two-Dimensional Array	Quiz, Poll	PowerPoint, Simulation		Ch3
11	31	4	Vectors	Quiz, Viva	PowerPoint, Simulation		Ch15
	32	4	Multithreading the thread control methods, thread life cycle	Quiz	PowerPoint, Simulation, Video Clip		Ch11
	33	4	the main thread, creating a thread, extending the thread class.	Quiz, Viva	PowerPoint, Simulation		Ch11
12	34	4	Exceptions: Catching Java Exceptions Catching Run-Time Exceptions,	Find the errors	PowerPoint, Simulation		Ch10
	35	4	Handling Multiple Exceptions	Quiz	PowerPoint, Simulation		Ch10
	36	4	The finally Clause The throws Clause	Quiz, Viva	PowerPoint, Simulation		Ch10
13	37	4	Byte streams: reading console input Writing console output	Quiz	PowerPoint, Simulation		Ch13
	38	4	reading file, writing file	Quiz	PowerPoint, Simulation		Ch13
	39	4	Reading and writing binary data	Quiz, Viva	PowerPoint, Simulation		Ch13
14	40	4	writing file, reading file using character streams	Quiz	PowerPoint, Simulation		Ch13

	Self – Study	Multi – dimensional Arrays				
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Total
Active Participation(10M)	3 Assignments	---	Practical Submission (100M) Scaled down to 20M		5 Test on Each Unit (10 M each)	30 M

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Java Basics, Use of Operators, Java Data Types	CO1	3 rd Week	4 th Week
2	Control flow, Iterations, Methods and Constructors	CO2	6 th Week	7 th Week
3	Inheritance, Packages	CO3	8th Week	9 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1	4a(2)	4b(2)		✓	✓
2	6	✓			2	4a(2)	4b(2)		✓	✓
3	8	✓			3	4a(2)	4b(2)		✓	✓
5	9	(Mini Proj.)			5	4a(2)	4b(2)	✓		✓
4	11			✓	4	4a(2)	4b(2)		✓	✓

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	6 th week	1,2	1,2	IA 1 (Descriptive 20M) (Scaled to 7.5) IA 2 (MCQ + Viva) 20 M (Scaled to 7.5)	No IA Re-test
2 nd IA Test	12 th week	3,4	3,4		IA is a Head of passing *
Pop Quiz	After each Unit	1-5	1-5		
Open Book Test	11 th week	2	2		
Take Home Test	2 nd & 6 th Week	2,3	2,3		
Class test	11 th Week	4	4		

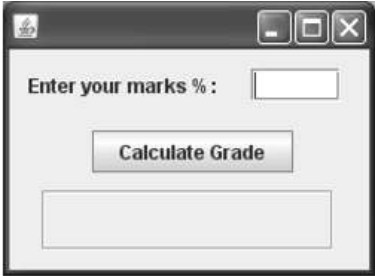
* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	<ol style="list-style-type: none"> Find Value of a Specific Expression <ol style="list-style-type: none"> $(101+0)/3$ $3.0e-6 * 10000000.1$ 24 & 35 $27 < < 5$ $(false \ \&\& \ false) (true \ \&\& \ true)$ Take user input for height(inches) and convert into feet and inches. Display the result in ft and in. 	Compilation execution in java	CO 1	

2	1	<ol style="list-style-type: none"> Prompt the user for 2 integers using command line argument and print sum, difference, product, average, maximum and minimum. Get the output as shown below if the user inputs a string 'D': A B A C B A D C B A Write a Java program that takes the user to provide a single character from the alphabet. Print Vowel or Consonant, depending on the user input. If the user input is not a letter (between a and z or A and Z), or is a string of length > 1, print an error message. 	Diverse types of operators, control flow statements	CO 2	
3	1	<ol style="list-style-type: none"> Design a class to represent a bank account. Include the following members: Data Members: 1) Name of the depositor 2)Account number 3) Type of account(Savings/Current) 4) Balance amount in the account(Minimum balance is Rs.500.00) Methods: 1) To read account number, Depositor name, Type of account 2)To deposit an amount (Deposited amount should be added with it) 3) To withdraw an amount after checking balance(Minimum balance must be Rs.500.00) 4) To display the balance Define a class Electbill that contains consumer details as follows:- Data members/Instance variable : cno (long) //consumer number cname (String) // consumer name cadd (String) // consumer address NOU(long) // to store number of units consumed Member functions / Methods : (i) Electbill() : Parameterised constructor to assign values to consumer number, consumer name and address 	Classes, Methods & Constructors	CO 2	

		<p>(ii) void display() : Display consumers details</p> <p>(iii) void calculate() :</p> <p>Calculate the monthly bill of consumer according to following slabs and it should also display the total amount to be paid</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Number of units consumed</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>1 – 100</td> <td>Rs 500/-rental charges only</td> </tr> <tr> <td>101 - 200</td> <td>Rs 1.00 per call + rental charges of Rs. 500</td> </tr> <tr> <td>201 - 300</td> <td>Rs 1.20 per call + rental charges of Rs. 500</td> </tr> <tr> <td>Above 300</td> <td>Rs 1.50 per call + rental charges of Rs. 500</td> </tr> </tbody> </table>	Number of units consumed	Rate	1 – 100	Rs 500/-rental charges only	101 - 200	Rs 1.00 per call + rental charges of Rs. 500	201 - 300	Rs 1.20 per call + rental charges of Rs. 500	Above 300	Rs 1.50 per call + rental charges of Rs. 500			
Number of units consumed	Rate														
1 – 100	Rs 500/-rental charges only														
101 - 200	Rs 1.00 per call + rental charges of Rs. 500														
201 - 300	Rs 1.20 per call + rental charges of Rs. 500														
Above 300	Rs 1.50 per call + rental charges of Rs. 500														
4	2	<ol style="list-style-type: none"> Create a class Employee with a name & salary. Create a class Manager inherited from Employee. Add an instance variable department. Create a class Executive inherit from Manager and add an instance variable location. Write the class definitions, the constructors and methods that read and display the information. Design an abstract class called Shape which has three subclasses say Triangle, Rectangle, and Circle. Define one method area () in the abstract class and override this area () in these three subclasses to calculate for specific object i.e. area () of Triangle subclass should calculate area of triangle etc. Same for Rectangle and Circle. 	Overriding	CO 2											
5	3	<ol style="list-style-type: none"> Write a Java program to create an interface Area with one method AreaCompute() with 2 float parameters. Design 2 classes Rectangle and Circle implementing the Area Interface. Input should be taken from the user using Buffered Reader class. Define 2 packages (i) Prime (ii) Factorial. Write a Java program to create a class PrimeFact to import these packages. 	Interface & Packages	CO 3											
6	3	<ol style="list-style-type: none"> Write a Java program to move all 0's to the end of an array. Maintain the relative order of the other (non-zero) array elements. Write a Java program to create an array of its anti-diagonals from a given square matrix. 	Manipulation in arrays	CO 3											
7	4	<ol style="list-style-type: none"> Create a class student with attributes roll no, name, age and course. Initialize values through parameterized constructor. If age is not between 15 and 21 then generate a user defined exception "Age not within the range". 	Exception Handling, Use of Runnable and Thread	CO 4											

		<p>2. Write a Java program for generating 4 threads to do the following operations.</p> <p>(a)getting n numbers</p> <p>(b)printing even numbers</p> <p>(c)printing odd numbers</p> <p>(d)printing square of a numbers</p>			
8	4	<p>1. Write an AWT Program to design the Following GUI.</p>  <p>2. Develop a GUI application using Java AWT to present a set of stationary items (combo box) to the user. When the user clicks on a particular stationary item, display the price of the item.</p>	AWT	CO 5	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Demonstrate the use of Lambda Expressions a. Arithmetic operations b. Event handling	Lambda Expressions	CO2	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	5	Build a GUI Application to schedule appointments	GUI in java	CO5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	

3	Test and Assessments	Class Tests – (other than IA)	Yes (Unit Test)	
4		Mini Projects	Yes	
5		Pop Quiz		
6		Mobile App Based Quiz		
7		Open Book Test	Yes	
8		Take Home Test	Yes	
9		Collaborative and Group Activity	Poster Presentation	
10			Minute Papers	Yes
11	Students Seminar			
12	Students Debates			
13	Panel Discussion / Mock GD			
14	Mock Interview			
15	Coding Competition			
16	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes	
17		Value Added Courses	Yes	
18		Lecture Capture Usage		

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Ms. Ketaki Ghawali

Faculty 2 Name (Sign.)
Ms. Seema Murkar

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-4

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know the detailed memory and space complexity of various data structures like Arrays, Stack, Queue, Linked List, Tree and Graph
Affective	What do you want students to think / care about?	Implementing various data structures using C++ programming language and critically analyse various operations performed on the data structures
Behavioural	What do you want students to be able to do?	Students will be able to implement the real time applications using various data structures and solve various critical problem with optimization

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the concept of arrays and how it can be efficiently used to store linear set of similar type of data and perform various operations like searching, sorting, merging, reversing etc	Unit 1
CO2	To learn the concept of Linked List data structure that can be used to store data in non-linear form to effective utilization of memory. Linked list data structure can be used to solve problems like polynomial equations.	Unit 2
CO3	To implement stack and queue data structures and learn their basic operations to be performed. Solve various problems using stacks and queues	Unit 3
CO4	To apply various sorting and searching techniques on arrays and to create various types of trees and its applications like Huffman Algorithm, binary search tree etc	Unit 4
CO5	To understand Hashing techniques including collision techniques and to study graphs and its different operations and its traversals	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											

CO 2	M	S									
CO 3			S	M							
CO 4				S							
CO 5	M										

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3		S		
CO 4			S	
CO 5			S	

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT 302	Data Structures	75	50	-	2	2	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT302	Data Structures	20	20	Scaled to 15+10 Class Participation	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
E	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	1.30	1.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	03:00 pm To 04:00 pm	MS Teams

B	Tuesday	03:00 pm To 04:00 pm	MS Teams
C	Tuesday	03:00 pm To 04:00 pm	MS Teams
D	Tuesday	03:00 pm To 04:00 pm	MS Teams
E	Tuesday	03:00 pm To 04:00 pm	MS Teams
F	Tuesday	03:00 pm To 04:00 pm	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Array	05	20
2	Linked List	07	20
3	Stack, Queue	08	20
5	Hashing Techniques, Graph	10	20
4	Sorting and Searching Techniques, Tree, Advanced Tree Structures	10	20
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Imperative Programming	Basic programming syntaxes (C/C++)
2	II	Object Oriented Programming with C++	OOP Concepts
3	II	Discrete Mathematics	Trees

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Core Java
2	V	Enterprise Java, Projects and Artificial Intelligence
3	VI	Projects
4	MSc Sem - 1	Data Science

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Routing, networks of communication - For representing a city region telephone network.

2	Store dynamically growing data, which is accessed very frequently, based upon a key value.
3	Implement printer spooler so that jobs can be printed in the order of their arrival.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – 2 nd half 2021	December 2020	October 2019	October 2018
Course Passing % – Average of 6 Divisions	100	99.40	90.94	81.44
Marks Obtained by Course Topper (mark/100)	100	100	97	97

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
December 2020	KKS, SKPA, HMT	96.30	KKS, SKPA, HMT	100.00	KKS, SKPA, HMT	100.00	KKS, SKPA, HMT	100.00	KKS, SKPA, HMT	100.00	KKS, SKPA, HMT	100.00
October 2019	KKS	100.00	SPA	90.00	HMT	90.16	HMT	90.16	KKS	85.71	SPA	90.48
October 2018	KKS	95.52	AJ	88.52	AJ	74.14	HMT	75.00	KKS	73.21	HMT	78.13

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Linked List	II	To practice different types of linked lists
Trees	IV	To practice different types of traversing methods and different operations on trees
Graphs	V	To practice various spanning methods in a graph

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Text Books) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	A Simplified Approach To Data Structures	Lalit Goyal, Vishal Goyal, Pawan Kumar	SPD	1 st	ALL

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	An Introduction to Data Structure with Applications	Jean – Paul Tremblay and Paul Sorenson	Tata MacGraw Hill	2 nd	ALL
2	Data Structure and Algorithm	Maria Rukadikar	SPD	1 st	ALL
3	Schaum's Outlines Data Structure	Seymour Lipschutz	Tata MacGraw Hill	2 nd	ALL

4	Data structure – A Pseudocode Approach with C	AM Tanenbaum, Y Langsam and MJ Augustein	Prentice Hall India	2 nd	ALL
5	Data structure and Algorithm Analysis in C	Weiss, Mark Allen	Addison Wesley	1 st	ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Algorithms, 4th Edition http://algs4.cs.princeton.edu/home/	Robert Sedgewick and Kevin Wayne	Pearson	4 th	ALL
2	Data Structures and Algorithm Analysis in Java http://people.cs.vt.edu/~shaffer/Book/	Clifford A. Shaffer	Prentice Hall	3,2	ALL

4.d Web Links and Names of Magazines, Journals, E-journals – [VSIT is member of IIT Bombay Library]

Refer online journals subscribed in VSIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal Of Information Technology - On the implementation of data structures through theory of lists http://airccse.org/journal/ijitcs/papers/2412ijitcs04.pdf	E-magazine: The Simple Algorithm That Ants Use to Build Bridges https://www.quantamagazine.org/the-simple-algorithm-that-ants-use-to-build-bridges-20180226/	ALL

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√		√				√		Chapter 1 and Chapter 2/1-58/Vishal Goyal
2	√		√				√		Chapter 3/65-115/Vishal Goyal
3	√		√				√		Chapter 4 and Chapter 5/123-176 /Vishal Goyal
4	√		√				√		Chapter 6 and Chapter 7/181-324/Vishal Goyal
5	√		√				√		Chapter 8, 9 and 11/325-397 and 441-454/Vishal Goyal

4.f Web Links for Online Notes/YouTube/VISIT Digital Content/VISIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Contents will be provided on VSIT-live	All 5 units
2	Udacity Introduction To Algorithms https://eu.udacity.com/course/intro-to-algorithms--cs215	All 5 units
3	Algorithms and Data Structures by EdX https://www.edx.org/course/algorithms-data-structures-microsoft-dev285x-1	All 5 units

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Programming, Data Structures And Algorithms Using Python https://onlinecourses.nptel.ac.in/noc21_cs67/preview	Swayam - NPTEL	8 Weeks	Y
2	Learning Data Structures and Algorithms https://www.udemy.com/learning-data-structures-and-algorithms/	Udemy	1 Week	Y

4.h Recommended Guest Lecture

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Advanced Excel for Data Science	Vinay Alley (Alumni of VSIT)	1 Week	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	NA	NA

5. Consolidated Course Lesson Plan

			From (date/month/year)	From (date/month/year)	Total Number of Weeks		
Semester Duration			21/06/2021	09/10/2020	15		
Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	1	DS Induction Introduction: Data and Information, Data Structure, Classification of Data Structures.	Feedback	PPT, Video Lecture		Chapter 1/1-4/Vishal Goyal
	2	1	Operations on Data Structure, Algorithm, Importance of Algorithm Analysis, Complexity of an Algorithm.	Quiz	PPT, Video Lecture		Chapter 1/8-10/Vishal Goyal
	SS	1	Asymptotic Analysis and Notations, Big O Notation, Big Omega Notation				Chapter 1/11-17/Vishal Goyal
2	3	1	Array: Introduction, One Dimensional Array, Memory Representation of One-Dimensional Array	Viva, Poll	PPT, Video Lecture		Chapter 2/23-25/Vishal Goyal
	4	1	Traversing, Insertion, Deletion, Searching, Sorting and Merging of Arrays	One Line Question	PPT, Video Lecture		Chapter 2/26-43/Vishal Goyal
	5	1	Multidimensional Arrays, Memory Representation of Two-Dimensional Arrays, Sparse Arrays	Unit Test	PPT, Video Lecture		Chapter 2/44-53/Vishal Goyal
	SS	1	Sparse Matrix, Memory Representation of Special kind of Matrices, Advantages and Limitations of Arrays.	-			Chapter 2/54-58/Vishal Goyal
	6	2	Linked List: Linked List, One-way Linked List Traversal of Linked List, Searching, Memory Allocation and De-allocation	Quiz	PPT, Video Lecture		Chapter3/65-72/Vishal Goyal
	7	2	Insertion, Deletion in Linked List, Copying a List Into Other List,	Poll, Viva	PPT, Video Lecture		Chapter3/75-86/Vishal Goyal
3	8	2	Merging Two Linked Lists, Splitting a List into Two Lists, Reversing One way linked List,	Fill In The Blanks	PPT, Video Lecture		Chapter3/87-93/Vishal Goyal
	9	2	Circular Linked List, Applications of Circular Linked List	One Line Question	PPT, Video Lecture, POP Quiz		Chapter3/93-98/Vishal Goyal
4	10	2	Two way Linked List, traversing a Two way Linked List	Problems, Viva	PPT, Video Lecture		Chapter3/98-100/Vishal Goyal
	11	2	Searching in a Two way linked list, Insertion of an element in Two way Linked List	Viva	PPT, Video Lecture		Chapter3/100-104/Vishal Goyal
	SS	2	Deleting a node from Two way Linked List, Header Linked List				Chapter3/104-109/Vishal Goyal
	SS	2	Applications of the Linked list: Representation of Polynomials				Chapter3/110-114/Vishal Goyal
	12	2	Storage of Sparse Arrays, Implementing other Data Structures	Assignment, Unit Test	PPT, Video Lecture		Chapter3/114-115/Vishal Goyal

5	13	3	Introduction, Operations on the Stack, Memory Representation of Stack.	Poll, Viva	PPT, Video Lecture	Chapter 4/123-124/Vishal Goyal
	14	3	Array Representation of Stack	Sums	PPT, Video Lecture	Chapter 4/125-128/Vishal Goyal
	15	3	Applications of Stack: Evaluation of Arithmetic Expression, Matching Parenthesis	One Line Answers	PPT, Video Lecture	Chapter 4/129-139/Vishal Goyal
6	16	3	Infix and postfix operations.	Sums, Fill in the blanks	PPT, Video Lecture	Chapter 4/129-135/Vishal Goyal
	SS	3	Recursion			Chapter 4/147-151/Vishal Goyal
	17	3	Queue: Introduction, Queue, Operations on the Queue,	Quiz	PPT, Video Lecture	Chapter 5/157-158/Vishal Goyal
	18	3	Memory Representation of Queue: Array representation of queue,	Poll	PPT, Video Lecture	Chapter 5/159-165/Vishal Goyal
7	19	3	Linked List Representation of Queue, Circular Queue,	Fill In The Blanks	PPT, Video Lecture	Chapter 5/166-168/Vishal Goyal
	SS	3	Some special kinds of queues: Deque, Applications of Deque			Chapter 5/169-169/Vishal Goyal
	20	3	Priority Queue, Application of Priority Queue, Applications of Queues.	Unit Test	PPT, Video Lecture	Chapter 5/170-176/Vishal Goyal
	21	5	Hashing Techniques Hash function, Address calculation techniques	Quiz	PPT, Video Lecture	Chapter 11/ 442-445/Vishal Goyal
8	22	5	Common hashing functions Collision resolution	Poll	PPT, Video Lecture	Chapter 11/ 445-445/Vishal Goyal
	23	5	Linear probing, Quadratic	Quiz	PPT, Video Lecture	Chapter11/ 446-451/Vishal Goyal
	SS	5	Double hashing			Chapter11/ 453-455/Vishal Goyal
	24	5	Bucket hashing, Deletion and rehashing	Fill In The Blanks	PPT, Video Lecture	Chapter11/ 455-457/Vishal Goyal
9	25	5	Graph: Introduction, Graph, Graph Terminology	Quiz	PPT, Video Lecture	Chapter 8/325-330/Vishal Goyal
	26	5	Memory Representation of Graph: Adjacency Matrix Representation of Graph,	One Minute Paper	PPT, Video Lecture	Chapter 8/330-333/Vishal Goyal
	SS	5	Adjacency List or Linked Representation of Graph			Chapter 8/334-335/Vishal Goyal
	27	5	Operations Performed on Graph	Open Book Test	PPT, Video Lecture	Chapter 8/335-343/Vishal Goyal
10	28	5	Graph Traversal	Quiz	PPT, Video Lecture	Chapter 8/343-349/Vishal Goyal
	29	5	Applications of the Graph, Reachability	Sums	PPT, Video Lecture	Chapter 8/350-361/Vishal Goyal
	30	5	Shortest Path Problems, Spanning Trees	Assignment, Unit Test	PPT, Video Lecture	Chapter 8/361-372/Vishal Goyal
11	31	4	Sorting and Searching Techniques	Quiz	PPT, Video Lecture	Chapter 9/ 379-380/Vishal Goyal

			Bubble, Selection Sort				
	32	4	Insertion, Merge Sort	Poll	PPT, Video Lecture		Chapter 9/383-386/Vishal Goyal
	33	4	Searching: Sequential, Binary, Indexed Sequential Searches, Binary Search	Fill in the blanks	PPT, Video Lecture		Chapter 1/29-35/Vishal Goyal
12	34	4	Tree: Tree, Binary Tree,	Fill In The Blanks	PPT, Video Lecture		Chapter 6/181-1831/Vishal Goyal
	SS	4	Properties of Binary Tree				Chapter 6/186-187/Vishal Goyal
	35	4	Memory Representation of Binary Tree, Operations Performed on Binary Tree	Viva	PPT, Video Lecture		Chapter 6/187-190/Vishal Goyal
	36	4	Reconstruction of Binary Tree from its Traversals, Huffman Algorithm	Take Home Test	PPT, Video Lecture		Chapter 6/202-218/Vishal Goyal
13	37	4	Binary Search Tree, Operations on Binary Search Tree	Diagram, Viva	PPT, Video Lecture		Chapter 6/226-240/Vishal Goyal
	38	4	Heap, Memory Representation of Heap, Operation on Heap, Heap Sort	Sums, Viva	PPT, Video Lecture		Chapter 6/242-255/Vishal Goyal
	39	4	Advanced Tree Structures: Red Black Tree Operations Performed on Red Black Tree	Diagram, Viva	PPT, Video Lecture		Chapter 7/271-286/Vishal Goyal
14	SS	4	AVL Tree, Operations performed on AVL Tree				Chapter 7/287-295/Vishal Goyal
	40	4	2-3 Tree, B-Tree, Viva on Unit IV	Unit Test	PPT, Video Lecture		Chapter 7/301-316/Vishal Goyal

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) Specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks		-	IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks.	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
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1	Programs to create a doubly linked list and perform operations on it like inserting, searching and deleting of elements	2	4 th week	5 th week
2	Implementation of shortest path using various algorithms	5	10 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Textbook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	5	R				√	√			
2	11	R				√	√			
3										
4										
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th Week	1 and 2	1,2	IA 1 (Descriptive 20M) (Scaled to 7.5)	No IA Re-test
2 nd IA Test	12 th Week	3 and 4	3,4	IA 2 (MCQ 20 M) (Scaled to 7.5)	IA is a Head of passing *
Pop Quiz	3 rd Week, 10 th Week	1, 5	1, 5		
Open Book Test	9 th Week	3	3		
Take Home Test	12 th Week	4	4		

* IA failures will have to appear for re-test in next semester.

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	a) 1-D array searching, sorting and reversing the elements. [Menu Driven] b) Merge two sorted arrays c) Matrix addition, Multiplication and Transpose	Arrays and its operations	1	4
2	2	a) Single linked list and display the node elements in reverse order. b) Search the elements in the linked list c. Write a	Linked List and its types	2	4

		program to c) Sort the elements in Double linked list			
3	3	a) Implement the concept of Stack with Push, Pop, Display and Exit operations. b) Convert an infix expression to postfix and prefix conversion. c) Write a program to implement Tower of Hanoi problem.	Stack, Expression and Recursion	3	4
4	3	a) Implement the concept of Queue with Insert, Delete, Display and Exit operations. b) Implement the concept of Circular Queue c) Implement the concept of Dequeue	Queue and its types	3	4
5	5	a) Implement the collision technique. b) Implement the concept of linear probing PBL Experiments c) Evaluation of arithmetic expression using stack	Collision Handling PBL – Evaluation of expression	3 and 5	4
6	5	a) Write a program to generate the adjacency matrix. b) Write a program for shortest path diagram. Newly Added Experiment c) Write a program to implement Prim’s algorithm.	Adjacency matrix Shortest Path	5	4
7	4	a) Implement bubble sort. b) Implement selection sort. c) Implement insertion sort.	Sorting Techniques	4	4
8	4	a) Implement merge sort. b) Search the element using sequential search. c) Search the element using binary search.	Sorting and Searching Techniques	4	4
9	4	a) Create the tree and display the elements. b) Construct the binary tree. c) Write a program for in-order, post-order and pre-order traversal of tree PBL Experiments a) Store students details in a linked list and sort students as per percentage of marks using any of the sorting technique	Binary Tree Traversal	4	4
10	4	a) Write a program to insert the element into maximum heap. b) Write a program to insert the element into minimum heap.	Heap Operation	4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes Guest Lecture on “Microsoft Excel for Data Science” By Vinay Alle
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	

7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Kimaya Shelar

Hrishikesh Tendulkar

Shajil Kumar P A

Faculty1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enroll for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge of Differential equation, Integration and Laplace Transformation and use in real life experiences.
Affective	What do you want students to think / care about?	Differential equations have a remarkable ability to predict the world around us. They are used in a wide variety of disciplines, from biology, economics, physics, chemistry and engineering. They can describe exponential growth and decay, the population growth of species or the change in investment return over time.
Behavioral	What do you want Students to be able to do?	Implementation of Differential Equations to solve real life problems in machine section. Implementation of Laplace Transform is studying how various analog and digital signal conversions is done.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Matrices will help to calculate the various image transformations are done.	Unit 1
CO2	Equation of First Order and second order differential Equation can describe exponential growth and decay, the population growth of species or the change in investment return over time.	Unit 2
CO3	Implementation of Laplace Transformation will help to understand how various analog and digital signal conversions is done.	Unit 3
CO4	Multiple Integration will help to calculate the surface area and volume of any real life objects.	Unit 4
CO5	Error functions will help to calculate the accurate error from true and observed value.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT305	Applied Mathematics	3 lectures /week	---	--	2	--	--	2

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2 +Active Participation					
USIT305	Applied Mathematics	20	20	15+10	75	25	---	----	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

E	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
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1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Staff Room No.)
All	Once in a week	3:00 pm -4:00 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Matrices and Complex Numbers	8	20
2	Equation of First Order and First degree Differential Equation of the first order of degree higher than first. Linear Differential Equation with Constant Coefficients.	8	20
3	The Laplace Transform and Inverse Laplace Transform.	8	20
4	Multiple Integration and Application of Integration	8	20
5	Beta and Gamma Functions ,Differential Under Integration Sign Error Function	8	20
* Insert rows for more modules in the Course Total		40 lectures	100 %

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	S.Y.J.C	Maths I & II	Complex Number, Matrices, Trigonometric Formulas, Derivative and Integration.
2	B.Sc. IT Sem IV	Numerical and Statistical Technique	Interpolation Method

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	B. Sc.IT IV	Computer Graphics and Animation
2	MSc.IT Sem II	Image Processing

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Laplace Transform is heavily used in signal processing. A simple Laplace Transform is conducted while sending signals over any two-way communication medium (FM/AM stereo, 2-way radio sets, cellular phones).

2	Differential equation can describe exponential growth and decay, the population growth of species or the change in investment return over time.
3	Beta distribution where beta function is used to determine average time of completing selected tasks in time management problems. Gamma function is used in gamma distribution which is used to determine time based occurrences, such as life span of an electronic component etc.
4	The use of Laplace Transformation techniques has been widely flourished and they are now used for all kinds of tasks in various areas such as Image processing which helps in the identification of objects that are invisible. Digital image processing techniques and its applications also used in remote sensing, medical imaging, forensic studies etc.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 6 Divisions	100%	99.70%	88.89%	77.84%
Marks Obtained by Course Topper (mark/100)	100	100	91	80

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	GS & SM	100%	GS & SM	100%	GS & SM	100%
Nov 2019	GS	96.36%	GS	96.67%	GS	86.89%
Nov 2018	GF	89.55%	GF	77.05%	GF	72.41%

Year	Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2021	GS & SM	100%	GS & SM	98%	GS & SM	100%
Nov 2019	GS	85.25%	SM	80.95%	SM	88.10%
Nov 2018	GF	76.67%	SM	73.21%	SM	75%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Laplace Transformation and Inverse	3	More problems should be solved during the lecture
Multiple Integration	4	More assignment questions to be given
Beta and Gamma functions	5	Series of Test should be conducted

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Text Book of Applied Mathematics Vol I	PN & JN Wartikar	Pune Vidyarthi Graha	Vol-I	I, V
2	Text Book of Applied Mathematics Vol II	PN & JN Wartikar	Pune Vidyarthi Graha	Vol-II	II,III,

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Higher Engineering Mathematics	Dr.B S Grewal	Khanna Publications	Vol-I	IV

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Laplace transformation: Theory and Applications	Joel Schiff	Springer	-	3
2	A textbook of Differential Equation	N.M.Kapoor	Pitambar	Eleventh	2
3	Engineering Mathematics	A.B.Mathur	Krishna's	-	4,5
4	Complex numbers made simple	Verity Carr	Made Simple	1 st Edition	1

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.sciencedirect.com/topics/mathematics/bernoulli-distribution Bernoulli Distribution-Introduction to Algorithms for data Mining and Machine Learning	https://link.springer.com/article/10.1007/s11075-012-9625-3 -- Review of inverse Laplace transform algorithms for Laplace-space numerical approaches	1,2
2	https://www.researchgate.net/publication/322083482 The Complementary Functions Method (CFM) Solution to the Elastic Analysis of Polar Orthotropic Rotating Discs	https://ieeexplore.ieee.org/document/476326 On the distribution function of a random power series with Bernoulli variables as coefficients	2
3	https://www.academia.edu/42248928/Different_Ways_of_Solving_a_Geometric_Task Different ways on solving geometric task	https://www.tandfonline.com/doi/abs/10.1080/00207160412331291107 Numerical evaluation of double and triple integrals	3
4	https://www.researchgate.net/publication/267465398_A_new_approach_to_ordering_complex_numbers A new approach to ordering complex numbers	https://ieeexplore.ieee.org/document/1139296 Computation of radiation patterns involving numerical double integration	3
5	http://www.sam.math.ethz.ch/~hiptmair/Seminars/CONVQUAD/Articles/DAM79.pdf Journal of Computational Physics Numerical Inversion of Laplace Transformation	https://www.tandfonline.com/doi/abs/10.1080/0025570X.1968.11975831 Relation Between the Beta and the Gamma Functions	4
6	https://www.sciencedirect.com/science/article/abs/pii/S0016003210002711 Journal of the Franklin Institute-Application of numerical inverse Laplace transform algorithms in fractional calculus	https://www.sciencedirect.com/topics/mathematics/beta-function Beta Functions	4

7	http://www.journaljamcs.com/index.php/JAMCS/article/view/23879 Journal of Advance in Mathematics and Computer Science (Linear Homogenous Differential Equations)	https://www.sciencedirect.com/topics/mathematics/gamma-function Mathematics for Physical Science and Engineering	5
8	https://www.researchgate.net Journal of Advance in Mathematics and Computer Science	https://www.sciencedirect.com/topics/mathematics/gamma-function Beta and Gamma functions	5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		P.N. Wartikar Vol-I Chapter-1
2	✓	✓	✓				✓		P.N. Wartikar Vol-II Chapter-1,2 and 3
3	✓	✓	✓				✓		P.N. Wartikar Vol-II Chapter-3
4	✓	✓	✓				✓		P.N. Wartikar Vol-I Chapter-16 and 17
5	✓	✓	✓				✓		P.N. Wartikar Vol-I Chapter-14,16 and 19

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Linear Algebra and Complex Analysis http://home.iitk.ac.in/~psraj/mth102/lecture_notes.html	1
2	Review of Matrix Theory nptel.ac.in/courses/101108047/module8/Lecture%2017.pdf	2
3	Differential Equation nptel.ac.in/courses/117101055/34	3
4	Multiple Integral nptel.ac.in/courses/111104085/28 Application of Integration nptel.ac.in/courses/122101003/downloads/Lecture-21.pdf	4
5	Laplace Transformation nptel.ac.in/courses/115106086/	5
6	Complex Numbers https://www.youtube.com/watch?v=MDDZG-Y_AfY	1
7	Laplace Transformation https://www.youtube.com/watch?v=OiNh2DswFt4	3

8	Gamma Functions https://www.youtube.com/watch?v=QknG2ThxlQ	5
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4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person. / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	www.mooc-list/tags/engineering-mathematics Matrix Algebra for Engineers Start Date – 14 th June 2021	Coursera/Udacity/edx	4/8 weeks	Y
2	Introduction to Methods of Applied Mathematics - Course (nptel.ac.in) Start dt-26 th July 2021, End Dt – 15 th Oct 2021	Swayam - IIT-B	12 weeks	Y

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Competitive Examination Mathematics	VSIT Faculty Geeta S/Sabir S	30 hrs.	y

4.i

Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Solution for EQ

5.

Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021		14

Week	Lecture no.		Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
Recommended Book is P.N. Wartikar and J.N.Wartikar Vol-I, Vol-II							
1	1	1	<u>Introduction to Syllabus of Applies Maths. Matrices:</u> Definition, Types, Properties of Matrices	-	Power point, Droid	1	Vol-I Chapter 1 Page 1-38
	2	1	Inverse of a matrix	-	Power point, Droid	2	Vol-I Chapter 1 Page 39-46
	SS	1	Determined and Adjoint of a Matrix	-	Power point, Droid	SS	Vol-I Chapter 1 Page 39-46
	3	1	Rank of Matrix, Linear dependence and linear independence of vectors, Linear transformation.	-	Power point, Droid	3	Vol-I Chapter 1 Page 67 -76
2	4	1	Characteristics roots and characteristics vectors, Properties of characteristic vectors, Caley Hamilton Theorem.	-	Power point, Droid	4	Vol-1 Chapter 1 Page 77-85
	5	1	Caley Hamilton Theorem, Similarity of matrices.	-	Power point, Droid	5	Vol-1 Chapter 1 Page 85-89
	ss	1	<u>Complex Numbers:</u> Complex number, Equality of complex numbers, Graphical representation of complex number(Argand's Diagram).	--	Power point, Droid	ss	Vol-1 Chapter 1 Page 95-98
	6	1	Polar form of complex numbers, Polar form of $x+iy$ for different signs of x,y , Exponential form of complex numbers.	-	Power point, Droid	6	Vol-1 Chapter 1 Page 99-108
3	7	1	logarithmic form of complex numbers	-	Power point, Droid	7	Vol-1 Chapter 1 Page 99-108
	8	1	Hyperbolic form	Quiz	Power point, Droid	8	Vol-1 Chapter 1 Page 99-108
	9	2	<u>Equation of the first order and of the first degree:</u> Separation of variables, Equations homogeneous in x and y .	-	Power point, Droid	9	Vol II Chapter 1

							Page 1-5
4	10	2	Linear Equation and equation reducible to this form, Method of substitution, Non homogenous eq	-	Power point, Droid	10	Vol II Chapter 2 Page 13-20
	11	2	<u>Differential equation of the first order of a degree higher than the first:</u> Introduction, Solvable for p (or the method of factors), Solve for y, Solve for x.	-	Power point, Droid	11	Vol II Chapter 2 Page 22-25
	Ss	2	Exact D.E	-	Power point, Droid	Ss	Vol II Chapter 2 Page 22-25
	12	2	<u>Linear Differential Equations with Constant Coefficients:</u> Introduction, The Differential Operator, Linear Differential Equation $f(D)y = 0$	-	Power point, Droid	12	Vol II Chapter 3 Page
5	13	2	Different cases depending on the nature of the root of the equation $f(D) = 0$, Linear differential equation $f(D)y = X$	-	Power point, Droid	13	Vol II Chapter 3 Page 71-77
	14	2	Different cases depending on the nature of the root of the equation $f(D) = 0$, Linear differential equation $f(D)y = X$	-	Power point, Droid	14	Vol II Chapter 3 Page 77-78
	15	2	The complimentary Function, The inverse operator $1/f(D)$ and the symbolic expiration for the particular integral $1/f(D)X$; the general methods	-	Power point, Droid	15	Vol II Chapter 3 Page 78-80
	Ss	2	Differential equations reducible to the linear differential equations with constant coefficients.	-	Power point, Droid	Ss	Vol II Chapter 3 Page 91-92
6	16	2	Differential equations reducible to the linear differential equations with constant coefficients.	Pop Quiz	Power point, Droid	16	Vol II Chapter 3 Page 91-92
	17	3	Definition of Laplace Transformation, Application	-	Power point, Droid	17	-
	18	3	Table of Elementary Laplace Transforms	-	Power point, Droid	18	Vol II Chapter 14 Page 417-422
	Ss	3	Properties of Laplace Transformation	-	Power point, Droid	ss	Vol II Chapter 3 Page 422-428
7	19	3	The Convolution Theorem	-	Power point, Droid	19	Vol II Chapter 3 Page 428-430
	20	3	Laplace Transform of an Integral, Laplace Transform of Derivatives	-	Power point, Droid	20	Vol II Chapter 3 Page 430-432
	21	3	Use of Convolution Theorem to solve inverse Laplace, <u>Inverse Laplace Transform:</u>	-	Power point, Droid	21	Vol II Chapter 3

							Page 439-440
8	22	3	Solution of Ordinary D.E. with constant coefficient.	-	Power point, Droid	22	Vol II Chapter 3 Page 454-462
	Ss	3	Partial fraction Method	-	Power point, Droid	Ss	Vol II Chapter 3 Page 440-450
	23	3	Partial Fraction Problem Solving	-	Power point, Droid	23	Vol II Chapter 3 Page 440-450
	24	3	Partial fraction with 3 variables	THT	Power point, Droid	24	Vol II Chapter 3 Page 440-450
9	25	4	<u>Multiple Integrals:</u> Double Integration with Cartesian Coordinates and Evaluation of Double Integral, Problem based on double integrals, Sketch the region of Integration and evaluate the same.	-	Power point, Droid	25	Vol I Chapter 16 Page 728-730
	SS	4	Problems based on Single Integration	-	Power point, Droid	SS	Vol I Chapter 16 Page 728-730
	26	4	Change of the order of the integration, Double integral in polar coordinates	-	Power point, Droid	26	Vol I Chapter 16 Page 735-739
	27	4	Problems on Double Integration	-	Power point, Droid	27	Vol I Chapter 16 Page 739-741
10	28	4	Evaluation of Triple Integration in Cartesian coordinates,	-	Power point, Droid	28	Vol I Chapter 17 Page 742-751
	29	4	Problems Areas of solids using double integration method	-	Power point, Droid	29	Vol I Chapter 16 Page 751-753
	30	4	Volumes of solids using Triple integration method	-	Power point, Droid	30	Vol I Chapter 16 Page 751-753
	Ss	4	Practice Problems on Triple Integration	-	Power point, Droid	ss	Vol I Chapter 16 Page 751-753
11	31	4	Areas, Volumes of solids using double integration method	-	Power point, Droid	31	Vol I Chapter 14 Page 683-685

	32	4	Sketch the region	Poll	Power point, Droid	32	Vol I Chapter 14 Page 668-685
	33	5	Definition and Properties of Beta Function, Relation between Beta and Gamma function, Problems of Gamma Function based on Type Differentiation Under the Integral Sign	-	Power point, Droid	33	Vol I Chapter 17 Page 728-730
12	34	5	Problems of Beta Function based on Type I and II.	-	Power point, Droid	34	Vol I Chapter 19 Page 873-875
	35	5	<u>Beta and Gamma Functions</u> : Definition and Properties of Gamma Function.	-	Power point, Droid	35	Vol I Chapter 16 Page 875-882
	36	5	Problems of Beta Function based on Type III IV and V	-	Power point, Droid	36	Vol I Chapter 16 Page 875-882
13	37	5	Differentiation	-	Power point, Droid	37	Vol I Chapter 16 Page 875-882
	38	5	Differentiation Under the Integral Sign	-	Power point, Droid	38	Vol I Chapter 16 Page 875-882
	ss		Error Functions: Definition.	-	Power point, Droid	Ss	Vol I Chapter 16 Page 875-882
	39		Error Functions Definition to learn	-	Power point, Droid	39	Vol I Chapter 16 Page 875-882
	Ss	5	Properties of error function.	-	Power point, Droid	Ss	Vol I Chapter 16 Page 875-882
	40	5	Problems on error function	Viva	Power point, Droid	40	Vol I Chapter 16 Page 875-882

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	-	-	-	IA 1 (Descriptive) – 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks.		25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Questions based on Unit 1,2 and 3	1,2,3	8 th week	4 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓	-	-	1	✓	✓	-	✓	✓
2	10	✓	-	-	2,3	✓	✓	-	✓	✓
3	13	✓	✓	-	4,5	✓	✓	-	✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1, 2	1, 2	IA 1 (Descriptive)- 20 Marks	No IA Re-test IA is a Head of passing *
2 nd IA Test	9 th Week	3,4	3,4	IA 2 (20 MCQs + Viva)- 20 Marks	
Tutorial 1	8 th Week	3	3	Q1 – 05 Marks Q2 – 05 Marks	-
Pop Quiz	9 th Week	3	3	MCQ -10=10*1Marks	-
Take Home Test	10 th Week	4	4	Q1 – 05 Marks Q2 – 05 Marks	-
Tutorial 2	11 th Week	4	4	Q1 – 05 Marks Q2 – 05 Marks	

Open Book Test	12 th Week	5	5	Q1 – 05 Marks Q2 – 05 Marks		
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*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	NA	NA	NA	NA	NA
2	NA	NA	NA	NA	NA
3	NA	NA	NA	NA	NA
4	NA	NA	NA	NA	NA
5	NA	NA	NA	NA	NA
6	NA	NA	NA	NA	NA
7	NA	NA	NA	NA	NA
8	NA	NA	NA	NA	NA
9	NA	NA	NA	NA	NA
10	NA	NA	NA	NA	NA

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	NA	NA	NA	NA	N A
2	NA	NA	NA	NA	N A

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	NA	NA	NA	NA	N A
2	NA	NA	NA	NA	N A

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest lecture on Applications of Applied Mathematics in IT Industry
2		Industrial Visit	N. A
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	N.A
5		Pop Quiz	√
6		Mobile App Based Quiz	√
7		Open Book Test	√
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	√
10		Minute Papers	√
11		Students Seminar	N.A
12		Students Debates	N.A
13		Panel Discussion / Mock GD	N.A
14		Mock Interview	N.A
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	√
16		Value Added Courses	√
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms.Geeta Sahu
Faculty 1 (Name and Sign.)

Mr.Sabir Shaikh
Faculty 2 (Name and Sign.)

External Industry Mentor
(Sign.)

External Academic Mentor
(Sign.)

Mr. Umesh Koyande
VSIT Cluster Mentor Name (Sign.)

Version 2021-5
The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know the basic of Networking. Role of Network Topology and Networking Models and Methods.
Affective	What do you want students to think / care about?	To think about how this is useful in their career. Learn to secure their computer system, Mobiles, and software applications basically the understand the flow of data in network with the help of devices.
Behavioural	What do you want students to be able to do?	To be able to apply the advanced concepts of networking.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To identify the functions and relationship between the OSI layers, differentiate between various types of signals	Unit 1
CO2	To understand types of multiplexing schemes, transmission media and functions of data link layer.	Unit 2
CO3	Identify the network devices working at various layers, media access layer and protocols.	Unit 3
CO4	To implement switching, routing algorithms like RIP, OSPF etc. and addressing schemes.	Unit 4
CO5	To decide the right client server protocols to be used in the real-life scenario.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT303,	Computer Network	75	50	-	2	2	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			TW	End Sem. Exam Marks	Practical	Oral (Viva)	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT303, USIT3P3	Computer Network	20	20	Scaled to 15+10 class participation	25	75	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

C	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
E	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	1 Hr.	Microsoft Teams
B	Thursday	1 Hr.	Microsoft Teams
C	Thursday	1 Hr.	Microsoft Teams
D	Thursday	1 Hr.	Microsoft Teams
E	Thursday	1 Hr.	Microsoft Teams
F	Thursday	1 Hr.	Microsoft Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module (No of Lec.)	% Weightage in University Question Papers
1	Introduction to Network Models, Physical layers and Digital to Analog	5	20
2	Bandwidth utilization, transmission media, Switching, Data link layers	5	20
3	Data link control, Media Access Control, Wireless LAN, Connecting devices and Virtual LAN	7	20
4	Introduction to Network layer, Unicast Routing, IP addressing	14	20
5	Introduction to transport layer, Standard Client Server Protocols.	9	20
* Insert rows for more modules in the Course		Total	40 Lectures * 60 Minutes
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	T.Y.B. Sc.IT-V	Linux Administration
2	T.Y.B. Sc.IT-VI	Security in Computing
3	MSc.IT-I	Modern Networking, Cloud Computing
4	MSc.IT-II	Cloud Management, Malware Analysis, Data Center Technologies, Offensive Security

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Vidyalankar Campus makes use of Firewalls, VPN, Bus Topology, Routers, Switches and Client Server architecture
2	Computer Network Setup between Vidyalankar Campus and Govt. of India for facilitation of COVID-19 vaccination drive
3	Training to networking personnel using Cisco Packet Tracer, Solar Tools, GNS3, Wireshark
4	Networking Simulation for Cisco Networking Certifications

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis [Marks out of 75]

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 6 Divisions	100	99.7	90.06%	72.26%
Marks Obtained by Course Topper (mark/100)	100	100	65/75	60/75

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	RP, MJC	98.15	RP, MJC	100	RP, MJC	100	RP, MJC	100	RP, MJC	100	RP, MJC	100
Dec 2019	PM	96.36	RP	96.67	MGS	90.16	RP	90.16	PM	74.60	MGS	95.24
Dec 2018	PM	79.10	RP	77.05	MGS	60.34	RP	68.33	PM	62.50	MGS	75
Dec 2017	MGS	92.42	MGS	90.32	MGS	94.83	RRP	88.71	RRP	88.06	AR	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Routing Algorithms	3	Test has been planned on the topic as well as animated videos would be used.
Numerical Problems	1-5	Worksheet per unit comprising of numerical problems.

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Data Communication and Networking,	Behrouz A. Forouzan	Tata McGraw Hill	Fifth	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	TCP/IP Protocol Suite	Behrouz A. Forouzan	Tata McGraw Hill	Fourth	1-5
2	Data Communication and Networking	Behrouz A. Forouzan	Tata McGraw Hill	Third	1-3
3	Computer Networks - Fifth 2013	Andrew Tanenbaum	Pearson	Fifth	1-5
4	ACN Vol.2 TCP/IP Routing (Chap-2)				

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Data Communication and Networking,	Behrouz A. Forouzan	Tata McGraw Hill	5 th	1-5
2	Networking for Dummies https://doc.lagout.org/network/Networking%20for%20Dummies%2C%209%20Ed.pdf	Doug Lowe	Wiley	9 th	1-3
3	An Introduction to Networking http://intronetworks.cs.luc.edu/current2/ComputerNetworks.pdf	Peter Dordal	-	2.0.4	1-5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Communication and Networking: www.mhhe.com/engcs/compsci/forouzan	IEEE Microwave Magazine https://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=6668	1
2	OmniSecu.com: https://www.omniseku.com/cisco-certified-network-associate-ccna	The International Journal of Computer and Telecommunications Networking http://www.journalse.elsevier.com/computer.networks	2
3	International Journal of Computer Networks and Communications (IJCNC) http://airccse.org/journal/ijcnc.html	Quantana Gazine https://www.quantamagazine.org/tag/computer-science/	All
4	International Journal of Scientific Research in	Network World from IDG	All

	Network Security and Communication https://www.ijsrnsc.org/	https://www.networkworld.com/	
5	International Journal of Computer Networks and Applications (IJCNA) https://www.ijcna.org/	Network Computing https://www.networkcomputing.com/	All
6	Wireless Networks (Springer) - The Journal of Mobile Communication, Computation and Information https://www.springer.com/journal/11276/	Computing Edge https://www.computer.org/publications/computing-edge	All
7	International Journal Of Computer Networks & Communication Tech (Available in VSIT Library in Print)		All
8	International Journal Of Network Security And Research (Available in VSIT Library in Print)		All
9	Indian Journal of Advance Networking and Computer Engg (Available in VSIT Library in Print)		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√	√		√	Y		4a. Chap- 1-6
2	√	√	√	√		√	Y		4a. Chap- 7-10
3	√	√	√	√		√	Y		4a. Chap- 11-17
4	√	√	√	√		√	Y		4a. Chap- 18,19,20,22
5	√	√	√	√		√	Y		4a. Chap- 23-26

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content uploaded on V-Live	1 – 5
2	You-tube channel by Ravindrababu, TechGuru, Rajendra Patole	1-4

3	Introduction to Computer network and IP address https://www.youtube.com/watch?v=UXMlxCYZu8o	1
4	Classful Addressing Examples Types of Casting https://www.youtube.com/watch?v=E_NeGfcjDm8	4
5	Transmission Medium / Media (Part 1) Twisted Pair Cable, Coaxial cable, Fibre Optics Cable https://www.youtube.com/watch?v=xHyJNkiGRd8	2
6	Data Link Layer - Ethernet https://www.youtube.com/watch?v=WXiGbQa-5F4	3
7	Transport Layer Overview https://www.youtube.com/watch?v=wZLMLX_hWk0&list=PL-bZp8Qhr-SZG08n3leXT8R5hafSg_jlv	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Networking	Stanford Online	Self-Paced	N
2	Diploma in Computer Networking: https://alison.com/course/diploma-in-computer-networking	Alison	6-10 Hrs.	Y(Paid)
3	Cisco – Introduction to Packet Tracer	CISCO	Self-Paced	Y
4	<p>Guided Projects in Networking Configure Dynamic Routing with RIP in Packet Tracer https://www.coursera.org/projects/configure-dynamic-routing-with-rip-in-packet-tracer</p> <p>Configure and verify PPP and Frame Relay on Cisco Routers https://www.coursera.org/projects/configure-verify-ppp-frame-relay-cisco-routers</p> <p>How to configure VLAN's using cisco packet tracer https://www.coursera.org/projects/how-to-configure-vlans-using-cisco-packet-tracer</p> <p>Configure and Verify NAT on Cisco routers https://www.coursera.org/projects/configure-verify-nat-cisco-routers</p> <p>Program Automation of devices using Packet Tracer https://www.coursera.org/projects/program-automation-of-devices-using-packet-tracer</p> <p>Configure Standard Access Lists on Cisco Routers https://www.coursera.org/projects/configure-standard-acl-cisco-routers</p>	Coursera	1.5 hours 2 hours 1 hour 2 hours 2 hours 2 hours	Y

4.h Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Hardware & Networking Workshop	In-house faculty members	30 Hrs.	Y
2	Networking Essentials https://www.netacad.com/courses/networking/networking-essentials	CISCO	70 hours	Y
3	Introduction to Networking https://www.edx.org/course/introduction-to-networking	NYU	35 hours	Y(Paid)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Problem sheet on numerical

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021	Nov 2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Computer Networks Data Communications, Networks, Network Types	Poll, Viva	Power point, Video Clip	1	Chp 1, Pg. 4-19
		1	Internet History, Standards and Administration	Self-Study			Chp 1, Pg. 19-25
	2	1	Protocol Layering	Poll, Viva	Power point	2	Chp 2, Pg. 32-45
	3	1	TCP/IP Protocol Suite The OSI Model	Poll, Viva	Power point, Video Clip	3	Chp 2, Pg. 35-44
2	4	1	Physical Layer: Data and Signals, Digital	Quiz, Poll	Power point	4	Chp 3,4 Pg.

			Transmission: Digital-to-digital Conversion, Analog-to-digital Conversion		with Numerical		54-76 96-125
	5	1	Digital-to-Analog Conversion, Analog-to-Analog Conversion Transmission Modes, Transmission Impairment	Students Seminar	Power point, Video Clip	5	Chp 4, Pg. 136-152
	6	2	Multiplexing, Spread Spectrum	Quiz, Poll	Power point, Video Clip	6	Chp 6 Pg.155
3		2	Transmission Media: Guided Media, Unguided media	Self-Study			Chp 7, Pg. 186-197
	7	2	Switching: Introduction, Circuit Switched Network, Packet Switched Network, Structure of a switch	Poll	Power point, Video Clip	7	Chp 8, Pg. 208-229
	8	2	Link Layer Addressing, Data Link Layer Design Issues, Error Detection, Error Correction, Block Coding, Cyclic Codes	Whiteboard	Power point,	8	Chp 9, 10 Pg. 237,258-277
	9	2	Checksum, Forward Error Correction	Whiteboard	Power point	9	Chp 10 Pg. 277-281
4	10	2	Error Correcting Codes, Error Detecting Codes	Brief Questions of 20 Marks-THT	Power point	10	Chap 10 Pg. 282-284
		2	Error Correcting Codes Numerical	Self-study	http://vlabs.iitb.ac.in/vlabs-dev/labs/mit_bootcamp/comp_networks_sm/index.php		Chap 10 Pg. 277-284
	11	3	Data Link Control: DLC Services Data Link Layer Protocols	Poll, Viva	Power point, Video Clip	11	Chap 11 Pg. 294-304
	12	3	HDLC, Point-to-point Protocol, Media Access Control: Random Access	Quiz, Poll, Viva	Flipped Classroom, Power point	12	Chap 11, 12 Pg. 304-312, 326-338
5	13	3	Media Access Control: Controlled Access, Channelization	Viva, Poll	Power point	13	Chap 12 Pg. 341-347
	14	3	Wired LAN – Ethernet Protocol Standard Ethernet, Fast Ethernet, Gigabit Ethernet, 10 Gigabit Ethernet	Poll	Power point,	14	Chap 12 Pg. 362-382
	15	3	Wireless LAN: Introduction, IEEE 802.11 Project	Quiz, Poll, Viva	Power point, Video Clip	15	Chap 13 Pg. 436-448
6		3	Bluetooth, Cellular telephony WiMAX, Satellite networks	Self-Study			Chap 15, 16 Pg. 451-452, 466-488
	16	3	Connecting devices	One minute paper	Power point, Video Clip	16	Chap 17 Pg. 494-501
	17	3	Virtual LANs- its implementation	Assignment	Power point,	17	Chap 17

				-1	Video Clip		Pg. 502-506
	18	4	Introduction to the Network Layer: Network layer services	Poll, Viva	Power point	18	Chap 18 Pg. 512-514
7	19	4	Packet switching, network layer performance	Poll	Power point	19	Chap 18 Pg. 516-525
	20	4	IPv4 addressing	Poll, Quiz	Power point, Video Clip	20	Chap 18 Pg. 528-543
		4	IPv4 Addressing Numerical	Self-Study	http://vlabs.iitb.ac.in/vlabs-dev/labs/computer_network/index.php		Chap 18 Pg.528-543
	21	4	Forwarding of IP packets	Poll, Viva	Power point, Video Clip	21	Chap 18 Pg. 546-555
8	22	4	Internet Protocol	Viva	Power point, Video Clip	22	Chap 19 Pg. 562-573
	23	4	ICMPv4	Poll, Viva,	Power point, Video Clip	23	Chap 19 Pg. 546-555
	24	4	Mobile IP	Poll, Viva	Power point	24	Chap 19 Pg. 581-589
9	25	4	Unicast Routing: Introduction, Routing algorithms	Viva	Power point, Video Clip,	25	Chap 20 Pg. 595-596
	26	4	Unicast Routing: routing algorithms	Poll	Power point,	26	Chap 20 Pg. 598-606
	27	4	Unicast routing protocols	Poll, Viva	Power point, Video Clip	27	Chap 20 Pg. 611-623
10	28	4	Next generation IP: IPv6 addressing	Poll, Viva	Power point, Video Clip	28	Chap 22 Pg. 666-673
	29	4	IPv6 protocol	Quiz, Poll	Power point, Video Clip	29	Chap 22 Pg. 674-677
	30	4	ICMPv6 protocol and its type of formats	Open Book Test	http://vlabs.iitb.ac.in/vlabs-dev/labs/mit_bootcamp/comp_networks/index.php	30	Chap 22 Pg. 679-682
11	31	4	Transition from IPv4 to IPv6	Poll	Power point, Simulation	31	Chap 22 Pg. 682-684
	32	5	Introduction to the Transport layer: Transport layer protocols	Poll	Power point, Video Clip	32	Chap 23 Pg. 692-726

	33	5	Transport layer services, User datagram protocol	Poll, Viva	Power point, Video Clip	33	Chap 24 Pg. 736-741
12	34	5	Transmission control protocol	Pop Quiz - 20 Marks	Power point	34	Chap 24 Pg. 743-790
	35	5	Standard Client-Server Protocols: Worldwide-web	Poll, Viva	Power point, Video Clip	35	Chap 26 Pg. 872-876
	36	5	HTTP and FTP	Poll	Power point, Video Clip	36	Chap 26 Pg. 876-890
		5	Implementation of Programmability language for networking	Self-study	Video Clip		
13	37	5	Electronic mail, Telnet	Poll, Viva	Power point, Video Clip	36	Chap 26 Pg. 891-905
	38	5	Secured Shell	Poll, Viva	Power point, Video Clip	38	Chap 26 Pg. 907-908
	39	5	Domain name system	Poll, Viva	Power point, Video Clip	39	Chap 26 Pg. 910-921
14	40	5	Revision	MOOC course submission	Diploma in Computer Networking	40	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignment	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) Specify	Other (2) Specify	Total
75% Attendance. Active Participation	01	-	Practical Submission (100 marks) scaled to 20 marks		-	IA 1 (Descriptive) 20 marks, IA 2 (MCQs + Viva) 20 marks scaled to 15 marks		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignment	CO Map	Assignment given to Students on	Date of Submission
1	Access methods, Wired LANs, Data link layer protocols, Connecting devices.	3	Week 4	Week 5

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
----------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Textbook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√			3	4a	4b		√	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Textbook, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1,2	1,2	Q1 – 10 Marks Q2 – 10 Marks	IA is a Head of passing *
2 nd IA Test	10 th week	3,4	3,4	MCQ	
Pop Quiz	12 th Week	5	5		
Open Book Test	10 th Week	4	4		
Take Home Test	4 th Week	2	2		
One minute paper	6 th Week	3	3		
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester.

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	IPv4 Addressing and Subnetting.	Calculating network address, host, subnet, range	CO4	4
2	5	Use of ping and tracert / traceroute, ipconfig / ifconfig, route and arp utilities.	Commands	CO5	4
3	4	Configure IP static routing	Static routing	CO4	4
4	4	Configure IP routing using RIP.	Routing Information	CO4	4

			Protocol		
5	4	Configuring Simple OSPF.	Open Shortest Path First	CO4	4
6	5	Configuring DHCP server and client.	Dynamic host configuration protocol	CO5	4
7	5	Configuring DNS Server and client.	Domain Name Systems	CO5	4
8	4	Configuring OSPF with multiple areas.	OSPF algorithm with multiple areas in the network	CO4	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1-5	Socket Programming in Java	Socket Programming	1-5	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	VLAN Simulation	VLAN	3	3

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	-
2		Industrial Visit	Server Room Visit (Virtual)
3	Test and Assessments	Class Tests – (other than IA)	-
4		Mini Projects	-
5		Pop Quiz	UNIT-5 (TCP & UDP)
6		Mobile App Based Quiz	-
7		Open Book Test	UNIT-4 (Routing Algorithms- http://vlabs.iitb.ac.in/vlabs-dev/labs/mit_bootcamp/comp_networks/index.php)
8		Take Home Test	UNIT- 2
9	Collaborative and Group	Poster Presentation	Yes (as part of Practical Assessment – routing algorithms and their real-world applications)

10	Activity	Minute Papers	UNIT-3
11		Students Seminar	Unit 1
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	YES
16		Value Added Courses	YES
17		Lecture Capture Usage	YES

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Prachi M.

Ms. Mithila C.

Mr. Rajendra P.

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Ms.Puspha Mahapatrao
VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about Python programming syntax and semantics to write programs and use concepts such as creating GUI form and adding widgets.
Affective	What do you want students to think / care about?	To understand the fundamentals of Procedural Oriented and object-oriented programming in python and it's different features like Simplicity, understand its Huge Community, Libraries and Frameworks.
Behavioural	What do you want students to be able to do?	To build small applications that have front end as Python and backend as MySQL, Use of Packages and Frameworks. Students can use Python to build productivity tools, games as it is easy to use, powerful, versatile, making it a great choice for beginners.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To develop small applications using basic concepts, values & expressions, various control & conditional statements and Looping.	Unit 1
CO2	To use and implement built-in functions and User defined Functions along with different sting methods.	Unit 2
CO3	To use new datatypes such as Lists, Tuples and dictionaries, Create and handle Exceptions and how to deal with files.	Unit 3
CO4	To create class and objects, Implement use of regular expression and multithreaded programming.	Unit 4
CO5	To develop GUI applications with database connectivity.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '--':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		√					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT301	Python Programming	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT301	Python Programming	20	20	Scaled to 15 + 10 class participation	75	25	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

D	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
E	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3.00	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3:00-4:00 PM	MS Teams
B	Monday	3:00-4:00 PM	MS Teams
C	Monday	3:00-4:00 PM	MS Teams
D	Monday	3:00-4:00 PM	MS Teams
F	Monday	3:00-4:00 PM	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module- No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Variables and Expressions, Conditional Statements, Looping, Control statements	07	20
2	Functions ,Strings	07	20
3	Lists , Tuples and Dictionaries , Files , Exceptions	09	20
4	Regular Expressions , Classes and objects , Multithreaded programming, modules	08	20
5	Widgets , Layout management , Storing data in our MySQL Database via Our GUI	09	20
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Imperative programming	Loops & conditional statements
2	2	Object Oriented Programming	Classes and Objects

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	4	Core Java
2	5	Enterprise Java, Advance Web Programming, Project
3	6	Project
4	MSc IT	Data Science

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	GUI based Desktop Applications
2	Game- Tic Tac Toe
3	Music Class Admission
4.	Dice Rolling Simulator
5.	Calculator
6.	Medical Bill Generation
7.	Supermarket Billing System
8.	Banking System
9.	Students Report Card Generation
10.	Book Shop Management System

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018	Dec 2017
Course Passing % – Average of 3 Divisions	100%	100%	89.18%	79.29%	82.56%
Marks Obtained by Course Topper (Marks/100)	100	100	98	98	99

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	JV/LJ	100	JV/LJ	100	JV/LJ	100	JV/LJ	100	JV/LJ	100	JV/LJ	100
Dec 2019	JV	98.18	LJ	75.00	ST	90.16	ST	90.16	JV	87.30	LJ	97.62
Dec 2018	JV	95.52	LJ	91.80	ST	74.14	ST	76.67	JV	62.50	LJ	78.13
Dec 2017	LJ	90.91	LJ	90.32	PT	87.83	PT	80.65	SK	82.09	SK	96.03

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Regular Expressions	4	Give Practice Questions, Think-Pair-Share
Database connectivity	5	Identifying and correcting errors

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	NA	NA	NA	NA	NA

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Think Python	Allen Downey	O'Reilly	1st	1
2	An Introduction to Computer Science using Python 3	Jason Montojo Jennifer Campbell Paul Gries	SPD	1st	2
3	Python GUI Programming Cookbook	Burkhard A. Meier	Packt	3rd	5
4	Introduction to Problem Solving with Python	E. Balagurusamy	TMH	1st	3-4
5	Murach's Python programming	Joel Murach, Michael Urban	SPD	1st	1-5
6	Object-oriented Programming in Python	Michael H. Goldwasser, David Letscher	Pearson Prentice Hall	1st	4
7	Exploring Python	Budd	TMH	1st	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Think Python	Allen Downey.	O'Reilly	1st	1
2	An Introduction to Computer Science using Python 3	Jason Montojo, Jennifer Campbell, Paul Gries	SPD	1st	2
3	Python GUI Programming Cookbook	Burkhard A. Meier	Packt	3rd	5

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Easier python paths with pathlib https://www.linuxjournal.com/content/easier-python-paths-pathlib	Python Weekly- http://www.pythonweekly.com/	1
2	Python Standards- https://docs.python.org/3/library/	Code Magazines- https://www.codemag.com/Magazine/ByCategory/Python	2
3	NDLI- http://ndl.iitkgp.ac.in/document/OEYweXplRmlkYURkM3JkbUdtKy9UWHZrazNPQ1I5bE1hZ2VFb0ZsenNpd2RvVys5NUowVDA5ZXRPQkVjK2YxdnNSczBmUUU4OW1aMjlyNHg2bFRrbkE9PQ	The MagPi- https://www.raspberrypi.org/magpi/best-reads-python-programming/	3

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e., Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√	√				Y		Think Python chap 1 pg 1- 11 & Intro to problem solving with python chap 3 pg 47-71
2		√	√				Y		Think Python chap 3 pg 19- 27 & Intro to problem solving with python chap 5 pg 115-122
3		√	√				Y		Think python cp 10(pg 89-92) & Intro to problem solving with python Cp 5, 6 &7(pg 130-199)
4		√	√				Y		Intro to problem solving with python Cp 4,6 & 8 (pg 84-255)

5		√	√				Y		Python GUI Prog cookbook Cp 1,2,7 (pg 19-240)
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4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	V-Refer	1-5
2	www.python.org	2
3	www.learnpython.com	3
4	Python-course.eu	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Spoken Tutorial – Python	IIT, Bombay	25 Hrs.	Y
2	The Joy of Computing using Python By Prof. Sudarshan Iyengar, Prof. Yayati Gupta https://onlinecourses.nptel.ac.in/noc21_cs75/preview	IIT Ropar	12 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Data Science with Python	VSIT	32 hrs	y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

From (date/month/year)		To (date/month/year)		Total Number of Weeks	
June 2021		Oct 2021		15	
W	Le	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted	Teaching Methodology	Recommended Prior Viewing / Reading

				(Quiz, Poll, Viva, Student Presentation, THT, any other)	(Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Induction of the subject, History, features, Installing Python	Poll	Power Point Python 3.8		Ref 1 /1/1
	2	1	Syntax Errors, Runtime Errors, Semantic Errors, Experimental Debugging, Formal and Natural Languages, The Difference Between Brackets, Braces, and Parentheses,	Quiz, Poll	Power Point, Video clip		Ref 1 /1/3, Ref 4/3/47
	3	1	Values and Types, Variables, Variable Names and Keywords and Type conversion,	Quiz	Power Point, Python 3.8		Ref 1 /2/11
2	4	1	Expressions, Interactive Mode and Script Mode, Order of Operations,	Quiz	Power Point Python 3.8		Ref 1 /2/11
	SS	1	Operators and Operands	-	-		
	5	1	Review of SS, Conditional Statements	Poll, Viva	Power Point Python 3.8		Ref 4/3/69
	6	1	Looping	Poll, Viva	Power Point Python 3.8		Ref 4/3/71
3	7	1	Control statements	Class Test	Power Point Python 3.8		Ref 4/3/65
	8	2	Function Calls, Type Conversion Functions	Poll	Power Point, Python 3.8		Ref 1 /3/19
	9	2	Math Functions, Composition, Adding New Functions	Quiz	Power Point, Python 3.8		Ref 1 /3/20
4	10	2	Definitions and Uses, Parameters and Arguments, Variables and Parameters, Stack Diagrams	poll	Power Point Python 3.8		Ref 1 /3/22,23
	SS	2	Flow of Execution				Ref 1 /3/24,25

	11	2	Fruitful Functions and Void Functions, Importing with from, Return Values	Quiz	Power Point, Python 3.8		Ref 1/3/26,27
	12	2	String Slices, Strings Are Immutable, Searching, Looping and Counting	quiz	Power Point, Python 3.8		Ref 4/5/115-117
5	13	2	Review of SS , String Methods, The in Operator	Viva	Power Point, Python 3.8		Ref 4/5/121
	SS	2	String Comparison,	-	-		Ref 4/5/122
	14	2	Review of SS , String Operations	Class Test	Power Point, Python 3.8		Ref 4/5/122
	15	3	Lists: Values and Accessing Elements, Lists are mutable	Poll	Power Point, Python 3.8		Ref 1/10/89
6	16	3	Traversing a List, Deleting elements from List	Quiz	Power Point, Python 3.8		Ref 1/10/92
	17	3	Built-in List Operators, Concatenation, Repetition, In Operator , Built-in List functions and methods,	Quiz	Power Point, Python 3.8		Ref 4/5/130
	18	3	Tuples, Accessing values in Tuples, Tuple Assignment, Tuples as return values ,	Quiz	Power Point, Python 3.8		Ref 4/5/149
7	19	3	Variable-length argument tuples, Basic tuples operations, Concatenation, Repetition, in Operator, Iteration	Quiz	Power Point, Python 3.8		Ref 4/6/150
	SS	3	Built-in Tuple Functions	-	-	-	Ref 4/6/150
	20	3	Review of SS, Creating a Dictionary, Accessing Values in a dictionary, Updating Dictionary, Deleting Elements from Dictionary	Quiz	Power Point, Python 3.8		Ref 4/6/155
	21	3	Properties of Dictionary keys, Operations in Dictionary, Built-In Dictionary Functions, Built-in Dictionary Methods	Viva	Power Point, Python 3.8		Ref 4/6/159
8	22	3	Files: Text Files, The File Object Attributes, Directories	quiz	Power Point, Python 3.8		Ref 4/7/180

	23	3	Exceptions: Built-in Exceptions, Handling Exceptions, Exception with Arguments,	Open Book Test	Python 3.8		Ref 4/7/194
	SS	3	User-defined Exceptions	-	-		Ref 4/7/199
	24	5	Creating the GUI Form and Adding Widgets: Widgets: Button, Canvas, Checkbutton	Quiz	Power Point, Python 3.8		Ref 3/1/19
9	25	5	Review of SS, Entry, Frame, Label, Listbox, , Menu	Quiz	Power Point, Python 3.8		Ref 3/1/55
	SS		Menubutton	-	-		Ref 3/1/55
	26	5	Review of SS , Message, Radiobutton, , Scrollbar, text	Viva	Power Point, Python 3.8		Ref 3/1/28
	SS		Scale ,Toplevel	-	-		Ref 3/1/28
	27	5	Spinbox, Paned Window, LabelFrame, tkMessageBox. Handling Standard attributes , (BSA- PBL)	Quiz	Power Point, Python 3.8		Ref 3/1/31
10	28	5	Properties of Widgets, Layout Management: Designing GUI applications with proper Layout Management features	Quiz	Power Point, Python 3.8		Ref 3/2/31
	29	5	Review of SS, Look and Feel Customization: Enhancing Look and Feel of GUI using different appearances of widgets	Poll	Power Point, Python 3.8		Ref 3/2/73
	30	5	Storing Data in Our MySQL Database via Our GUI: Connecting to a MySQL database from Python, Configuring the MySQL connection	Take home test	Power Point, Python 3.8		Ref 3/7/207

11	31	5	Designing the Python GUI database, Using the INSERT command	Viva	Power Point, Python 3.8		Ref 3/7/227-230
	32	5	Using the UPDATE command, Using the DELETE command	(BSA- Mini Project)-	Python 3.8,		Ref 3/7/240
	33	5	Storing and retrieving data from MySQL database	Take Home Test	Power Point Python 3.8,		
12	34	4	Regular Expressions – Concept of regular expression, various types of regular expressions, using match function	Quiz	Power Point, Python 3.8		https://www.w3schools.com/python/python_regex.asp
	SS	4	Overview of OOP	-	-		
	35	4	Review of SS, Classes and Objects: Class Definition, Creating Objects	Mobile App Based Quiz	Power Point,		Ref 4/8/212
	36	4	Instances as Arguments, Instances as return values, Built-in Class Attributes	Quiz	Power Point Python 3.8,		Ref 4/8/212
13	37	4	Inheritance, Method Overriding, Data Encapsulation, Data Hiding	Quiz	Power Point Python 3.8,		Ref 4/8/221,225
	38	4	Multithreaded Programming: Thread Module, creating a thread	Quiz	Power Point Python 3.8,		Ref 3/6/161
	39	4	Synchronizing threads, multithreaded priority queue	Quiz	Power Point Python 3.8,		Ref 3/6/163,182
14	40	4	Modules: Importing module, Creating and exploring modules, Math Module, Time module	Poll	Python 3.8, Power Point		Ref 1/14/139 Ref 4/4/86
	SS	4	Random module	-	-		Ref 4/4/84

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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks			IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Functions ,Strings	2	Week 4	Week 5
2	Lists , Tuples and Dictionaries , Files , Exceptions	3	Week 7	Week 8
3	Regular Expressions , Classes and objects , Multithreaded programming, modules	4	Week 12	Week 12

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓	✓		2	-	R1& R4	-	✓	✓
2	7	✓		✓	3	-	R1& R4	-	✓	✓
3	12	✓			4	-	R1& R4	-	✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th Week	1 and 2	1, 2	IA1 (Descriptive 20 M)	No IA Re-test

				(Scaled to 7.5)	IA is a Head of passing *
2 nd IA Test	12 th Week	3 and 4	3, 4	IA2 (MCQs 20 M) (Scaled to 7.5)	
Pop Quiz	4 th Week	1-2	1-2		
Open Book Test	2 nd Week	1	1		
Take Home Test	9 th Week	5	3		
Class tests / prelims	12 th week	4	4		

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		<p>1. Write the program for the following:</p> <p>A) Create a program that asks the user to enter their name and their age. Print out a message addressed to them that tells them the year that they will turn 100 years old.</p> <p>B) Enter the number from the user and depending on whether the number is even or odd, print out an appropriate message to the user.</p> <p>C) Write a program to generate the Fibonacci series.</p> <p>D) Write a function that reverses the user defined value.</p> <p>E) Write a function to check the input value is Armstrong and also write the function for Palindrome.</p> <p>F) Write a recursive function to print the factorial for a given number.</p>	Input/Output	1	4
2		<p>2. Write the program for the following:</p> <p>A) Write a function that takes a character (i.e. a string of length 1) and returns True if it is a vowel, False otherwise.</p> <p>B) Define a function that computes the length of a given list or string.</p>	Functions	2	4

		<p>C) Define a procedure histogram () that takes a list of integers and prints a histogram to the screen. For example, histogram ([4, 9, 7]) should print the following:</p> <pre>**** ***** *****</pre>			
3		<p>3. Write the program for the following:</p> <p>A) A pangram is a sentence that contains all the letters of the English alphabet at least once, for example: The quick brown fox jumps over the lazy dog. Your task here is to write a function to check a sentence to see if it is a pangram or not.</p> <p>B) Take a list, say for example this one: a = [1, 1, 2, 3, 5, 8, 13, 21, 34, 55, 89] and write a program that prints out all the elements of the list that are less than 5.</p>	Lists	3	4
4		<p>4. Write the program for the following:</p> <p>A) Write a program that takes two lists and returns True if they have at least one common member.</p> <p>B) Write a Python program to print a specified list after removing the 0th, 2nd, 4th and 5th elements.</p> <p>C) Write a Python program to clone or copy a list</p>	List	3	4
5		<p>5. Write the program for the following:</p> <p>A) Write a Python script to sort (ascending and descending) a dictionary by value.</p> <p>B) Write a Python script to concatenate following dictionaries to create a new one. Sample Dictionary : dic1={1:10, 2:20} dic2={3:30, 4:40} dic3={5:50,6:60} Expected Result : {1: 10, 2: 20, 3: 30, 4: 40, 5: 50, 6: 60}</p> <p>C) Write a Python program to sum all the items in a dictionary.</p>	Dictionary	4	4
6		<p>6. Write the program for the following:</p> <p>A) Write a Python program to read an entire text file.</p> <p>B) Write a Python program to append text to a file and display the text.</p> <p>C) Write a Python program to append text to a file and display the text.</p>	Files	4	4
7		<p>7. Write the program for the following:</p> <p>A) Design a class that store the information of student and display the same</p>	Classes and Objects		

		<p>B) Implement the concept of inheritance using python</p> <p>C) Create a class called Numbers, which has a single class attribute called MULTIPLIER, and a constructor which takes the parameters x and y (these should all be numbers).</p> <p>i. Write a method called add which returns the sum of the attributes x and y. ii. Write a class method called multiply, which takes a single number parameter a and returns the product of a and MULTIPLIER.</p> <p>iii. Write a static method called subtract, which takes two number parameters, b and c, and returns b - c.</p>		4	
8		<p>8. Write the program for the following:</p> <p>A) Open a new file in IDLE ("New Window" in the "File" menu) and save it as geometry.py in the directory where you keep the files you create for this course. Then copy the functions you wrote for calculating volumes and areas in the "Control Flow and Functions" exercise into this file and save it.</p> <p>Now open a new file and save it in the same directory. You should now be able to import your own module like this:</p> <pre>import geometry</pre> <p>Try and add <code>print dir(geometry)</code> to the file and run it.</p> <p>Now write a function <code>pointyShapeVolume(x, y, squareBase)</code> that calculates the volume of a square pyramid if <code>squareBase</code> is True and of a right circular cone if <code>squareBase</code> is False. <code>x</code> is the length of an edge on a square if <code>squareBase</code> is True and the radius of a circle when <code>squareBase</code> is False. <code>y</code> is the height of the object. First use <code>squareBase</code> to distinguish the cases. Use the <code>circleArea</code> and <code>squareArea</code> from the <code>geometry</code> module to calculate the base areas.</p> <p>B) Write a program to implement exception handling.</p>	Using Imports and Exception Handling		4
9		<p>9. Write the program for the following:</p> <p>A) Try to configure the widget with various options like: <code>bg="red"</code>, <code>family="times"</code>, <code>size=18</code></p> <p>B) Try to change the widget type and configuration options to experiment with other widget types like Message, Button, Entry, Checkbutton, Radiobutton, Scale etc.</p>	GUI	5	4
10		<p>PBL Experiments:</p> <ol style="list-style-type: none"> 1. Super Market Bill Generation 2. Housing Society 3. Pharmaceutical System 	GUI	5	4

		4. Student Mark Sheet Generation 5. Café Billing System			
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9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
6	3	Write a program to implement read and append file mode.	Files	3	4
8	4	Write a program to show the use of Exceptions with arguments	Exception Handling	4	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
10	All	<ol style="list-style-type: none"> 1. Super Market Bill Generation 2. Housing Society 3. Pharmaceutical System 4. Student Mark Sheet Generation 5. Café Billing System 6. Design pre-placement training form. 	Python with MySQL and Files	4, 5	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	No
2		Industrial Visit	No
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	No
13		Panel Discussion / Mock GD	No

14		Mock Interview	No
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Leena Jadhav

Dr. Amita Jain

Dr. Rajendra Patil

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Dr. Pallavi Tawde

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know the Importance of saving energy and resources.
Affective	What do you want students to think / care about?	To think about the implementation of best practices and various energy efficient techniques.
Behavioural	What do you want students to be able to do?	To apply various techniques to reduce the effect of carbon footprint in the day-to-day life.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the relation and impact of environmental perspectives and IT	1
CO2	Use methods and tools to measure energy consumption.	2
CO3	Evaluate effectiveness of IT use in relation to environmental perspectives	3,4
CO 4	To select the hardware and software can facilitate a more sustainable operation.	4
CO5	Use and give an account of standards and certifications related to sustainable IT products	5
CO6	Use of Digital preservation techniques	3,4,5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT205	Green computing	05	-	-	2	2		4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT205	Green computing	20	05	25	75		50		150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.00	NA	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
B	3.00	NA	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
C	3.00	NA	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
D	3.00	NA	NA	NA	NA	N.A.	N.A.	N.A.	N.A.
F	3.00	NA	NA	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
All		3.00 to 4.00 pm	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview and Issues Current Initiatives and Standards	06	20
2	Minimizing Power Usage Cooling	11	20
3	Changing the way We Work Going Paperless	08	20
4	Recycling Hardware Considerations	10	20
5	Greening Your Information Systems Staying Green	05	20
Total		40hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Operating Systems	Introduction to computer fundamentals and basic operations.

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Software Engineering
2	V	TY B.Sc (IT) project
3	VI	TY B.Sc (IT) project

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Utilization of alternative energy to power various projects
2	Device recycling (Importance of reduce, reuse, recycle)
3	Reduced energy usage from green computing techniques such as reduction in the fossil fuel used in power plants and transportation.
4	Reducing Carbon Footprint

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019	Apr 2018	Apr 2017
Course Passing % – Average of 3 Divisions	100	100	100	97.55	100	96
Marks Obtained by Course Topper (mark/100)	100	96	95	96	94	90

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
APR 2021	ACJ, LJ	100	ACJ, LJ	100	ACJ, LJ	100
APR 2020	MDA	100	ACJ	100	MDA	100
APR 2019	PBH	98.21	ACJ	93.55	PBH	98.31
APR 2018	ACJ	100	ACJ	100	PBH	100
APR2017	ACJ	96.41	ACJ	96.61	ACJ	98.28
	Division D		Division E		Division F	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
APR 2021	ACJ, LJ	100	ACJ, LJ	100	ACJ, LJ	100
Apr 2020	ACJ	100	ACJ	100	ACJ	100
APR 2019	ACJ	98.28	PBH	98.15	ACJ	100
APR 2018	PBH	100	PBH	100	ACJ	100
APR2017	NDP	94.55	NDP	91.53	ASR	96.43

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Hardware Considerations	4	Video Lectures can be conducted

4

All the Learning Resources – Books and E-Resources

4.a

List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Green IT	Toby Velte, Anthony Velte, Robert Elsenpeter	McGraw Hill	2008	1-5

4.b

List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Green Data Center: Steps for the Journey	Alvin Galea, Michael Schaefer, Mike Ebbers	Shroff Publishers and Distributors	2011	2
2	Green Computing and Green IT Best Practice	Jason Harris	Emergo		3

3	Green Computing Tools and Techniques for Saving Energy, Money and Resources	Bud E. Smith	CRC Press	2014	4
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Green IT	Toby Velte, Anthony Velte, Robert Elsenpeter	McGraw Hill	2008	1-5
2	Green Computing and Green IT Best Practice	Jason Harris	Emergo		3
3	Green Computing Tools and Techniques for Saving Energy, Money and Resources	Bud E. Smith	CRC Press	2014	4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://ieeexplore.ieee.org/document/7164298 Green Communication & computing network series	https://books.google.co.in/books?id=L_kqs7qfoQ4C&pg Green Accessories	3&1
2	http://ieeexplore.ieee.org/document/8114542 Toward Big Data in Green City	https://statetechmagazine.com/article/2015/02/harness-power-new-processors Harness power with new Processors	2&5
3	http://ieeexplore.ieee.org/document/7785890 Green Industrial Internet Of Things Architecture	https://statetechmagazine.com/article/2012/11/how-state-and-local-agencies-are-going-paperless Going Paperless	1
4	http://ieeexplore.ieee.org/document/7744833 Software Defined Networking Catching And Computing For Green Wireless Networks	https://statetechmagazine.com/article/2013/10/why-state-agencies-are-turning-crm-tools-streamline-productivity CRM	4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓	✓		✓	Y		Pg No 3-19
2	✓	✓	✓	✓		✓	Y		Pg no 45-63
3	✓	✓	✓	✓		✓	Y		Pg No 81-103

4	✓	✓	✓			✓	Y		Pg no127-151
5	✓		✓	✓			Y		Pg no 215-277

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content	1-5
2	Carbon footprints https://www.youtube.com/watch?v=eCK_9TxR_q0	1
3	Configuration of remote desktop server https://www.youtube.com/watch?v=AkY5ws4X5R4	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Getting Organised and Go paperless with One Note https://www.udemy.com/course/onenote-for-a-better-life/	Udemy	3	Y
2	Water wise irrigation design https://www.udemy.com/course/irrigation-design-step-by-step	Udemy	4	Y
3	Introduction to research methodology And Statistical analysis https://onlinecourses.swayam2.ac.in/nou21_cm03/previous	NPTEL	16 weeks	Y
4	Introduction to Computer Fundamentals https://Spoken-tutorial.org/tutorial-search/?search_foss=Introduction+to+Computers&search_language=	Spoken	4 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	NA			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

		From (date/month/year)	To (date/month/year)	Total Number of Weeks			
Semester Duration		31/1/2022		13			
Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Induction	Student Discussion	PPT	1	Green IT Ch 1,(3-18)
	2	1	Problems Toxins, Power Consumption, Equipment Disposal	Quiz	PPT	2	Green IT Ch 1,(3-18)
	3	1	Carbon Footprint Global Initiatives United Nations Basel Action Network North America, The United States, Canada	Problem Solving	PPT Usage of online websites will be shown to students for the calculation of carbon foot print.	3	Green IT Ch 2,(19-44)
	SS		Basel Convention				Green IT Ch 2,(19-44)
2	4	1	Rules and regulations Australia, Europe WEEE Directive RoHS National Adoption	Viva	PPT Video clip	4	Green IT Ch 2,(19-44)
	SS		Cost Saving techniques				Green IT

							Ch 2,(19-44)
	5	1	Rules and regulations Asia, Japan, China, Korea	Class Test-20 Marks	PPT	5	Green IT Ch 2,(19-44)
	6		Introduction to the Project Topic	Project Discussion	PPT	6	
3	7	2	Power Problems Monitoring Power Usage	Quiz	PPT Video clip	7	Green IT CH3(45-62)
	8	2	Monitoring Power Usage	Problem Solving	PPT	8	Green IT CH3(45-62)
	9	2	Reducing Power Use Data De-Duplication, Management Bigger Drives	Viva Poll	PPT	9	Green IT CH3(45-62)
4	SS		Virtualization				Green IT CH3(45-62)
	10	2	Involving Your Utility Company Discussion of the project topics related to power management.	Group Discussion	PPT	10	Green IT CH3(45-62)
	11	2	Components Servers, Computer Settings, Storage Monitors, Power Supplies, Wireless Devices, Software	Quiz Poll	PPT Video	11	Green IT CH3(45-62)
	12	2	Cooling Costs How Much Does Power Cost? Causes of Cost	Poll Problems to Calculate cooling cost	PPT	12	Green IT CH4(63-80)
5	13	2	Calculating Your Cooling Needs Reducing Cooling Costs Economizers, On-Demand Cooling HP's Solution	Viva	PPT	13	Green IT CH4(63-80)
	14	2	Optimizing Airflow Hot Aisle/Cold Aisle, Raised Floors, Cable Management, Vapor Seal Prevent Recirculation of Equipment exhaust Supply Air Directly to heat Sources, Fans ,Humidity	Quiz Poll	PPT Video	14	Green IT CH4(63-80)
	15	2	Adding Cooling Fluid Considerations Discussion of Identifying problem definition for the selected project.	Viva	PPT	15	Green IT CH4(63-80)
	SS		System Design				Green IT

							CH4(63-80)
6	16	2	Datacenter Design Centralized Control, Design for Your Needs, Put Everything Together	Descriptive Test of 20 Marks	PPT	16	Green IT CH4(63-80)
	17		Discussion on project methodology	Group discussion	PPT	17	
	18	3	Rethinking Old Behaviors Starting at the Top , Process Reengineering	Viva	PPT	18	Green IT CH5(81-102)
7	19	3	Green in Mind Analyzing the Global Impact of Local action	Quiz	PPT	19	Green IT CH5(81-102)
	SS	3	Water recycling				Green IT CH5(81-102)
	20	3	Steps Recycling, Energy, Pollutants Discussion of Methodology of the project.	THT Student presentation	PPT	20	Green IT CH5(81-102)
	21	3	Teleworkers and Outsourcing Telecommuting, Outsourcing How to Outsource	Quiz Poll	PPT Video Clip	21	Green IT CH5(81-102)
8	22	3	Paper and Your Office Practicality, Storage, Destruction	Poll	PPT	22	Green IT CH5(81-102)
	23	3	Going Paperless Organizational Realities, Changing Over, Paperless Billing, Handheld Computers vs the clip board, Unified Communications	Viva Poll	PPT Video Clip	23	Green IT CH6(103-126)
	24	3	Intranets What to Include, Building an Intranet, Electronic Data Interchange (EDI) Nuts and Bolts	Quiz Poll	PPT Video	24	Green IT CH6(103-126)
	SS		Microsoft Office SharePoint Server 2007				Green IT CH6(103-126)
	25	3	Value Added Networks, Advantages, Obstacle	Poster Presentation- 20 Marks	PPT Video	25	Green IT CH6(103-126)
9	26	4	Problems China, Africa, Materials	Discussion of the case study	PPT	26	Green IT CH7(127-150))
	27	4	Means of Disposal Recycling, Make the Decision	Viva	PPT Video	27	Green IT CH7(127-150))
	SS	4	Refurbishing				Green IT

							CH7(127-150))
10	28	4	Life Cycle From Cradle to Grave, Life, Cost Green Design Discussion of findings of the project	Quiz Student presentation	PPT	28	Green IT CH7(127-150))
	29	4	Recycling Companies Finding the Best One Checklist, Certifications	Poll Quiz	PPT	29	Green IT CH7(127-150))
	30	4	Hard Drive Recycling Consequences How to Clean a Hard Drive Which Method?	Viva	PPT	30	Green IT CH7(127-150))
11	31	4	Certification Programs RoHS	THT	PPT	31	Green IT CH7(127-150))
	SS	4	EPEAT				Green IT CH7(127-150))
	32	4	Energy Star Computers , Monitors, Printers, Scanners, All-in-ones, Thin Clients	Quiz Poll	PPT Videos	32	Green IT CH7(127-150))
	33	4	Servers Blade Servers, Consolidation, Products	Poll	PPT	33	Green IT CH7(127-150))
12	34	4	Hardware Considerations Planned Obsolescence, Packaging Toxins, Other Factors	Viva	PPT	34	Green IT CH8(151-172)
	35	4	Remote Desktop Using Remote Desktop, Establishing a connection	THT Assignment 1 on Hardware Consideration- 20 Marks	PPT Video	35	Green IT CH8(151-172)
	36	5	Certifications and helpful organizations	Viva	PPT	36	Green IT CH13(255-275)
13	37	5	Initial Improvement Calculations Selecting Metrics, Tracking Progress	Student presentation	PPT Group discussion	37	Green IT CH13(255-275)
	38	5	Improve Technology Infrastructure Reduce PCs and Servers, Shared Services, Hardware Costs, Cooling	Viva	PPT Video	38	Green IT CH13(255-275)
	39	5	Organizational Checkups Chief Green Officer, Evolution, Sell the CEO	Poll	PPT	39	Green IT CH14(277-288)
	40	5	Equipment Checkups Gather Data, Tracking Your Data Baseline Data	Viva, Evaluation of Project-20 Marks	PPT	40	Green IT CH14(277-288)

			Discussion and Conclusion of the project.				
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Case Study Submission (100 Marks) scaled to 20 Marks, Final Pract Exam (Mini-Project presentation + Viva) – 20 Marks		-	IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Recycling Hardware Considerations	C0 4,6	8 th Week	9 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	8	✓			4	✓	✓		3	2

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.**Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details**

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1, 2	1,2	Q1 – 10 Marks Q2 – 10 Marks	No IA Re-test
2 nd IA Test	10 th Week	3, 4	3, 4		IA is a Head of passing *
Pop Quiz	Every Week	1,2,3,4,5	1,2,3,4,5	MS Teams	-
Open Book Test	-	-	-	-	-
Take Home Test	5 th week	2	2	MS Teams	-
Class tests / prelims	3 rd Week	1	1	MS Teams	-
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a**Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Project Review	Identifying the problem	C01-CO6	
2	2	Project Review	Requirement Gathering	C01-CO6	
3	3	Project Review	Comparison with the present Technology	C01-CO6	
4	4	Project Review	Specifying the solution for the problem	C01-CO6	

9.b**Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Power Management in green computing	Power Management	CO 2	
2	4	Use of hardware/software with energy star label	energy star	CO4	
3	1	Smart E-waste management system	E-waste	CO1	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Calculating Carbon Footprint	Carbon footprint	CO 1	
2	2	Introduction of online methods for power management	Power management techniques	CO2	
3	3	Implementation of paperless technology in educational institute	Going paperless	CO3	
4	4	Implementation of refurbishing concepts	refurbishing	CO4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	No
2		Industrial Visit	No
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation/Model presentation	Yes
10		Minute Papers	No
11		Students Seminar	No
12		Students Debates	No

13		Panel Discussion / Mock GD	No
14		Mock Interview	No
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	No
17		Lecture Capture Usage	Yes

Akshatha Jain

Madhavi Amondkar

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Ms. Pushpa Mahapatro

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about basic Object Oriented programming syntax and semantics to write C++ programs and use concepts such as abstraction, encapsulation, inheritance, polymorphism, etc.
Affective	What do you want students to think / care about?	To understand the fundamentals of object-oriented programming in C++, including defining classes, objects, invoking methods etc. and exception handling mechanisms.
Behavioural	What do you want students to be able to do?	To build command line applications using C++ libraries.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand and design real word object oriented system by considering various OOP principles	Unit 1
CO2	Implement simple programs/applications using C++ programming language	Unit 2
CO3	Design a system by considering Polymorphism as one of the core OOP concept	Unit 3
CO4	Develop new system from existing application by considering code reusability	Unit 4
CO5	Develop efficient applications using code minimization and file handling concepts	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT201	Object Oriented Programming	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	Class Participation	Practical (Class Participation + First Test)	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT201	Object Oriented Programming	7.5	7.5	15	75	10	20+10	20	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Div A	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div B	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div C	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
Div D	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.
F	3.00	1.50	1.50	NA	NA	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Div A	Monday	3.00 to 4.00 pm	MS Teams
Div B			
Div C			
Div D			
Div F			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Object Oriented Methodology, Principles of OOPS	5	20
2	Classes and Objects, Constructors and Destructors	9	20
3	Polymorphism, Virtual functions	9	20
4	Program Development using Inheritance, Exception Handling	8	20
5	Templates, Working with Files	9	20
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Imperative Programming	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	3	Python Programming
2	3	Data Structures
3	4	Core Java
4	5	Advanced web programming, Enterprise Java

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Students Report Card Generation
2	Book Shop Management System
3	Medical Store Billing System
4	Command line MCQ Test

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target - Apr 2022	Apr 2021	Apr 2020	Apr 2019
Course Passing % – Average of 3 Divisions	100	100	99.34	93.44
Marks Obtained by Course Topper (mark/100)	100	100	100	100

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 21	AAJ, AK	100	AAJ,AK	100	AAJ,AK	100	AAJ,AK	100	Nil		AAJ, AK	100
Apr 20	AK	100	AAJ	100	AAJ	99	AK	99	SK	100	SK	100
Apr 19	AK	98.21	LJ	85.48	LJ	96.61	AK	98.28	SK	85.19	SK	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Exception Handling	4	Practical examples and innovative practical questions
Templates	5	Demonstration in real applications
File Handling	5	New practical to be designed

4**All the Learning Resources – Books and E-Resources****4.a****List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Object Oriented Programming with C++	E. Balagurusamy	Tata McGraw Hill	4	1-5
2	C++ for Beginners	B.M. Hirwani	SPD	1	1-4

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Object Oriented Analysis and Design	Timothy Budd	TMH	3	1-5
2	Mastering C++	K R Venugopal, Rajkumar Buyya, T Ravishankar	TMH	2	1-5

3	Effective Modern C++	Scott Meyers	SPD	-	1-5
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Object-Oriented Programming with C++	A.K. Sharma	Pearson India	I	1,2,3, 4,5
2	An Introduction to Object-Oriented Programming in C++ https://www.springer.com/gp/book/9781447133780	Seed, Graham M.	Springer	I	1,2,3, 4,5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	E-Journals (A-Z) - P K Kelkar Library http://pkklib.iitk.ac.in/index.php/journals/e-journals-a-z/107-journal/119-o	Mastering OOP: A Practical Guide To Inheritance, Interfaces, And Abstract Classes https://www.smashingmagazine.com/2019/11/guide-oop-inheritance-interfaces-abstract-classes/	1-2
2	JOOP - Journal of Object-Oriented Programming https://www.researchgate.net/journal/JOOP-Journal-of-Object-Oriented-Programming-0896-8438	The overflow: https://stackoverflow.blog/2020/09/02/if-everyone-hates-it-why-is-oop-still-so-widely-spread/	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓						Object Oriented Programming with C++ E. Balagurusamy Page No. 4 to 12 C++ for Beginners B.M. Hirwani Page No. 2 and 3
2	✓	✓	✓						Object Oriented Programming with C++ E. Balagurusamy Page No. 97 to 164 C++ for Beginners B.M. Hirwani Page No. 101 to 126 Object Oriented Analysis and Design Timothy Budd Page No. 47 to 63
3	✓								Object Oriented Programming with C++ E. Balagurusamy Page No. 171 to 187, and 251 to 289

4	✓	✓		✓					Object Oriented Programming with C++ E. Balagurusamy Page No. 201 to 232 and 380 to 392 C++ for Beginners B.M. Hirwani Page No. 155 to 200
5	✓								Object Oriented Programming with C++ E. Balagurusamy Page No. 323 to 348 and 359 to 373 C++ for Beginners B.M. Hirwani Page No. 261 to 275 and 309 to 312

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/NPTEL Videos

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	YouTube video-C ++ Object Oriented Programming (https://www.youtube.com/watch?v=xnh7ip5gpzc&list=PLfVsf4Bjg79DLA5K3GLblwf3baNVFO2Lq)	2
3	NPTEL (http://nptel.ac.in/courses/106105151/) Classes and Objects Constants and Inline Functions Operator Overloading Inheritance Templates	1 2 3 4 5
4	polymorphism in oops- (https://youtu.be/F5PbnZkHqmg)	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Spoken Tutorial	IIT, Bombay	25 Hrs.	Y
2	C++ For C Programmers, Part A (Coursera) (https://www.mooc-list.com/course/c-c-programmers-part-coursera)	Created by:University of California, Santa Cruz, Delivered by:Coursera	20 Hrs.	Y

4.h Recommended Value Added Courses (VAC) / Workshop

Sr. No.	Name of the Value Added Course / Workshop	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	---	--	-----------------	---------------------

1	MFC and win32 windows programming & Cloud manaaaaaaaaaaaaaaaaagement	Mr. Shajil Kumar P A, Ms. Ashwini Koyande, Mr. Sunil Gupta(Alumni)	3 Hrs.	Y
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2021		

	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Induction Unit I Object Oriented Methodology: Introduction, Advantages and Disadvantages of Procedure Oriented Languages	Feedback	Power Point, Video Clip		Text1/1 /5
	2	1	What is Object Oriented? What is Object Oriented Development	Poll, Viva	Power Point, Video clip		Text1/1 /6
	3	1	Principles of OOPS: OOPS Paradigm, Basic Concepts of OOPS: Objects, Classes, Data Abstraction and Data Encapsulation	Fill in the blanks	Power Point, Video Clip		Text1/1 /10
2	4	1	Inheritance, Polymorphism	Viva	Power Point, Video Clip		Text1/1 /8-9

	SS	1	Benefits and applications of oop	-	-		Text1/1 /1-6
	SS	1	Message Passing, Dynamic Binding	-	-		Text1/1 /8-9
	5	1	Classes and Objects: Simple classes (Class specification, class members accessing)	Viva	Power Point, Video Clip		Text1/1 /8-9
	6	2	Defining member functions, passing object as an argument	Poll	Power Point, Code blocks		
3	7	2	friend classes,	Quiz	Power Point, Code blocks		Text1/5 /90
	8	2	Class test	class test on Unit 1	Power Point		Text1/5 /93
	9	2	Array of pointer to object.	Quiz	Power Point, Code blocks		Text1/5 /114
4	10	2	Constructors and Destructors: Introduction, Parameterized Constructor and examples	Viva	Power Point, Code blocks		Text1/5 /125
	11	2	Examples on classes and Objects		Flipped Classroom		Text1/8 /237
	12	2	POP Quiz	POP Quiz	-		Text1/6 /130
5	13	2	Returning object from functions	Poll	Power Point, Code blocks		Text1/6 /131
	14	2	Default Constructor,	Poll	Power Point,		Text1/6 /155

					Code blocks		
	SS	2	Pointer to object	-	-		Text1/5 /90
	SS	2	Destructors	-	-		Text1/1 /8-9
	15	3	Polymorphism, Concept of function overloading	Poll	Power Point, Code blocks		-
	SS	3	overloaded operators, overloading unary and binary operators	-	-		Text1/5 /94
	SS	3	overloading comparison operator	-	-		Text1/6 /131
6	16	3	Data Conversion between objects and basic types, One minute paper	Class test on Unit 2	Power Point		Text1/6 /134
	17	4	Program development using Inheritance: Introduction, understanding inheritance,	Fill in the Blanks	Power Point, Code blocks		Text1/4 /80
	18	4	choosing the access specifier	Poll	Power Point		Text1/7 /154-155
7	19	4	Derived class declaration, derived class constructors	Viva	Power Point		Text1/6 /163,156
	20	4	class hierarchies, multiple inheritance	Fill in the Blanks	Power Point, Code blocks		Text1/6 /167,169
	21	3	Virtual Functions: Introduction	Poll	Code Blocks		

8	22	3	need of Pure Virtual Functions	One minute paper	Code Blocks		
	23	3	this Pointer , abstract classes	Viva	Power Point, Code blocks		Text1/8 /179
	24	3	virtual destructors	Finding Errors	Power Point, Code blocks		Text1/8 /181
9	25	3	overloading arithmetic assignment operator	Quiz	Power Point, Code blocks		Text1/8 /180
	26	3	Static Functions	Viva	Power Point, Code blocks		Text1/8 /180
	27	3	Containership	Class test on Unit 3	Power Point		Text1/8 /194
10	28	4	Exception Handling Mechanism	Take home test	Power Point		Text1/8 /243
	29	4	Concept of throw & catch with example	Quiz, Poll	Code blocks		Text1/8 /238
	30	4	Concept of throw & catch with example	Viva	Code blocks		Text1/8 /206
11	31	4	Advantages provided by inheritance	Viva	Power Point		Text1/8 /249
	SS	4	multilevel inheritance,	-	-		Text1/1 2/319
	SS	4	hybrid inheritance	-	-		Text1/1 2/319

	32	5	Templates: Introduction	Class Test on Unit 4	Power Point, Code blocks		Text1/12/326
	33	5	Templates	Open Book Test	Power Point, Code blocks		Text1/12/320
12	34	5	Function Template and examples	Mobile App Based Quiz	Power Point		Text1/12/323
	35	5	Class Template and examples	Quiz	Power Point		Text1/11/286
	36	5	Open Book Test	Open Book Test	Power Point		Text1/11/288
	SS	5	Working with Files: Introduction	-	-		Text1/11/297
	SS	5	File Operations & Various File Modes	-	-		Text1/11/296
13	37	5	File Pointer and their Manipulation	Poll, Viva	Code blocks, Power Point		Text1/11/288
	38	5	Various File Modes Examples	Poll, Viva	Code blocks, Power Point		Text1/11/297
	39	5	Random File Operations	Poll, Viva	Code blocks, Power Point		Text1/11/296
14	40	5	Function Template and examples	Poll, Viva	Code blocks, Power Point		Text1/11/288

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
Active Participation(10)	5		Practical Submission(100) Scale down to 20		5 test	IA (15)		Term work (25)

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Object Oriented Methodology	1	3 rd week	4 th week
2	Classes and Objects	2	5 th week	6 th week
3	Polymorphism	3	7 th week	8 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√			1	√			√	
2	5	√	√	√	2	√	√	√	√	
3	7	√		√	3	√			√	√
4	9	√	√	√	4	√	√	√	√	√
5	11	√		√	5	√	√	√	√	√

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	-	1,2	1,2	Q1 – 30 Marks	No IA Re-test
2 nd IA Test		3,4	3,4	Q1 – 30 Marks	IA is a Head of passing *
Pop Quiz	4 th week	1, 2	1, 2		
Open Book Test	11 th week	4	4		
Take Home Test	10 th week	3	3		

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
2	2	a) Design an Employee class for reading and displaying employee information b) Design Student class – Array of Objects c) Design Demo class with methods: readNo(), factorial(), reverseNo(), isPalindrome(), isArmstrong()	Classes and methods	2	
3	2	a) Adding two complex numbers - use of constructor b) class Geometry – Method Overloading c) Class Rectangle - static variable and static function	Constructors and method overloading	2	
4	2	a) Adding two complex numbers b) Adding two different distances (m.cm & ft.in) c) Adding two matrices using two different classes	Using friend functions	2	
5	3	a) Negate a point in three-dimensional space - overload unary operator (-)	Operator Overloading		

		<p>b) Area of circle - base class function to accept radius and derived class function to calculate and display area</p> <p>c) Add timings of two clock objects - overload operator +</p>	(using member function and friend function)	3	
		a)			
7	3	<p>a) Method overriding - Design a class named Employee and a derived class named ContractEmployee. Override methods get and show</p> <p>b) Virtual function - Design three classes named Person, Student and Professor. Both Student and Professor must derive from Person class. Include a virtual function named getData() and a pure virtual function named isOutstanding()</p> <p>c) Abstract class - Design an abstract class named Shape with two pure virtual function named findarea() and displaydetails(). Create two classes named Rectangle and Circle and override the virtual functions</p>	Virtual functions and abstract classes	3	
8	4	<p>a) String operations for string length and concatenation</p> <p>b) String operations for string reverse and comparison</p> <p>c) Exception handling for numbers, strings, using pointer</p>	String handling, Exception Handling	4	
9	4	<p>a) Count total number of characters, words and lines in a file</p> <p>b) Editor for appending and editing the files - Student details</p>	File handling	4	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
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1		a) To check a number is even or odd b) To find a number is prime or not c) To find a number is palindrome or not d) To generate all the prime numbers between 1 and n e) Add two numbers using a method	Basic OOP	1, 2	4
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9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
10.		1. Super Market Bill Generation 2. Housing Society 3. Pharmaceutical System 4. Student Mark Sheet Generation 5. Café Billing System	File Handling, Inheritance and Exception Handling	2, 4, 5	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Workshop on MFC and win32 windows programming & Cloud management
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes, 3 rd Week (Module 1)
4		Mini Projects	Yes ,Practical PBL
5		Pop Quiz	Yes, 4 th Week (Module 2)
6		Mobile App Based Quiz	12 th Week (Module 1, 2, 3, 4)
7		Open Book Test	Yes, 11 th Week (Module 4)
8		Take Home Test	Yes, 10 th Week (Module 3)
7	Collaborative and Group Activity	Poster Presentation	Yes
8		Minute Papers	Yes, 8 th Week (Module 3)
9		Students Seminar	-
10		Students Debates	-

11		Panel Discussion / Mock GD	Yes
12		Mock Interview	
13		MOOC- NPTEL/Coursera Videos	Yes, (Module 1, 2, 3, 4 and 5)
14	Co-curricular Courses	Value Added Courses	-
15		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Ashwini K.

Mr. Shajil Kumar PA

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

External Industry Mentor (Sign)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the imperative implementation of algorithm and use concepts such as variables, conditional and iterative statements, execution of functions and convert algorithms into programs.
Affective	What do you want students to think / care about?	To understand the fundamentals of C language, including array, pointers, functions, structures and unions.
Behavioural	What do you want students to be able to do?	To use programming concepts and choose among alternative ways to express the programming knowledge.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the logic building by using pseudo code, algorithm and flowchart	1
CO2	To learn and demonstrate the use different Operators, Expressions, Data Input and output functions in C programming.	2
CO3	To apply conditional, looping statement and functions in various problems.	3

CO4	To understand how to use Arrays and different storage classes	4
CO5	To demonstrate the concept of pointers and implement various real-life applications by using structure and union	5
CO6	To develop confidence for self-education and skills required for computer language.	1-5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT101	Imperative Programming	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT101	Imperative Programming	20	20	Scaled to 15 +10 class participation	75	25	50		150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--
B	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--
C	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--
D	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--
E	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--
F	3.00	1.5	1.5	N.A.	N.A.	--	--	--	--

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3.00 pm – 4.00 pm	MS Teams
B	Monday	3.00 pm – 4.00 pm	MS Teams
C	Monday	3.00 pm – 4.00 pm	MS Teams
D	Monday	3.00 pm – 4.00 pm	MS Teams
E	Monday	3.00 pm – 4.00 pm	MS Teams
F	Monday	3.00 pm – 4.00 pm	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Programming languages, Fundamentals of C.	08	20
2	Operators and Expressions, Data Input and output	06	20
3	Conditional Statements and Loops, Functions	08	20
4	Program structure, Preprocessor, Arrays	08	20
5	Pointers , Structures and Unions:	10	20
<i>* Insert rows for more modules in the Course</i> Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	HSC	Mathematics and Statistics, I.T.	Mathematics and Logic

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	Object Oriented Programming, Web Programming
2	III	Python Programming
3	IV	Core Java
4	V	Advanced Web Programming, Enterprise java, Project
5	VI	Project

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Embedded c app
2	Management Information System
3	Customer Management System
4	Computational Platforms
5	GUI based applications
6	Games Application
7	System software Development like operating system and Compiler.

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018	Dec 2017	Dec 2016
Course Passing % – Average of 6 Divisions	100%	98.29	92.88	94%	83.28%	80%
Marks Obtained by Course Topper (mark/100)	100	100	100	95	94	98

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	AAJ, ACJ	96.61	AAJ, ACJ	96.55	AAJ, ACJ	98.33
Dec 2019	ACJ	94.33	AAJ	93.22	ACJ	96.43
Dec 2018	NDP	98.14	NDP	93.44	ACJ	89.28
Dec 2017	SBB	93.33	ACJ	85.19	ACJ	80.65
Dec 2016	NDP	88.14	SBB	91.07	BVK	81.03
Year	Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	AAJ, ACJ	100	AAJ, ACJ	-	AAJ, ACJ	100
Dec 2019	AAJ	91.23	ACJ	86.96	AR	94.87
Dec 2018	ACJ	89.83	SK	96.29	SK	100
Dec 2017	ACJ	79.03	VPD	81.82	VPD	77.78
Dec 2016	ACJ	70.91	SBB	66.13	MS	86.67

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Arrays	IV	More Programs to be solved using the concept of arrays
Pointers	V	Animated Videos to be used as teaching aids
Structure and Union	V	Real time Entity should be explained and converted into Structure and Union

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Programming with C	Byron Gottfried	Tata McGRAW-Hill	2nd	Unit I to V

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Programming Logic and Design	Joyce Farell	Cengage Learning	8th	Unit I
2	“C” Programming”	Brian W. Kernighan and Denis M. Ritchie.	PHI	2nd	Unit II to V
3	Let us C	Yashwant P. Kanetkar,	BPB publication	Let us C	Unit II to V
4	C for beginners	Madhusudan Mothe	X-Team Series	1st	Unit II and III
5	21st Century C	Ben Klemens	OReilly	1st	Unit IV and V

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Programming with C http://bit.ly/programming_with_C	Byron Gottfried	Tata McGRAW-Hill	2nd	Unit I to V
2	Programming in Ansi C http://bit.ly/Prog_C_Balgurusamy	Balgurusamy	Tata McGRAW-Hill	3rd	Unit I to V
3	Programming Logic and Design	Joyce Farell	Cengage Learning	8th	Unit I

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	STMJournal – stmjournals.com	Codemag.com/magazines	Unit II to V
2	C Language Translation – jcit.iecc.com	The magpi - https://www.raspberrypi.org/magpi/issues/essentials-c-v1/	Unit II to V

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√	√				√		Programming Logic and Design (Chapter -1 and 2)
2	√	√	√	√			√		Programming with C (Chapter – 3 and 4)
3	√	√	√	√			√		Programming with C (Chapter – 6 and 7)
4	√	√	√	√			√		Programming with C (Chapter – 8 and 9)
5	√	√	√	√			√		Programming with C (Chapter – 10 and 11)

4.f**Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VIT professors, captured through LMS ‘Lecture Capture’ in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content will be made available on V refer.	1-5
2	www.cprogramming.com	2-5
3	www.c-language.com	2-5
4	https://learn-c.org/	2-5

5	http://en.cppreference.com/w/c	2-5
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	www.spokentutorial.org	IIT, Bombay	20 Lectures	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Embedded C	VSIT	1 week	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Videos E books Practice quiz

5. Consolidated Course Lesson Plan

			From (date/month/year)	To (date/month/year)	Total Number of Weeks		
Semester Duration			July 2021	Oct 2021	13		
Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

					Discussion, any other)		
1	1	1	Induction- Subject Introduction, Types of Programming languages,	Poll	Power Point		4b(1) Ch-1
	2	1	History, Features , Simple program logic,	Quiz, Poll	Power Point, Video clip		4b(1) Ch-1
	3	1	pseudo code statements	Quiz	Power Point, Group Discussion		4b(1) Ch-1
2	4	1	flowchart symbols and drawing flowchart	Student has to draw flowcharts on different problems	Power Point		4b(1) Ch-1
	SS	1	Applications of imperative Programming	-	-		4b(1) Ch-1
	5	1	sentinel value to end a program , programming and user environments	Poll, Viva	Power Point		4a Ch-2
	6	1	Fundamentals: Structure of a program. Compilation and Execution of a Program Character Set, identifiers, and keywords	Poll, Viva	Power Point		4a Ch-2
3	7	1	data types, constants, variables ,arrays, declarations, expressions, statements, Variable definition,	puzzle	Power Point		4a Ch-2
	8	1	Symbolic Constant (BSA- Open Book Test)	Unit Test	Power Point		4a Ch-2
	9	2	Operators and Expressions: Arithmetic operators, unary operators, Relational Operator, the conditional operator	Quiz	Power Point, Code block		4a (Ch-3)

4	10	2	Logical Operator, the conditional operator	class test	Power Point		4a (Ch-3)
	SS	2	Assignment Operator				4a (Ch-3)
	11	2	Data Input and output: Single character input and output, entering input data,	Quiz	Power Point, Code block		4a (Ch-3)
	12	2	scanf function, printf function	Viva	Flipped Classroom		4a (Ch-3)
5	13	2	Library Functions, Gets and puts function (BSA -Class test),	-	Power Point		4a (Ch-3)
	14	2	Difference between various input and output functions	Unit test	Power Point		4a (Ch-3)
	15	3	UNIT III: Conditional Statements and Loops: Decision Making Within a Program, Conditions, Relational Operators	-	Power Point,		4a (Ch-7)
	16	3	Logical Connectives If Statement, If-Else Statement, Switch statement	THT	Power Point, Code block		4a (Ch-7)
6	17	3	Loops: while Loop, Do While	Spin the wheel Game	Power Point		4a (Ch-7)
	SS	3	Difference between conditional and looping statement	-	-		4a (Ch-7)
	18	3	Functions: Overview, defining a function, accessing a function.	Quiz	Power Point		4a (Ch-7)
7	19	3	Passing arguments to a function, specifying argument data types, function prototypes	POP Quiz	Power Point, Code Block		4a (Ch-7)

	20	3	Functions: Overview, defining a function, accessing a function.	-	Power Point	-	4a (Ch-7)
	SS	3	Passing arguments to a function, specifying argument data types, function prototypes	-	-		4a (Ch-7)
	21	3	standard library of c functions , prototype of a function: function parameter list, return type, function call, block structure	Think Pair and Share	Power Point/ Open Book questions will be posted on the assignment section.		4a (Ch-7)
8	22	3	Call by value and call by reference(BSA-Test)	Unit test	Power Point		4a (Ch-7)
	SS	3	Difference between library and user defined functions				4a (Ch-7)
	23	4	Program structure: Storage classes, automatic variables	Quiz	Power Point		4a (Ch-8)
	24	4	External variables, Static variables	Spin the wheel	Power Point, Code block		4a (Ch-8)
9	25	4	Pre-processor: Features, #define ,#include	Quiz	Power Point, Code Block		4a (Ch-8)
	SS	4	Use of pre-processor directives and symbolic constant	-	-		4a (Ch-8)
	26	4	Macros	Viva	Power Point, Code Block		4a (Ch-8)
	SS	4	Application of Macros	-	-		
	27	4	Arrays: Definition, processing	Open Book Test	Power Point		4a (Ch-9)

10	28	4	Passing arrays to functions,	Quiz	Power Point		4a (Ch-9)
	29	4	multidimensional arrays (BSA- poster Presentation)	-	Code Block		4a (Ch-9)
	30	4	Strings and functions	Unit Test	Power Point		4a (Ch-9)
11	31	5	Pointers: Fundamentals, declarations	Viva	Power Point		4a (Ch-10)
	32	5	Pointer type Declaration, Pointer Assignment	(BSA- Mini Project)-	Power Point		4a (Ch-10)
	33	5	Pointer Initialization , Pointer Arithmetic	-	Power Point		4a (Ch-10)
12	34	5	Functions and Pointers	Quiz Viva	Power Point, Code Block		4a (Ch-10)
	35	5	Arrays And Pointers , Pointer Arrays,	Mobile App Based Quiz	Power Point		4a (Ch-10)
	SS	5	Passing values to arrays	-	-		4a (Ch-10)
	36	5	Passing functions to other functions	Quiz	Power Point		4a (Ch-10)
13	37	5	Structures and Unions: Structure Variables	Viva	Power Point		4a (Ch-10)
	38	5	Initialization, Structure Assignment	poll	Power Point		4a (Ch-10)
	39	5	Structures and Functions , Structures and Arrays: Arrays of Structures,	Viva	Power Point		4a (Ch-10)

			Structures Containing Arrays				
	40	5	Union, structure and pointers (BSA- Take Home Test)	Unit test	Power Point		4a (Ch-11)
	SS	5	Nested Structure	-	-		4a (Ch-11)

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% attendance, Active Participation-10 Marks	1		Practical Submission (100 Marks) Scaled to 20 Marks, Practical Assessment #1-10 Marks, Final Practical Exam (Case study presentation +Viva)- 20 Marks		-	IA 1(Descriptive)-20 MARKs, IA 2 (MCQs+Viva)-20 Marks Scaled to 15 Marks	-	75

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to Programming languages, Fundamentals of C.	CO1	3 rd Week	4 th Week

2	Operators and Expressions, Data Input and output	CO2	5 th Week	6 th Week
3	Debugging Errors	C04,C05	10 th Week	11 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√			1	4a(1)	4b(1)		✓	✓
2	5	√	√		2	4a(1)	4b(3)		✓	✓
3	10	√	√		3,4	4a(1)	4b(3)		✓	✓

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	6th Week	1,2		Q1- Answer in one sentence Q2 –Answer in brief 15 Marks	
2 nd IA Test	12th Week	1,2		Q1 – MCQ – 15 Marks	
Pop Quiz	7 th Week	Unit 3			
Open Book Test	13 th week	Unit 4			
Take Home Test	5 th ,12 th week	Unit 3,5			
Class tests / prelims	After Each Unit	1,2,3,4,5			
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Basic Programs	Input/Output Statements	C01,C06	4
2	2	Programs on variables	Declaration & Initialization of Variables	C01,C02,C06	4
3	3	Conditional statements and loops(basic)	Use of Conditional & looping statements	CO3,CO6	4
4	3	Conditional statements and loops(advanced)	Use of Conditional & looping statements	CO3,CO6	4
5	3	Programs on patterns	Use of Nested Loops	CO3,CO6	4
6	3	Functions	Working of user defined Function	CO3,CO6	4
7	3	Recursive functions	Recursive Function	CO3,CO6	4
8	4	Arrays	Storing and Retrieving Multiple Homogeneous data	CO4,CO6	4
9	5	Pointers	Variable addressing & Pointer Arithmetic	CO5,CO6	4
10	5	Structures and Unions	Storing & Accessing Heterogeneous data	CO5,CO6	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	<i>Concepts to be highlighted</i>	CO Map	Audit / Quality Rate (0 to 4)
3	2	Use of Library Functions	Use of different library functions	C03,C06	4

8	4	Demonstrate the concepts of Storage Classes	Scope of variables	CO4,CO6	4
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9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
9	5	Build Console Application for various Operations	Structure, Arrays & Functions	C03,C04,C05,C06	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	√
5		Pop Quiz	√
6		Mobile App Based Quiz	√
7		Open Book Test	√
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	√
10		Minute Papers	√
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	√
16		Value Added Courses	√
17		Lecture Capture Usage	√

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Mr. Asif Rampurawala
Faculty 1 Name (Sign.)

Ms. Janhavi Vadke
Faculty 2 Name (Sign.)

Ms. Akshatha Jain
Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Dr. Pallavi Tawade
VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

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Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Fundamental concepts of logical operations and their applications in computer science.
Affective	What do you want students to think / care about?	Students should think logically while writing more abstract coding for real time applications.
Behavioural	What do you want students to be able to do?	It will help students to solve any complex algorithm by using graph theory and will be able to convert any statement in terms of mathematical expression.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Able to use logically valid forms of argument, convert formal to informal statement and vice-versa by avoid common logical errors.	1
CO2	Able to use both direct and indirect arguments to derive new results from the given set of logical identities and those which are already known to be true.	2
CO3	Able to develop recursive thinking which is used in the analysis of algorithms for proving any type of given sequences and series.	3
CO4	Able to apply principles and concepts of graph theory in practical situations so that any complex algorithm can be solved in a more efficient manner.	4
CO5	Able to understand the laws concerning the measurement of random or chance events and also various counting methods.	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT104	Discrete Mathematics	75	50	-	2	2	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT104	Discrete Mathematics	20	20	Scaled to 15 + 10 Class Participation	75	25	-	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.5	1.5	--	--	NA	--	--	--
B	3	1.5	1.5	--	--	NA	--	--	--

C	3	1.5	1.5	--	--	NA	--	--	--
D	3	1.5	1.5	--	--	NA	--	--	--
E	3	1.5	1.5	--	--	NA	--	--	--
F	3	1.5	1.5	--	--	NA	--	--	--

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
All Divisions	Thursday	3.00 pm to 4.00 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Set Theory and Logic of Compound statements	12 hrs	20
2	Quantified statements and Elementary Number Theory and methods of proof.	8 hrs	20
3	Sequences, Mathematical induction and Recursion	6 hrs	20
4	Relations, Graphs and Trees	8 hrs	20
5	Counting and Probability	6 hrs	20
* Insert rows for more modules in the Course		Total	40hrs
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	SYJC	Mathematics & Statistics	Set theory, logic, probability, relations, functions etc

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	Numerical and Statistical Methods
2	4	Computer Oriented Statistical Techniques
3	5	Artificial Intelligence
4	MSc.IT Part-1	Data Science

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Used in enhancing the algorithm using logical operations.
2	Used in Discrete Signal Processing using the concept of set theory.
3	Logistic systems uses discrete mathematics for organizing the flow of information goods and services
4	Graph theory is used in cyber security to identify the hacked or criminal servers

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 3 Divisions	100%	97.38	96	86
Marks Obtained by Course Topper (mark/100)	100	100	93	94

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	PDD/ MGJ	100	PDD/ MGJ	96.55	PDD/ MGJ	98.33	PDD/ MGJ	93.22	PDD/ MGJ	-	PDD/ MGJ	100
Dec 2019	PDD	94	TS	97	TS	98	TS	96	TS	96	PDD	95
Dec 2018	SJD	89	PDD	82	PDD	79	SJD	77	PDD	83	SJD	95
Dec 2017	AMV	96	AMV	86	AMV	77	SJD	76	SJD	85	SJD	88
Dec 2016	ZK	72	ZK	70	ZK	71	SJD	72	SJD	70	SJD	95

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Difference between Permutation and Combination	2	Extra problems for practice should be given
Strong mathematical induction	3	Extra problems for practice should be given

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Discrete Mathematics with Applications	Sussana S. Epp	Cengage Learning	4 th	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Discrete Mathematics, Schaum's Outlines Series	Seymour Lipschutz, Marc Lipson	Tata McGraw Hill	-	1-5
2	Discrete Mathematics and its Applications	Kenneth H. Rosen	Tata McGraw Hill	-	1-5
3	Discrete mathematical structures	B Kolman RC Busby, S Ross	PHI	-	1-5
4	Discrete structures	Liu	Tata McGraw Hill	-	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	http://discrete.openmathbooks.org/pdfs/dmoi-tablet.pdf	Oscar Levin	-	3rd	1,3,4,5
2	https://www.cs.yale.edu/homes/aspnes/classes/202/notes.pdf	James Aspnes	-	-	2-5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Science Direct Journal on DM: https://www.sciencedirect.com/journal/discrete-mathematics	Elements of Discrete Mathematics: https://www.people.vcu.edu/~rhammack/Discrete/index.html	1-5
2	IJOART: http://www.ijoart.org/docs/Set-theory-is-the-ultimate-branch-of-Mathematics.pdf	Stanford Encyclopedia of Philosophy: https://plato.stanford.edu/entries/set-theory/	1
3	The Average Covering Number of a Graph: https://downloads.hindawi.com/journals/jam/2013/849817.pdf	Graph Theory with applications https://www.zib.de/groetschel/teaching/WS1314/BondyMurtyGTWA.pdf	4
4	IJIREs Volume 1, Issue 3, ISSN (Online): 2349–5219 https://www.ijires.org/administrator/components/com_jresearch/files/publications/IJIREs_86_Final.pdf	Nrich by University of Cambridge https://rich.maths.org/4718	3
5	Theory of Probability (Unit 5) https://ieeexplore.ieee.org/document/6430479	Probability and statistics, by Prof. Theodore M. Porter, https://www.britannica.com/science/probability	5

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						✓		Sussanna (chapter 2, 6)
2	✓						✓		Sussanna (chapter 3, 4)
3	✓	✓					✓		Sussanna (chapter 5, 7)
4	✓		✓				✓		Oscar Levin (Chapter 4) Sussanna (chapter 8, 10)
5	✓	✓					✓		Sussanna (chapter 9)

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (https://drive.google.com/drive/folders/1j2GfB03R8gzNs6lt0aW3MGty10d8RPIM)	1-5
2	Online Notes and PPTs (http://www.nptel.ac.in/courses/111106086/)	1-3
3	Checking validity of Argument https://www.youtube.com/watch?v=AJe3ATDFjQ	2
4	Proof by Contraposition https://www.youtube.com/watch?v=X-hJ7krLBn0	2
5	Proof by Contradiction https://www.youtube.com/watch?v=sRDwsfNDXak&t=17s	2
6	Russell Paradox https://www.youtube.com/watch?v=xauCQpnbNAM	1
7	Halting Problem https://www.youtube.com/watch?v=t37GQgUPa6k	1
8	Bayes' Theorem https://www.youtube.com/watch?v=HZGCoVF3YvM	5
9	Kruskal's Algorithm https://www.youtube.com/watch?v=huQojf2tevl	4
10	Prim's Algorithm https://www.youtube.com/watch?v=huQojf2tevl	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Spoken Tutorial on Scilab	IIT Bombay	1 Week	Y
2	https://www.udemy.com/course/discrete-math/	Grant Hall	7 weeks	Y
3	https://onlinecourses.nptel.ac.in/noc21_cs80/preview	Prof. Sudarshan Iyengar, Prof. Neeldhara (NPTEL)	12 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1.	Master Discrete Math, the backbone of Mathematics and Computer Science https://www.udemy.com/course/discrete-math/	Miran Fattah	106 Lectures	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	/ /2021	/ /2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	-	Introduction of Discrete Mathematics	Poll	Power-point		Sussana (Chp-3.1)
	2	1	Statements and Sentence	Quiz, Viva	Power-point, Droid		Sussana (Chp-2.1)
	3	1	Logical Operators	Viva, Poll	Power-point, Droid		Sussana (Chp-2.1)

2	4	1	Logical Equivalence	Viva	Power-point, Droid	Sussana (Chp-2.1)
	5	1	Conditional Statements	Viva, THT	Power-point, Droid	Sussana (Chp-2.2)
	6	1	Valid and Invalid Arguments	Viva, THT	Power-point, Droid	Sussana (Chp-2.3)
3	7	1	Valid and Invalid Arguments	Quiz	Power-point, Droid	Sussana (Chp-2.3)
	8	2	Predicates and Quantified Statements	Viva, THT	Power-point, Droid	Sussana (Chp-3.1, 3.2)
	9	2	Statement with Multiple Quantifiers	Viva, Video	Power-point, Droid	Sussana (Chp-3 3)
4	10	2	Arguments with Quantified Statements	THT	Power-point, Droid	Sussana (Chp-3.4)
	11	2	Direct and Indirect Proofs (Rational Number)	Viva	Power-point, Droid	Sussana (Chp-4.2)
	12	2	Direct and Indirect Proofs (Divisibility)	Viva	Flipped classroom	- Sussana (Chp-4.3)
5	13	2	Direct and Indirect Proofs (Quotient Remainder Theorem)	Viva	Flipped classroom	- Sussana (Chp-4.4)
	14	2	Direct and Indirect Proofs (Floor and Ceiling)	Viva, THT	Flipped classroom	Sussana (Chp-4.5)
	Self-Study	2	Indirect Arguments (Contradiction)	THT		Sussana (Chp-4.6)
	Self-Study	2	Indirect Arguments (Contraposition)	THT		Sussana (Chp-4.6)
	15	2	Activity on Module 2			
6	16	1	Set Theory (Set operations)	Poll	Power-point, Droid	Sussana (Chp-6.1)

	17	1	Power Sets	Video	Power-point, Droid		Sussana (Chp-6.2)
	18	1	Properties of Sets	Viva	Power-point, Droid		Sussana (Chp-6.2)
7	19	1	Boolean Algebra (Set Identities)	Quiz	Power-point, Droid		Sussana (Chp-6.3)
	Self- Study	1	Russel Paradox	THT			Sussana (Chp-6.4)
	Self- Study	1	Halting Problem	THT			Sussana (Chp-6.4)
	20	1	Activity on Unit 1				
	21	5	Multiplication Rule	Viva	Power-point, Droid		Sussana (Chp-9.1)
8	22	5	Possibility Trees	Viva, poll	Power-point, Droid		Sussana (Chp-9.2)
	Self- Study	5	Permutation and Combination	THT			Sussana (Chp-9.5)
	23	5	Pigeon-hole Principle	Viva	Power-point, Droid		Sussana (Chp-9.4)
	24	5	Combination with r-repetition	Quiz	Power-point, Droid		Sussana (Chp-9.6)
9	25	5	Conditional Probability	Viva	Power-point, Droid		Sussana (Chp-9.9)
	Self- Study	5	Bayes' Theorem	THT			Sussana (Chp-9.9)
	26	5	Activity on Unit 5				
	27	3	Functions- Definition and Introduction	Video	Power-point, Droid		Sussana (Chp-7.1)

10	28	3	One-One, Onto and Inverse Function	Poll	Power-point, Droid	Sussana (Chp-7.2)
	Self-Study	3	Composite Function	THT		Sussana (Chp-7.3)
	29	4	Relations on Sets	Viva	Power-point, Droid	Sussana (Chp-8.1)
	30	4	Reflexivity, Symmetry Relations	Viva	Power-point, Droid	Sussana (Chp-8.2)
11	31	4	Transitivity, Equivalence Relations	Quiz	Power-point, Droid	Sussana (Chp-8.3)
	32	4	Graph Theory- Definitions and Basic Properties	Video	Power-point, Droid	Sussana (Chp-10.1, 10.2)
	33	4	Matrix Representations of Graphs	Viva	Power-point, Droid	Sussana (Chp-10.3)
12	34	4	Isomorphism's of Graphs	Viva	Power-point, Droid	Sussana (Chp-10.4)
	35	4	Euler's and Hamiltonian Graph	Quiz	Power-point, Droid	Sussana (Chp-10.5)
	Self-Study	4	Spanning trees	THT		Sussana (Chp-10.7)
	Self-Study	4	Shortest paths	THT		Sussana (Chp-10.7)
	36	4	Activity/ Viva on Unit 4			
13	37	3	Sequences	Poll, viva	Power-point, Droid	Sussana (Chp-5.1)
	38	3	Sequences	Video	Power-point, Droid	Sussana (Chp-5.1)

	39	3	Mathematical Induction I	THT	Power-point, Droid		Sussana (Chp-5.2, 5.3)
14	40	3	Activity on Unit 3				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	1	-	Practical Submission (100 Marks) scaled to 20 Marks, Practical Assessment #1 – 10 Marks, Final Practical Exam (Case Study presentation + Viva) – 20 Marks			IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Set Theory and Logic of Compound statements	1, 2	7 th week	8 th week
2	Counting and Probability	5	9 th week	10 th week
3	Relations, Graphs and Trees	3, 4	13 th week	14 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	7	✓			1,2	✓	✓		✓	
2	9			✓	5	✓	✓		✓	✓
3	13	✓			3,4	✓	✓		✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 6	1,2		IA 1 (Descriptive)- 20 Marks (Scaled to 7.5)	No IA Re-test
2 nd IA Test	Week 12	NA		IA 2 (20 MCQs + Viva)- 20 Marks (Scaled to 7.5)	IA is a Head of passing *
Pop Quiz	Week 5	2			
Open Book Test	Week 9	5			
Take Home Test	Week 12	4			

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Set Theory	Use in Discrete Signal Analysis	1	
2	2	Functions and Algorithms	Mathematical operations and evaluation of polynomials	2	
3	5	Counting	Find possible number of ways a new object can be developed from an existing one.	5	
4	5	Probability Theory	Calculation of the possibility for the occurrence of any particular event.	5	
5	2	Properties of integers	Use of prime numbers and divisibility property in cryptography.	2	
6	2	Algebraic Systems	Difference between LCM and GCD	2	
7	--	Matrices and Vectors	Way to store multiple data of similar type in one shell	--	

			and operating each data simultaneously. Understand the direction or the orientation sample.		
8	4	Graph Theory	Understand complex network diagrammatically and find the shortest path.	4	
9	3	Recurrence relations	Understanding the method to call a function within a function.	3	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Bridge Course on 'Basics of Discrete Mathematics'
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	5 th week on module 2(Multiple choice questions)
6		Mobile App Based Quiz	
7		Open Book Test	9 th week(module 5)
8		Take Home Test	12 th week(module 4)
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	Seminar on Self Study topics
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Scilab Spoken Tutorial course by IIT Bombay
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1: Mr. Prabal Deep Das

Faculty 2: Ms. Maitreyi Joglekar

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name: Mr. Umesh koyande

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	<ul style="list-style-type: none"> Different number systems and formulae in Boolean Algebra. Difference between Combinational and sequential circuits
Affective	What do you want students to think / care about?	<ul style="list-style-type: none"> Application of Digital Electronics in real life technologies or devices. Finding simplest solution to the given problem statement.
Behavioural	What do you want students to be able to do?	<ul style="list-style-type: none"> Do conversions from a number system to other number systems. Also design combinational and sequential circuits.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students will have a thorough understanding of the fundamental concepts and techniques used in digital electronics	Unit 1
CO2	Students will be able to understand and examine the structure of various number systems and its application in digital design.	Unit 1, Unit 2
CO3	Students will be able to identify basic requirements for a design application and formulate most suitable solution	Unit 3
CO4	Students will be able to understand, analyse and design various combinational and sequential circuits	Unit 3, Unit 4
CO5	Students can identify and prevent various hazards and timing problems in a design.	Unit 4, Unit 5
CO 6	Students will develop skill to build and troubleshoot digital circuits	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT102	Digital Electronics	75	50	--	2	2	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
USIT102	Digital Electronics	20	20	Scaled to 15 + 10 Class Participation	75	25	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
E	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	1.5	1.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
All	Friday	3:00 pm – 4:00 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Number Systems, Codes	12	20
2	Boolean Algebra Karnaugh Maps	09	20
3	Combinational Circuits	08	20
4	Sequential Circuits, Flip Flops	06	20
5	Counters and Shift Registers	05	20
Total		40 Hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	SYJC	Physics	Logic gates and basic Electronics

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	BSc IT Sem II	Microprocessor Architecture
2	BSc IT Sem IV	Introduction to Embedded Systems
3	BSc IT Sem V	Internet of Things
4	MSc IT Sem IV	Advanced IoT

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Display of digital watch
2	Count-down timer at traffic signals
3	Laptops, TV, smart phones
4	Washing machines or the anti-braking system in cars have digital components.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100	98.88	97.73	97.10
Marks Obtained by Course Topper (mark/100)	100	100	98	95

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	AKS/LAM	100	AKS/LAM	96.55	AKS/LAM	98.33
Oct 2019	AKS	96.15	LAM	100	LAM	100
Nov 2018	AKS	98.11	KYD	78.68	LAM	91.37

	Division D		Division E		Division F	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	AKS/LAM	100	AKS/LAM	NA	AKS/LAM	100
Oct 2019	LAM	96.49	LAM	93.48	AKS	100
Nov 2018	LAM	85.00	AKS	96.22	AKS	97.22

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Bushing concept in Counters	5	Question answer format notes were prepared
-	-	-

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Digital Electronics and Logic Design	N.G. PALAN	Technova	First	1-5
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Modern Digital Electronics	R. P. JAIN	McGraw Hill	Fourth	1-5
2	Digital Principles and Applications	MALVINO & LEACH	McGraw Hill		1-5
3	Digital Electronics: Principles, Devices and Applications	Anil K. Maini	Wiley		1-5

4.c

List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Digital Electronics	Prof. Smith			1-5
2	Digital Electronics	William Kleitz	Prentice Hall	7	1-5

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://openlibrary.org/subjects/digital_electronics (Openlibrary)	https://www.electronicsforu.com/ (Electronics For You)	1-5
2	http://ecc.journalspub.info/index.php?journal=IJDE (Journalpub)	https://www.elektor.com/ (Elektor)	1-5
3	https://ieeexplore.ieee.org/document/34118?s (IEEE)	https://www.siliconchip.com.au/ (Indiamags)	1-5
4	https://link.springer.com/chapter/10.1007/978-3-642-27452-7_70 (Springer)	https://www.newelectronics.co.uk/digital-magazine/ (New Electronics)	
5	https://www.indiamags.com/international-journal-of-digital-electronics (Indiamags)	https://www.edn.com/ (EDN)	

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓	✓			✓	✓	N G Palan: Chapter 1, 2 Page 1.3 to Page 2.72	
2		✓	✓			✓	✓	N G Palan: Chapter 3, 4 Page 3.3 to Page 4.75	
3		✓	✓			✓	✓	N G Palan: Chapter 5, 6 Page 5.2 to Page 6.42	
4		✓	✓			✓	✓	N G Palan: Chapter 7, 8 Page 7.2 to Page 8.34	
5		✓	✓			✓	✓	N G Palan: Chapter 9, 10 Page 9.2 to Page 10.25	

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	College Note - VREFER	1 to 5
2	Number Systems, codes, circuits - https://www.tutorialspoint.com/digital_circuits/index.htm	1 to 5
3	Number System Conversion - https://www.youtube.com/watch?v=MPMX7TKcGis	1
4	Logic Gates - https://www.youtube.com/watch?v=AT_GjUjNFpo	2
5	Half Adder - https://www.youtube.com/watch?v=PzdLj_61WPI	3
6	Multiplexer - https://www.youtube.com/watch?v=dCUpm2mJ4m0	4
7	Registers and Counters - https://www.youtube.com/watch?v=8JMfp-y335s	5
8	Combinational circuits - https://www.electronics-tutorials.ws/	1 to 5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.classcentral.com/course/swayam-introductory-concepts-of-digital-computing-45159	Consortium for Educational Communication	12 Weeks (From 11 th July 2021)	Y
2	https://www.classcentral.com/course/swayam-digital-electronic-circuits-12953	IIT Kharagpur	12 Weeks (From 25 th July 2021)	Y

4.h Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Arduino	VSIT	32 Hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	✓ (Videos)

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration			14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Activities to be conducted (Quiz, Poll, Viva, Student Presentation, THT, any other)	Teaching Methodology (Power point, Video Clip, Simulation, Flipped Classroom, Group Discussion, any other)	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction: Analog System, Digital System, Introduction to number system	Poll	Power point, Video Clip		N. G. Palan Pg 1.3 – 1.7
	2	1	Conversion (binary, octal and hexadecimal)	Viva	Power point, Group Discussion		N. G. Palan Pg 1.8 – 1.15
	3	1	Conversion (binary and decimal)	Quiz	Power point, Flipped Classroom		N. G. Palan Pg 1.16–1.24
2	4	1	Conversion (decimal, octal and hexadecimal)	Viva	Power point, Flipped Classroom		N. G. Palan Pg 1.25–1.37
	5	1	Weighted codes (BCD) Non-weighted codes (Excess-3, Gray code)	Quiz	Power point, Video Clip		N. G. Palan Pg 1.48–1.53
	Self Study	1	ASCII code, Hollerith code, Morse Code	THT	-		N. G. Palan Pg 1.54–1.63
	6	1	Binary Arithmetic: Binary addition and subtraction,	Poll	Power point, Group Discussion		N. G. Palan Pg 2.2–2.22
3	7	1	Negative number representation	Viva	Power point		N. G. Palan Pg 2.23–2.34
	8	1	Subtraction using 1's complement	Quiz	Power point, Flipped Classroom		N. G. Palan Pg 2.34
	9	1	Subtraction using 2's complement	THT	Power point, Flipped Classroom		N. G. Palan Pg 2.35
4	10	1	Binary multiplication	THT	Power point, Flipped Classroom		N. G. Palan Pg 2.36–2.42

	11	1	Binary division	Viva	Power point		N. G. Palan Pg 2.42–2.50
	12	1	Arithmetic in octal numbers– Unit Test MCQ	Poll	Power point, Flipped Classroom		N. G. Palan Pg 2.50–2.59
	Self Study	1	Arithmetic in hexadecimal numbers	THT	-		N. G. Palan Pg 2.60–2.63
5	13	2	Boolean Algebra and Logic gates: Introduction to logic, Boolean theorems and Boolean laws	Quiz	Power point, Flipped Classroom		N. G. Palan Pg 3.3–3.16
	14	2	Demorgan's Theorems	Viva	Power point		N. G. Palan Pg 3.18–3.23
	15	2	Reduction of logic expression by Boolean algebra	Quiz	Power point, Flipped Classroom		N. G. Palan Pg 3.37–3.50
6	16	2	Universal logic gates, Implementation of other gates using universal gates	OBT	Power point		N. G. Palan Pg 3.51–3.54
	17	2	Deriving Boolean expressions from given circuits, Exclusive OR & NOR gates	Quiz	Power point, Flipped Classroom		N. G. Palan Pg 4.2–4.5
	18	2	Minterm, Maxterm and Karnaugh Maps: Minterms and SOP	Viva	Power point		N. G. Palan Pg 4.5–4.8
	Self Study	2	Maxterms and POS	THT	-		N. G. Palan Pg 4.9–4.13
7	19	2	Making K-map Grouping in K-map	Poll	Power point, Group Discussion		N. G. Palan Pg 4.14–4.38
	20	2	3, 4 variable K-map	Viva	Power point, Group Discussion		N. G. Palan Pg 4.54–4.56
	21	2	Obtain K-map from Boolean expression – Unit test on K-map simplification	THT	Power point, Group Discussion		N. G. Palan Pg 4.57–4.60
8	22	3	Minimize Boolean expression using K-map	Viva	Power point, Group Discussion		N. G. Palan Pg 5.2–5.10
	23	3	Combinational Logic Circuits: Introduction,	Quiz	Power point, Group Discussion		N. G. Palan Pg 5.11–5.20
	Self Study	3	Multi-input, Multi-output combinational circuits	THT	-		N. G. Palan Pg 5.21–5.33
	24	3	Code converters design and implementations	Viva	Power point, Flipped classroom		N. G. Palan Pg 5.34–5.50
9	25	3	Arithmetic Circuits: Half Adder, Half Subtractor designing	Poll	Power point, Flipped classroom		N. G. Palan Pg 6.2–6.9
	26	3	Designing of Full Adder	Poll	Power point, Flipped classroom		N. G. Palan Pg 6.10–6.12
	27	3	Designing of Full Subtractor	OBT	Power point, Flipped classroom		N. G. Palan Pg 6.15–6.20
10	28	3	BCD Adder	Viva	Power point, Group Discussion		N. G. Palan Pg 6.22–6.25

	Self Study	3	Comparator	THT	-		N. G. Palan Pg 6.26–6.30
	29	3	Multiplier – Unit test Identify the digital circuit	Viva	Power point, Group Discussion		N. G. Palan Pg 6.34–6.36
	30	4	Multiplexer	Quiz	Power point, Video clip		N. G. Palan Pg 7.2–7.10
11	31	4	Demultiplexer	Viva	Power point, Video clip		N. G. Palan Pg 7.2–7.20
	32	4	Decoder, Encoder	Quiz	Power point, Group Discussion		N. G. Palan Pg 7.27–7.30
	33	4	SR Flip Flop, D Flip Flop	Viva	Power point, Group Discussion		N. G. Palan Pg 8.2–8.12
12	34	4	JK Flip Flop	Viva	Power point, Group Discussion		N. G. Palan Pg 8.12–8.18
	Self Study	4	T- flip flop	THT	-		N. G. Palan Pg 8.19–8.25
	35	4	FF Conversions	OBT	Power point, Group Discussion		N. G. Palan Pg 8.25–8.31
	36	4	Asynchronous counter, Terms related to counters	Viva	Power point, Group Discussion		N. G. Palan Pg 9.2–9.10
	37	4	Synchronous counter – Unit test on FF conversions	Viva	Power point, Group Discussion		N. G. Palan Pg 9.10–9.17
	38	5	Type T design, Odd modulo counter	OBT	Power point, Group Discussion		N. G. Palan Pg 9.18–9.38
	39	5	Shift Registers: Introduction	Quiz	Power point, Group Discussion		N. G. Palan Pg 9.38–9.54
	Self Study	5	Difference between Counters and registers.	THT	-		N. G. Palan Pg 9.54–9.60
	40	5	Shift Left and Shift Right registers - Unit test on Identifying Counter	OBT	Power point, Group Discussion		N. G. Palan Pg 10.2–10.7

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) Specify	Total
75% Attendance, Active Participation (10)			Practical Submission 100 marks scaled to 20 marks + Practical assessment #1 = 10 marks + Final Practical exam (miniproject+viva)=20marks		IA1 (Descriptive)= 20 marks + IA1 (Descriptive)= 20 marks Scaled to 15			75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Number system and K-map	CO1, CO2	3 rd Week	5 th Week
2	Designing of combinational circuits	CO 3	8 th Week	9 th Week
3	Counters and Shift Registers	CO 5	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		TextBook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓	✓		1	1	1, 2	✓	✓	✓
3	8	✓			3	1	1, 3	✓	✓	✓
5	11	✓			5	1	1, 4	✓	✓	✓

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Textbook, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 6	1 and 2	1, 2, 3	IA 1 (Descriptive) 20 marks (scaled to 7.5)	No IA Re-test IA is a Head of passing *
2 nd IA Test	Week 12	3 & 4	3, 4, 5	IA 2 (MCQ + Viva) 20 marks (scaled to 7.5)	
Pop Quiz	Week 9	3	4	10 MCQ's – 01 marks each	
Open Book Test	Week 10, 12	4 & 5	5, 6	4 questions – 20 marks	
Take Home Test	Week 1, 7, 12	All	1, 2, 3, 4, 5, 6	4 questions – 20 marks	
Any other test/exams	Week 10, 13	2, 3 & 4	3, 4, 5	Diagrams and truth table designing	
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Introduction to simulators, Breadboard, and digital electronics components	Connections and electronics	CO1	4
2	2	Study of Logic gates and their ICs	Logic operations	CO1 CO2	4
3	2	De Morgan's Theorems	Boolean Algebra	CO2 CO3	4
4	1, 2	Design basic and derived gates using universal gates	Boolean Algebra, Circuit Designing	CO2 CO3	4
5	2	Implement Code converters	Code conversion	CO3	4
6	1, 3	Half Adder and Full Adder	Binary arithmetic, Circuit Designing	CO3 CO4	4
7	1, 3	Half Subtractor and Full Subtractor	Binary arithmetic, Circuit Designing	CO3 CO4	4
8	3	Multiplexer and Demultiplexer	Truth tables, Circuit Designing	CO4 CO5	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Implement the given expression using 1:4 demultiplexer.	Multiplexer, Demultiplexer	3, 4	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3, 4	Implement full adder using 8:1 multiplexer.	Adder, Multiplexer	4, 5	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest lecture on “Digital Counters”
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Diagrams and truth table designing
4		Mini Projects	-
5		Pop Quiz	Week 9 - Module 3(Multiple choice questions)
6		Mobile App Based Quiz	
7		Open Book Test	Module 3, 4, 5
8		Take Home Test	All units
9	Collaborative and Group Activity	Poster Presentation	Poster making competition
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Arduino
17		Lecture Capture Usage	Yes
18		Bridge Course	A 6-hr Bridge Course in Number System and K-Map

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Amraja Shivkar

Mr. Laxmikant Manchekar

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Mr. Umesh Koyande
VSIT Cluster Mentor Name (Sign.)

Mr. Umesh Koyande
Head of Dept. (Sign.)

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Sc. Semester II 2020-21

Subject: Microservice Architecture

Name of Faculty: Dr Sarika Chouhan

Lecture No.	Module No	Topic to be covered / BSA	Actual date of completion	Reference book
1	1	Microservices: Understanding Microservices, Adopting Microservices, The Microservices Way.	5-4-2021	Ref book 1 – chapter 1
2	1	Microservices Value Proposition: Deriving Business Value, Defining a Goal-Oriented, Layered Approach, Applying the Goal-Oriented, Layered Approach.	8-4-2021	Ref book 1 – chapter 2
3	1	Designing Microservice Systems: The Systems Approach to Microservices, A Microservices Design Process,	9-4-2021	Ref book 2 – chapter 3
4	1	Establishing a Foundation: Goals and Principles, Platforms, Culture.	12-4-2021	Ref book 2– chapter 4
5	2	Service Design: Microservice Boundaries, API design for Microservices, Data and Microservices,	15-4-2021	Ref book 1– chapter 5
6	2	Distributed Transactions and Sagas, Asynchronous Message-Passing and Microservices, Dealing with Dependencies,	16-4-2021	Ref book 1– chapter 5
7	2	System Design and Operations: Independent Deployability, More Servers, Docker and Microservices,	19-4-2021	Ref book 1– chapter 6
8	2	Role of Service Discovery, Need for an API Gateway, Monitoring and Alerting.	20-4-2021	Ref book 1– chapter 6

9	2	Adopting Microservices in Practice: Solution Architecture Guidance, Organizational Guidance,	22-4-2021	Ref book 1–chapter 7
10	2	Culture Guidance, Tools and Process Guidance, Services Guidance.	23-4-2021	Ref book 1–chapter 7
11	3	Building Microservices with ASP.NET Core: Introduction, Installing .NET Core,	26-4-2021	Ref book 2 –chapter 1
12	3	Building a Console App, Building ASP.NET Core App.	29-4-2021	Ref book 2–chapter 1
13	3	Delivering Continuously: Introduction to Docker,	30-4-2021	Ref book 2–chapter 2
14	3	Continuous integration with Wercker,	3-5-2021	Ref book 2–chapter 2
15	3	Continuous Integration with Circle CI,	5-5-2021	Ref book 2–chapter 2
16	3	Deploying to Docker Hub.	6-5-2021	Ref book 2–chapter 2
17	3	Building Microservice with ASP.NET Core: Microservice, Team Service,	7-5-2021	Ref book 2–chapter 3
18	3	API First Development, Test First Controller	10-5-2021	Ref book 2–chapter 3
19	3	Creating a CI pipeline, Integration Testing, Running the team service Docker Image.	12-5-2021	Ref book 2–chapter 3
20	3	Backing Services: Microservices Ecosystems, The location Service, Enhancing Team Service.	13-5-2021	Ref book 2–chapter 4
21	4	Creating Data Service: Choosing a Data Store, Building a Postgres Repository,	15-5-2021	Ref book 2–chapter 5
22	4	Databases are Backing Services, Integration Testing Real Repositories, Exercise the Data Service	17-5-2021	Ref book 2–chapter 5
23	4	Event Sourcing and CQRS: Event Sourcing, CQRS pattern,	19-5-2021	Ref book 2 –chapter 6

24	4	Event Sourcing and CQRS, Running the samples.	20-5-2021	Ref book 2–chapter 6
25	4	Building an ASP.NET Core Web Application: ASP.NET Core Basics, Building Cloud-Native Web Applications.	21-5-2021	Ref book 2–chapter 7
26	4	Service Discovery: Cloud Native Factors, Netflix Eureka,	27-5-2021	Ref book 2–chapter 8
27	4	Discovering and Advertising ASP.NET Core Services. DNS and Platform Supported Discovery	28-5-2021	Ref book 2–chapter 8
28	5	Configuring Microservice Ecosystems: Using Environment Variables with Docker,	7-6-2021	Ref book 2–chapter 9
29	5	Using Spring Cloud Config Server,	10-6-2021	Ref book 2–chapter 9
30	5	Configuring Microservices with etcd,	11-6-2021	Ref book 2–chapter 9
31	5	Securing Applications and Microservices: Security in the Cloud,	14-6-2021	Ref book 2–chapter 10
32	5	Securing ASP.NET Core Web Apps,	16-6-2021	Ref book 3–chapter 10
33	5	Securing ASP.NET Core Microservices.	17-6-2021	Ref book 3–chapter 10
34	5	Building Real-Time Apps and Services: Real-Time Applications Defined,	18-6-2021	Ref book 3–chapter 11
35	5	Websockets in the Cloud	22-6-2021	Ref book 3–chapter 11
36	5	Using a Cloud Messaging Provider,	23-6-2021	Ref book 3–chapter 11
37	5	Building the Proximity Monitor.	24-6-2021	Ref book 3–chapter 11
38	5	Putting It All Together: Identifying and Fixing Anti-Patterns,	25-6-2021	Ref book 3–chapter 12
39	5	Continuing the Debate over	28-6-2021	Ref book 3–

		Composite Microservices,		chapter 12
40	5	The Future.	29-6-2021	Ref book 3– chapter 12

Reference Books:

Books and References:					
Sr. No.	Title	Author/s	Publisher	Edition	Year
1.	Microservice Architecture: <i>Aligning Principles, Practices, and Culture</i>	Irakli Nadareishvili, Ronnie Mitra, Matt McLarty, and Mike Amundsen	O'Reilly	First	2016
2.	Building Microservices with ASP.NET Core	Kevin Hoffman	O'Reilly	First	2017
3.	Building Microservices: Designing Fine-Grained Systems	Sam Newman	O'Reilly	First	
4.	Production-ready Microservices	Susan J. Fowler	O'Reilly		2016

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Sc. Semester III 2020-21

Sub: Machine Learning - PSIT303a

Name of Faculty: Beena Kapadia

Lecture No.	Module No	Topic to be covered / BSA	Actual date of completion	Reference book / Video link
1	Unit – I - 1	Introduction: Machine learning, Examples of Machine Learning Problems,	24/8	Coursera link
2	2	Structure of Learning, learning versus Designing, Training versus Testing, Characteristics of Machine learning tasks,	25/8	Ref: 1, ch: 1
3	3	Machine learning Models: Geometric Models,	31/8	Ref: 1, ch: 1
4	4	Logical Models,	7/9	Ref: 1, ch: 1
5	5	Probabilistic Models.	8/9	Ref: 1, ch: 1
6	6	Features: Feature types,	10/9	Ref: 1, ch: 1
7	7	Feature Construction and Transformation, Feature Selection.	15/9	Ref: 1, ch: 1
8	8	revision	21/9	Ref: 1, ch: 1
9	9	Viva	22/9	Ref: 1, ch: 1
10	Unit II - 1	Classification and Regression: Classification: Binary Classification- Assessing Classification performance,	28/9	Ref: 1, ch: 2
	2	Assessing Classification performance,	29/9/2020	Ref: 1, ch: 2
11	2	Class probability Estimation Assessing class probability Estimates,	5/10/2020	Ref: 1, ch: 2
12	3	Multiclass Classification.	6/10/2020	Ref: 1, ch: 2
13	4	Regression: Assessing performance of Regression- Error measures,	7/10/2020	Ref: 1, ch: 3
14	5	Overfitting- Catalysts for Overfitting,	20/10/2020	Ref: 1, ch: 3
15	6	Case study of Polynomial Regression.	24/10/2020	Ref: 1, ch: 3

16	7	Theory of Generalization: Effective number of hypothesis,	4/11/2020	Ref: 1, ch: 3
17	8	Bounding the Growth function,	6/11/2020	Ref: 1, ch: 3
18	9	VC Dimensions,	24/10/2020	Ref: 1, ch: 3
19	10	Regularization theory	10/11/2020	Ref: 1, ch: 3
20	Unit – III – 1	Linear Models: Least Squares method,	12-11-2020	Ref: 1, ch: 7
21	2	Multivariate Linear Regression,	08 12-2020	Ref: 1, ch: 7
22	3	Regularized Regression,	10-12-2020	Ref: 1, ch: 7
23	4	Using Least Square regression for Classification.	16-12-2020	Ref: 1, ch: 7
24	5	Perceptron,	17-12-2020	Ref: 1, ch: 7
25	6	Support Vector Machines,		Ref: 1, ch: 7
26	7	Soft Margin SVM,	22-12-2020	Ref: 1, ch: 7
27	8	Obtaining probabilities from Linear classifiers,	23-12-2020	Ref: 1, ch: 7
28	9	Kernel methods for non-Linearity.	29-12-2020	Ref: 1, ch: 7
29	Unit – IV - 1	Logic Based and Algebraic Model: Distance Based Models: Neighbours and Examples,	04-01-2021	Ref: 1, ch: 6
30	2	Nearest Neighbours Classification,		Ref: 1, ch: 6
31	3	Distance based clustering-K means Algorithm,	08-01-2021	Ref: 1, ch: 6
32	4	Hierarchical clustering,		Ref: 1, ch: 6
33	5	Rule Based Models: Rule learning for subgroup discovery,	08-01-2021	Ref: 1, ch: 8
34	6	Association rule mining.	12-01-2021	Ref: 1, ch: 8
35	7	Tree Based Models: Decision Trees,	15-01-2021	Ref: 1, ch: 8
36	8	Ranking and Probability estimation Trees,	18-01-2021	Ref: 1, ch: 8
37	9	Regression trees,	19-01-2021	Ref: 1, ch: 8
38	10	Clustering Trees.	22-01-2021	Ref: 1, ch: 8
39	Unit – V - 1	Probabilistic Model: Normal Distribution and Its Geometric Interpretations,	25-01-2021	Ref: 1, ch: 9
40	2	Naïve Bayes Classifier,	26-01-2021	Ref: 1, ch: 9

41	3	Discriminative learning with Maximum likelihood,	29-01-2021	Ref: 1, ch: 9
42	4	Probabilistic Models with Hidden variables: Estimation-Maximization Methods,	01-02-2021	Ref: 1, ch: 9
43	5	Gaussian Mixtures,	02-02-2021	Ref: 1, ch: 9
44	6	and Compression based Models.	05-02-2021	Ref: 1, ch: 9
45	7	Trends In Machine Learning : Model and SymbolsBagging and Boosting,	08-02-2021	Ref: 1, ch: 9
46	8	Multitask learning,	09 -02-2021	Ref: 1, ch: 9
47	9	Online learning and Sequence Prediction,	12 -02-2021	Ref: 1, ch: 9
48	10	Data Streams and Active Learning,	15 -02-2021	Ref: 1, ch: 9
49	11	Deep Learning,	16 -02-2021	Ref: 1, ch: 10
50	12	Reinforcement Learning.	19 -02-2021	Ref: 1, ch: 11

Reference Books:

Sr. No.	Title	Author/s	Publisher	Edition	Year
1	Machine Learning: The Art and Science of Algorithms that Make Sense of Data	Peter Flach	Cambridge University Press		2012
2	Introduction to Statistical Machine Learning with Applications in R	Hastie, Tibshirani, Friedman	Springer	2nd	2012
3	Introduction to Machine Learning	Ethem Alpaydin	PHI	2nd	2013

Video link:

Coresera: <https://www.coursera.org/learn/machine-learning/>

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Sc. Semester I 2020-21

Subject: Cloud computing

Name of Faculty: Umesh K, Seema V

Lecture No.	Module No	Topic to be covered / BSA	Actual date of completion	Reference book / Video link
1	1	Introduction to Cloud Computing	24-12-2020	Mastering Cloud
2	1	Cloud computing reference model and Technologies	28-12-2020	Mastering Cloud
3	1	Different Cloud platform, Parallel Vs Distributed Computing	31-12-2020	Mastering Cloud
4	1	Parallel Computing	05-01-2021	Mastering Cloud
5	1	Distributed Computing	12-01-2021	Mastering Cloud
6	1	Virtualization	15-01-2021	Mastering Cloud
7	1	Virtualization	16-01-2021	Mastering Cloud
8	2	Roles, models and cloud characteristics	18-01-2021	CC Concepts, Technology & Architecture
9	2	Cloud delivery models	22-01-2021	CC Concepts, Technology & Architecture
10	2	Cloud deployment model, economics, open challenges	23-01-2021	CC Concepts, Technology & Architecture
11	2	Basic Terms of Cloud Security	25-01-2021	CC Concepts, Technology & Architecture
12	2	Amazon Web Services	29-01-2021	CC Concepts, Technology & Architecture
13	2	Demo of Amazon Web Services	30-01-2021	CC Concepts, Technology & Architecture
14	2	Google App Engine, Microsoft Azure.	04-02-2021	CC Concepts, Technology & Architecture
15	3	Automated Scaling listener, Load Balancer	05-02-2021	CC Concepts, Technology & Architecture

16	3	SLA monitor, Pay-per-use monitor	06-02-2021	CC Concepts, Technology & Architecture
17	3	Audit monitor, fail over system, Hypervisor	11-02-2021	CC Concepts, Technology & Architecture
18	3	Resource Centre, Multidevice broker, State Management Database	12-02-2021	CC Concepts, Technology & Architecture
19	3	Remote administration system, Resource Management System	13-02-2021	CC Concepts, Technology & Architecture
20	3	SLA Management System, Billing Management System	18-02-2021	CC Concepts, Technology & Architecture
21	3	Encryption, Hashing, Digital Signature	25-02-2021	CC Concepts, Technology & Architecture
22	3	Public Key Infrastructure (PKI), Identity and Access Management (IAM)	26-02-2021	CC Concepts, Technology & Architecture
23	3	Single Sign-On (SSO), Cloud-Based Security Groups	27-02-2021	CC Concepts, Technology & Architecture
24	3	Hardened Virtual Server Images	05-03-2021	CC Concepts, Technology & Architecture
25	1	Revision of Unit 1	06-03-2021	
26	2	Revision of Unit 2	12-03-2021	
27	3	Revision of Unit 3	13-03-2021	

Reference Books:

Sr. No.	Title	Author/s	Publisher	Edition	Year
1.	Mastering Cloud	Rajkumar Buyya, Christian Vecchiola, S. Thamarai Selvi	Elsevier	-	2013
2.	Cloud Computing Concepts, Technology & Architecture	Thomas Erl, Zaigham Mahmood, and Ricardo Puttini	Prentice Hall		2013
3.	Distributed and Cloud Computing, From Parallel Processing to the Internet of Things	Kai Hwang, Jack Dongarra, Geoffrey Fox	MK Publishers		2012

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Sc. Semester II 2021-22

Subject: Image Processing

Name of Faculty: Seema Murkar

Course Outcome

CO No.	Statements	Related Module/s
1	To introduce the concepts of image processing and basic analytical methods to be used in image processing	1
2	To familiarize students with image enhancement and restoration techniques	2
3	To explain different image compression techniques	3
4	To introduce segmentation and morphological processing techniques.	4 & 5

Lecture No.	Module No	Topic to be covered / BSA	Actual date of completion	University Weightage	Reference book / Video link
1.	1	Introduction: Digital Image Processing, Origins of Digital Image Processing, Applications and Examples of Digital Image Processing	31/01/2022	20%	Ref 1 / Ch1
2.	1	Fundamental Steps in Digital Image Processing, Components of an Image Processing System, Basics of image	01/02/2022		Ref 1 / Ch1
3.	1	Image Acquisition	02/02/2022		Ref 1 / Ch2
4.	1	Basic Relationships Between Pixels, Arithmetic and logical operations	08/02/2022		Ref 1 / Ch2
5.	1	Intensity Transformations and Spatial Filtering: Basics, Basic Intensity Transformation Functions	09/02/2022		Ref 1 / Ch3
6.	1	Basic Intensity Transformation Functions	11/02/2022,14/02/2022		Ref 1 / Ch3
7.	1	Histogram Processing, Fundamentals of Spatial Filtering,	15/02/2022		Ref 1 / Ch3
8.	1	Smoothing (Lowpass) Spatial Filters, Sharpening (Highpass) Spatial Filters	16/02/2022		Ref 1 / Ch3

9.	1	Highpass, Bandreject, and Bandpass Filters from Lowpass Filters	17/02/2022		Ref 1 / Ch3
10.	1	Combining Spatial Enhancement Methods, Using Fuzzy Techniques for Intensity Transformations and Spatial Filtering	18/02/2022		Ref 1 / Ch3
11.	2	Filtering in the Frequency Domain: Background, Preliminary Concepts, Sampling and the Fourier Transform of Sampled Functions, The Discrete Fourier Transform of One Variable	21/02/2022	20%	Ref 1 / Ch4
12.	2	Extensions to Functions of Two Variables, Properties of the 2-D DFT and IDFT	23/02/2022		Ref 1 / Ch4
13.	2	Basics of Filtering in the Frequency Domain, Image Smoothing Using Lowpass Frequency Domain Filters	25/02/2022		Ref 1 / Ch4
	2	Image Sharpening Using Highpass Filters, Selective Filtering, Fast Fourier Transform	28/02/2022		Ref 1 / Ch4
14.	2	Image Restoration and Reconstruction: A Model of the Image Degradation/Restoration Process, Noise Models, Restoration in the Presence of Noise Only-----Spatial Filtering	02/03/2022		Ref 1 / Ch5
15.	2	Periodic Noise Reduction Using Frequency Domain	04/03/2022		Ref 1 / Ch5

		Filtering, Linear, Position-Invariant Degradations,			
16.	2	Estimating the Degradation Function, Inverse Filtering, Minimum Mean Square Error (Wiener) Filtering,	15/03/2022		Ref 1 / Ch5
17.	2	Constrained Least Squares Filtering, Geometric Mean Filter,	16/03/2022		Ref 1 / Ch5
18.	3	Color Image Processing: Color Fundamentals, Color Models, Pseudocolor Image Processing	17/03/2022	20%	Ref 1 / Ch6
19.	3	Full-Color Image Processing, Color Transformations	22/03/2022		Ref 1 / Ch6
20.	3	Color Image Smoothing and Sharpening	22/03/2022		Ref 1 / Ch6
	3	Using Color in Image Segmentation, Noise in Color Images, Color Image Compression.	28/03/2022		Ref 1 / Ch6
21.	3	Wavelet and Other Image Transforms: Preliminaries, Matrix-based Transforms, Correlation	29/03/2022		Ref 1 / Ch7
22.	3	Basis Functions in the Time-Frequency Plane, Basis Images, Fourier-Related Transforms	30/03/2022		Ref 1 / Ch7
23.	3	Walsh-Hadamard Transforms, Slant Transform, Haar Transform, Wavelet Transforms	01/04/2022		Ref 1 / Ch7
24.	3	Image Compression: Fundamentals,	04/04/2022		Ref 1 / Ch8

		Huffman Coding, Arithmetic Coding			
25.	3	LZW Coding, Run-length Coding	05/04/2022		Ref 1 / Ch8
26.	3	Symbol-based Coding, 8 Bit-plane Coding	06/04/2022		Ref 1 / Ch8
27.	3	Block Transform Coding, Predictive Coding	11/04/2022		Ref 1 / Ch8
28.	4	Morphological Image Processing: Preliminaries, Erosion and Dilation, Opening and Closing, The Hit- or-Miss Transform	12/04/2022	20%	Ref 1 / Ch9
29.	4	Morphological Operations on Binary Images, Grayscale Morphology	13/03/2022		Ref 1 / Ch9
30.	4	Morphological Operations on Binary Images,	18/04/2022		Ref 1 / Ch9
31.	4	Grayscale Morphology	19/04/2022		Ref 1 / Ch9
32.	4	Image Segmentation I: Edge Detection, Thresholding, and Region Detection: Fundamentals, Thresholding,	19/04/2022		Ref 1 / Ch10
33.	4	Segmentation by Region Splitting and Merging, Region Segmentation Using Clustering and Superpixels	25/04/2022		Ref 1 / Ch10
34.	4	Segmentation Using Morphological Watersheds	26/04/2022		Ref 1 / Ch10
35.	5	Image Segmentation II: Active Contours: Snakes and Level Sets: Background,	27/04/2022	20%	Ref 1 / Ch11

		Image Segmentation Using Snakes			
36.	5	Segmentation Using Level Sets	28/04/2022		Ref 1 / Ch11
37.	5	Feature Extraction: Background, Boundary Pre processing	02/05/2022		Ref 1 / Ch12
38.	5	Boundary Feature Descriptors and Region Feature Descriptors	04/05/2022		Ref 1 / Ch12
39.	5	Region Feature Descriptors and Revision	05/05/2022		Ref 1 / Ch12

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Reference Books:

Sr. No.	Title	Author/s	Publisher	Edition	Year
1	Digital Image Processing	Gonzalez and Woods	Pearson/Prentice Hall	Fourth	2018
2	Fundamentals of Digital Image Processing	A K. Jain	PHI		
3	The Image Processing Handbook	J. C. Russ	CRC	Fifth	2010

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Sc. Semester II 2021-22

Subject: Big Data Analytics

Name of Faculty: Beena Kapadia

Course Outcome

A learner will be able to:

CO No.	Statements	Related Module/s
1	Think about solving real world problems with scientific approach.	1
2	develop analytical skills by applying scientific methods.	2
3	interpret results/solutions and identify appropriate courses of action for a given managerial situation whether a problem or an opportunity	3
4	To highlight the concepts of Language grammar and grammar representation in Computational Linguistics.	4
5	create viable solutions to decision making problems	5

Lecture No.	Module No	Topic to be covered / BSA	Actual date of completion	University weightage	Reference book / Video link
1	I	Unit 1: Introduction to Big Data: Characteristics of Data, and Big Data Evolution of Big Data, Definition of Big Data,	1/2/2022	20%	Ref 3. Chapter 1
2		Challenges with big data, Why Big data? Data Warehouse environment, Traditional Business Intelligence versus Big Data.	2/2/2022		Ref 3. Chapter 1
3		State of Practice in Analytics, Key roles for New Big Data Ecosystems, Examples of big Data Analytics.	3/2/2022		Ref 3. Chapter 1
4		Big Data Analytics: Introduction to big data analytics, Classification of Analytics, challenges of Big Data	4/2/2022		Ref 1. Chapter 2
5		Importance of Big Data, Big Data Technologies, Data Science,	8/2/2022		Ref 1. Chapter 2
6		Responsibilities, Soft state eventual consistency, Data Analytics Life Cycle.	9/2/2022		Ref 1. Chapter 2
7		Class Test			-
8	II	Unit 2: Analytical Theory and Methods: Clustering and Associated Algorithms,	10/2/2022	20%	Ref 1. Chapter 4
9		Association Rules, Apriori Algorithm,	11/2/2022		Ref 1. Chapter 5

10		Candidate Rules, Applications of Association Rules,	15/2/2022		Ref 1. Chapter 5
11		Validation and Testing,	18/2/2022		Ref 1. Chapter 5
		Diagnostics,			Ref 1. Chapter 5
		Regression,			Ref 1. Chapter 6
12		Linear Regression,	22/2/2022		Ref 1. Chapter 6
13		Logistic Regression,	23/2/2022		Ref 1. Chapter 6
		Additional Regression Models.			Ref 1. Chapter 6
14		Class test on unit 2	24/2/2022		-
15		MOOC registration and assignment2 viva	25/2/2022		
16	III	Unit 3: Analytical Theory and Methods:	02/3/2022 (1/3/22 was a holiday)	20%	Ref 1. Chapter 7
17		Classification,	03/3/20022		Ref 1. Chapter7
18		Decision Trees,	4/3/2022		Ref 1. Chapter7
19		Decision Trees (continued...), Naïve Bayes,	14/3/2022		Ref 1. Chapter7
20		Naive Bayes,	15/03/2022		Ref 1. Chapter7
19		Diagnostics of Classifiers, Additional Classification Methods,	21/3/2022		Ref 1. Chapter
19		Time Series Analysis,	22/3/2022		Ref 1. Chapter
		Box Jenkins methodology,			Ref 1. Chapter
20		ARIMA Model,	25/3/2022		Ref 1. Chapter
		Additional methods.			Ref 1. Chapter
21		Text Analysis, Steps, Text Analysis Example,	28/3/2022		Ref 1. Chapter
22		Collecting Raw Text, Representing Text,	03/4/2022		Ref 1. Chapter

23		Term Frequency-Inverse Document Frequency (TFIDF),	07/4/2022		Ref 1. Chapter
24		Categorizing Documents by Topics,	08/4/2022		Ref 1. Chapter
25		Determining Sentiments	11/4/2022		Ref 1. Chapter
26		Activity –Take Home Test (THT) and Spoken tutorial exam	13/4/2022		
27	IV	Unit IV: Data Product, Building Data Products at Scale with Hadoop,	16/4/2022	20%	Ref 2. Chapter
28		Data Science Pipeline and Hadoop Ecosystem,	18/4/2022		Ref 2. Chapter
29		Operating System for Big Data, Concepts,	20/4/2022		Ref 2. Chapter
30		Hadoop Architecture, Working with Distributed file system, Working with Distributed Computation,	23/4/2022		Ref 2. Chapter
31		Framework for Python and Hadoop Streaming,	25/4/2022		Ref 2. Chapter
		Hadoop Streaming,	27/4/2022		Ref 2. Chapter
32		MapReduce with Python,	29/4/2022		Ref 2. Chapter
		Advanced MapReduce.	2/5/2022		Ref 2. Chapter
33		In-Memory Computing with Spark: Spark Basics,	4/5/2022		Ref 2. Chapter
		Interactive Spark with PySpark,	6/5/2022		Ref 2. Chapter
		Writing Spark Applications,	9/5/2022		Ref 2. Chapter
35		open book test	11/5/2022		
36		V	Unit V: Distributed Analysis and Patterns,		13/5/2022
	Computing with Keys,		16/5/2022	Ref 2. Chapter	
37	Design Patterns,		18/5/2022	Ref 2. Chapter	
	Last-Mile Analytics,		20/5/2022	Ref 2. Chapter	

		Data Mining and Warehousing,	23/5/2022		Ref 2. Chapter
38		Structured Data Queries with Hive,	25/5/2022		Ref 2. Chapter
		HBase,	27/5/2022		Ref 2. Chapter
39		Data Ingestion,	30/5/2022		Ref 2. Chapter
		Importing Relational data with Sqoop,	1/6/2022		Ref 2. Chapter
40		Ingesting stream data with flume.	3/6/2022		Ref 2. Chapter
		Analytics with higher level APIs,	6/6/2022		Ref 2. Chapter
41		Pig,	8/6/2022		Ref 2. Chapter
		Spark's higher level APIs.	10/6/2022		Ref 2. Chapter

Sr no	Title	Author/s	Publisher	Edition	Year
1	Data Science & Big Data Analytics: Discovering, Analyzing, Visualizing and Presenting Data	David Dietrich, Barry Heller, Beibei Yang	Wiley	First	-
2	Data Analytics with Hadoop An Introduction for Data Scientists	Benjamin Bengfort and Jenny Kim	O'Reilly	-	2016
3	Big Data and Analytics	Subhashini Chellappan and Seema Acharya	Wiley	First	-
4					

TEACHING LEARNING PLAN
M.Com Sem IV – Advance Accounting

Subject : Financial Management

Lecture no	Dates	Topics
1	21/1/2022	Unit III: Management of Working Capital Meanings, Concepts and policies of working capital, Management of working capital, Issues in working capital, Estimating working capital needs (only Theory) Operating or working capital cycle (only Theory)
2	28/1/2022	Inventory Management: Objectives and Techniques.
3	2/2/2022	Practical sums on IM
4	4/2/2022	Practical sums on IM
5	9/2/2022	Receivable Management: Objectives, Credit Policies, Credit Terms and Collection Policies.
6	11/2/2022	Practical sums on RM
7	16/2/2022	Practical Sums on RM
8	18/2/2022	Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management;
9	23/2/2022	Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India.
10	25/2/2022	Unit IV – Financial planning Introduction - Meaning of Budget, Essentials & Advantages of Budgeting, Types of Budgets – Sales budget, Production budget
11	2/3/2022	Sums on sales budget
12	4/3/2022	Sums on Production budget
13	9/3/2022	Types of Budgets –Material budget, Zero based and Master budget. Practical sums
14	11/3/2022	Sums on material budget, Master budget
15	16/3/2022	Types of Budgets – Cash budget, practical sums on Cash budget
16	18/3/2022	Sums on Cash budget
17	23/3/2022	Unit II - Investment Decisions: Capital Budgeting Introduction - Nature of Capital Budgeting, Purpose of Capital Budgeting Process, Types of Capital Investment, Decisions Project Cash Flows and Net profit Approval, Probability technique for measurement of cash flows

18	25/3/2022	Capital Budgeting Techniques, Net Return Value
19	30/3/2021	Sums on NPV
20	1/4/2022	Internal Rate of Return, Profitability Index Methods
21	6/4/2022	SUMS on IRR and PI
22	8/4/2022	Project Selection Under Capital Rationing - Problems on computation of cash flow, ranking of projects on various techniques
23	13/4/2022	Project Selection Under Capital Rationing - Problems on computation of cash flow, ranking of projects on various techniques
24	15/4/2022	Problems on selection and analysis with / without capital rationing.
25	20/4/2022	Comparison of IRR with Required rate of return i.e. cut off rate, IRR and mutually exclusive projects with unequal lives, multiple IRR)
26	22/4/2022	Sums on IRR
27	27/4/2022	<u>Unit V - Financial Policy and Corporate Strategy</u> Meaning of strategic financial management and Strategic financial decision making framework, Functions of Strategic Financial Management and Financial Planning
28	29/4/2022	<u>Unit I – Types of Financing</u> Introduction - Needs of Finance and Sources: Long Term, Medium Term, short term. Long Term Sources of Finance (Owners Capital / Equity Capital, Preference share capital, Retained Earnings, Debentures or Bonds, Loans from Financial Institutions / Banks)
29	4/5/2022	Short Term Sources of Finance - Trade Credit, Accrued Expenses and Deferred Income, Advances from Customers, Commercial Paper,
30	6/5/2022	Bank Advances: Loans, O/D, Clean O/Ds, Cash Credit, Advances against goods, Bills Purchased, Discounted, Advances against documents of title of goods, Advances against supply of bills.

References: Ravi Kishore – Financial management

Version 2021-

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	A thorough understanding of the principles of economics in application to individual decision makers, both consumers and firms. study demand, supply and equilibrium in goods and factor markets,
Affective	What do you want students to think / care about?	Study, how people get the things they want and need and how these things are distributed. To understand these concepts from a wide variety of angles.
Behavioural	What do you want students to be able to do?	Students should interact in markets: how your decision to pay higher-than-average rent will ultimately affect your neighbour, for example, by marginally bringing his rent up, too.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand how households (demand) and businesses (supply) interact in various market structures to determine price and quantity of a good produced.	I
CO2	Understand how changes in the price of a good affect total revenue and total expenditure depending on the price elasticity of demand for the good.	II
CO3	Understand the links between production costs and the economic models of supply.	III

CO4	Apply economic reasoning to individual and firm behavior in different market structures.	IV
CO5	Understand the major pricing technique in different market structures and the implications.	V

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	W	S	M						
CO 2	S	S	S	W	S	M						
CO 3	S	S	S	M	S	W						
CO 4	S	W	S	W	W	S						
CO 5	M	S	S	M	S	S						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		3						3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and					

				IA2	Marks				
		25			75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
I	3								
II	3								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	2.30pm- 3.30 pm	Virtual in Teams
B	Thursday	2.30pm- 3.30 pm	Virtual in Teams
C			

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction	6	15%
2	Demand Analysis	8	20%
3	Supply and Production Decisions and Cost of Production	10	25%
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	10	25%
5	Pricing Practices	6	15%
* Insert rows for more modules in the Course Total		40 hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th	Economics	
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III	Macroeconomics (Business Economics-II)
2		
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Make choice between various wants with limited budget
2	How a local business decides to allocate their funds
3	Understand and analyse different market conditions

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 3 Divisions	100%	100%	88.83%	86.60%
Marks Obtained by Course Topper (mark/100)	98	97	95	86

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	SGN	100%	SGN	100%	SGN	100%
Dec 2019	VF	98.5%	VF	88%	SGN	96
Dec 2018	VF	96.6%	VF	96.4%	VF	88.4%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Market Structure	IV	Ask students to practice the diagrams with logic
Pricing	V	Spend enough time to this session as it comes towards the end of the syllabus

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Managerial Economics – Analysis, Problem and Cases	Mehta, P.L.	(S. Chand & Sons, N. Delhi,		All
2	Principles of Microeconomics	H.L Ahuja	S. Chand & Sons, N. Delhi		All
3					
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Economics	Gregory Mankiw	Thomson South western		
2	Principles of Economics	Frank Robert.H, Bernanke. Ben S.,	(Tata McGraw Hill	Ed. 3	All
3					
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Microeconomics Theory And Applications	Ghai and Gupta	Sarup and Sons		III, IV
2					
3					
4					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	American Economic Journal: Microeconomics - Issues https://www.aeaweb.org/journals/mic/issues	https://www.economist.com/blogs/freeexchange/2012/10/microeconomics	
2	Studies in Microeconomics http://journals.sagepub.com/home/mic	Business Week	
3	https://www.youtube.com/playlist?list=PL8dPuuaLjXtPNZwz5_o_5uirJ8gQXnhEO		
4			
5			
6			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√					√		Principles of Economics, Gregory Mankiw
2	√	√					√		Principles of Economics, H. L Ahuja
3	√	√					√		Principles of Economics, Gregory Mankiw
4	√	√					√		Principles of Economics, H. L Ahuja
5	√	v					√		Principles of Economics, H. L Ahuja
6									
7									
8									

9									
10									

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://nptel.ac.in/courses/109104125/	All
2	https://www.youtube.com/watch?v=1UxA6JzoT-4	Basic
3	https://www.youtube.com/playlist?list=PL8dPuuaLjXtPNZwz5_o_5uirJ8gQXnhEO	Crash Course on Economics
4		
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Economic Analysis and Data Analytics Welcome (linkedin.com)	Linked In	3 Hours	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	AN INTRODUCTION TO MICROECONOMICS	Created by Vimal Kumar Indian Institute of Technology – Kanpur	30 hours	Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	<input type="checkbox"/> √	<input type="checkbox"/> √	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	/08/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended	
						Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Scope and Importance of Business Economics				
	2	1	basic tools- Opportunity Cost principle- Incremental and Marginal Concepts.				
	3	1	Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,				One minute Paper
2	4	1	The basics of market demand, market supply and equilibrium price-				Video Assessment Economics Media Library
	5	1	shifts in the demand and supply curves and equilibrium				IEF
	6	1	Revision				
3	7	2	Demand Function - nature of demand curve under different markets				
	8	2	Meaning, significance, types and measurement of elasticity of demand				
	9	2	(Price, income cross and promotional)-				
4	10	2	Problems				Problems Discussed by

							Students
	11	2	relationship between elasticity of demand and revenue concepts				
	12	2	Demand estimation and forecasting: Meaning and significance - methods of demand estimation :				
5	13	2	survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)				Forecasting using Excel
	14	2	Revision				
	15	3	Production function: short run analysis with Law of Variable Proportions				
6	16	3	Production function with two variable inputs- isoquants,				
	17	3	ridge lines and least cost combination of inputs-				
	18	3	Long run production function and Laws of Returns to Scale –				
7	19	3	expansion path - Economies and diseconomies of Scale.				Case Study
	20	3	Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost –				Video Assessment Economics Media Library
	21	3	Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed),				
8	22	3	LAC and Learning curve				
	23	3	Break even analysis (with business applications)				
	24	3	Break even analysis (with business applications)				
9	25	4	Short run and long run equilibrium of a competitive firm and of industry				
	26	4	monopoly - short run and long- run equilibrium of a firm under Monopoly				
	27	4	Monopolistic competition: Equilibrium of a firm under monopolistic competition,				Flash Card
10	28	4	debate over role of advertising				
	29	4	Oligopolistic markets: key attributes of oligopoly				

	30	4	Collusive and non collusive oligopoly market - Price rigidity				Video Assessment Economics Media Library
11	31	4	Cartels and price leadership models (with practical examples)				
	32	4	Diagram Practice				
	33	4	Discussion on MCQs				
12	34	4	Revision				
	35	4	Cost oriented pricing methods				
13	36	5	cost – plus (full cost) pricing, marginal cost pricing,				Let Student Talk
	37	5	Mark up pricing, discriminating pricing,				Let Student Talk
	38	5	multiple – product pricing - transfer pricing				Let Student Talk
14	39	5	MCQ				
14	40	5	Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Presentation	Other (2) Specify	Total
20	20				40	20		100 (scale down to 25)

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1 based on Unit 1 and 2	1,2	July	
2	MCQ questions preparation	3	August	
3	Thought provoking Assignment	4	September	
4	Identify Pricing Practices of Company's	5	September	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3rd				I, II	✓	✓		✓	
2	6th				III	✓	✓		✓	
3	8th				IV			✓		✓
4	12th				V			✓		✓
5										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	All	Video Assessment	Supply, Demand, Market Structure, Costs	1,2,3,4,5,	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Video Assessment	Supply, Demand, Market Structure, Costs	1,2,3,4,5,	
2	II	Forecasting in Excel	Forecasting Sales	2	
3	III	Case Study	Economies of Scale	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
-----	----------------------	------------	--

1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	
5		Pop Quiz	√
6		Mobile App Based Quiz	
7		Open Book Test	√
8		Take Home Test	√
9		Poster Presentation	
10	Collaborative and Group Activity	Minute Papers	√
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	√
16		Value Added Courses	
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Teaching Pedagogy

1. Economics Media Library Video Assessment
 2. MooC
 3. Quiz
 4. Assignment – 4
 5. Flash Cards
 6. Pop Quiz
 7. Case Study
 8. Whiteboard
 9. IEF
 10. Excel
 11. Let Student Talk
-

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should understand the overall business environment and evaluate its various components in business decision making
Affective	What do you want students to think / care about?	The purpose of this course is to enhance their capacity to think, act and lead ethically (In business and towards society)
Behavioural	What do you want students to be able to do?	Students should be able to assess the ethical issues facing business. People and firm solve ambiguities and resolve the trade-offs embedded in ethical dilemmas

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students understand the Dynamics of Business	1
CO2	Students get knowledge about Ethics and Consumerism	2
CO3	Students understand the concept & importance of Corporate Social responsibility	3
CO4	Students get knowledge of the Global Business	4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S	W	W	S						
CO 2	M	M	S	W	W	S						
CO 3	M	M	S	W	M	S						
CO 4	M	M	S	M	M	S						
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				

CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6	Business Environment	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
6	Business Environment	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12.30 -1.30	MS Teams (Online)
B	Wednesday	12.30 -1.30	MS Teams (Online)
C	Friday	12.30 -1.30	MS Teams (Online)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Business and its Environment	10	25

2	Business and Society	10	25
3	Contemporary Issues	10	25
4	International Environment	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th STD.	Organization of Commerce	Consumer Protection Act

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Once students start their own business in future they will have a brief insight about being a successful Entrepreneur
2	Responsibility towards community
3	Relevance to the International scenario

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target -November 2022	November 2021	November 2020	November 2019
Course Passing % – Average of 3 Divisions	100	100	100	96.46
Marks Obtained by Course Topper (mark/100)	95	94	NIL	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2021	AAJ / SIN	100%	AAJ / SIN / SGN	100%	AAJ / SGN	100%
Nov 2020	AAJ	100%	AAJ	100%	AAJ	100%
Nov 2019	AAJ	100%	AAJ	97.01%	KCM	95.8%
Nov 2018	SIN	82.59%	SIN	90.91	SIN	89.23%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

Classification of Business Objectives	1	Written Assignment, Discussion and revision
KYOTO Protocol	3	Discussion and revision
Carbon Credit	3	Discussion and revision

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1.	Essential elements of Business Environment	K.Aswathapa	Himalaya		All
2.	Business Environment	Justin Paul	Tata McGraw		All
3.	Entrepreneurial Development	S.S Khanka	S Chand & Co.		2

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Environment	K. Aswathappa	Himalaya Publishing	2014	All
2	Business Environment	Agrawal Raj	Excel books		All
3	Business Environment	Kale.N.G	Vipul Prakasham		All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Environment	Dr. Saroj Upadhyay	ASIAN View All		1-4
2	Business Environment Study Material	Dr. Thomas Paul Kattookaran			1-4
3	Business Environment Self Instruction	Jaipur National University			1-4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Slideshare.com	The Magazine of Corporate social responsibility	All
2	www.philoophybasics.com/branch_ethics.html	Outlook India	All
3	www.wto.org/english/tratop_e/invest_info_ehtm		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		All
2	√	√	√						All
3	√	√	√						All
4	√	√	√						All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://onlinecourses.nptel.ac.in/noc17_mg03	All
2	http://www.mooc-lost.com/tags/business environment	All
3	https://www.youtube.com/watch?v=D2U5c4WvST4	1
14	https://www.youtube.com/watch?v=1jbZcug8YE0	1

1

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	http://onlinecourses.nptel.ac.in/noc17_mg03	nptel		
2.	http://www.mooc-lost.com/tags/business environment	Moocs		
3.	https://www.mooc-list.com/course/global-business-environment-evolution-and-dynamics-futurelearn	Future learn		
4.	https://www.mooc-list.com/course/understanding-modern-business-organisations-futurelearn	Future learn		
5.	https://www.mooc-list.com/course/international-business-environment-and-global-strategy-edx	edX		

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	--------------------------------	--	-----------------	---------------------

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Syllabus discussion		C01		
1	2	Unit - 1	Meaning, Definition and features of business objectives, Importance of objectives in business management (Assignment)		C01		
1	3		Classification of business objectives-economic and social objectives of business Human and national objectives of business-organic/ threefold objectives of business (OBT)		C01		
2	4		Steps in formulating business objectives, dynamics of business and its environment- Integrated approach of business environment		C01		
2	5		Business Environment, Types/ components/areas of business environment & important features (Assignment)		C01		
2	6		Environmental analysis- Meaning, Importance, Factors affecting environment analysis and Limitations		C01		
3	7		PESTLE- Meaning, Components and Steps(OBT)		C01		
3	8		Environmental scanning- Meaning, Benefits and Importance		C01		
3	9		SWOT Analysis- Meaning, Definition, Typical SWOT analysis		C01		
4	10		Objectives, steps and importance of SWOT analysis		C01		
4	11	Unit-2	Business ethics- Meaning, Definition and Features (Assignment)		CO2		

4	12		Ethical dilemma of Unethical business practices		CO2		
5	13		Corporate culture – Meaning, Features and Composition, Forms and consequences of corporate culture		CO2		
5	14		Entrepreneurship -Meaning and definition and its development , Entrepreneur & his characteristics (Assignment)		CO2		
5	15		Stages of business entrepreneurship - factors influencing entrepreneurial development		CO2		
6	16		Entrepreneurship and economic development, Introduction to MSMEs, Meaning of MSMEs and MSMED act, 2006 and its features (OBT)		CO2		
6	17		Entrepreneurship as a career option – meaning, factors and steps in developing entrepreneurial career		CO2		
6	18		Meaning and features of consumer rights- basic consumer rights		CO2		
7	19		Meaning, Definition and Features of consumerism, Objectives and Advantages of consumerism(THT), Role of consumerism, need of consumer movement in India		CO2		
7	20		Consumer education and research centre – Consumer protection Act 1986(Assignment)		CO2		
7	21	Unit-3	Corporate social responsibility- Meaning , Definition and Scope (Assignment)		CO3		
8	22		Advantage of corporate social responsibility, recent trends in CSR		CO3		
8	23		Corporate governance, meaning, definition and features (Assignment)		CO3		
8	24		Need and Importance of corporate governance, Mechanisms for Corporate Governance, Advantages of corporate governance in India		CO3		
9	25		Social responsibility of business- meaning, definition and need		CO3		
9	26		Arguments for and against SR(Debate), Areas of Social responsibility, Ecology and business- Meaning and Relationship		CO3		
9	27		Industrialisation and environmental pollution and control at business level, Government policy on environment protection Kyoto Protocol		CO3		
10	28		Carbon credit- Meaning , Definition and working of carbon credit system (THT) Present position of carbon credit trade , carbon credits of India		CO3		
10	29		Social audit- meaning, definition and features , Evolution of social audit, Benefits and limitations of Social audit		CO3		

10	30		Social audit vs commercial audit		CO3		
11	31	Unit 4	INTERNATIONAL ENVIRONMENT- Meaning and strategies		CO4		
11	32		FDI & BOP (Assignment)		CO4		
11	33		Multinational companies- meaning, definition		CO4		
12	34		Features of Multinational companies (Assignment)		CO4		
12	35		Advantages and dangers of MNC'S(OBT),		CO4		
12	36		Transnational companies- meaning and features(Assignment)		CO4		
13	37		World trade organisation- introduction and formation, Objectives		CO4		
13	38		Functions of WTO(Assignment)		CO4		
13	39		Revision, Doubt Solving		All		
14	40		Revision, Doubt Solving		All		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specif y	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
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1.	Explain Business Objectives & its features	1		
2.	Explain in detail Business Environment, its importance & features	1		
3.	What is Business Ethics, its features & importance	2		
4.	Who is an Entrepreneur & what are his characteristics?	2		
5.	Explain concept & importance of CSR	3		
6.	What is Corporate Governance & its advantages	3		
7.	Explain the Concept of MNC & what is its importance.	4		
8.	Write a detailed note on WTO, its objectives & functions	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1	vv		1	1	(√)		(√)	(√)	
2	2	(√)		3	1	(√)			(√)	
3	4	(√)		7	2	(√)			(√)	
4	6	(√)			2	(√)			(√)	
5 & 6	11	(√)			3	(√)			(√)	
7 & 8	13	(√)			4	(√)			(√)	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
-------	------------	------------	--------	---------------------------	--------

1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	15 th Week	1-4			
Open Book Test	1 st , 3 rd & 7 th	1-3			
Take Home Test	8 th , 10 th & 14 th	3-4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	(1-4)	You tube videos for Revision	All	1-4	
2		https://www.udemy.com/course/lets-share-the-burden/			
3		https://www.udemy.com/course/personal_branding/			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
---------------	------------	------------------------------	----------------------------	--------	-------------------------------

1	2	Case study on Entrepreneurs	Characteristics & Niche qualities		
2		Poster Competition	To bring out creativity		

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	(√)
4		Mini Projects	
5		Pop Quiz	(√)
6		Mobile App Based Quiz	
7		Open Book Test	(√)
8		Take Home Test	(√)
9	Collaborative and Group Activity	Poster Presentation	(√)
10		Minute Papers	
11		Students Seminar	
12		Students Debates	(√)
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	(√)
16		Value Added Courses	
17		Lecture Capture Usage	(√)

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, V reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	Watch former lectures captured in LMS at VSIT
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know the fundamentals of finance, also know about various sources and applications of finance
Affective	What do you want students to think / care about?	To think on concepts of valuation. To think about how company can use leverages to maximise returns to its shareholders
Behavioural	What do you want students to be able to do?	To solve practical problems based on Cost of Capital. To analyse the impact of various Leverages on Capital Structure of a Company

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand fundamentals of finance	Unit 1
CO2	To make students comfortable with concepts of valuation and Time Value of Money	Unit 2
CO3	To provide an insight on Leverages	Unit 3
CO4	To make them familiar with types of financing	Unit 4
CO5	To solve practical problems based on Cost of Capital	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	W									
CO 2	M	S	M									
CO 3	M	S	S									
CO 4	S	M	M									
CO 5	W	W	S									

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	W
CO 2	S	S	S	W
CO 3	S	S	S	W
CO 4	S	S	S	W
CO 5	S	S	S	W

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USBAF 105	Introduction to Financial Management I	75	--	--	--	--	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USBAF 105	Introduction to Financial Management I	20	05	25	75	--	--	--	100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Batch	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch 2	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Batch	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Monday	2:30p.m. to 3:30p.m	Online (MS Teams)
Batch 2	Tuesday	2:30p.m. to 3:30p.m	Online (MS Teams)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Financial Management	6	20
2	Concepts in Valuation	10	20
3	Leverage	8	20
4	Types of Financing	6	20
5	Cost of Capital	10	20
* Insert rows for more modules in the Course Total		40 hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	SSC	Mathematics	Simple Interest, Compound Interest (for Unit 2)
2	HSC	Secretarial Practice	Business Finance, Types of Finance (for Unit 1)

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	V	Financial Management II
2	VI	Financial Management III

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Applying various valuation concepts
2	Calculating present and future values for personal finance
3	Use of weighted average cost of capital of a firm

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100%	100%	95.96%	94%
Marks Obtained by Course Topper (mark/75)	75	74 (Murtuza)	72(Hemang)	67(Amar)

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	AJP	100	AJP	100	AJP	100
Nov 2019	AJP	100	AJP	94.03	AJP	93.85
Nov 2018	AJP	95	AJP	93	AJP	94

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Annuity, WACC	2,5	More sums for practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	I.M Pandey	Vikas	11 th	1-5
2					
3					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Management	D. Chandra Bose	PHI Learning Pvt. Ltd		1-5
2	Fundamentals of Financial Management	Vyuptakesh Sharma	Pearson Education		1-5
3	Financial Management: Text and Problems	M.Y. Khan and P.K. Jain	Tata McGraw Hill		1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	C.Paramasivan&T.Subramanian	New Age International Publishers	I	All
2	Financial Management	UTS Global, Bavdhan	UTS	I	All

4.d Web Links and Names of Magazines, Journals, E-journals

Refer online journals subscribed in VSIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.ebooks-for-all.com/		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1			✓						
2		✓							
3		✓							
4			✓						
5		✓							

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in/vrefer)	1-5
2	https://youtu.be/U4LXk5IbTpl	1
3	https://youtu.be/iL7aDANL0I4	1
4	https://youtu.be/IDZbjZ5v5j8	2
5	https://youtu.be/KWQcPpJSkl0	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/introduction-to-finance-the-basics	Coursera/Xi Yang/University of Illinois	19 hrs	Y
2	https://www.udemy.com/course/financial-management-for-beginner/	Udemy/Bina Nusantara University	1.5 hrs	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	Sept 2021	Dec 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	BSA	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to Subject and discussion of AAP		CO1		
	2	1	Meaning, Definition and Importance of Financial Management	CAT – One Minute Paper	CO1		
	3	1	Scope and Objectives of Financial Management		CO1		
2	4	1	Profit v/s Wealth maximisation	IEF	CO1		
	5	1	Qualities and Role of a Finance Manager	Assignment 1 Allocation	CO1		
	6	1	Revision of Unit 1	CAT – Quiz 1	CO1		

3	7	2	Introduction to Time Value of Money		CO2		
	8	2	Sums on SI and CI	Assignment 1 Submission	CO2		
	9	2	Sums on Present Value and Future Value		CO2		
4	10	2	Sums on Present Value and Future Value		CO2		
	11	2	Concept of Net Present Value	CAT – One Minute Paper	CO2		
	12	2	Sums on NPV		CO2		
5	13	2	Concept of Annuity	CAT – Pop Quiz	CO2		
	14	2	Sums on Annuity	Assignment 2 Allocation	CO2		
	15	2	Sums on Annuity	CAT – Quiz 2	CO2		
6	16	2	Doubling Period (Rule of 69 and 72)		CO2		
	17	3	Introduction to Leverages		CO3		
	18	3	Types of Leverages	Assignment 2 Submission	CO3		
7	19	3	Sums on Operating Leverage		CO3		
	20	3	Sums on Operating Leverage		CO3		
	21	3	Sums on Financial Leverage		CO3		
8	22	3	Sums on Financial Leverage		CO3		
	23	3	Sums on Combined Leverage	Assignment 3 Allocation	CO3		

	24	3	Sums on Combined Leverage	CAT – Quiz 3	CO3		
9	25	4	Introduction to Types of Financing, Need for finance	CAT – One Minute Paper	CO4		
	26	4	Sources of Finance, Equity Shares	Poster Presentation	CO4		
	27	4	Preference shares, Debentures	Assignment 3 Submission	CO4		
10	28	4	Retained Earnings, Loans from Bank		CO4		
	29	4	Loans from FI, Lease financing	CAT – Quiz 4	CO4		
	30	4	Open Book Test	OBT	CO4		
11	31	5	Intro to Cost of Capital	CAT – One Minute Paper	CO5		
	32	5	Classification of Cost	Assignment 4 Allocation	CO5		
	33	5	Cost of Debentures		CO5		
12	34	5	Cost of Debentures		CO5		
	35	5	Cost of Preference Shares	Assignment 4 Submission	CO5		
	36	5	Cost of Preference Shares		CO5		
13	37	5	Cost of Equity Shares		CO5		
	38	5	Cost of Equity Shares	Assignment 5 Allocation	CO5		
	39	5	Cost of Retained Earnings	CAT – Quiz 5	CO5		

14	40	5	Revision of Unit 5	Assignment 5 Submission	CO5		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Two Unit Tests	Internal Assessment (Midterm)	Other (2) specify	Total
20	20	-	-	-	40	20	-	100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1 – Fundamentals of Financial Management	CO1	2 nd week	3 rd week
2	Assignment 2 – Net Present Value	CO2	5 th week	6 th week
3	Assignment 3 – Calculation of Leverages	CO3	8 th week	9 th week
4	Assignment 4 – Long Term Sources of Finance	CO4	11 th week	12 th week
5	Assignment 5 – Cost of Debentures and Preference Shares	CO5	13 th week	14 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	6	✓			3		✓		✓	
4	8	✓			4		✓		✓	
5	10	✓			5		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1st IA Test (Midterm Exam)	August 2021	1&2	CO1&CO2	Midterm Exam – descriptive 2 Unit Test – online MCQ	No IA Re-test IA is a Head of passing *
Unit Test	1 st Unit Test – Before Midterm 2 nd Unit Test – After Midterm				
Quiz	2 nd week,	1	CO1		
	5 th week	2	CO2		
	8 th week	3	CO3		
	10 th week	4	CO4		
	13 th week	5	CO5		
One Minute Paper	1 st week	1	CO1		
	4 th week	2	CO2		
	5 th week	3	CO3		
	8 th week	4	CO4		
	11 th week	5	CO5		
Open book Test	10 th week	4	CO4		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					

5					
6					
7					
8					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes (1 in each unit)
4		Mini Projects	
5		Pop Quiz	✓
6		Mobile App Based Quiz	

7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	✓
10		Minute Papers	✓
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Mr. Ajaykumar Poojary

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a**Course Objectives (write in detail – follow NBA guideline in this regard)**

Cognitive	What do you want students to know?	The students should be able to prepare financial statements in accordance to financial standards.
Affective	What do you want students to think / care about?	The students should be able to value stock, do accounting of Hire Purchase, and recognise capital ,revenue and differed revenue expenditure and capital and revenue receipts
Behavioural	What do you want students to be able to do?	The students should be able to experience do financial analysis and decision making.

1.b**Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)**

CO No.	Statements	Related Module/s
CO1	To Know the Basic Accounting Standard such as AS1, AS2, AS9 and its implication .	Unit 1
CO2	To understand and prepare manufacturing Company final Accounts and	Unit 2
CO3	To classify the capital and Revenue Expenditure and Receipts on the basis of Accounting standards.	Unit 2
CO4	To be aware of departmental Accounting and its practical implication	Unit 3
CO5	To practically know the different method of Hire Purchase Accounting	Unit 4

1.c**Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	M	S	M								
CO 3	S	S	M	M								
CO 4	S	M	S	M								

CO 5												
------	--	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	
CO 2	S	S	M	
CO 3	S	S	M	
CO 4	S	S	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
1.1	Financial Accounting	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of CEPR					
1.1	Financial Accounting	20		25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch I	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch II	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch I	Wednesday		Ms. Team

Batch II	Thursday		Ms .Team
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2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Accounting standards issued by ICAI and Inventory valuation Accounting Standards	10	25%
2	Final Accounts	10	25%
3	Departmental Accounts	10	25%
4	Accounting for Hire Purchase	10	25%
* Insert rows for more modules in the Course		Total	40 hrs
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYJC -Commerce	Book Keeping Accountancy	Journal Entry/ Depreciation
2	SYJC -Commerce	Book Keeping Accountancy	Final Accounts

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	FYBAF
2	III	SYBAF

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students will be able to prepare themselves for all the Financial Accounting subjects and costing subject in the next years of BAF
2	Students undertake Project on Small manufacturing Firm

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Dec - 2021	Dec - 2020	Dec - 2019	Dec 2018	Nov 2017	Nov 2016
Course Passing % – Average of 3 Divisions	100%	100%	97%	97.01%	98.99%	94.42%
Marks Obtained by Course Topper (mark/100)	100	100	98	95	99	95

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec-2020	SSK	100%	SSK	100%	SSK	100%
Dec-2019	SSK	100%	DTN	98%	DTN	93%
Dec 2018	SSK/MAA	98%	SSK/MAA	96.72%	SSK/MAA	98.38%
Dec 2017	SSK	100%	MAA	100%	MAA	98.99%
Dec 2016	MAA	97.37%	MAA	95.08%	MAA	90%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Physical Stock verification	1	More practice sums taken, and explanatory notes given notes given

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Accountancy by	T.S. Grewal, S.	Chand and Company (P) Ltd., New Delhi		1-2
2	Advance Accounts	Shukla and Grewal,	S. Chand and Company (P) Ltd., New Delhi		3-4
3	Company Accounting Standards	Shrinivasan Anand,	Taxman, New Delhi		1

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Accounting Standard	Ashish Bhattacharya	Tata Mc Graw Hill	2	1
2	Modern Accountancy	Mukherjee & Hanif	Tata Mc Graw Hill	3	1
3	Financial Accounting	P C Tulsian	Pearson Publication	3 rd	1-4
4	Company Accounting Standard	Srinivasan Anand	Taxman	2 nd	5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Rajasekaran Lalitha			1-2
2	Introduction to Financial Accounting	Hordeensuuden Elliot,Hilbrick	Global Edition		3-4
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Accounting and Finance	Chartered Accountant – ICAI scales new heights of success	1-4
2	http://www.accaglobal.com	Chartered Accountant – Looking for new horizons	1-4
3		Chartered Accountant – Pollinating the growth	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		Fundamental of Accounting & Financial Analysis – Chowdhary, Anil P
2		✓	✓				✓		Introduction to Financial Accounting - Horngren Charles
3		✓					✓		Financial Accounting – A Managerial Emphasis – Ashok Banerjee
4		✓	✓				✓		Financial Accounting - Rajasekaran V

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Online Notes and PPTs (mention web site)	1-5
3	AS 1 https://youtu.be/3TpQybZvGd8	1
4	AS 2 https://youtu.be/eS3h458vYjo	1
5	AS 9 https://youtu.be/zvEM5jisp2o	1

6	Capital revenue https://youtu.be/FcqGMwX8YUc	2
7	Final Accounts https://youtu.be/rdFZs9246PI	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certified Finance Expert (CFE Program) https://www.mooc-list.com/tags/accounting	ICICI Centre for Financial Learning		Y
2	https://www.class-central.com > edX	Indian Institute of Management Bangalore edx	6weeks	Y
3	Introduction to Financial and Management Accounting	edX.org	10 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Corporate Finance Course	Corporate financial Institutions	4 weeks	Y
2	Reading Financial Statement	Corporate financial Institutions	3 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No.	Chapter No. / Page Nos./

					(on LMS)	Books/ Web Site
1	1	1	Syllabus Discussion & Accounting Standard basics		CO1	
	2	1	AS – 1, AS – 2, AS – 9		CO1	
	3	1	AS - 9 Practical problems		CO1	
	4	1	Inventory Valuation Basics		CO1	
	5	1	Inventory valuation – Cost of Production		CO1	
2	6	1	Inventory valuation system		CO1	
	7	1	FIFO method		CO1	
	8	1	FIFO method		CO1	
	9	1	FIFO method		CO1	
	10	1	Practical Problem		CO1	
3	11	1	Practical Problem		CO1	
	12	1	Practical Problem		CO1	
	13	1	Practical Problem		CO1	
	14	1	Weighted average method		CO1	
	15	1	Practical Problems		CO1	
4	16	1	Weighted average method		CO1	
	17	1	Practical Problems		CO1	

	18	1	Weighted average method		CO1		
	19	1	Practical Problems		CO1		
	20	1	Computation of valuation as on Balance sheet date		CO1		
5	21	1	Computation of valuation after Balance sheet date		CO1		
	22	1	Computation of valuation before Balance sheet date		CO1		
	23	1	Revision		CO1		
	24	2	Capital Revenue Expenditure – Introduction		CO2		
	25	2	Revenue Expenditure, Capital Expenditure		CO2		
6	26	2	Deferred Revenue Expenditure		CO2		
	27	2	Capital / Revenue Receipt		CO2		
	28	2	Final account Introduction		CO2		
	29	2	Manufacturing/Trading account		CO2		
	30	2	Practical Problems		CO2		
	31	2	Profit/loss account		CO2		
7	32	2	Balance sheet		CO2		
	33	2	Adjustment Entries		CO2		
	34	2	Final Account Practical Problems		CO2		
	35	2	Final Account Practical Problems		CO2		

8	36	2	Final Account Practical Problems		CO2		
	37	2	Final Account Practical Problems		CO2		
	38	2	Practical Problems		CO2		
	39	2	Revision		CO2		
	40	3	Meaning ,Basis of Allocation of Expenses and Incomes / Receipts		CO3		
9	41	3	Inter Departmental Transfer: At Cost Price and Invoice Price		CO3		
	42	3	Stock Reserve		CO3		
	43	3	Departmental Trading and Profit and Loss Account and Balance Sheet		CO3		
	44	3	Practical problems		CO3		
	45	3	Practical problems		CO3		
10	46	3	Practical problems		CO3		
	47	3	Practical problems		CO3		
	48	3	Practical problems		CO3		
	49	3	Practical problems		CO3		
	50	3	Revision		CO3		
11	51	4	Accounting for Hire Purchase Meaning Calculation of Interest		CO4		
	52	4	Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price		CO4		
	53	4	Accounting for Hire Purchase Transactions by Asset Purchase Method Based on Full Cash Price		CO4		

	54	4	Journal Entries, Ledger Accounts and Disclosure in Balance Sheet for Hirer and Vendor(Excluding Default, Repossession and Calculation of Cash Price)		CO4		
	55	4	Practical Problems		CO4		
12	56	4	Practical Problems		CO4		
	57	4	Practical Problems		CO4		
	58	4	Practical Problem		CO4		
	59	4	Practical Problem		CO4		
	60	4	Revision		CO4		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation/Mini Project	Other (2) specify	Total
20	20	-	-		20	40		100 Scale Down to 25

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

1	Practical Problem on Weighted average method and FIFO	CO1	July First week	
2	Final Account Practical Problems	CO2	July last week	
3	Departmental Accounting	CO4	August Second week	
4	Hire Purchase	CO5	September First week	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		✓			1-2	✓	✓		✓	✓
2		✓			3-5	✓	✓		✓	✓
3										
4										
5										

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	Pop Quiz	1			
Open Book Test	Open Book Test	2			
Take Home Test	Take Home Test	3			

Class tests / prelims	Class tests / prelims	ALL			
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Accounting Standard , Concept & Convention it's Scope and application		Co1	
2	2	Project on Small Manufacturing Firm			

10.**Beyond Syllabus Activities for Gap Mitigation**

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	
5		Pop Quiz	✓
6		Mobile App Based Quiz	✓
7		Open Book Test	✓
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	✓
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	✓
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	✓
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sandip Khandekar

Ms. Trupti Naik

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Sandip Khandekar
VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Methodology :

Analogy : Using Analogies for Creative Problem Solving

Co-operative learning : Game base learning , Mini Project , Case lets. Etc.

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the conceptual knowledge of cost, costing and Cost accountancy. To know the different elements of cost. To get acquainted with the scope of costing
Affective	What do you want students to think / care about?	Understand the different methods to value Material, Labour and Overhead Cost
Behavioural	What do you want students to be able to do?	Ability and identify Material, Labour and Overhead Cost of any company

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To differentiate between financial and cost accounting and to identify elements of cost	Unit 1
CO2	Valuation of material cost	Unit 2
CO3	Analyse different schemes of wage payment and incentives	Unit 3
CO4	Analysis of types of overheads and its valuation	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	Moderate	Moderate	Strong	Weak	Weak	Weak						
CO 2	Moderate	Strong	Strong	Weak	Moderate	Weak						
CO 3	Moderate	Strong	Strong	Weak	Moderate	Weak						
CO 4	Moderate	Strong	Strong	Weak	Moderate	Weak						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	-	-	-	-
CO 2	-	-	-	-
CO 3	-	-	-	-
CO 4	-	-	-	-
CO 5	-	-	-	-

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
3.6.2	Cost Accounting - I	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of CEPR					
3.6.2	Cost Accounting-I	MT[1]	CT[2]	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	4 to 5 pm	virtual classroom
B	Wednesday	4 to 5 pm	virtual classroom
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Cost Accounting	10	25
2	Material Cost	10	25
3	Labours Cost	10	25
4	Overheads	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	11 th and 12 th	Basic knowledge of financial accounting and cost	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III, IV & V	BAF
2	I	M.Com., MMS., MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding cost sheet of any company
2	Valuation of Material, Labour and Overhead cost
3	Analysis and identifying types of cost

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target Dec 2021	Dec 2020	Dec 2019	Dec 2018	Dec 2017
Course Passing % – Average of 3 Divisions	100%	100%	96.97%	92%	89.34 %
Marks Obtained by Course Topper (marks /100)	Above 95%	95	93	80	80

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	Prathma Neman	100%	Kavitha	100%	nil	nil
Dec 2019	GNS	96.97%	Varsha	92.54%	Varsha	87.67%
Dec 2018	GNS	92%	Ms. Kavitha	92%	Ms. Kavitha	92%
Dec 2017	Ms. Kavitha	100%	Ms. Kavitha	83.33%	Ms. Kavitha	84.62%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Labour Cost	3	Recitation of formulae[using music] and Solving sums with different adjustment
Overheads	4	Recitation of formulae[using music] and solving sums with different adjustments

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	Ravi M. Kishore	Taxmann Ltd., New Delhi		1 to 4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	M.E.Thukaram Rao	New Age International Publishers	2012	All
2	Cost Accounting	P.C. Tulsian	S.Chand	2008	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author /s	Publisher	Edition	Module Nos.
1	Cost Accounting https://books.google.co.in/books/about/Cost_Accounting.html?id=oxBU6Pa3m5YC	P.K.Jain	Tata Mc GrawH ill	2000	All
2	Cost Accounting Course Material http://www.universityofcalicut.info/SDE/BComCoreCostAccounting_on09March2016.pdf	Univer sity of Calicut			1 & 3
3	https://devlibrary.in/managerial-and-cost-accounting/				All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Accountancy & Finance https://www.inderscience.com/jhome.php?jcode=ijaf	The Management Accountant https://www.magzter.com/IN/THE-INSTITUTE-OF-COST-ACCOUNTANTS-OF-INDIA/The-Management-Accountant/Business/	1-4
2	Indian journal of Accounting https://indianaccounting.org/img/journals/IJA-Dec-2018.pdf	The Inst. of Cost Accountants of India https://icmai.in/icmai/news/209.php	1-4
3	Indian Journal of Accounts & Finance https://www.indianjournals.com/ijor.aspx?target=ijor:mjfa&type=home		1-4
4	Journal of Cost Accounting https://www.jstage.jst.go.jp/browse/jcar		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		Cost Accounting – Thukaram
2	✓	✓					Y		Cost Accounting – Thukaram
3	✓	✓					Y		Cost Accounting _ Thukaram
4	✓	✓					Y		Cost Accounting _ Thukaram,
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content [not available in V Refer]	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Cost Accounting https://www.udemy.com/course/costing-and-cost-accounting/	Udemy	50 hours – 55 videos	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally with GST	VSIT		Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	August 2021	December 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Syllabus ,Video on costing career - https://www.youtube.com/watch?v=d9K3gp6aTp0 Unit I – Meaning & Definition of costing https://www.youtube.com/watch?v=laACWO2Z5Ak		1		
	2	1	Scope & Objectives of costing, Importance and Advantages of cost accounting Poll Questions		1		

	3	1	Difference between cost A/c & financial A/c, Limitation of financial Accounting- EFB		1		
2	4	1	Def: of Cost, Costing & Financial Accounting		1		
	5	1	Classification of Cost - Quiz https://forms.office.com/Pages/ResponsePage.aspx?id=LKs7Hkn_bE2CelAX5v2FnMuolxnJM9xIsQPzd2AOXL1UNzgxSVhLUFIZMTRVMDBSUFBQNjJIUVZDOS4u		1		
	6	1	Assignment 1 – Annual reports [classification of cost]- Demo		1		
3	7	1	Cost allocation & apportionment- https://www.youtube.com/watch?v=2fTgDRz-PdU and https://www.youtube.com/watch?v=u70oLwsPKCo&t=1s		1		
	8	1	PBL Identify the cost incurred to weave cloth, wooden table, leather products, Chocolates, Mobile phones		1		
	9	1	Coding system & good costing system https://www.youtube.com/watch?v=67j7_iXGFg0		1		
4	10	1	Limitation of financial Accounting - - Quiz		1		
	11	2	Unit II – Material Cost: Material cost concept and its types. Ted Ed Video quiz: https://ed.ted.com/on/e3SMjWw5		2		
	12	2	Material control- essentials, advantages, Objectives and Advantages of Material costing. https://www.youtube.com/watch?v=LpS2xxW5WS8 [Assignment 2]		2		
5	13	2	Documentation, Bin card		2		
	14	2	Stock levels, Minimum levels, Maximum levels, Re-order levels,		2		

			Sums Game- https://www.proprofsgames.com/ugc/crossword/material-costing/				
	15	2	Stock levels, Minimum levels, Maximum levels, Re-order levels, Sums		2		
6	16	2	Economic order Qty QUIZ https://forms.office.com/Pages/ResponsePage.aspx?id=LKs7Hkn_bE2CelAX5v2FnMuolxnJM9xIsQPzd2AOXL1UOUJONFhOM1RNTVIwQUJRTkdFN0Q4Q0Q4RC4u		2		
	17	2	Practical problems - Economic order Qty and Stock turnover ratio https://www.youtube.com/watch?v=qgvH2Eo6_gY		2		
	18	2	Purchase Order, Inspection, Stock Verification & Inventory Control https://www.youtube.com/watch?v=Wa83L8TvoaM		2		
7	19	2	Practical problems – Inventory valuation [FIFO] https://www.youtube.com/watch?v=qAWVVw-dC5A		2		
	20	2	Practical problems – Inventory valuation [weighted average] [take home test]		2		
	21	3	Labours Cost https://www.youtube.com/watch?v=9Uhiv7tHDGQ		3		
8	22	3	Composition of labour cost https://www.youtube.com/watch?v=01ZQJnn6ffg		3		
	23	3	Labour cost record – Poll questions and Word Art game		3		
	24	3	Overtime/idle time/Incentive Schemes - Quiz		3		

9	25	3	Practical problems - Poll questions[formula]		3		
	26	3	Practical problems		3		
	27	3	Practical problems Video quiz on Labour Turnover - https://www.youtube.com/watch?v=xIfbGGiYhaw [Assignment 3]		3		
10	28	3	Practical problems		3		
	29	3	Case study on labour Cost management https://www.jstage.jst.go.jp/browse/jcar Journal of Cost Accounting		3		
	30	3	Revision on Unit 3 [Open book test]		3		
11	31	4	Overheads Concepts https://www.youtube.com/watch?v=ZqTqErrZpIE		4		
	32	4	Classifications of overheads on different basis – Quiz		4		
	33	4	Apportionment & absorption of Overheads https://www.youtube.com/watch?v=Pd7uMZHDudE [Assignment 4]		4		
12	34	4	Practical problems – Poll questions [formula] and Word art game		4		
	35	4	Practical problems		4		
	36	4	Practical problems		4		
13	37	4	Practical problems		4		
	38	4	Practical problems		4		
	39	4	Case Study https://www.jstage.jst.go.jp/browse/jcar		4		

			Journal of Cost Accounting				
	40		Quiz (ALL UNITS FORMULA)				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1 – Study of one company's cost elements from Annual report	1	2 nd week	3 rd week
2	Assignment 2 – Calculation of materials in Textile https://www.udemy.com/course/calculate-cost-of-material-and-apparel/ [1 hour course]	2	4 th week	5 th week
3	Assignment 3 – Case-study on labour cost management https://www.hzu.edu.in/uploads/Case_Studies_of_Cost_and_Works_Accounting.pdf	3	9 th week	10 th week
4	Assignment 4 – Past university question paper sums	4	11 th week	12 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2 nd week	✓			I			YES		YES
2	4 th week	✓			II			YES		YES
3	9 th week	✓			III			YES		YES

4	11 th week	✓			IV			YES	YES	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	8 th week			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	3rd week	1			
Open Book Test	10 th week	3			
Take Home Test	7 th week	2			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2		NA			
---	--	----	--	--	--

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Identify the cost incurred to weave cloth, wooden table, leather products, Chocolates, Mobile phones	Classification of cost	1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	End of each Unit
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	Quiz – all units
7		Open Book Test	Unit III
8		Take Home Test	UNIT II
9	Collaborative and Group Activity	Poster Presentation	Based on Assignment 1[Elements of cost in different industry]
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	https://www.udemy.com/course/costing-and-cost-accounting/ [50 hours – 55 videos , paid, certification course]
16		Value Added Courses	Tally
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Prathma A Nemane

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

New teaching pedagogy – using musical notations to remember formulae

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the financial services provided by various banking and non-banking financial institutions
Affective	What do you want students to think / care about?	To know about the regulatory framework in various financial markets and also understand the role of different regulatory authorities
Behavioural	What do you want students to be able to do?	To understand the process of Public Issue of securities and acquire the skills necessary to work in a financial firm.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To describe the various financial products, services, and strategies offered by the variety of financial services institutions.	Unit 1
CO2	To evaluate financial products offered by the variety of financial services institutions for suitability and appropriateness in meeting consumer needs.	Unit 2 & 3
CO3	To be able to understand the various technologies adopted in the operations of financial services	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M	S	S	S	S	S	M		
CO 2	S	M	M	M	S	S	S	S	S	M		
CO 3	S	M	S	M	S	M	M	S	S	S		
CO 4	S	S	M	M	S	S	M	S	S	S		
CO 5	S	S	M	M	S	S	S	S	S	S		

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					√		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Innovative Financial Services	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
BAF	Innovative Financial Services	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3								
B	3								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	12.30 to 1.30	Online through Microsoft teams & Offline in Staffroom
B	Wednesday	12.30 to 1.30	Online through Microsoft teams & Offline in Staffroom

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Traditional Financial Services	10	25%
2	Issue Management and Securitization	10	25%
3	Financial Services and its Mechanism	10	25%
4	Consumer Finance and Credit Rating	10	25%
* Insert rows for more modules in the Course Total		40	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th Junior College	SYJC	Secretarial Practice

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III SY BAF	Financial Market Operations
2	III MMS	Financial Services Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Awareness about various services like working of online banking services, payment mechanisms etc
2	Awareness of new type of services like factoring, forfeiting, securitization

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – May 2021	May 2020	May 2019	May 2018
Course Passing % – Average of 3 Divisions	100	100	98.23%	92.89%
Marks Obtained by Course Topper (mark/100)	95	93	88	85

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2020	PAJ	100	PAJ	100		
May 2019	PAJ	99.69 %	PAJ	97.00%	MAA	98.00%
May 2018	PAJ	94%	PAJ	88.5%	PAJ	72.5%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Securitisation	2	Making them understand the topics practically and continuous revision of the topics
Factoring & forfeiting	3	

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	IM Pandey	Vikas Publishing House Ltd.		All
2	Financial Services	Khan M. Y.	Mc Graw Hill Education.		All
3	Financial Services	Dr. S. Gurusamy	Vijay Nicole Imprints		All
4	Financial Market and Services	Gordon and K. Natrajan	Himalaya Publishing House		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial markets and Institutions	E. Gordon and K. Natarajan	Himalaya Publishing House		
2	Financial Markets, Institutions and Financial Services	Clifford Gome	PHI Learning		
3	Financial Markets and Financial Services in India	Benson Kunjukunja, S. Mohanan	New Century		
4	Financial Markets and Institutions	Anthony Saunders and Marcia Millon Cornett	Mc Graw Hil		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Editi on	Modul e Nos.
1	https://ebookcentral.proquest.com/lib/vsitm/detail.action?docID=5138898&query=financial+markets	Francesca Taylor	Pearson Education UK		All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.journals.elsevier.com/journal-of-financial-markets/		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		
2	√	√	√				√		
3	√	√	√				√		
4	√	√	√				√		

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS ‘Lecture Capture’ in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=MbJLof3fyi4 (introduction to financial system)	
2	https://www.youtube.com/watch?v=28HpCMWfc7k	
3	https://www.youtube.com/watch?v=28HpCMWfc7k	

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/specializations/digital-transformation-financial-services	Coursera	4 weeks	Y

2	https://www.coursera.org/learn/digital-competition-financial-services?ranMID=40328&ranEAID=*GqSdLGGurk&ranSiteID=.GqSdLGGurk-hXX6rfSZXkBy5_m61tnnjg&siteID=.GqSdLGGurk-hXX6rfSZXkBy5_m61tnnjg&utm_content=10&utm_medium=partners&utm_source=linkshare&utm_campaign=*GqSdLGGurk	Coursera	4 weeks	Y
3	Stock Trading & Investing for Beginners	Udemy	9hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Money & Banking	Swayam	30 days	Y
2	Business Environment	Swayam	90 Days	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	Jan 2022		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus		CO1		
	2	1	a) Financial Services: Concept, Objectives/Functions		CO1		

2	3	1	Characteristics, Financial Service Market, Financial Service Market Constituents		CO1		
	4	1	Growth of Financial Services in India, Problems in Financial Services Sector		CO1		
3	5	1	Banking and Non-Banking Companies, Regulatory Framework, Factoring- Introduction		CO1		
	6	1	Forfaiting: Introduction, Types of Factoring, Theoretical Framework, Factoring Cost		CO1		
4	7	1	Advantages and Disadvantages of Factoring, Factoring in India, Factoring v/s Forfaiting		CO1		
	8	1	Working of Forfaiting, Benefits and Drawbacks of Forfaiting		CO1		
5	9	1	Revision of Unit 1		CO1		
	10	2	Issue Management and Securitization a) Issue Management and Intermediaries:		CO1		
6	11	2	Introduction, Merchant Bankers/ Lead Managers, Underwriters, Bankers to an Issue, Brokers to an Issue		CO2		
	12	2	b) Stock Broking: Introduction, Stock Brokers, SubBrokers, Foreign Brokers		CO2		
7	13	2	Trading and Clearing/Self Clearing Members, Stock Trading (Cash and Normal) Derivative Trading		CO2		
	14	2	c) Securitization: Definition, Securitization v/s Factoring, Features of Securitization		CO2		
8	15	2	Pass Through Certificates, Securitization Mechanism, Special Purpose Vehicle,		CO2		
	16	2	Securitisable Assets, Benefits of Securitization, New Guidelines on Securitization		CO2		
9	17		Revision of Unit 2		CO2		
	18	3	Financial Services and its Mechanism a) Lease and Hire-Purchase: Meaning,		CO3		
10	19	3	Types of Lease, Housing Finance Institutions in India, National Housing Bank (NHB),		CO3		

	20	3	Leasing in India, Legal Aspects of Leasing, Advantages and Disadvantages of Leasing		CO3		
11	21	3	Definition of Hire Purchase, Hire Purchase and Instalment Sale Characteristics		CO3		
	22	3	Hire Purchase and Leasing, Advantages of Hire Purchase, Problems of Hire Purchase.		CO3		
12	23	3	Market of Housing Finance, Housing Finance in India- Major Issues, Housing Finance in India		CO3		
	24	3	Growth Factors - Guidelines for Asset Liability Management System in HFC,		CO3		
13	25	3	Fair Trade Practice Code for HFC's, Housing Finance Agencies		CO3		
	26	3	c) Venture Capital: Introduction, Features of Venture Capital		CO3		
14	27	3	Types of Venture Capital & Financing Stages,		CO3		
	28	3	Disinvestment mechanisms, Venture Capital Investment process, Indian Scenario		CO3		
15	29		Revision		CO3		
	30	4	Consumer Finance and Credit Rating a) Consumer Finance: Introduction, Sources, Types of Products, ,		CO4		
16	31	4	Consumer Finance Practice in India, Mechanics of Consumer Finance, Terms, Pricing		CO4		
	32	4	Marketing and Insurance of Consumer Finance, Consumer Credit Scoring, Case for and against Consumer Finance		CO4		
	33	4	b) Plastic Money: • Growth of Plastic Money Services in India,		CO4		
	34	4	Types of Plastic Cards- Credit card Debit Card- Smart card- Add-on Cards Performance of Credit Cards and Debit Cards		CO4		
	35	4	Benefits of Credit Cards, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection		CO4		

	36	4	Indian Scenario. Smart Cards- Features, and Financial Applications		CO4		
	37	4	Credit Rating: Meaning, Origin, Types, Security Features		CO4		
	38	4	Features Advantages of Rating, Regulatory Framework, Credit Rating Agencies, Credit Rating Process		CO4		
	39	4	Credit Rating Symbols. Credit Rating Agencies in India, Limitations of Rating		CO4		
	40		Revision				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Different types of services provided by various institutions	All	2nd Week	3rd Week
2	Initial Public Offer process	2	4th Week	5th Week
3	Leasing and Hire Purchase	3	6th Week	7th Week
4	Use of Plastic Money	4	9th Week	10th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√			1	√				
2	4		√		2		√			
3	6				3			√		√
4	10			√	4		√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	2 nd Week	3 & 4	2 & 3		
Open Book Test	10 th Week	1,2,3 & 4			
Take Home Test	5 th Week	2 & 4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report	
1	Interaction with Outside World	Guest Lecture / Workshops		
2		Industrial Visit	√	
3	Test and Assessments	Class Tests – (other than IA)	√	
4		Mini Projects		
5		Pop Quiz	√	
6		Mobile App Based Quiz	√	
7		Open Book Test	√	
8		Take Home Test	√	
9		Collaborative and Group Activity	Poster Presentation	√
10			Minute Papers	√
11	Students Seminar			
12	Students Debates			

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	√
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Ashok Jogu

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

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Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge of different accountings concepts like single entry, consignment and branch accounts
Affective	What do you want students to think / care about?	To facilitate learning and preparation of ledgers in consignment, branch accounts and to compute fire insurance claim
Behavioural	What do you want students to be able to do?	To develop an ability to trace profit of a unit run by an entrepreneur

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the ways to convert single entry book keeping to double entry system	Unit 1
CO2	Gain knowledge on preparation ledger by branch and consignment	Unit 2 and 3
CO3	Analyse computation of fire Insurance claim	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	M	S	M								
CO 3	S	S	M	M								
CO 4	S	M	S	M								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	
CO 2	S	S	M	
CO 3	S	S	M	
CO 4	S	S	M	

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
1 EC	Financial Accounting II	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
1 EC	Financial Accounting II	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Wednesday	12.30 p.m – 1.30p.m	Staff Room
B	Thursday	12.30 p.m – 1.30p.m	Staff Room
C	Friday	12.30 p.m – 1.30p.m	Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Accounting from Incomplete Records	13	25
2	Consignment Accounts	10	25
3	Branch Accounts	12	25
4	Fire Insurance Claims	10	25
* Insert rows for more modules in the Course		Total	45
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	11 th Std	Book Keeping	ALL
2	12 th Std	Book Keeping	ALL
3	Sem – I	Financial Accounting – I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III / IV / V / VI	BAF
2		M.Com., MMS., MBA , Higher Studies in ICWA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Preparation of Financial accounts of Single entry into double entry
2	Computation of Fire Insurance Claim

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Apr 2021	Apr2020	Apr 2019	Apr 2018	Apr 2017	Apr 2016
Course Passing % – Average of 3 Divisions	100	100	98.43%	94.47	93.43	97.46
Marks Obtained by Course Topper (mark /100)	100	100	96	94	91	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Apr 2020	KCM	100	KCM	100	KCM	100
Apr 2019	SSK /KCM	100	SSK/KCM	98.00	SSK/KCM	97.00
Apr 2018	SSK / KCM	97.01	SSK / KCM	95.45	SSK / KCM	90.91
Apr 2017	SSK / GNS	93.43	SSK / GNS	93.43	SSK / GNS	93.43
Dec 2016	SSK	97.46	SSK	97.46		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Single Entry	1	More practice with different adjustments must be given to overcome the difficulties

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advance Accountancy	R L Gupta & Radheswamy	S Chand & Co	3 rd	2, 3
2	Advance Accountancy	Shukla and Grewal	S Chand & Co	5 th	1, 2
3	Financial Accounting – A Managerial Emphasis	Ashok Banerjee	Excel Books	2	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Dr. P.C.Tulsian	Tulsian	2011	2 & 3
2	Financial Accounting	Dr. V.K. Goyal	Excel Book	1	1,2,3
3	Financial Accounting	CA Raj K Agarwal CA Rupesh Agarwal	Taxmann	1	2,3,4
4	Financial Accounting	Jawahar Lal Seema Srivastava	Himalaya Publishing House	2012	2 & 3
5	Financial Accounting	Dr. P.C.Tulsian	Pearson	11	1 & 3
6	Financial Accounting	R.S.N. Pillai, Bhagavathi and S.Uma	S. Chand	2	All
7	Advanced Accounting	CA. D. G. Sharma	Taxmann	2	2 & 3
8	Accounting	CA. D. G. Sharma	Taxmann	3	1 & 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Book	Rajasekaran & Lalitha	Pearson	2011	All
2	Fundamental of Accounting and Financial Analysis	Chowdhury	Pearson	2007	All
3	Financial Accounting	Hornrgren Charles	Pearson	2013	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://lib.myilibrary.com	Global Journal of Finance and Management	1-4
2	https://doaj.org/	Indian Journal of Management	1-4
3	Ebsco	The Chartered Accountant	1-4
4	The Chartered Accountant – Expanding Globally	Indian Journal of Finance	1-4
5	The Chartered Accountant – 67 years as Institution of Public Trust – 1st July CA Day.	International Journal of Management	1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					Y		Financial Accounting - Tulsian
2		✓					Y		Financial Accounting - Excel Book
3		✓					Y		Financial Accounting - Himalaya Publishing House
4		✓					Y		Financial Accounting - Taxmann

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	https://www.youtube.com/watch?v=fDuY50Rfvsg plan.html) (Financial statement of a Insurance Company)	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/	Introduction to Accounting: The Language of Business Professor Norm Nemrow	24.5 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certificate Course in Tally	Ms. Suchita Kawale	24.5 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/11/2019	March 2020	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	4	Fire Insurance Claim, Introduction		3		
	2	4	Calculation of claim, Average clause		3		
	3	4	Practical sums		3		
	4	4	Practical sums		3		

2	5	4	Practical sums		3		
	6	4	Practical sums		3		
	7	4	Memorandum Trading A/C		3		
	8	4	Practical sums		3		
3	9	4	Practical sums		3		
	10	4	Practical sums		3		
	11	4	Practical sums		3		
	12	4	Practical sum		3		
4	13	4	Revision		3		
	14	2	Consignment Account, Introduction		2		
	15	2	Journal Entries – In the books of Consignor		2		
	16	2	Practical sum		2		
5	17	2	Practical sum		2		
	18	2	Journal Entries – In the books of Consignee		2		
	19	2	Practical sum		2		
		2	Practical sum		2		
6	20	2	Practical sums		2		
	21	2	Consignment of goods on profit		2		

	22	2	Practical sums		2		
	23	2	Practical sums		2		
7	23	2	Practical sums		2		
	23	2	Practical sums(Assignment I)		2		
	24	3	Branch Accounts, Meaning , Classification		2		
	25	3	Debtors Method, Journal		2		
8	26	3	Practical sum		2		
	27	3	Practical sum		2		
	29	3	Practical sums		2		
	30	3	Practical sums		2		
9	31	3	Practical sums		2		
	32	3	Practical sums		2		
	33	3	Stock and Debtors method		2		
	34	3	Practical sums		2		
10	35	3	Practical sums		2		
	36	3	Practical sums		2		
	37	1	Accounting from Incomplete Records Introduction		1		
	39	1	Preparation of ledger		1		

11	41	1	Preparation of ledger		1		
	42	1	Practical sum		1		
	43	1	Practical sum		1		
	44	1	Practical sum		1		
12	45	1	Practical sum		1		
	46	1	Revision Lecture		1		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments Or Project Work or Presentation	Lab / Practical Performance	Class Tests (Other than IA)	Mid-term Descriptive	Other (2) specify	Total
20	20	-	(4 test on Each unit *10)40	20		100 converted into 25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Practical problems on Single Entry	1	2 nd Week	
2	Practical problems on Fire Insurance Claim	4	5 th Week	
3	Practical Problems on Consignment	2	8 th Week	
4	Practical Problems on Branch A/c	3	11 th Week	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	Yes			1		Yes		Yes	
2	6			Yes	All		Yes		Yes	
3	9	Yes					Yes		Yes	
4	11		Yes				Yes		Yes	
5										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2nd IA Test					
Pop Quiz	3 rd week	1			
Take Home Test	6 th week	2			
Open Book Test	8 th week	4			
tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1					
2					
3					
4					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	4	Calculation of loss and Insurance Claim	Computation of claim	3	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Workshop on application of I.T in preparation of accounts
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	Yes - Single Entry
5		Pop Quiz	Quiz - MCQ
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes - Financial statement of Insurance Company
10		Minute Papers	Yes

11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Introduction to Accounting: The Language of Business Professor Norm Nemrow
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kavitha Mohan

Mr. Sandip Khandekar

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	It shall enable students to learn and to have a good working practice of mathematical tools for taking appropriate decisions in managerial situation
Affective	What do you want students to think / care about?	During this course students will be provided with primary knowledge regarding some Mathematical techniques to be used in managerial decision making.
Behavioural	What do you want students to be able to do?	At the end of this course students shall gain knowledge about the basic mathematical tools used in business and statistical techniques that facilitate comparison and analysis of business data.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the concept of Ratio, Proportion & Percentage	Unit 1
CO2	To understand the concept of profit & loss	Unit 2
CO3	To understand the concept of interest & Annuity	Unit 3
CO4	To understand the concept of Shares and Mutual Fund	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	W									
CO 2	S	W	M									
CO 3	M	M	W									
CO 4	S	W	M									

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAF	Business Mathematics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAF	Business Mathematics	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	MONDAY	12:30 TO 1:30	Online

B	TUESDAY	12:30 TO 1:30	Online
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Ratio, Proportion and Percentage	10 hr	25
2	Profit and loss	10 hr	25
3	Interest and Annuity	10 hr	25
4	Shares and Mutual Fund	10 hr	25
Total		40	100

2.b Prerequisite Courses

No.	Semester/CLASS	Name of the Course	Topic/s
1	SYJC(COMMERCE)	Ratio, Proportion, Commission, Brokerage, Interest & Annuity	1-3

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	BANKING (INTEREST CALCULATION)
2	INVESTMENT (SHARES & MUTUAL FUND)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019	Mar 2018
Course Passing % – Average of 3 Divisions	100	98	100	97.28	96.98%
Marks Obtained by Course Topper (mark/100)		100	-	98	98

Division A	Division B	Division C
------------	------------	------------

Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
	SSK3	100	SSK3	100	SSK3	100
Mar 2020	SGN	100	SGN	100	SGN	100
Mar 2019	SGN/SSK3	98.65	SGN/SSK3	95.89	SGN/SSK3	NA
Mar 2018	PSK	98.6	PSK	96.2	PSK	96.1

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theoretical	1-4	Connecting the theory wording with practical sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mathematical Statistics	J.K. Goyal and J.N. Sharma	Krishna Prakashan	7	2
2	Business Mathematics and Statistics	R.K. Ghosh and S. Saha	New Central Agency Pvt. Ltd	4	1-4
3	Commerce Mathematics	Om P. Chug	Anmol Publication Ltd	2	1-4
4	Mathematics for Economics and Business	J. Soper,	Blackwell Publishing, U.S.A	9	3

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Business Mathematics	Eaton, Graham			

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.

1	https://www.khanacademy.org/math/pre-algebra/pre-algebra-ratios-rates		
---	---	--	--

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								
2	✓								
3	✓								
4	✓								
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
	NA	NA

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
	Understanding Financial Statements: Company Performance	Coursera	4 Weeks	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Perfect your mathematics skills	Udemy Application	40 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	☐✓	☐	✓	✓	

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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	27/11/2017	17/03/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction		1		
	2	1	Definition of Ratio		1		
	3	1	Continued Ratio		1		
2	4	1	Inverse Ratio		1		
	5	1	Continued proportion		1		
	6	1	Direct proportion		1		
3	7	1	Variation Properties		1		
	8	1	Inverse variation		1		
	9	1	Joint variation		1		
4	10	1	Percentage Meaning		1		
	11	1	Computation of percentage		1		
	12	2	Terms and formulae		2		
5	13	2	Trade discount		2		

	14	2	Cash discount		2		
	15	2	Problems involving cost price		2		
6	16	2	Problems involving selling price		2		
	17	2	Problems involving on Trade and Cash discount		2		
	18	2	Introduction to Commission		2		
7	19	2	Introduction to Brokerage		2		
	20	2	Problems on commission		2		
	21	2	Problems on Brokerage		2		
8	22	2	Revision		2		
	23	3	Introduction and Basic Notation		3		
	24	3	Simple Interest-Basic Formulae		3		
9	25	3	Simple Interest for Fractional Years and Compound Interest		3		
	26	3	Problems involving both Simple and Compound Interest		3		
	27	3	EMI Using Reducing Balance Method and Flat Interest Rate Method		3		
10	28	3	Relation Between Nominal And Effective Rate of Interest		3		
	29	3	Time Value of Money & Future Value and Present Value		3		
	30	3	Net Present Value		3		
11	31	3	Problems Involving Present Value of Immediate Annuity		3		

	32	3	Stated annual rate and effective annual rate		3		
	33	4	Introduction, Types Of Share		3		
12	34	4	Problems involving Total Capital of the Company		3		
	35	4	Buying and Selling of shares involving Brokerage		4		
	36	4	Problems involving Comparison of Two Stocks		4		
13	37	4	Gain or Loss of Buying and selling of Shares and Dividend Income		4		
	38	4	Problems with Dividend and Buying and Selling involving Brokerage Problems Involving Bonus Shares		4		
	39	4	Mutual Fund- Simple problems on calculation of net income after considering entry load		4		
14	40	4	Revision		4		
15							

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
	5 Marks							5

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Ratio, Proportion and Percentage	1	3 rd week	4 th week
2	Profit and Loss	2	7 th week	8 th week
3	Interest and Annuity	3	11 th week	12 th week
4	Shares and Mutual Fund	4	15 th week	15 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√			1	√	√		√	
2	8	√			2	√	√		√	
3	12	√			3	√	√		√	
4	15	√			4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz	February				

Open Book Test					
Take Home Test	January March				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
---	--	--	--	--	--

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	
5		Pop Quiz	√
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	√
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Dr. Swagatika Nanda

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Basic concepts of auditing, types of audit, detection of errors and frauds, auditing process and how to conduct internal audit
Affective	What do you want students to think / care about?	To know various auditing techniques to be applied in real life applications
Behavioural	What do you want students to be able to do?	To analyse the financial statements and apply auditing process to identify any loopholes and connect with practical applications of Auditing.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To learn principles of auditing	Unit 1
CO2	To learn audit planning and procedures	Unit 2
CO3	To know various techniques available for effective audit of organisation	Unit 3
CO4	To effectively carry out internal audit	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	S	S	M								
CO 3	M	S	S	S								
CO 4	M	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	M
CO 2	S	S	S	M
CO 3	M	S	S	S
CO 4	M	S	S	S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Auditing - I	75	-	-	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Auditing - I	20	05	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batch	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	3	NA	NA	NA	NA	NA	NA	NA	NA
Batch 2	3	NA	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Batch	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Monday	2pm to 3pm	Online (MS Teams)
Batch 2	Friday	2pm to 3pm	Online (MS Teams)

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Auditing	10	25
2	Audit planning, procedures and documentation	11	25
3	Auditing Techniques	11	25
4	Internal Audit	8	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	-	-

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III	Audit Techniques and procedure
2	IV	Company audit, IT and Auditing

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Critically evaluate the audit process and the need for financial report audits.
2	Apply the concepts of good corporate governance and ethical business practice and their significance for the auditor

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Jun 2022	March 2021	March 2020	March 2019	March 2018
Course Passing % – Average of 3 Divisions	100%	100%	99.49%	95%	95%
Marks Obtained by Course Topper (mark/100)					

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

March 2021	AJP	100	AJP	100	AJP	100
March 2020	AJP	100	AJP	100	SIN	98.44
March 2019	GNS	96.45	GNS	95.23	GNS	95.47
March 2018	KCM	96.45	KCM	95.23	PAN	95.47

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Auditors Lien	2	Explain concepts using videos

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Auditing	S. K. Basu	Pearson Education India		1-4
2	A Handbook for Practical Auditing	Tandon B.N	S.Chand publications		1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Auditing – Principles and Practice	Ravinder Kumar	PHI	3rd	1 and 2
2	Auditing & Assurance	Ainapure			3 and 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.icaew.com/library/library-collection/ebooks/auditing				All
2	https://www.cakart.in/blog/audit-and-assurance-basics-by-ca-kamal-garg-free-pdf-ebook/				All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.

1	http://journals.sagepub.com/home/jaf	https://www.outlookindia.com/outlookmoney/archive/advantage-auditors-	I, II
2	http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1099-1123	https://www.iiaindia.org/periodicals	II, IV

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		Auditing – Principles and Practices
2		✓					✓		Auditing – Principles and Practices
3		✓					✓		Auditing – Principles and Practices
4		✓					✓		Auditing – Principles and Practices

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (http://live.vsit.edu.in/vrefer)	1-4
2	Online Notes and PPTs uploaded on MS Teams (http://teams.microsoft.com)	1-4
3	https://www.youtube.com/watch?v=5JMkdGQCm4k&list=PLE04B26C87FB0C0C6	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Front Accounting course on Spoken Tutorial	Spoken Tutorial – IITB	Self paced	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓ <input type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	Feb 2022		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Basics Financial Statements, Users of Financial Information, Definition of Auditing, Objectives of Auditing		CO 1		
	2	1	Detection of Frauds and Errors, Inherent Limitations of Audit	Pop Quiz	CO 1		
	3	1	Errors and Frauds Concepts, Reasons and Circumstances, Types of Errors - Commission, Omission, Principle and Compensating,		CO 1		
2	4	1	Types of Frauds, Risk of Fraud and Error in Audit, Auditor's Duties and Responsibilities in Respect of Fraud		CO 1		
	5	1	Principles of Audit Integrity, Objectivity, Independence, Confidentiality, Skills and Competence, Materiality and Work Performed by Others	IEF	CO 1		
	6	1	Types of Audit: Meaning, Advantages and Disadvantages of Balance Sheet Audit	One minute paper	CO 1		
3	7	1	Interim Audit, Continuous Audit, Concurrent Audit, Annual Audit		CO 1		
	8	1	Miscellaneous Advantages of Independent Audit, Qualities of Auditors,		CO 1		
	9	1	Auditing Vs Accounting, Auditing Vs Investigation, View the Concept True and Fair		CO 1		
4	10	1	Accounting Concepts Relevant to Auditing Materiality, Going Concern	Assignment Allocation	CO 1		
	11	2	Audit Planning Meaning, Objectives, Factors to be Considered,		CO 2		

	12	2	Sources of Obtaining Information, Discussions with Client, Overall Audit Plan		CO 2		
5	13	2	Audit Programme Meaning, Factors to be Considered	Assignment Submission	CO 2		
	14	2	Advantages, Disadvantages, Overcoming Disadvantages		CO 2		
	15	2	Instruction before Commencing Works of Audit, Overall Audit Approach	Pop Quiz	CO 2		
6	16	2	Audit working Papers Meaning, Importance,		CO 2		
	17	2	Factors Determining Form and Contents, Main Functions / Importance, Features,		CO 2		
	18	2	Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody,		CO 2		
7	19	2	Access of Other Parties to Audit Working Papers,	Assignment Allocation	CO 2		
	20	2	Auditors Lien on Working Papers, Auditors Lien on Client's Books		CO 2		
	21	2	Audit Notebook Meaning, Structure, Contents		CO 2		
8	22	3	Auditing Techniques - Test Check Test Checking Vs Routing Checking,	Assignment Submission	CO 3		
	23	3	Test Check Meaning, Features, Factors to be Considered		CO 3		
	24	3	Advantages, Disadvantages and Precautions.		CO 3		
9	25	3	Audit Sampling Audit Sampling, Meaning, Purpose,	Pop Quiz	CO 3		
	26	3	Factors in Determining Sample Size Sampling Risk, Tolerable Error and Expected Error	OBT	CO 3		
	27	3	Methods of Selecting Sample Items Evaluation of Sample Results, Auditors Liability in Conducting Audit based on Sample		CO 3		
10	28	3	Internal Control Meaning and Purpose, Review of Internal Control, Advantages	Assignment Allocation	CO 3		
	29	3	Auditors Duties in internal control, Review of Internal Control, Inherent Limitations of Internal Control		CO 3		
	30	3	Internal Control Samples for Sales and Debtors		CO 3		
11	31	3	Internal controls samples for Purchases and Creditors, Wages and Salaries	Assignment Submission	CO 3		
	32	3	Internal Checks Vs Internal Control, Internal Checks Vs Test Checks, Internal Checks Vs Internal Audit		CO 3		
	33	4	Internal Audit – Meaning, Definition		CO 4		
12	34	4	Principles of Establishing Internal Audit	Assignment Allocation	CO 4		
	35	4	Objectives of Internal Audit	Pop Quiz	CO 4		
	36	4	Evaluation of Internal Audit		CO 4		
13	37	4	Internal Audit by Statutory Auditor,	Assignment Submission	CO 4		
	38	4	Usefulness of Internal Audit		CO 4		

	39	4	Internal Audit v/s External Audit,	THT	CO 4		
14	40	4	Internal Checks v/s Internal Audit		CO 4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
Refer CEPR								

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1 = Find out types of audit observed by retail outlets or small company		4 th week	5 th week
2	Questions Based on unit 2		7 th week	8 th week
3	Questions Based on unit 3		10 th week	11 th week
4	Questions Based on unit 4		12 th week	13 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4 th				1			✓		✓
2	7 th	✓			2		✓		✓	
3	10 th	✓			3		✓	✓	✓	✓
4	12 th	✓			4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 and 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz		1-4			
Open Book Test		3 rd			
Take Home Test		4 th			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)

1					
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes-100 students
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ajaykumar.P

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

External Academic Mentor (Sign)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To enhance language proficiency and communication skills, to improve the learners' written language and increase the range of lexical resource through a variety of exercises
Affective	What do you want students to think / care about?	To enable understanding about the importance of proficiency in communication in order to improve career prospects and growth.
Behavioural	What do you want students to be able to do?	To easily correspond in all types of corporate communication.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To familiarize the learners to various communication technologies used to overcome communication barriers	Unit 1
CO2	To train the students to be comfortable with and know about various types and the importance of group communication	Unit 2
CO3	To enhance written language proficiency in business correspondence	Unit 3
CO4	To acquaint the students with report writing and the various types of reports	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 2	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 3	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 4	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 5	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓		✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS204	Business Communication - II	75	-	-	02	01	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS204	Business Communication - II	20	05	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday		Staff room

B	Wednesday		Staff room
C	Friday		Staff room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Presentation Skills	7	25%
2	Group Communication	15	25%
3	Business Correspondence	10	25%
4	Language and Writing Skills	8	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Business Communication - I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	Project synopsis writing
2	1	Masters of Management Studies
3		Masters in Business Administration

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of communication technologies such as OHP and PowerPoint Presentation
2	Group Discussions, Interviews, Meetings and Conferences
3	Written business correspondence such as letters and reports

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Tar - Mar 2022	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	
Marks Obtained by Course Topper (mark/100)	85			

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	Snehaprabha Katti	100%	Snehaprabha Katti	100%	Snehaprabha Katti	100%
Mar 2020	Snehaprabha Katti	100%	Snehaprabha Katti	100%	Snehaprabha Katti	100%
March 2019	Snehaprabha K	100%	Snehaprabha Katti	10%	Snehaprabha Katti	98.44%
Mar 2018	Snehaprabha Katti	95.96%	Snehaprabha Katti	95.96%	Snehaprabha Katti	95.96%
Mar 2017	Rumeli Sharma	95.46%	Snehaprabha Katti	95.46%	Snehaprabha Katti	95.46%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Business Correspondence	3	Written practice
Language and Writing Skills	4	Written practice and examples

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition Year of Publication	Module Nos.
1	Effective Communication	Balan,K.R. and Rayudu C.S.	Beacon New Delhi	1996	All
2.	Business Communication, today	BoveeCourtland,L and Thrill, John V	McGraw Hill, New York, Taxman Publication	1989	All
3.	Modern Business Correspondence	Garlside, L.E.	McDonald and Evans Ltd. Plymouth.	1980	III

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Business Communication</i>	Meenakshi Raman & Prakash Singh	Oxford University Press		III and IV
2	<i>Professional communication</i>	Aruna Koneru	Tata McGraw Hill		III and IV
3	<i>Business Communication - II</i>	Rhoda A Doctor, Aspi H. Doctor et	Sheth		ALL

		al			
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.	Modern Business, Vol. 12 http://library.umac.mo/ebooks/b31303316.pdf	Harrison McJohnston, A.M	Alexander Hamilton Institute, New York	I	III and IV

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	
1	Communication Today	lib.mylibrary.com	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga- zine	Journals		Y	N	
	Text	Reference	E- Book		Regular	E- Journal			
1		✓						✓	Semester II, Sheth Publishers Pvt. Ltd. By Rhoda A. Doctor, Aspi H. Doctor et al

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Business Communication Crash Course https://www.udemy.com/business-communication-crash-course/	Elevance Team	60 lectures	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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I	Crash In Communication	Institute	10 Hrs	Y
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Solutions of the Regular and ATKT Exams written by the Faculty Members-

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	31/1/2022	April	10

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Introduction to the topic		CO1		
	2	I	Principles of Effective presentation. Do's and Don'ts of Effective Presentation		CO1		
	3	I	Effective use of visuals aids in Presentation. Paralanguage/ voice/ pronunciation in the presentation		CO1		
2	4	II	Guidelines for Effective Presentation. Audience in the Presentation		CO1		
	5	II	Effective use of OHP		CO1		
	6	II	How to make power point presentation. Different designs/fonts/colours		CO1		
3	7	II	Practice sessions for the students		CO1		

	8	II	Interviews – Concept and Types- Selection Interview /WASP Technique		CO2		
	9	II	Interviews – Appraisal, Grievance , Exit Interview (Open book Test -Unit I)		CO2		
4	10	II	Conduct of an Interview , Preparation by an Interviewer and Interviewer P: Interview Technique		CO2		
	11	II	FAQs in Interview ,Advantages and Disadvantages		CO2		
	12	II	Group Discussion – Concept , Reasons to conduct, Skills and Importance		CO2		
5	13	II	Group Discussion- Organising G.D . Do's and Don'ts .		CO2		
	14	II	G.D		CO2		
	15	II	Meeting – Concept, Need and Importance Types and conduct of a meeting		CO2		
	16	II	Meeting – Group dynamics and role of a chairperson and participants		CO2		
6	17	II	Notice and Agenda		CO2		
	18	II	MOM (Minutes of Meeting) Revision		CO2		
	19	II	Conferences – Concept, Planning, importance and organising a conference		CO2		
7	20	II	Conferences – Modern Methods of conferences- Tele and Video Conferencing		CO2		
	21	II	Public Relations-Meaning, Need, Purpose		CO2		
	22	II	Public Relations- Function , Internal and Measures of PR.		CO3		
8	23	III	Business Correspondence- Letters of Inquiry, Replies		CO3		
	24	III	Business Correspondence- Letters of Inquiry, Replies		CO3		

9	25	III	Letters of Complaint, Claims		CO3		
	26	III	Letters of Adjustments		CO3		
	27	III	AIDA and Sales Letters		CO3		
10	28	III	AIDA and Sales Letters		CO3		
	29	III	Promotional leaflets/Fliers		CO3		
	30	III	Promotional leaflets/Fliers (Competition) Leaflet and Flyer Making		CO3		
11	31	III	Grievance Letters Letter Writing –THT(Take Home Test)		CO3		
	32	IV	RTI Letters		CO4		
	33	IV	Report Writing- Parts, types		CO4		
12	34	IV	Feasibility report		CO 4		
	35	IV	Investigative Report		CO4		
	36	IV	Feasibility and Investigative Report		CO4		
13	37	IV	Summarisation		CO4		
	38	IV	Summarization		CO4		
	39		Summarization		CO4		
	40		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
N.A.		N.A.	N.A.	N.A		5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1- 1) State and explain the types of deliveries in presentation, 2) write short notes on – a)Audience analysis b) Use of visual aids in Presentation c) Appearance of the Presenter.	CO1	Week 2	Week 3
2	Assignment 2- State and describe in brief the types of Interviews. (Assignment 2)Describe in detail the role of the Chairperson and the participants during Meeting	CO2	Week 5	Week 6
3	Assignment 3-a) Letters of Inquiry and sales letter	CO3	Week 7	Week 7
4	Assignment 4- Feasibility report (committee report)	CO4	Week 10	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Week 2	<input checked="" type="checkbox"/>			1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Week 5				2				<input checked="" type="checkbox"/>	
3	Week 7				3				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Week 9				4				<input checked="" type="checkbox"/>	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	March Mid	I and II		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	January	II	CO2	N.A	
Open Book Test	February	II	CO2		
Take Home Test	March	III	CO3		
Class tests / prelims	January	II	CO2	N.A	
Debate		II	CO2	N.A	
Poster Competition	March	II	CO3		

* IA failures will have to appear for re-test in next semester

Internal Evaluation Pattern

Sr. No.	Criteria	Evaluation	Subject wise Marking Scheme			
			Subject 1	Subject 2	Other Subjects	Mark
1.	Attendance					20
2.	Unit wise class Test	20 MCQ (20*0.5 mark* 4 test)				40
3.	Midterm	Descriptive Exam				20
4.	Individual Presentation		20	-	-	20
5.	Mini Project - Group	Content + Presentation (5/6 in a group)	-	20	-	
6.	Handwritten Assignment	4 per subjects	-	-	20	
	Total Mark					100
Final Internal Mark = Total Mark / 4						Your Mark

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Presentation	Effective Power Point presentation, oral presentation and persuasive strategies	CO1	N.A.
2		Mock Interview	Preparing students for interviews	CO2	N.A
3		Group Discussion	Conversation Skills and analytic ability	CO2	N.A
4		Trade Letters	Written corporate communication	CO1	N.A

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Blog Writing / Vlog making	N.A	N.A	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	III	Case study Analysing resumes of renowned personalities	Effective Written Communication	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.		Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Basic Grammar workshop -
2	Test and Assessments	Class Tests – (other than IA)	Yes
3		Pop Quiz	Yes
4		Open Book Test	2 nd Week
5		Take Home Test	10th Week
6	Collaborative and Group Activity	Students Debates	NA
7		Panel Discussion / Mock GD	Yes 4th Week
8		Mock Interview	Yes 3 rd Week

9	Co-curricular Courses	Videos	Y
10		Room 101 Competition	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Snehaprabha Katti

Lakshmi Pillai

Rumeli Sharma

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.) P

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Rumeli Sharma

VSIT Cluster Mentor Name (Sign.)

Sandip Kahandekar

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand Computer Fundamentals.
Affective	What do you want students to think / care about?	To think on uses of Internet and related technologies.
Behavioural	What do you want students to be able to do?	To apply the skills of Office productivity tools such as Word and Excel.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Able to understand Computer Fundamentals	Unit 1
CO2	Able to use Microsoft Word and Microsoft Excel	Unit 2
CO3	Able to use Web and related technologies	Unit 3
CO4	Apply practical knowledge on Internet and related technologies	Unit 4
CO5	Able to get familiar with the use of E-Commerce	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5	S	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				

CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
-	Information Technology in Accountancy – I	75	25	--	-	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
-	Information Technology in Accountancy – I	-	-	-	75	--	25	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3:00	1:00	1:00	-	-	-	-	-	-
B	3:00	1:00	1:00	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	10:00 am to 11:00 am	MS Teams
B	Saturday	10:00 am to 11:00 am	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Computers	6 lectures x 60 minutes	20%
2	Office Productivity Tools	9 lectures x 60 minutes	20%
3	Web	3 lectures x 60 minutes	20%

4	Introduction to Internet and other Emerging Technologies	5 lectures x 60 minutes	20%
5	E-Commerce	9 lectures x 60 minutes	20%
* Insert rows for more modules in the Course		Total	40 lectures x 60 minutes
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	FYJC – IT	E-Commerce, MS Office
2	-	SYJC – IT	Cyber Law and Cyber Security

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Information Technology in Accountancy-II

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of Internet with proper security measures
2	Use of Excel, Word, and PowerPoint
3	Use of Emerging Technologies like Cloud Computing

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019	Mar 2018
Course Passing % – Average of 3 Divisions	100%	100%	99.49%	98.27%
Marks Obtained by Course Topper (mark/100)	100	-	-	-

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	ST	100	ST	100	ST	100
Mar 2019	NS	99.49	NS	100	NS	100
Mar 2018	AJP	98.27	AJP	100	AJP	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Excel Functions	2	More Lab Practice

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Course on Computer Concept		NIELIT		1,3,4
2	Microsoft Office Professional 2013-Step by step	Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, Eric Legault, Ben Schorr and Ciprian Rusen	Microsoft	-	2

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer today (3rd edition)	Sanders, Donald H	McGraw Hill	3rd	1
2	Computer in Business	Sanders D	McGraw Hill	-	1
3	Computers	Subramaniam N	Wheeler	-	1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Microsoft Office Excel 2007	Torben Lage	-	1	2
2	Microsoft Office 2010	Katherine Murray	-	1	2
3	Microsoft Office Professional 2013-Step by step	Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, Eric Legault, Ben Schorr and Ciprian Rusen	Microsoft	-	2

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Digital Literacy for All Learners https://ils.unc.edu/cws/Handouts/Computer%20Basics/Computer%20Basics.pdf	The very first computer http://www.cs4fn.org/history/firstcomputers.php	1
2	Digital Payments in India http://www.iosrjournals.org/iosr-jbm/papers/Conf.17037-2017/Volume-9/5.%2028-33.pdf		4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓		✓					Computer Fundamentals
2	✓	✓	✓						
3		✓							
4		✓		✓					
5		✓							

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	E-Commerce and E-Business/Concepts and Definition https://en.wikibooks.org/wiki/E-Commerce_and_E-Business/Concepts_and_Definitions	5
3	Introduction to Computer Networks https://www.studytonight.com/computer-networks/overview-of-computer-networks	1
4	Microsoft Teams	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	http://spoken-tutorial.org/	Spoken Tutorial on Introduction to Computers, Libre Office Writer, Calc and Impress	2 hrs each	Y
2	Intro to Computers- How to use them, websites and keep safe https://www.udemy.com/course/intro-to-computers/	Udemy	1 Hr	N
3	SEO 2020 https://www.udemy.com/course/seo-get-to-number1-in-google-search/	Udemy	8.5 Hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	--------------------------------	--	-----------------	---------------------

1				
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		10

Week	Lecture no	Module no	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	History of Computers		CO1		
	2	I	Parts of Computers	Flipped Classroom	CO1		
	3	I	Parts of Computers	Flipped Classroom	CO1		
	4(B1)	II	Lab Session		CO2		
	4(B2)	II	Lab Session		CO2		
2	5	I	Hardware: Specifications and Data Storage Management		CO1		
	6	I	Software: Concept of System Software and Applications		CO1		
	7	I	Types of Networks	Video	CO1		
	8(B1)	II	Lab Session		CO2		
	8(B2)	II	Lab Session		CO2		
3	9	I	Network Topology	Video	CO1		
	10	III	Use of Various Web Browser		CO3		
	11	III	Information Searching Tools		CO3		
	12(B1)	II	Lab Session		CO2		

	12(B2)	II	Lab Session		CO2		
4	13	III	Downloading, Create New email ID		CO3		
	14	III	Sending Data through email, Search engine optimisation		CO3		
	15	IV	Introduction, Internet components		CO4		
	16(B1)	II	Lab Session		CO2		
	16(B2)	II	Lab Session		CO2		
5	17	IV	Electronic Commerce, Ecommerce Applications		CO4		
	18	IV	Electronic Data Interchange – EDI, Extranet	Video	CO4		
	19	IV	Payment systems		CO4		
	20(B1)	II	Lab Session		CO2		
	20(B2)	II	Lab Session		CO2		
6	21	IV	Risks and security considerations, Legal Issues		CO4		
	22	IV	Other emerging technologies		CO4		
	23	V	Introduction, Meaning of Ecommerce, Advantages and Limitations of E Commerce	Flipped Classroom	CO5		
	24(B1)	II	Lab Session		CO2		
	24(B2)	II	Lab Session		CO2		
7	25	V	The role of Strategy in E Commerce		CO5		
	26	V	Value chains in E Commerce, Infrastructure for Electronic Commerce		CO5		
	27	V	Web Based Tools for Electronic Commerce, Electronic Commerce software		CO5		
	28(B1)	II	Lab Session		CO2		
	28(B2)	II	Lab Session		CO2		
8	29	V	Security Threats to electronic Commerce		CO5		
	30	V	Electronic Payment Systems		CO5		
	31	V	Implementing Security for Electronic Commerce		CO5		
	32(B1)	II	Lab Session		CO5		
	32(B2)	II	Lab Session		CO2		
9	33	V	Strategies for Marketing, Sales & Promotion, Strategies for Purchasing Logistics & Support Activities		CO5		
	34	V	Electronic Markets & Communities		CO5		

	35	V	Business Plans for Implementing Electronic Commerce		CO5		
	36(B1)	II	Lab Session		CO2		
	36(B2)	II	Lab Session		CO2		
10	37	II	Lab Session		CO2		
	38	II	Lab Session		CO2		
	39	II	Lab Session		CO2		
	40(B1)	II	Lab Session		CO2		
	40(B2)	II	Lab Session		CO2		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Viva	Other (2) specify	Total
05			10	05		05		25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to Computers	CO1	Week 3	Week 4
2	Office Productivity Tools	CO2	Week 10	Week 10
3	Web	CO3	Week 4	Week 5
4	Introduction to Internet and other Emerging Technologies	CO4	Week 6	Week 7
5	E-Commerce	CO5	Week 9	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√	√		1	T1			√	√
2	13				2	T2			√	√
3	5				3	T1			√	√
4	8				4	T1			√	√
5	13			√	5	-			√	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1-2	CO1 and CO2	Q1 – Practical question - 10 Marks Q2 – Journal 5 Marks Q3 – Viva 5 Marks	
2nd IA Test					
Pop Quiz	Week 2				
Open Book Test	Week 13				
Take Home Test	Week 5				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	II	Introduction to Microsoft Word	MS Word	CO2	
2	II	Smart Art, Header & Footer, Converting Word as PDF File	MS Word	CO2	
3	II	Bookmark, Hyperlink	MS Word	CO2	
4	III	Cross Reference	MS Word	CO2	
5	II	Mail Merge	MS Word	CO2	
6	II	Introduction to Excel, Arithmetic and Comparison Operator	Ms Excel	CO2	
7	II	Maths Functions	Ms Excel	CO2	
8	II	String Functions	Ms Excel	CO2	
9	II	Creating Slides, Animations and Transitions	Ms PowerPoint	CO2	
10	II	Audio, Video and Graphics	Ms PowerPoint	CO2	
11	II	Views	Ms PowerPoint	CO2	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Preparation of sample voucher	MS Word	CO2	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	5	Case Study on Security Threats	E-Commerce	CO5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	-
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-
14		Mock Interview	-
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	-
17		Lecture Capture Usage	-

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Snehal Tandale

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To learn basic economic concepts related to macroeconomics. To use basic economic principles to analyze the macro-economy. To use basic economic principles to be able to predict how changes in policy are expected to impact the economy.
Affective	What do you want students to think / care about?	Students should learn the theory while connecting it to the real economy. For that purpose they need to think any macroeconomic issues from Indian economic point of view.
Behavioural	What do you want students to be able to do?	Students will be able to show that they understand economic concepts such as scarcity, GDP accounting, unemployment, inflation, aggregate demand/supply, real and nominal interest rates, fiscal policy; applying models such as demand and supply to determine quantity and price in markets, and various macro models to determine real GDP and price levels, and to analyze the effects of fiscal and monetary policy.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand why household, business, government and global behavior determine the aggregate demand for goods and services Understand the basics of national income accounting	UNIT I
CO2	Explain the differences between the classical and Keynesian approaches to understanding the macro economy, including the political implications of each approach and the role of an activist fiscal policy in the Keynesian approach.	UNIT II
CO3	Explain public goods, externalities, and government interventions using public finance theories.	UNIT III
CO4	Understand the various reasons why countries engage in international trade, including the direction and volume of trade between nations.	UNIT IV

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	S	S	S	S	S						
CO 2	M	S	S	S	S	S						
CO 3	M	S	S	S	S	S						
CO 4	M	S	S	S	S	S						
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		3						3

Subject Code	Subject Name	Examination Scheme								
		Theory Marks			IA Test Average of IA1 and IA2	End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	IA 1						
	BUSINESS ECONOMICS II	25			75				100	

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
I	3								
II	3								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
I	MONDAY	2.30 PM – 3.30 PM	Virtual in Teams
II	WEDNESDAY	2.30 PM – 3.30 PM	Virtual in Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question

Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Macroeconomics	10	25%
2	Money, Inflation and Monetary Policy	10	25%
3	Constituents of Fiscal Policy	10	25%
4	Open Economy: Theory and Issues of International Trade	10	25%
5			
<i>* Insert rows for more modules in the Course</i> Total		40 hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Microeconomics	All
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I, II	M.COM
2		
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to

Day Life

No.	Real Life Application Mapping with the Course
1	Causes and consequences of inflation and deflation; its relevance to business decisions.
2	Government economic policies including the Budget (“fiscal policy”), interest rates (“monetary policy”) and supply side policies and how and why they have direct relevance to business decision making.
3	Exchange rates and their impact on business performance.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Dec 2021	Dec 2020	– Dec 2019	Dec 2018
Course Passing % – Average of 3 Divisions	100%	100%	92%	89
Marks Obtained by Course Topper (mark/100)	98	98	90	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	SGN	100%	SGN	100%		
Dec 2019	SHH, KK	92%	SHH, KK	75%	SGN	85%
Dec 2018	SGN	97%	SGN	75%	SGN	86%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Quantity Theory of Money Monetary Policy	II	Work on student’s understanding, writing assignments
Theories of International Trade	IV	Take more sessions and repetitive lectures Role play may help

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Modern Economics	Ahuja. H.L	S.Chand Company Ltd		I, II, III, IV

2	Macro Economics: Theory and Policy	Dwivedi, D.N.	Tata-Mac Graw Hill,		I, II, III, IV
3	Principles of Economics	Jhingan, M.L	Vrinda Publications (P) Ltd		I, II, III, IV
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Modern Economics	Ahuja. H.L	S.Chand Company Ltd		I, II, III, IV
2	Macro Economics: Theory and Policy	Dwivedi, D.N.	Tata-Mac Graw Hill,		I, II, III, IV
3	Principles of Economics	Jhingan, M.L	Vrinda Publications (P) Ltd		I, II, III, IV
4	Macroeconomics	Dornbush , Fisher and Startz,	Tata-Mac Graw Hill		I, II, III, IV
5	International Economics	Salvatore Dominick	John Wiley & sons, Inc Singapore		IV
6	Public finance in Theory and Practice	Singh.S.K.	S.Chand &co Pvt Ltd, New Delhi		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Essentials of Macroeconomics	Peter Jochumzen	Ventus Publishing		I, II, III, IV
2	Macroeconomics	GLENN HUBBARD TONY O'BRIEN ANNE GARNETT	Pearson Australia	3rd	I, II, III, IV
3	Macroeconomics	N. Gregory Mankiw	Worth publishers	9th	1, II
4					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Macroeconomics	https://www.journals.elsevier.com/journal-of-macroeconomics	
2	Economist	https://www.economist.com/topics/inflation	II
3			
4			
5			
6			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		
2	√	√	√				√		
3	√	√	√				√		
4	√	√	√				√		
5									

4.f**Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://nptel.ac.in/courses/109104073/	All

2	https://www.youtube.com/watch?v=8ow-vckJ6IE	IV
3	https://www.youtube.com/watch?v=8VIwleNB2fl	III
4	https://www.youtube.com/watch?v=8wHgmDscWRQ	II
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Welcome (linkedin.com)	Linked In	3 hours	Yes
2	https://www.linkedin.com/learning/economic-indicators	Linked In	3 hours	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	https://swayam.gov.in/course/4183-macroeconomics-theory MACROECONOMICS THEORY	Created by: Dr.P. P. Prajapati Gujarat University	12 weeks	Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	21.06.2021	30.09.2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to the Course Macroeconomics: Meaning, Scope and Importance		1		
	2	1	Circular Flow of Income and Expenditure		1		
	3	1	National Income Accounting		1		One Minute paper
2	4	1	Features and Phases of Trade Cycles		1		
	5	1	Keynesian Principle of Effective Demand		1		IEF
	6	1	Consumption Function		1		
3	7	1	Investment function		1		
	8	1	Investment Multiplier		1		
	9	2	Money, Inflation, and Monetary Policy		2		
4	10	2	Determinants of Money Supply		2		Quiz
	11	2	Velocity Circulation of Money		2		
	12	2	Demand for Money- Classical, Keynesian		2		
5	13	2	Keynes' liquidity preference theory of interest		2		
	14	2	Quantity theory of money		2		
	15	2	Cambridge cash balance approach		2		Video based Assessment
6	16	2	Demand Pull Inflation and Cost Push Inflation		2		
	17	2	Effects of Inflation		2		
	18	2	Nature of inflation in a developing economy (CASE STUDY)		2		
7	19	2	Meaning, objectives and instruments of Monetary Policy		2		

	20	3	Market Failure		3		Video based assesment
	21	3	Public Goods		3		
8	22	3	Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy		3		
	23	3	Canons of taxation - Factors influencing incidence of taxation		3		
	24	3	Cannons of Taxation		3		
9	25	3	Public Expenditure		3		
	26	3	Public Debt		3		
	27	3	Union budget -Structure- Deficit		3		
10	28	3	Fiscal Responsibility and Budget Management Act		3		One Line budget presentation
	29	4	International Trade Theory		4		
	30	4	Ricardo Comparative Cost Theory		4		
11	31	4	Heckscher- Ohlin Theory		4		
	32	4	Terms of Trade		4		
	33	4	Free Trade Vs Protectionism		4		
12	34	4	Foreign Portfolio Investment, Foreign Direct Investment, Role of MNCs		4		
	35	4	Balance of Payment		4		
	36	4	Disequilibrium of BOP		4		
13	37	4	Disequilibrium of BOP		4		
	38	4	Foreign Exchange- Spot and Forward, Hedging, Speculation, Arbitrage		4		Let Student Talk
	39	4	Fixed and Flexible Exchange Rate		4		
14	40	4	Revision		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Presentation	Other (2) specify	Total
20		20			40	20		100

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Circular Flow of Income	I	^{1st} week July	
2	Quantity Theory of Money	II	^{4th} week of July	
3	Fiscal Policy	III	^{3rd} week of August	
4	Balance of Payment	IV	^{3rd} week of September	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1			<input checked="" type="checkbox"/>		I	<input checked="" type="checkbox"/>				
2		<input checked="" type="checkbox"/>			II			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3				<input checked="" type="checkbox"/>	III		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
4				<input checked="" type="checkbox"/>	IV					
5										
6										
7										
8										
9										

10										
----	--	--	--	--	--	--	--	--	--	--

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	5	Let Student Talk			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	<input checked="" type="checkbox"/>
4		Mini Projects	
5		Pop Quiz	<input checked="" type="checkbox"/>
6		Mobile App Based Quiz	<input checked="" type="checkbox"/>
7		Open Book Test	<input checked="" type="checkbox"/>
8		Take Home Test	<input checked="" type="checkbox"/>
9	Collaborative and Group	Poster Presentation	<input checked="" type="checkbox"/>
10		Minute Papers	<input checked="" type="checkbox"/>

11	Activity	Students Seminar	<input checked="" type="checkbox"/>
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	<input checked="" type="checkbox"/>
16		Value Added Courses	
17		Lecture Capture Usage	<input checked="" type="checkbox"/>

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic

Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept.

(Sign.)

Teaching Pedagogy

1. Economics Media Library Video Assessment
2. MooC
3. Quiz
4. Assignment – 4
5. Flash Cards
6. Pop Quiz
7. Case Study
8. Whiteboard

9. IEF
 10. Let Student Talk
-

The academic resources available in VSIT –

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Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about the process of ascertainment of costs.
Affective	What do you want students to think / care about?	To understand the different methods and techniques of costing.
Behavioural	What do you want students to be able to do?	To be able to prepare cost sheet and different cost accounts.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the basic concepts and processes used to determine product costs	Unit 1
CO2	To be able to interpret cost accounting statements	Unit 2
CO3	To be able to find out the cost of each contract	Unit 3
CO4	To be able to find out the cost of each process.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	S	M	M								
CO 3	S	S	M	M								
CO 4	S	S	M	M								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	S	S	M
CO 3	S	S	S	M
CO 4	S	S	S	M
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Cost Accounting	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Cost Accounting	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batches	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch 2	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Batches	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Wednesday	2:30p.m. to 3:30p.m	Online (MS Teams)
Batch 2	Thursday	2:30p.m. to 3:30p.m	Online (MS Teams)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Classification of Costs and Cost Sheet	13	25
2	Reconciliation of cost and financial accounts	7	25
3	Contract Costing	10	25
4	Process Costing	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th std	Book-Keeping	2
2	I	Cost accounting – I	1

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	V	TYBAF – Cost Accounting III
2	Part 1	M.Com - Advanced Cost Accounting, ICAI

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Classification of Costs under different heads and to prepare Cost Sheet
2	Will be able to Reconcile cost and financial accounts
3	Will be able to prepare Contract Cost A/c
4	Will be able to prepare Process Cost A/c

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Dec 2021	Dec 2020	Dec 2019	Dec 2018	Dec 2017

Course Passing % – Average of 3 Divisions	100%	100%	96.45%	97%	98.06%
Marks Obtained by Course Topper (mark/100)	100	98	98	97	99

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	KCM/SSK	100	KCM/SSK	100	KCM/SSK	100
Dec 2019	KCM/SSK	94.12	KCM/SSK	98.48	KCM/SSK	96.83
Dec 2018	KCM/SSK	97	KCM/SSK	97	KCM/SSK	97
Dec 2017	KCM	98.25	KCM	100	KCM	95.92

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Reconciliation of cost and financial accounts	2	Extra Practical questions need to be solved
Contract costing	3	Extra Practical questions need to be solved and theory should be explained well

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	Tulisan			
2	Cost Accounting	Rao - M. E. Thukaram	New Edge	2017	1 to 4
3					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to cost accounting	Arora M. N.			1-3
2	Cost Accounting	Lal-Jawahar			1-4
3	Cost Accounting	Agrawal M.A			1-4
4	Cost Accounting	Arora M. N.			1-4
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	M N Arora	Himalaya Publishing House		1 – 2

2	Reconciliation of Cost and Financial Accounts	Dr. Kamlesh Dave	-		2
3	Contract costing	-	ICAI		3
4	Process costing	CA K Hariharan	ICAI		4

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.accaglobal.com	Chartered Accountant – ICAI scales new heights of success	1-4
2	http://icmai-rnj.in/	Chartered Accountant – Looking for new horizons	1-4
3		Chartered Accountant – Pollinating the growth	1-4
4		Chartered Accountant – Expanding growth	1-4
5		Chartered Accountant – International Taxation	1-4
6		Chartered Accountant – 67 years as institution of public trust	1-4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		Cost Accounting
2		✓					✓		Cost Accounting
3		✓					✓		Cost Accounting
4		✓	✓				✓		Cost Accounting

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in/vrefer)	1-4
2	Online Notes and PPTs (http://www.icaiknowledgegateway.org)	1-4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.mooc-list.com/Advanced Cost Accounting			

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	21/09/2021 (Tentative)	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	A short introduction about Cost accounting		CO1		
	2	1	Classification of costs – Materials, Labour, expenses	CAT – One Minute Paper	CO1		
	3	1	Cost of sales, Cost centre, Cost unit Profit centre, investment centre		CO1		
2	4	1	Cost sheet Format	IEF	CO1		
	5	1	Practical Problems		CO1		
	6	1	Practical Problems		CO1		

3	7	1	Practical Problems		CO1		
	8	1	Estimated Cost sheet - Practical Problems	Assignment 1 Allocation	CO1		
	9	1	Practical Problems		CO1		
4	10	1	Practical Problems		CO1		
	11	1	Practical Problems	Assignment 1 Submission	CO1		
	12	1	Practical Problems		CO1		
5	13	1	Practical Problems	CAT – Quiz 1	CO1		
	14	2	Need of reconciliation Reasons for difference in cost and financial accounts	CAT – One Minute Paper	CO2		
	15	2	Practical problems starting with financial profits		CO2		
6	16	2	Practical problems	THT	CO2		
	17	2	Practical problems starting with costing profits	Assignment 2 Allocation	CO2		
	18	2	Practical problems		CO2		
7	19	2	Cost sheet & Reconciliation	CAT – Quiz 2	CO2		
	20	2	Practical problems	Assignment 2 Submission	CO2		
	21	3	Introduction – need & Importance		CO3		
8	22	3	Progress Payments, Retention money, Contract accounts Accounting for material, Accounting for Tax deducted at source, Accounting for plant	CAT – One Minute Paper	CO3		

	23	3	Treatment of profit on incomplete contracts, Balance sheet entries		CO3		
	24	3	Revision of theory with Contract Account format		CO3		
9	25	3	Practical problems (for 2 or more years)	CAT – One Minute Paper	CO3		
	26	3	Practical problems	Assignment 3 Allocation	CO3		
	27	3	Practical problems (Data related to the middle of the year)		CO3		
10	28	3	Practical problems	OBT	CO3		
	29	3	Practical problems	Assignment 3 Submission	CO3		
	30	3	Practical problems	CAT – Quiz 3	CO3		
11	31	4	Introduction		CO4		
	32	4	Process A/c Format	CAT – One Minute Paper	CO4		
	33	4	Concepts of Process loss (Normal, Abnormal), Abnormal gain		CO4		
12	34	4	Joint products and By products		CO4		
	35	4	Practical Problems on products passing through various processes	Assignment 4 Allocation	CO4		
	36	4	Practical problems (Process A/c)		CO4		
13	37	4	Practical problems (Process A/c)		CO4		
	38	4	Practical Problems (Process A.c)	Assignment 4 Submission	CO4		

	39	4	Practical Problems on Joint product and By product	CAT – Quiz 4	CO4		
14	40	4	Revision	Assignment 5 Submission	CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments / Mini Project	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Two Unit Tests	Internal Assessment (Midterm)	Other (2) specify	Total
20	20	-	-	-	40	20	-	100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1 - Classification of Costs and Cost Sheet	1	3 rd week	4 th week
2	Assignment 2 - Reconciliation of cost and financial accounts	2	6 th week	7 th week
3	Assignment 3 - Contract Costing	3	9 th week	10 th week
4	Assignment 4 - Process Costing	4	12 th week	13 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓			✓
2	6	✓			2		✓			✓
3	9	✓			3		✓			✓
4	12	✓	✓		4		✓			✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1st IA Test (Midterm Exam)	August 2021	1 & 2	CO1&CO2	Midterm Exam – descriptive 2 Unit Test – online MCQ	No IA Re-test IA is a Head of passing *
Unit Test	1 st Unit Test – Before Midterm 2 nd Unit Test – After Midterm				
Quiz	5 th week	1	CO1		
	7 th week	2	CO2		
	10 th week	3	CO3		
	13 th week	4	CO4		
Open Book Test	10 th week	3	CO3		
Take Home Test	6 th week	2	CO2		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
A1		NA			
2					

9.b

Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Project on Cost sheet		1	
2	4	Case study on process costing		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	✓
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	✓
5		Pop Quiz	✓
6		Mobile App Based Quiz	
7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	✓
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Mr. Ajaykumar Poojary

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To Familiarise students with the concepts of Partnership Accounts
Affective	What do you want students to think / care about?	To be careful in taking their various decisions towards Partnership Accounts.
Behavioural	What do you want students to be able to do?	Apply Financial Accounting concepts and tools to the financing decisions faced by the firm.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	The student will Prepare financial statements for partnership firm on dissolution of the firm.	1
CO2	Students will solve practical examples of dissolution of firms and also to distribute cash among partners.	2
CO3	Students will solve examples of amalgamation	3
CO4	Students will pass the accounting entries for conversion of partnership firm into a Ltd. Company.	4
CO5	Students recognize the basic accounting for foreign currency transactions .	5

1.c**Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M	M							
CO 2	S	S	S	M	M							
CO 3	S	S	S	M	M							
CO 4	S	S	S	M	M							
CO 5	S	S	S	M	M							

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	S	S	M
CO 3	S	S	S	M
CO 4	S	S	S	M
CO 5	S	S	S	M

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	FA III	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	FA III	20	05	25	75	--	--	--	100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4

Batch 1 and 2	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
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1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	1.30 pm to 2.30 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Partnership Final Accounts based on Adjustment of Admission or Retirement / Death of a Partner during the Year	10 x 1 Hr	20
2	Piecemeal Distribution of Cash	7 x 1 Hr	20
3	Amalgamation of Firms	10 x 1 Hr	20
4	Conversion / Sale of a Partnership Firm into a Ltd. Company	9 x 1 Hr	20
5	Accounting of Transactions of Foreign Currency	4 plus 5 Extra x 1 Hr	20
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	BAF	Financial Accounting-I

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV, V, VI	Financial Accounting-IV, V, VI
2	II year	MCOM (Accountancy & Finance)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course

1	Helpful in gaining and understanding of firm's financial situation.
2	Important In accounting treatment of Amalgamation

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 3 Divisions	100	100%	99%	93.88
Marks Obtained by Course Topper (mark/100)	100	100	95	93

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	MAA	100%	MAA	100%	MAA	100%
Dec 2019	MAA	98.98	MAA	100%	KCM	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Amalgamation of firms	III	More practice of Practical Sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Google books – Financial Accounting https://www.google.com/search?tbm=bks&q=financial+Accounting+				1 & 2

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Choudhari Chopde			ALL
2	Financial Accounting	R. Narayanswamy, PHI			03
3	Financial Accounting	CA Raj Agrawal, CA Rupesh Agrawal	Taxman		05
4	Financial Accounting	N Ramachandran, Mc Graw Hill			05
5	Financial Accounting	S Jayapandium	Excel books		05

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
--------	----------------	----------	-----------	---------	-------------

1	Introduction to Financial Accounting https://open.umn.edu/opentextbooks/textbooks/introduction-to-financial-accounting	David Annand, Athabasca University Henry Dauderis -Open text book library	Lyryx		01 and 2
2	Forex Study Book https://www.free-ebooks.net/business/Forex-Study-Book	Austin Aims			5
3	Accounting for companies http://ebooks.lpude.in/commerce/bcom/term4/DCOM205_ACCOUNTING_FOR_COMPANIES_II.pdf	Lovely Professional University			1 & 4

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://journals.sagepub.com/home/jaf	Global Finance Journal https://www.gfmag.com/topics/foreign-exchange/	ALL
2			
3			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	Y	Y					Y		Financial Accounting - Choudhari Chopde
2	Y	Y					Y		Financial Accounting - Choudhari Chopde
3	Y	Y					Y		Financial Accounting - R. Narayanswamy, PHI
4	Y	Y					Y		Financial Accounting - Choudhari Chopde
5	Y	Y					Y		Financial Accounting - N Ramachandran, Mc Graw Hill

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://youtu.be/_sCjuWHegok Partnership final Accounts	1
2	https://youtu.be/uV6Jo1bdVZc - Piecemeal Distribution of cash	2

3	https://drive.google.com/drive/folders/1v5m8dxn0YIHOAVYoKKfhgCqw4403ffnX?usp=sharing Digital content	ALL
---	--	-----

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	<u>Money Markets, Foreign Exchange and Time Value of Money</u> https://www.edx.org/course/money-markets-foreign-exchange-and-time-value-of-m	EDX	4 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/mergers-and-acquisitions Merger and Acquisition	coursera	30 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓		✓	✓		

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/6/2021	20/9/2021	11

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	UNIT 2:	Piecemeal Distribution of Cash: Introduction		CO 2		Narrative Inquiry Process (NIP)
	2	2	Introduction to methods of dissolution		CO 2		
	3	2	Meaning of Highest relative capital method and steps		CO 2		

	4	2	Practical Sums on Highest relative method		CO 2		
2	5	2	Practical Sums on Highest relative method including pro rata		CO 2		
	6	2	Practical Sums on Highest relative method including Goodwill and Keeping a balance		CO2		
	7	2	Revision		CO2		
	8	5	UNIT 5: AS-11		CO5		
3	9	5	Introduction		CO5		Collaborative learning by teaching (CLBT)
	10	5	Accounting of Transactions of Foreign Currency		CO5		
	11	5	Meaning and definitions: Spot, forward, difference		CO5		
	12	5	Practical sums on import		CO5		
4	13	5	Practical sums on export		CO5		
5	14	5	Practical sums on import and export if 2 years data is given		CO5		
	15	5	Practical sums on import and export		CO5		
	16	5	Revision		CO5		
	17	1	Unit 1: Partnership Final Accounts: An Introduction		CO1		
	18	1	Introduction to Partnership		CO1		
	19	1	Introduction to Fixed and Fluctuating Capital method		CO1		
	20	1	Preparation of Final Accounts		CO1		

6	21	1	Trading A/c, Profit and Loss Accounts, balance Sheet		CO1		
	22	1	Profit and Loss Appropriation A/c		CO1		
	23	1	Practical Sums on Final Accounts of Admission at the beginning of the year		CO1		
	24	1	Practical Sums on Final Accounts of Admission during the middle of the year		CO1		
7	25	1	Practical Sums on Final Accounts of Retirement during the middle of the year		CO1		
	26	1	Practical Sums on Final Accounts of Retirement at the end of the year		CO1		
	27	3	UNIT 3: Amalgamation of Firms Introduction to Amalgamation		CO3		
	28	3	Introduction to Merger and journal entries		CO3		
	29	3	Journal entries and books of accounts to close old and open new firm		CO3		
8	30	3	Practical Sums on Amalgamation of firms		CO3		
	31	3	Practical Sums on Amalgamation of Firms		CO3		
	32	3	Calculation of PC		CO3		
9	33	3	Practical Sums on Amalgamation of Firms		CO3		
	34	3	Practical Sums on Amalgamation of Firms		CO3		
	35	3	Practical Sums on amalgamation of sole trader into partnership		CO3		
	36	3	Revision		CO3		
10	37	4	UNIT 4: Conversion of firms into limited company		CO4		
	38	4	Introduction		CO4		

	39	4	Calculation of PC		CO4		
	40	4	Practical sums on Conversion		CO4		
11	41	4	Practical sums on Conversion		CO4		
	42	4	Practical sums on Balance sheet of new company		CO4		
	43	4	Practical sums on Balance sheet of new company		CO4		
	44	4	Practical sums on Balance sheet of new company		CO4		
	45	4	Revision		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Problems of Partnership firm	CO1		
2	Problems of Piecemeal distribution	CO2		
3	Problems on Amalgamation	CO3		
4	Problems on Conversion of Partnership firm to limited company	CO4		

5	Problems on Foreign currency transaction	CO5		
---	--	-----	--	--

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		(√)	(√)		1		(√)		(√)	(√)
2		(√)	(√)		2		(√)		(√)	(√)
3		(√)	(√)		3		(√)		(√)	(√)
4		(√)	(√)		4		(√)		(√)	(√)
5		(√)	(√)		5		(√)		(√)	(√)

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	I	Memory Matrix	Final Accounts Adjustments	I	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	√
5		Pop Quiz	√
6		Mobile App Based Quiz	√
7		Open Book Test	√
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	√
11		Students Seminar	
12		Students Debates	

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	√
16		Value Added Courses	
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Agnus A Meledath

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

TEACHING PEDAGOGY

1) Collaborative learning by teaching (CLBT)

2) Narrative Inquiry Process (NIP)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about different Laws & Acts like Partnership Act, Limited Partnership Act and Factories Act.
Affective	What do you want students to think / care about?	Understand the application of those act in the Business
Behavioural	What do you want students to be able to do?	Ability to find importance of application of such Acts & making use of the same either in their business or at the place of employment.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand different provisions of Indian Partnership Act 1932 & its application	Unit 1
CO2	Gain knowledge on Limited Liability Partnership Act 2008 & its application	Unit 2

CO3	Analyse different sections of Factories Act 1948 & its application	Unit 3
CO4	Compliances of various provisions regarding conduct of Business or in the Corporate scenario.	

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S	W	M	S						
CO 2	M	M	S	W	M	S						
CO 3	M	M	S	W	M	S						
CO 4	M	M	S	M	M	S						
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6	Business Law	75	--	--	3	-	--	3

Subject Name	Examination Scheme						
	Theory Marks	IA Test		TW	Practical	Oral	Total

Subject Code		IA 1	IA 2	Sum of IA1 and IA2	End Sem. Exam Marks				
6	Business Law	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	2.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	2.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	2.30	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12.30 p.m – 1.30p.m	Staff Room
B	Tuesday	12.30 p.m – 1.30p.m	Staff Room
C	Wednesday	12.30 p.m – 1.30p.m	Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	The Indian Partnership Act, 1932	12.5 hrs	Equal
2	Limited Liability Partnership Act, 2008	12.5 hrs	Equal
3	Factories Act, 1948	12.5 hrs	Equal
* Insert rows for more modules in the Course Total		37.5	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Business Law I	All
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Business law (Company Law) III
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Different laws applicable to Partnership Act for starting a Partnership business
2	Various provisions of the LLP Act & its application
3	Rules covered under the Factories Act & its compliance at the workplace

**3. Past Results – Division-Wise and Topic-Wise
Result Based Analysis**

Details	Target - Dec 2020	Dec 2019	Dec 2018	Dec 2017
Course Passing % – Average of 3 Divisions	100	100	94.3	97.38
Marks Obtained by Course Topper (marks /100)		92	87	80

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2019	AAJ	100	AAJ	100	AAJ	100
Dec 2018	GNS	100	GNS	94.6	GNS	94
Dec 2017	Mr. Harish	100%	Mr. Harish	96.55%	Mr. Harish	95.45%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Factories Act (provisions)	3	Assignment and Practical examples along with Open Book Test
Registration process	2	Assignment & Maybe a Take Home Test

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Partnership Act 1932	Act			1
2	Industrial Law	P.L Malik			3
3	Limited Liability Partnership Act 1932	Act			2
4	Law of Partnership	P.C. Markanda			1
5	Personnel Management & Industrial Relations	Kapur S., Punia B.			3
6	Law of Partnership	J P Singhal			1

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	Bulchandani	Himalaya		All
2	Business Law	P.C.Tulsian	Tata McGraw Hill		All
3	Business Law	R.S.N.Pillai	S Chand		All
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
--------	----------------	----------	-----------	---------	-------------

1	Business Law	P.C.Tulsian	Tata McGraw Hill		All
2	Business Law	R.S.N.Pillai	S Chand		All
3	Indian Partnership Act 1932	Panel of Experts	Faculty Notes		1

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://lib.myilibrary.com		
2	https://doaj.org/		
3	Ebsco		
4			
5			
6			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - \checkmark						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Y		T, E & R Books
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Y		T, E & R Books
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Y		T, E & R Books
4									
5									

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-3
2	https://www.youtube.com/watch?v=nRyKyYLMEX0	1
3	https://www.youtube.com/watch?v=x7ANhHVUEC4	3
4	https://www.youtube.com/watch?v=aovyBBeyvc	1
5	https://www.youtube.com/watch?v=ouEl9mc54yI	2
6	https://www.youtube.com/watch?v=aD5xAqx7ItM	3
7	https://www.youtube.com/watch?v=g4PiUCSMhME	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/courses/accounting?locale=en&page=1&	Employee Law	-	Y
2	https://www.udemy.com/course/lets-share-the-burden/	Udemy		
3	https://www.udemy.com/course/personal_branding/	udemy		

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion / No. of lecture	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus Discussion-Definition and essentials (Assignment)		1		
1	2	1	Test of partnership and Partnership deed		1		
1	3	1	Partners, Firm, firm Name, Types of partnership, distinction		1		
2	4	1	Registration of firms (Assignment)		1		
2	5	1	Duties, liabilities (OBT), Rights of partner, Mutual rights Rules of Reconstitution(Assignment) (THT)		1		
2	6	1	Property of the firm, Authority, Liability to third party, partner by holding out		1		
3	7	1	Rights of transferee, New partner, (THT), Expulsion (THT)		1		
3	8	1	Deceased partner, Retirement of a partner (THT), Rights of outgoing partner		1		
3	9	1	Minor's position, insolvency of a partner, partner by holding out		1		
4	10	1	Meaning dissolution, modes (OBT)		1		
4	11	1	Consequences of dissolution		1		

4	12	1	Revision of Unit 1 (Quiz)		1		
5	13	2	Introduction to LLP, Definition of LLP, Salient features of LLP Act		2		
5	14	2	Advantages of LLP (OBT) , Disadvantages of LLP (Assignment)		2		
5	15	2	Designated Partners (THT), Procedure for incorporation (Assignment)		2		
6	16	2	Difference between LLP and Partnership Act (Assignment)		2		
6	17	2	Difference between LLP and company		2		
6	18	2	Liability of a partner, Liability of LLP(THT)		2		
7	19	2	Holding out, Liability in case of fraud		2		
7	20	2	Whistle Blowing, Winding up of LLP (OBT)		2		
7	21	2	Revision of Unit 2 (Quiz)		2		
8	22	3	Introduction to Factories Act 1948		3		
8	23	3	Applicability of the Act		3		
8	24	3	Objectives of the Factories Act,1948		3		
9	25	3	Salient Features of the Act		3		
9	26	3	Definitions of Workman and Factory, Meaning of Hazardous Process		3		
9	27	3	Meaning of Manufacturing Process, Occupier & his duties (Assignment)		3		
10	28	3	Medical Surgeon and Duties of Medical Surgeon		3		
10	29	3	Supervisor and Duties of Supervisor		3		

10	30	3	Health Provisions (Assignment)		3		
11	31	1	Safety Provisions (Assignment)		3		
11	32	3	Site Appraisal Committee (OBT) Welfare Provisions (Assignment)		3		
11	33	3	Working Hours for Adults, Employment of Young Children		3		
12	34	3	Assignment on Various authorities for Health, Safety & welfare of workers		3		
12	35	3	Revision, Discussion of QB (Quiz)		1-3		
12	36		Doubt Solving & Revision Unit 1 & 2		1-2		
13	37		Doubt solving & Revision Unit 3		3		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

a

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
----------------	--------------------------------------	--------	----------------------------------	--------------------

1	Explain the concept of Partnership & its essential elements.	1		
2	Explain the process of formation & Registration of a Partnership.	1		
3	What are the rules of admission, retirement & expulsion of Partner?	2		
4	What is the difference between Partnership & LLP?	2		
5	What are the advantages of a LLP?	3		
6	What is the Registration process of LLP?	2		
7	What are the health, safety & welfare measures under the Factories Act?	3		
8	What are the duties of the Occupier of the Factory?	3		
9	Enumerate briefly various authorities that take up the responsibility regarding health, safety & welfare of workers.	3		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1	Yes			1		Yes		Yes	Yes
2	2	Yes		Yes	1		Yes		Yes	Yes
3	2	Yes			1		Yes		Yes	Yes
4	4	Yes		Yes	2		Yes		Yes	Yes Yes
5	5	Yes			2		Yes		Yes	Yes
6	5	Yes			2		Yes		Yes	Yes
7	9	Yes			3		Yes		Yes	Yes
8	10,11,12	Yes			3		Yes		Yes	Yes
9	12	Yes			3		Yes		Yes	Yes

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th – 8 th Week	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	10, 12	1-3			
Open Book Test	2,4,5,7,11	All			
Take Home Test	2,5,6	All			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					

8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments (Revision)	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	https://www.youtube.com/watch?v=aovyBByeyvc	1		
2	2	https://www.youtube.com/watch?v=ouEl9mc54yl	2		
3	3	https://www.youtube.com/watch?v=aD5xAqx7ItM	3		
4	3	https://www.youtube.com/watch?v=g4PiUCSMhM E	3		

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Preparation of Partnership deed	Contents	1	
2	3	Safety provisions of any Factory-Case study	Provisions	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest lecture
2		Industrial Visit	Court/Factory
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	Visiting Partnership firm
5		Pop Quiz	Quiz
6		Mobile App Based Quiz	NA

7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes (working hours of women and child labour)
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

**Faculty 1 Name (Sign.)
Name (Sign.)**

Faculty 2 Name (Sign.)

Faculty 3

(Dr. Ashwini Joshi)

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

The academic resources available in VSIT –

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Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about new tools common to financial statement analysis and how to use them in practical applications. To develop an understanding of company accounts and foreign branch.
Affective	What do you want students to think / care about?	Understand how financial statement information can help solve business problems. To know the procedure for redemption of debenture, preference share and its impact on revised capital.
Behavioural	What do you want students to be able to do?	Can become accountants and finance professionals. To be well versed with foreign branch accounts

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Employ critical thinking skills to analyse financial data as well as the effects of differing financial accounting methods on the financial statements.	Unit 1
CO2	To be able to describe how companies redeem its preference shares	Unit 2
CO3	To understand the methods of redemption of debentures and the accounting thereof; and explain the concept of sinking fund, its use for redemption of debentures and the accounting thereof	Unit 3
CO4	Understand the different "ratios" used in ascertaining profit prior to incorporation. Apportion various expenses and incomes between pre- and post-incorporation periods using different bases.	Unit 4
CO5	Understand concept of branches and their classification from accounting point of view	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M								
CO 2	S	S	S	M								
CO 3	S	S	S	M								
CO 4	S	S	S	M								
CO 5	S	S	S	M								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '--':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	S	S	M
CO 3	S	S	S	M
CO 4	S	S	S	M
CO 5	S	S	S	M

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
		20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batch	Lecture (Hrs.)	Practical Hrs		Tutorial Hrs	
		Batch 1	Batch 2	Batch 1	Batch 2
I	3	N.A.	N.A.	N.A.	N.A.
II	3	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Batch	Day	Time (at least 1 Hr. / Batch)	Venue
I	Friday	12.15-1.15	BAF Staff Room
II	Thursday	12.15-1.15	BAF Staff Room

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Preparation of Final Accounts of Companies	8	20
2	Redemption of Preference Shares	8	20
3	Redemption of Debentures	8	20
4	Ascertainment and Treatment of Profit Prior to Incorporation	8	20
5	Foreign Branch	8	20
* Insert rows for more modules in the Course		Total	40
			100

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	12 th std	SYJC subjects	2 & 3
2	12 th std	Book-Keeping	2 & 3
3	1	Financial accounting – I	1
4	3	Financial accounting – III	1 & 5

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1	V & VI	TYBAF
2	Part 1	M.Com

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
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1	Redemption of Debentures & Preference Shares –they can do their own investments
2	Preparation of Foreign Branch A/c –Currency- Be good financial Analyst
3	Companies Final Accounts

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	April2022 (Target)	April2021	April2020	April2019
Course Passing % – Average of 2 Batches	100	100	100	98.6
Marks Obtained by Course Topper (mark/100)				

Year	Batch I		Batch II	
	Initials of Teacher	% Result	Initials of Teacher	% Result
April2021				
April2020				
April2019				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Preparation of Final Accounts of Companies	1	Extra Practical questions have to be solved
Redemption of Debentures	3	Extra Practical questions have to be solved and theory should be explained well

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advance Accounts	Shukla and Grewal	S. Chand and Company		
2	Advanced Accountancy	R.L Gupta and M. Radhaswamy	S. Chand and Company		
3	Introduction to Accountancy	T.S. Grewal	S. Chand and Company (P) Ltd		

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advanced Accounting	CA. D.G. Sharma	Taxmann's	2	1-3
2	Financial Accounting	L.N. Chopde	Sheth	2	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	Ascertainment and Treatment of Profit Prior to Incorporation	C.A. S.S. Pratap	ICAI		4
2	Foreign Branches	C.A. SM Asha	ICAI		5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.accaglobal.com	Chartered Accountant – ICAI scales new heights of success	1-5
2		Chartered Accountant – Looking for new horizons	1-5
3		Chartered Accountant – Pollinating the growth	1-5
4		Chartered Accountant – Expanding growth	1-5
5		Chartered Accountant – International Taxation	1-5
6		Chartered Accountant – 67 years as institution of public trust	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		Advanced Accounting
2		✓					✓		Financial Accounting
3		✓					✓		Advanced Accounting
4			✓						PDF
5			✓						PDF

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	Online Notes and PPTs (http://www.icaiknowledgegateway.org)	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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1	https://www.mooc-list.com/ Advanced Financial Accounting			Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP9	Ms. Suchita Kawale	30 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	27/11/2017	17/03/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Provisions of Companies Act, 2013		CO1		
	2	1	Format of Balance sheet, Format of Profit and Loss statement		CO1		
	3	1	Accounting standard 1: Disclosure of accounting policies and its relevance in preparation of final accounts		CO1		
	4	1	Transfer to provision for taxation, Dividend, interim : Declaration and payment		CO1		
	5	1	Practical problems covering adjustments of directors fees, depreciation, transfer to general reserves, Bonus to staff, dividend		CO1		
	6	1	Preparation of balance sheet and profit and loss statement covering adjustments related to Closing stock, Schedule of Fixed asset		CO1		
	7	1	Preparation of balance sheet and profit and loss statement covering adjustments related to Damages, transfer to redemption reserve		CO1		

8	1	Preparation of balance sheet and profit and loss statement covering adjustments related to advance tax, provision for tax	CO1		
9	1	Preparation of balance sheet and profit and loss statement covering adjustments related to revaluation of land, provision for bad debts	CO1		
10	1	Preparation of balance sheet and profit and loss statement covering adjustments related to Dividend in arrears, Remuneration to MD	CO1		
11	1	Preparation of balance sheet and profit and loss statement covering adjustments related to Bonus shares, outstanding, prepaid, preliminary expenses	CO1		
12	1	Practical problems on final accounts of companies	CO1		
13	1	Practical problems on final accounts of companies	CO1		
14	1	Practical problems on final accounts of companies	CO1		
15	1	Revision of important adjustments, VIVA on important adjustments	CO1		
16	2	Legal provisions of Companies Act Sources of Redemption	CO2		
17	2	Divisible profits, Accounting entries	CO2		
18	2	How to determine minimum amount of Fresh issue- Practical problems	CO2		
19	2	Partly paid up shares -Practical problems CRR + New Shares	CO2		
20	2	Forfeiture of shares - Practical problems	CO2		
21	2	Redemption out of entire profits, partly from profits or new issue balance sheet -Practical problems	CO2		
22	2	Redemption in two lots -Practical problems	CO2		
23	2	Bonus + Redemption -Practical problems	CO2		
24	2	New issue, redemption at premium, Bonus - Practical problems	CO2		

25	2	Revision of important journal entries related to redemption of preference shares		CO2		
26	3	Redemption of Debentures Redemption at par, premium, discount		CO3		
27	3	Redemption out of capital (Journal entries & Simple problem)		CO3		
28	3	Journal entries of redemption		CO3		
29	3	Redemption fully out of capital in annual instalments		CO3		
30	3	Redemption out of profits		CO3		
31	3	Debenture redemption reserve		CO3		
32	3	Redemption fully out of profits by annual DRR		CO3		
33	3	SEBI and Draw of lots		CO3		
34	3	Practical problem - Entries on conversion (Practical problem)		CO3		
35	3	Practical problem - Sinking fund/ Debenture Redemption Fund		CO3		
36	3	Practical problem - Part Redemption		CO3		
37	3	Practical problem - Option		CO3		
38	3	Practical problem - Sold at loss and its treatment		CO3		
39	3	Practical problem		CO3		
40	3	Revision of important entries		CO3		
41	4	Introduction How to ascertain Pre Incorporation Profits / Loss		CO4		
42	4	Time ratio, sales ratio, post, pre		CO4		

	43	4	Treatment of Pre and Post Incorporation Profits / Loss - Proforma		CO4		
	44	4	Practical problem – P & L A/c – specific basis of Allocation		CO4		
	45	4	Practical problem – Interest on purchase consideration given		CO4		
	46	4	Practical problem - Revision		CO4		
	47	5	Important features and Translation norms in case of foreign branches		CO5		
	48	5	Definition as per AS-11 Translation of Financial Statement of Foreign operations		CO5		
	49	5	Practical problem		CO5		
	50	5	Practical problem		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Preparation of Final Accounts of Companies – Practical Problems	1	2 nd week	3 rd week
2	Redemption of Preference Shares – Practical Problems	2	5 th week	6 th week
3	Redemption of Debentures – Practical Problems	3	6 th week	7 th week

4	Ascertainment and Treatment of Profit Prior to Incorporation – Practical Problems	4	8 th week	9 th week
5	Foreign Branch – Practical Problems	5	10 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓			✓
2	5	✓			2		✓			✓
3	6	✓			3		✓			✓
4	8	✓	✓		4		✓			✓
5	10	✓			5		✓			✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Dec 2021	1 & 4		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	✓				
Open Book Test	✓				
Take Home Test	✓				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Companies Final Accounts		1	
2	2	Case study on Redemption of preference shares		2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	C. A. Xavier Rajan
2		Industrial Visit	✓
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	✓
5		Pop Quiz	✓
6		Mobile App Based Quiz	
7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	✓
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	✓
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign)

Ms. Dipti Shirodkar

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)
Sandip Khandekar

Head of Dept. (Sign.)
Sandip Khandekar

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand basic management concepts and different functions of management
Affective	What do you want students to think / care about?	To get a clear picture of different management activities & functions. An overview of the manner of managing those activities
Behavioural	What do you want students to be able to do?	To be confident of managing own business or to take over managerial responsibilities in a Corporate setup.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand basic management concepts and different functions of management	Unit 1
CO2	To get a clear picture of different management activities & functions. An overview of the manner of managing those activities	Unit 2 - 5
CO3	To be confident of managing own business or to take over managerial responsibilities in a Corporate setup.	Unit 2-5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												

CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	FOUNDATION COURSE- INTRODUCTION TO MANAGEMENT	100	--	--	3	-	--	

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum					
	FOUNDATION COURSE- INTRODUCTION TO MANAGEMENT	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40								
B	40								
C	40								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Thursday/Friday	12.30-01.30	Library / MS Teams
Batch 2	Thursday/Friday	12.30-01.30	Library / MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to basic management concepts	8	20
2	Planning	8	20
3	Organising	8	20
4	Staffing	8	20
5	Directing and Controlling	8	20
* Insert rows for more modules in the Course Total		40 Hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th Std	Organization Of Commerce	Planning , Organising, Directing , Controlling , Staffing
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	PGDM
2	1	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Manager in any Company - – Applying theory to practical problems & coming with a solution
2	Managing your business - – Applying theory to practical problems & coming with a solution

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis (SUBJECT INTRODUCED FOR FIRST TIME)

Details	Target April 2022	April 2021	April 2020	April 2019
Course Passing % – Average of A Divisions	100	100	100	97.50
Marks Obtained by Course Topper (mark/100)	98	96	-	92

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	YS	100%	YS	100%	YS	100%
April 2020	AAJ	100%	AAJ	97.01%	AAJ	95.8%
April 2019	Visiting	82.59%	Visiting	90.91	Visiting	89.23%
Nov 2017	Visiting	70%	Visiting	64%	Visiting	56%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Processes	1-5	More written practice & diagrammatic representation
Concepts	1-5	More examples and written practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	Ramaswamy	Himalaya		1-5
2	Management Concept and Practice	Hannagain T	McMillan		1-5

3	Management Concepts and Strategies	J S Chandran	Vikas Publishing House		
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	Natarajan, Govindrajana	Amazon		All
2	Principles of Management	Bright, Reese etc.	Openstax		All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.slideshare.net/Seema2/introduction-to-management-basic-concepts-fundamentals-an-overview		1
2	http://www.managementstudyguide.com/management_functions.htm		2-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓	✓				✓		Module 1-5
2		✓	✓						Module 1-5
3		✓	✓						Module 1-5
4		✓	✓						Module 1-5
5		✓	✓						Module 1-5

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction, Definition and nature of management		1		
	2		Objectives of management, Administration VS Management (Assignment)		1		
	3		Levels of management		1		
2	4		Principles of management		1		
	5	2	Introduction and definition of Planning		2		
	6		Process of planning (Assignment)		2		
3	7		Features of sound planning		2		
	8		Decision making - introduction, Features of DM		2		
	9		Features of decision making		2		
4	10		Advantages of decision making (THT)		2		
	11	3	Introduction and definition of Organising, Nature & Significance		3		
	12		Process of organisation		3		
5	13		Principles of organisation		3		
	14		Formal and informal organisation - features		3		
	15		Advantages and disadvantages of Organisation		3		
6	16		Centralisation and decentralisation - factors		3		
	17		Merits and demerits of Centralization & Decentralization		3		
	18		Departmentation and delegations		3		

7	19	4	Introduction and definition of Staffing & importance		4		
	20		Recruitment – introduction		4		
	21		Types of recruitment		4		
8	22		Sources of recruitment		4		
	23		Selection procedure		4		
	24		Distinction between Recruitment & Selection (OBT)		4		
9	25		Employment tests		4		
	26		Types of interview (Mock) (Assignment)		4		
10	27	5	Introduction and meaning of Directing		5		
	28		Importance of Directing		5		
	29		Principles of directing		5		
11	30		Leadership traits & styles(THT)		5		
	31		Activity on Current Leaders		5		
	32		Motivation – importance and factors		5		
12	33		Meaning of Coordination		5		
	34		Factors of Motivation		5		
	35		Coordination- features and meaning		5		
13	36		Importance of coordination (OBT)		5		
	37		Steps in controlling		5		
	38		Essentials of good control system		5		
	39		Revision (Quiz) 1-5		1 to 5		
	40		Doubt Solving 1-5		1 to 5		

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		15

1-3

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Explain objectives & characteristics of Management	1		

2	Explain the characteristics & steps in Planning process.	1 to 3		
3	What is the significance & characteristics of organising?	1 to 3		
4	Discuss the different types of Interviews.	1 to 3		
5.	Question Bank (15 questions)	1 to 3		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1st week				1	✓	✓			
2	2 nd week				2	✓	✓			
3	4th week				3	✓	✓			
4	9th week				4	✓	✓			
5	12 th week				5	✓	✓			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	6 th	1-2			
Open Book Test	8 th 12 th	3-5			

Take Home Test	4 th 10 th	4 -5			
Class tests / prelims]				
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Mock Interview	Facing an Interview	all	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Activity planning (IV etc)	How to plan		
2 & 3	3 & 4	Current leaders & their styles(eg Ratan Tata, Jack Ma, Steve Jobs etc.) Mock Interview	Success stories Facing an Interview		

--	--	--	--	--	--

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	✓
2		Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	Surprize test
4		Mini Projects	
5		Pop Quiz	For Revision
6		Mobile App Based Quiz	
7		Open Book Test	✓
8		Take Home Test	✓
9		Poster Presentation	✓ (Management Gurus)
10	Collaborative and Group Activity	Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	✓
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand how Information Technology can be applied in business process. To know about various types of business process.
Affective	What do you want students to think / care about?	To think on uses of accounting software in a business. To have hands on practice of Tally ERP 9.
Behavioural	What do you want students to be able to do?	To apply the accounting principles in computerized system for reporting. To perform auditing using computers in Tally ERP 9

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand flow of various Business Processes.	Unit 1
CO2	To make students comfortable with Accounting Software System.	Unit 2
CO3	To provide an insight on MIS Reports in Computer Environment using Excel.	Unit 3
CO4	To understand increasing significance of IT and Auditing.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	S	S	M								
CO 3	M	S	S	S								
CO 4	M	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	M
CO 2	S	S	S	M
CO 3	M	S	S	S
CO 4	M	S	S	S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce/ Accountancy	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBAF403	Information Technology in Accountancy – II	75	-	-	3	-	-	3

Subject Code	Subject Name	Examination Scheme								
		Theory Marks IA Test			End Sem. Exam Marks	Practical (2)	Journal	Viva	Classroom Participation	Total
		IA 1	IA 2	Sum of IA1 and IA2						
UBAF403	Information Technology in Accountancy – II	-	-	-	75	10	5	5	5	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batch	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	3	1	NA	NA	NA	NA	NA	NA	NA
Batch 2	3	1	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Batch	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Tuesday	2pm to 3pm	Online (MS Teams)
Batch 2	Thursday	2pm to 3pm	Online (MS Teams)

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Business Process	10	25
2	Computerized Accounting System	15	25
3	Concept of MIS in Computer Environment	10	25
4	IT and Auditing	10	25
* Insert rows for more modules in the Course		Total	45
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	FYJC – IT	Tally Fundamentals
2	-	SYJC – IT	Tally ERP 9 – Accounting and Inventory
3	2	Auditing	Basics of Auditing
4	3	IT in Accountancy I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	-	All PG courses particularly MBA, MCA, M.Com etc.

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of Tally ERP 9 to maintain business data.
2	Usage of Excel to perform data analysis for MIS

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April 2022	March 2021	March 2020	March 2019	March 2018

Course Passing % – Average of 3 Divisions	100%	100%	99.5%	99%	95%
Marks Obtained by Course Topper (mark/75)	74	72	67 (Amar)	66 (Sanjay)	63 (Nutan)

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2021	AJP	100%	AJP	100%	AJP	100%
March 2020	AJP	98.52%	AJP	100%	AJP	100%
March 2019	AJP	100%	AJP	100%	AJP	97%
March 2018	AJP	96%	AJP	94%	AJP	95%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theories of Business Process Management	1	Extra E-learning content to be provided
Tally ERP 9 – Inventory	2	More Practical to be given to students during lab session

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounting Information Systems	James A Hall			1-4
2	Introduction to Computerized Accounting	David Croft			1-4
3	Business Process Management	Mathias Weske			1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Process Management	Cumberland: MATT	-	-	1
2	Management Information System	Gupta, A.K	-	-	3
3	Business Process Management	Mathias Weske			1
4	Management Information Systems	Kenneth C Laos			3
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounting Information Systems	James A Hall			2

2	Introduction to Computerized Accounting	David Croft			2
3	Business Process Management	Mathias Weske			1
4	Management Information Systems	Kenneth C Laos			3

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and Magazines Recommended to Students for this Course	Module Nos.
1	http://eprints.covenantuniversity.edu.ng/6925/1/ejbss_1737_16_effectofict_on_accounting_information_system.pdf	2
2	http://www.di.fc.ul.pt/~paa/papers/esa-journal-10.pdf	1
3	http://www.scielo.br/pdf/jistm/v8n2/v8n2a11.pdf	3
4	http://www.academicjournals.org/app/webroot/article/article1380899273_Moorthy%20et%20al.pdf	4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		
2		✓					✓		
3		✓					✓		
4		✓					✓		

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (http://live.vsit.edu.in/vrefer)	1-4
2	Online Notes and PPTs uploaded on MS Teams (http://teams.microsoft.com)	1-4
3	https://www.youtube.com/watch?v=5JMkdGQCm4k&list=PLE04B26C87FB0C0C6 Management Information System	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Front Accounting course on Spoken Tutorial	Spoken Tutorial – IITB	Self paced	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP 9 – Level 1, Level 2 and Level 3	Tally Education	40 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
Yes	Yes	Yes	Yes	Yes	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Subject, Discussion of AAP and Syllabus		CO 1		
	2	1	Introduction to Business Process		CO 1		
	3	1	Flow of Business Process		CO 1	One Minute Paper	
	4	1	Classification of Business Process		CO 1		

2	5	1	Introduction to BPM		CO 1	IEF	
	6	1	Principles of BPM		CO 1		
	7	1	Life cycle of BPM		CO 1		
	8	1	Implementation of BPM		CO 1		
3	9	1	Automation of Business Processes		CO 1	Assignment Allocation	
	10	1	Theories of BPM		CO 1	Case Study	
	11	2	Introduction to Computerized Accounting		CO 2	Quiz 1	
	12	2	Features of Computerized Accounting		CO 2		
4	13	2	Advantages and Disadvantages		CO 2	Assignment Submission	
	14	2	Manual v/s Computerised Accounting		CO 2		
	15	2	Introduction to Tally ERP 9		CO 2		
	16	2	Fundamentals of Tally		CO 2	One Minute Paper	
5	17	2	Accounting Masters in Tally		CO 2		
	18	2	Accounting Masters in Tally		CO 2		
	19	2	Inventory Masters in Tally		CO 2		
	20	2	Inventory Masters in Tally		CO 2		
6	21	2	Accounting Vouchers in Tally		CO 2		

	22	2	Accounting Vouchers in Tally		CO 2		
	23	2	Inventory Vouchers in Tally		CO 2		
	24	2	Inventory Vouchers in Tally		CO 2	Quiz 2	
7	25	2	Reports in Tally ERP 9		CO 2		
	26	3	Introduction to Information System		CO 3		
	27	3	Introduction to MIS		CO 3	One Minute Paper	
	28	3	Features of MIS		CO 3		
8	29	3	Types of MIS		CO 3		
	30	3	Need/Importance of MIS		CO 3	OBT	
	31	3	Role of MIS		CO 3		
	32	3	Output of MIS		CO 3	Quiz 3	
9	33	3	Problems in MIS		CO 3		
	34	3	Applications of MIS		CO 3	Assignment Allocation	
	35	3	Factors contributing to Failure of MIS		CO 3		
	36	4	Introduction to IT and Auditing		CO 4		
10	37	4	Need and Importance of IT in Auditing		CO 4		
	38	4	IT Controls and Cloud Computing		CO 4	Assignment Submission	

	39	4	Generalised and Specialised Software for Auditing		CO 4	One Minute Paper	
	40	4	CAATs and CAATTs		CO 4		
11	41	4	Approaches in IT Audit		CO 4		
	42	4	Black Box and White Box approach		CO 4	THT	
	43	4	Audit in CIS Environment		CO 4	Assignment Allocation	
	44	4	Audit in CIS Environment		CO 4	Quiz 4	
12	45	4	Revision of Unit 4		CO 4	Assignment Submission	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
Refer CEPR								

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Questions Based on Unit 1		3 th week	4 th week
2	Questions Based on Unit 3		9 th week	10 th week
3	Questions Based on Unit 4		11 th week	12 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4 th				1			✓		✓
2	7 th	✓			2		✓	✓	✓	✓
3	10 th	✓			3		✓	✓	✓	✓
4	12 th	✓			4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 and 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz		1-4			
Open Book Test		3 rd			
Take Home Test		4 th			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	COMPANY CREATION IN TALLY ERP 9	How to create a company	CO 2	4

2	2	ACCOUNTING MASTERS IN TALLY ERP 9	How to create groups and ledgers in tally	CO 2	4
3	2	INVENTORY MASTERS IN TALLY ERP 9	How to create stock group and stock item	CO 2	4
4	2	INVENTORY MASTERS IN TALLY ERP 9	How to create stock category, units of measure and godown	CO 2	4
5	2	ACCOUNTING VOUCHERS IN TALLY ERP 9	How to pass Accounting vouchers in Tally	CO 2	4
6	2	INVENTORY VOUCHERS IN TALLY ERP 9	How to pass Inventory vouchers in tally	CO 2	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
7	2	CREATE A SERVICE COMPANY IN TALLY ERP 9	How to create a company	CO 2	4
8	2	VOUCHER ENTRY IN SERVICE COMPANY	How to pass voucher entry	CO 2	4
9	2	VOUCHER ENTRY IN SERVICE COMPANY	How to pass voucher entry	CO 2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case Study on Mumbai Dabbawalla	Six Sigma	CO 1	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes – 100 – (on Tally Prime)
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes (inside PPT)

6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
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16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

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Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ajay .P

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

External Academic Mentor (Sign)

Head of Dept. (Sign.)

Version 2021-22

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CO3	To provide an insight on MIS Reports in Computer Environment using Excel.	Unit 3
CO4	To understand increasing significance of IT and Auditing.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	S	S	M								
CO 3	M	S	S	S								
CO 4	M	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	M
CO 2	S	S	S	M
CO 3	M	S	S	S
CO 4	M	S	S	S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce/ Accountancy	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBAF403	Information Technology in Accountancy – II	75	-	-	3	-	-	3

Subject Code	Subject Name	Examination Scheme								
		Theory Marks IA Test			End Sem. Exam Marks	Practical (2)	Journal	Viva	Classroom Participation	Total
		IA 1	IA 2	Sum of IA1 and IA2						
UBAF403	Information Technology in Accountancy – II	-	-	-	75	10	5	5	5	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batch	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	3	1	NA	NA	NA	NA	NA	NA	NA
Batch 2	3	1	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Batch	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Tuesday	2pm to 3pm	Online (MS Teams)
Batch 2	Thursday	2pm to 3pm	Online (MS Teams)

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Business Process	10	25
2	Computerized Accounting System	15	25
3	Concept of MIS in Computer Environment	10	25
4	IT and Auditing	10	25
* Insert rows for more modules in the Course		Total	45
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	FYJC – IT	Tally Fundamentals
2	-	SYJC – IT	Tally ERP 9 – Accounting and Inventory
3	2	Auditing	Basics of Auditing
4	3	IT in Accountancy I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	-	All PG courses particularly MBA, MCA, M.Com etc.

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of Tally ERP 9 to maintain business data.
2	Usage of Excel to perform data analysis for MIS

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April 2022	March 2021	March 2020	March 2019	March 2018

Course Passing % – Average of 3 Divisions	100%	100%	99.5%	99%	95%
Marks Obtained by Course Topper (mark/75)	74	72	67 (Amar)	66 (Sanjay)	63 (Nutan)

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2021	AJP	100%	AJP	100%	AJP	100%
March 2020	AJP	98.52%	AJP	100%	AJP	100%
March 2019	AJP	100%	AJP	100%	AJP	97%
March 2018	AJP	96%	AJP	94%	AJP	95%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theories of Business Process Management	1	Extra E-learning content to be provided
Tally ERP 9 – Inventory	2	More Practical to be given to students during lab session

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounting Information Systems	James A Hall			1-4
2	Introduction to Computerized Accounting	David Croft			1-4
3	Business Process Management	Mathias Weske			1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Process Management	Cumberland: MATT	-	-	1
2	Management Information System	Gupta, A.K	-	-	3
3	Business Process Management	Mathias Weske			1
4	Management Information Systems	Kenneth C Laos			3
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounting Information Systems	James A Hall			2

2	Introduction to Computerized Accounting	David Croft			2
3	Business Process Management	Mathias Weske			1
4	Management Information Systems	Kenneth C Laos			3

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and Magazines Recommended to Students for this Course	Module Nos.
1	http://eprints.covenantuniversity.edu.ng/6925/1/ejbss_1737_16_effectofict_on_accounting_information_system.pdf	2
2	http://www.di.fc.ul.pt/~paa/papers/esa-journal-10.pdf	1
3	http://www.scielo.br/pdf/jistm/v8n2/v8n2a11.pdf	3
4	http://www.academicjournals.org/app/webroot/article/article1380899273_Moorthy%20et%20al.pdf	4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		
2		✓					✓		
3		✓					✓		
4		✓					✓		

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (http://live.vsit.edu.in/vrefer)	1-4
2	Online Notes and PPTs uploaded on MS Teams (http://teams.microsoft.com)	1-4
3	https://www.youtube.com/watch?v=5JMkdGQCm4k&list=PLE04B26C87FB0C0C6 Management Information System	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Front Accounting course on Spoken Tutorial	Spoken Tutorial – IITB	Self paced	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP 9 – Level 1, Level 2 and Level 3	Tally Education	40 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
Yes	Yes	Yes	Yes	Yes	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Subject, Discussion of AAP and Syllabus		CO 1		
	2	1	Introduction to Business Process		CO 1		
	3	1	Flow of Business Process		CO 1	One Minute Paper	
	4	1	Classification of Business Process		CO 1		

2	5	1	Introduction to BPM		CO 1	IEF	
	6	1	Principles of BPM		CO 1		
	7	1	Life cycle of BPM		CO 1		
	8	1	Implementation of BPM		CO 1		
3	9	1	Automation of Business Processes		CO 1	Assignment Allocation	
	10	1	Theories of BPM		CO 1	Case Study	
	11	2	Introduction to Computerized Accounting		CO 2	Quiz 1	
	12	2	Features of Computerized Accounting		CO 2		
4	13	2	Advantages and Disadvantages		CO 2	Assignment Submission	
	14	2	Manual v/s Computerised Accounting		CO 2		
	15	2	Introduction to Tally ERP 9		CO 2		
	16	2	Fundamentals of Tally		CO 2	One Minute Paper	
5	17	2	Accounting Masters in Tally		CO 2		
	18	2	Accounting Masters in Tally		CO 2		
	19	2	Inventory Masters in Tally		CO 2		
	20	2	Inventory Masters in Tally		CO 2		
6	21	2	Accounting Vouchers in Tally		CO 2		

	22	2	Accounting Vouchers in Tally		CO 2		
	23	2	Inventory Vouchers in Tally		CO 2		
	24	2	Inventory Vouchers in Tally		CO 2	Quiz 2	
7	25	2	Reports in Tally ERP 9		CO 2		
	26	3	Introduction to Information System		CO 3		
	27	3	Introduction to MIS		CO 3	One Minute Paper	
	28	3	Features of MIS		CO 3		
8	29	3	Types of MIS		CO 3		
	30	3	Need/Importance of MIS		CO 3	OBT	
	31	3	Role of MIS		CO 3		
	32	3	Output of MIS		CO 3	Quiz 3	
9	33	3	Problems in MIS		CO 3		
	34	3	Applications of MIS		CO 3	Assignment Allocation	
	35	3	Factors contributing to Failure of MIS		CO 3		
	36	4	Introduction to IT and Auditing		CO 4		
10	37	4	Need and Importance of IT in Auditing		CO 4		
	38	4	IT Controls and Cloud Computing		CO 4	Assignment Submission	

	39	4	Generalised and Specialised Software for Auditing		CO 4	One Minute Paper	
	40	4	CAATs and CAATTs		CO 4		
11	41	4	Approaches in IT Audit		CO 4		
	42	4	Black Box and White Box approach		CO 4	THT	
	43	4	Audit in CIS Environment		CO 4	Assignment Allocation	
	44	4	Audit in CIS Environment		CO 4	Quiz 4	
12	45	4	Revision of Unit 4		CO 4	Assignment Submission	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
Refer CEPR								

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Questions Based on Unit 1		3 th week	4 th week
2	Questions Based on Unit 3		9 th week	10 th week
3	Questions Based on Unit 4		11 th week	12 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4 th				1			✓		✓
2	7 th	✓			2		✓	✓	✓	✓
3	10 th	✓			3		✓	✓	✓	✓
4	12 th	✓			4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 and 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz		1-4			
Open Book Test		3 rd			
Take Home Test		4 th			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	COMPANY CREATION IN TALLY ERP 9	How to create a company	CO 2	4

2	2	ACCOUNTING MASTERS IN TALLY ERP 9	How to create groups and ledgers in tally	CO 2	4
3	2	INVENTORY MASTERS IN TALLY ERP 9	How to create stock group and stock item	CO 2	4
4	2	INVENTORY MASTERS IN TALLY ERP 9	How to create stock category, units of measure and godown	CO 2	4
5	2	ACCOUNTING VOUCHERS IN TALLY ERP 9	How to pass Accounting vouchers in Tally	CO 2	4
6	2	INVENTORY VOUCHERS IN TALLY ERP 9	How to pass Inventory vouchers in tally	CO 2	4

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
7	2	CREATE A SERVICE COMPANY IN TALLY ERP 9	How to create a company	CO 2	4
8	2	VOUCHER ENTRY IN SERVICE COMPANY	How to pass voucher entry	CO 2	4
9	2	VOUCHER ENTRY IN SERVICE COMPANY	How to pass voucher entry	CO 2	4

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case Study on Mumbai Dabbawalla	Six Sigma	CO 1	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes – 100 – (on Tally Prime)
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes (inside PPT)

6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ajay .P

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

External Academic Mentor (Sign)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Role of financial manager, different decisions taken in running business effectively
Affective	What do you want students to think / care about?	Funding, investment decisions of the business
Behavioural	What do you want students to be able to do?	Analyse the capital requirement for a start-up and layout of project in terms of resource mobilisation

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Introduce students to financial management and its importance and its applications in business and Introduce students to financial planning, and objectives, benefits, types of areas and stages of financial planning	Unit 1
CO2	Students learn different methods to evaluate project, Project planning & Risk Analysis	Unit 2
CO3	It will enable student to understand how corporations make important investment and financing decisions	Unit 3
CO4	Introduce Mutual Fund types and valuation and Bond valuation	Unit 4
CO5	Help the students to evaluate credit policy and manage receivables	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S	W	M	M	-	-	-	-	-	-
CO 2	S	M	S	M	M	M	-	-	-	-	-	-
CO3	S	M	S	W	M	M	-	-	-	-	-	-
CO4	S	M	M	M	M	M	-	-	-	-	-	-

CO5	S	M	M	M	M	M	-	-	-	-	-	-
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Management II	75	-	-	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Financial Management II	25			75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.00	NA	NA	NA	NA	NA	NA	NA	NA
B	3.00	NA	NA	NA	NA	NA	NA	NA	NA
C	3.00	NA	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday – div A	2:00 pm to 3:00 pm	X – 011 & Online

B	Tuesday - div B	2:00 pm to 3:00 pm	X – 011 & Online
C	Wednesday - div C	2:00 pm to 3:00 pm	X – 011 & Online

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Strategic Financial Management	03.50	10%
2	Capital Budgeting – Project planning & Risk Analysis	11.50	25%
3	Capital Structure Theories & Dividend decisions	11.50	25%
4	Mutual Fund and Bond valuation	11.50	25%
5	Credit management	08.00	15%
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	FYBAF	Financial Management
2	IV	SYBAF	Introduction to Management Accounting

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	BAF – Strategic Financial Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Managers to interface with accounting and finance departments, help them to understand how firms meet their financial objectives utilizing financial decision-making With the help of financial tools and techniques
2	To measure financial performance, effects of new financial innovations

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100	100	94.45%	97.25 %

Marks Obtained by Course Topper (mark/100)	98	95	92	94
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	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Pooja Jogu	100 %	Pooja Jogu	100 %	Pooja Jogu	100 %
Oct 2019	Pooja Jogu	98.57%	Pooja Jogu	96.73%		
Oct 2018	Pooja Jogu	95.6%	Pooja Jogu	89.4%		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Capital Budgeting	2	Practice more sums. Give more assignments, Conceptual understanding of the topics is more important

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Management	D. Chandra Bose	PHI Learning Pvt. Ltd		All
2	Financial Management	C. Paramasivan & T. Subramanian			
3	Financial Management	Ravi Kishore			All
4	Financial Management	Tulsian PC			All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	I.M. Pandey	Vikas Publishing House		All
3	Financial Management: Text and Problems	Khan & Jain	Tata McGraw Hil		2,3 & 4
4	Financial Management: Theory and Practice	Prasanna Chandra	Tata McGraw Hil		1,2,3 & 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounts receivable management best practices		ICAEW		5 th
2	Strategic Financial Management	Robert Alan Hill	Bookboon		1 st

3	Financial Management	I. M. Pandey	Vikas Publishing House	11 th	All
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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International journal of financial management	Money, Businessweek	All
2	Journal of Risk & Financial Management	Open access journal published by IETI, IDSAI & IRIEM	All

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		
2		✓							
3		✓							
4		✓							

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://gurukpo.com	1, 2
2	https://examupdates.in/financial-management-notes	3,4,5
3	https://www.docsity.com/en/study-notes/management/financial-management-1	All

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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1	Financial Management in Organizations (edX)	University System of Maryland (USM) Delivered by: EdX Taught by: Jayanta Sen and Jiya Jain	8 weeks from 1 st week of July	Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Financial Modelling	Edu Pristine		Yes
2	Advance Excel			Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓			✓	☐	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	✓ Total Number of Weeks
Semester Duration			17

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1		Syllabus discussion				
	2	I	Strategic Financial Management – Need & importance		CO1		
	3	I	Types of strategy, Profit and Wealth maximization		CO1		
	4	I	Financial planning – need and importance, interface of financial policy and SM		CO1		

	5	I	Relationship of Finance to Economics and Accounting, role of financial manager		CO1		
	6	II	Capital Budgeting – CB process		CO2		
	7	II	Project classification & Investment criteria		CO2		
	8	II	Techniques of Capital Budgeting – NPV, Benefit cost ratio		CO2		
	9	II	Techniques of Capital Budgeting – payback period, discounted payback		CO2		
	10	II	Techniques of Capital Budgeting – IIR and ARR		CO2		
	11	II	Practical sums on techniques		CO2		
	12	II	Capital Rationing – meaning, need and dealing with Capital rationing problems		CO2		
	13	II	Risk analysis in CB – Sources and perspective of risk, Sensitivity analysis, scenario analysis, simulation model		CO2		
	14	II	Decision tree analysis and Break even analysis		CO2		
	15	II	Practical sums on capital rationing		CO2		
	16	III	Capital structure theories – background, assumptions, definitions, taxation and capital structure		CO3		
	17	III	Types – Net operating income, net operating income approach		CO3		
	18	III	Types – Traditional position, Modigliani & Miller approach		CO3		
	19	III	Types – Trade off theory and signalling theory		CO3		
	20	III	Practical sums on types		CO3		
	21	III	Dividend decisions – need, importance, formulation, legal and procedural aspects		CO3		

	22	III	Dividend decision models – Walter		CO3		
	23	III	Practical sums on Walter model		CO3		
	24	III	Dividend decision models – Gordon		CO3		
	25	III	Practical sums on Gordon model		CO3		
	26	III	Dividend decision models – Graham & Dodd model and MM Model		CO3		
	27	III	Practical sums on Graham and MM model		CO3		
	28	IV	Mutual Fund – history, definition, meaning, features		CO4		
	29	IV	Advantages, disadvantages and limitations of MFs		CO4		
	30	IV	Ethics in MF, Entities involved – Sponsor, trust, trustee, asset management, company, registrar, transfer agents & fund house		CO4		
	31	IV	Classification of MFs – Functional, interval		CO4		
	32	IV	Classification of MFs – portfolio, geographical, tax savings funds		CO4		
	33	IV	Classification of MFs – ETF, balanced funds, fixed term plan debt funds, SIP		CO4		
	34	IV	Calculations of NAV, Entry load and exit load		CO4		
	40	IV	Bond valuation – meaning, measuring bond returns - YTM		CO4		
	35	IV	measuring bond returns – yield to call and bond pricing		CO4		
	36	IV	Bond pricing theorems, risk and duration		CO4		
	37	IV	Practical sums on YTM and Bond duration		CO4		

	38	V	Credit management – terms of payment, credit policy variables		CO5		
	39	V	Credit evaluation, credit granting decision		CO5		
	40	V	Control of accounts receivables, Ageing schedule & credit mgmt		CO5		
	41	V	Practical sums on Cr. mgmt		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						05 marks		

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Financial Plan of any firm or any department	CO1		
2	Credit Management of a small firm in your vicinity	CO5		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1								✓		✓
2								✓		✓
3										
4										

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 and 2		Q1 – Objectives 10 marks Q2 –Answer in one sentence 10 marks Q3 – attempt any 2 – 20 marks	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b

Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	✓
5		Pop Quiz	✓
6		Mobile App Based Quiz	✓
7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	✓
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Ashok Jogu

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the schedules and preparation of financial statement of Banking and Insurance companies
Affective	What do you want students to think / care about?	Students will be able to remember and prepare the accounts for Limited Liability Partnership Company's
Behavioural	What do you want students to be able to do?	To be well versed with the calculation of claim, premium, interest calculation provision for NPA, underwriting commission, unexpired Risk Reserve etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Can identify Legal provisions of Banking Regulation Act ,1949 relating to Accounts and Non-performing assets and income from Non-performing assets.	Unit 1
CO2	Is able to understand about Various types of insurance like fire, marine, Miscellaneous and Special terms like premium , claims , commission , Management expenses ,Reserve for unexpired risk , reinsurance	Unit 2
CO3	Can understand how to do valuation of goodwill and shares	Unit 3
CO4	Is aware about non-banking Financial companies	Unit 4
CO5	Is able to understand Statutory provisions and Conversion of Partnership business into Limited Liability Partnership Final Accounts	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M	M							
CO 2	S	S	S	M	M							
CO 3	S	S	S	M	M							
CO 4	S	S	S	M	M							
CO 5	S	S	S	M	M							

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	S	S	M
CO 3	S	S	S	M
CO 4	S	S	S	M
CO 5	S	S	S	M

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
3.6.1	FA-VI	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
3.6.1	FA- VI	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A/B/C	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	THUR	2.00 to 3.00	MS Teams
Batch 2	SAT	2.00 to 3.00	MS Teams

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Final Accounts of Banking Company	10Lec x 1 Hr.	20%
2	Final Accounts of Insurance Company (Excl. Life Insurance)	11 Lec x 1 Hr	20%
3	Non – Banking Financial Companies	7 Lec x 1 Hr	20%
4	Valuation of Goodwill and Shares	9 Lec x 1 Hr	20%
5	Accounting for Limited Liability Partnership	3 Lec plus 5 extra lec x 1Hr	20%
* Insert rows for more modules in the Course Total		45 HRS	100%

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	1	Financial Accounting I	Final Accounts
2	3	Financial Accounting III	Partnership Accounts
3	4	Financial Accounting IV	Final A/c of companies

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1	BAF SEM VI	Financial Management III

2	ALL	MBA IN FINANCE
3	1	MCOM

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1.	Understand Banking and Insurance accounting and understanding non – Banking Financial Companies which will help them if the opt for Insurance or Banking Sector to work
2.	To understand benefits of LLP if they work in partnership firms

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target –April 2021	Nov 2020	Nov 2019
Course Passing % – Average of 3 Divisions	95 - 100	100%	95.76%
Marks Obtained by Course Topper (mark/100)	100	100	97

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2019	Agnus Meledath	96.66%	Agnus Meledath	96.55%	Agnus Meledath	98.45%
Dec 2020	Agnus Meledath	100%	Agnus Meledath	100%	Agnus Meledath	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Banking Companies/	1	Will be making them write all schedules and memorise and take a test (Fill the missing item)
Insurance Co Accounting	2	Will be making them write all schedules and memorise and take a test (Fill the missing item)

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advance Accounts	Shukla and Grewal, S.	Chand and Company (P) Ltd., New Delhi		1
2	Advanced Accountancy,	R.L Gupta and M. Radhaswamy	S. Chand and Company (P) Ltd., New Delhi		2
3	Financial Accounting,	P.C. Tulsian	Pearson Publications, New Delhi		3

4	VSIT Library	Fundamentals of Accounting and Financial Analysis (For U.P.T.U.)	Chowdhury, Anil Pearson India 2007	Link https://ebookcentral.proquest.com/lib/vsitm/reader.action?docID=5124971&ppg=256
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4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	P. C. Tulsian, ,	Pearson Publications		1-5
2	Accounting Principles	R.N. and Reece J.S., Richard Irwin Inc			1-5
3	Introduction to Accountancy	T. S. Grew al, S. Chand and Company (P) Ltd.,			1-5
4	Advance Accounts	by Shukla & Grewal, S. Chand and Company			1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Valuation of Goodwill and Shares http://www.himpub.com/documents/Chapter1715.pdf	Dr. Nishikant Jha	HIMALAYA	2ND	4
2	NBC- https://www.rbi.org.in/Scripts/FAQView.aspx?id=92	RBI			5
3	Accounting for Limited Liability Partnership https://www.simpletaxindia.net/2012/11/limited-liability-partnership-llp-free.html	CA RAJKUMAR IS ADUKIA			
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Finance India – Accounting and Finance https://www.financeindia.org/volumes/fi.htm	Indian Journal of Finance http://www.indianjournaloffinance.co.in/	1-5
2	https://onlinelibrary.wiley.com/journal/15406261	Global Journal of Finance and Management https://www.rpublication.com/gjfem.htm	1-5
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Category (Please Tick Mark) - √	Details of the Resource
-----------------------------------	-------------------------

Module No.	Book			Magazine	Journals		Available In VSIT Library?		(i.e. Name, Chapter & Page No., etc.)
	Text	Reference	E-Book		Regular	E-Journal	Y	N	
1	✓	✓					Y		Financial Accounting - Tulsian
2									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/MIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=oRldr3yMFvA - BANKING COMPANIES (B/S)	1
2	https://www.youtube.com/watch?v=KpzdBltnmA - BANKING COMPANIES (P/L)	1
3	https://youtu.be/h25Nb_KbMeE - Insurance company	1
4	https://youtu.be/ISoLoDjQxU - NBC	3
5	https://youtu.be/QPcKjGC786I valuation of goodwill	2
6	https://drive.google.com/drive/folders/10TX5istLOYU6pYQT33MTJtgD15Belq2D?usp=sharing -- Digital content	ALL
7	Insurance - https://vsitedu-my.sharepoint.com/:v:/g/personal/agnus_anthony_vsit_edu_in/EbmSnhO-B25Mqjey5Sfss2MBgm_MmFHnv3l67l9mypNelg?e=M1KCmn	2
8		ALL
9		
10		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/courses/introduction-to-banking/content or Alison's App	Alison's App	6 hrs	Y
2	Insurance Fundamentals- https://www.coursera.org/lecture/financial-markets-global/insurance-fundamentals-X6HV1	https://www.coursera.org/in	36 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Limited Liability Companies- https://www.coursera.org/lecture/corporate-commercial-law-part2/limited-liability-companies-45MZm	coursera	19 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/6/2021	20/9/2021	12-13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	01	Final Accounts of Banking Company		CO1		
	2	01	Legal provisions of Banking Regulation Act ,1949 relating to Accounts		CO1		https://rbi.org.in/home.aspx
	3	01	Statutory reserves including Cash reserve ratio and Statutory Liquidity Ratio		CO1		
2	4	01	Bill purchased and discounted, rebate of bill discounted ,Capital Adequacy Ratio		CO1		
	5	01	Final accounts in prescribed form		CO1	Private bank ICIC	Public Bank SBI

						https://www.moneycontrol.com/financials/icicibank/balance-sheetVI/ICI02	https://economictimes.indiatimes.com/state-bank-of-india/balance-sheet/companyid-11984.cms
2	6	01	Non-performing assets and income from Non-performing assets		CO1		
	7	01	Classification of Advances, standard, sub-standard, doubtful and provisioning requirement		CO1		
	8	01	Problems of Final Accounts of Banking Company		CO1		
3	9	01	Problems of Final Accounts of Banking Company		CO1		
	10	01	Problems of Final Accounts of Banking Company		CO1		
	11	04	Valuation of Goodwill		CO4		
4	12	04	Maintainable Profit method,		CO4		
	13	04	Super Profit Method		CO4		
5	14	04	Capitalization method		CO4		
	15	04	Annuity Method		CO4		
	16	04	, Valuation of Shares		CO4		
	17	04	Intrinsic Value Method,		CO4		
6	18	04	Yield method and Fair Value Method		CO4		
	19	04	Practical Problems of Valuation of Goodwill and Valuation of Shares		CO4		Flip board by using

							google sheets
	20	04	Practical Problems of Valuation of Goodwill and Valuation of Shares		CO4		
	21	04	Practical Problems of Valuation of Goodwill and Valuation of Shares		CO4		
7	22	02	Problems of Final Accounts of Insurance Company		CO2		
	23	02	Problems of Final Accounts of Insurance Company		CO2		
	24	02	Problems of Final Accounts of Insurance Company		CO2		
	25	02	Problems of Final Accounts of Insurance Company		CO2		
7	26	02	Problems of Final Accounts of Insurance Company		CO2		
	27	02	Revision		CO2		
	28	02	Revision		CO2		
	29	03	NBF companies Introduction, Definition,		CO3		Guest Lecture
8	30	03	Registration and Regulation		CO3		
	31	03	Registration and Regulation		CO3		
	32	03	Accounting of Investment of NBF companies,		CO3		
	33	03	Applicability of Prudential Norms,		CO3		
	34	03	Assets classification, Non- performing Assets, Capital Adequacy,		CO3		
9	35	03	Preparation of Financial statement		CO3		
	36	03	Preparation of Financial statement		CO3		

10	37	03	Preparation of Financial statement		CO3		
	38	05	Accounting for Limited Liability Partnership		CO5		Inquiry based learning – IBL
11	39	05	Conversion of Partnership business into Limited Liability Partnership Final Accounts		CO5		
	40	05	Problems relating to Limited Liability Partnership		CO5		
	41	05	Problems relating to Limited Liability Partnership		CO5		
	42	05	Problems relating to Limited Liability Partnership		CO5		
	43	05	Problems relating to Limited Liability Partnership		CO5		
12	44	05	Problems relating to Limited Liability Partnership		CO5		
	45	05	Revision		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specificity	Total
NA			NA	NA	40	05		100 /4

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Final Accounts of Banking Company	CO1		
2	Final Accounts of Insurance Company (Excl. Life Insurance)	CO2		
3	Non – Banking Financial Companies	CO3		
4	Valuation of Goodwill and Shares	CO4		
5	Accounting for Limited Liability Partnership	CO5		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	Y	Y		1		Y		Y	Y
2	4	Y	Y		2		Y		Y	Y
3	6	Y	Y		3		Y		Y	Y
4	8	Y	Y		4		Y		Y	Y

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz	June	1	CO1		
Open Book Test	July	2	CO2		
Take Home Test	Aug	3	CO4		
Class tests / prelims	Sept	4	CO5		
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					

2					
---	--	--	--	--	--

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes (Puzzle /Crossword/ climb the ladder)
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes (POLL)
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Agnus Anthony Meledath

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Teaching Pedagogy :

1) PODCASTS - <https://www.spreaker.com/show/banks-in-india-podcast>

- 2) Inquiry based learning – IBL
 - 3) Compare & Contrast
 - 4) Flip board by using google sheets
-

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e-books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about new tools common to financial statement analysis and how to use them in practical applications. To develop an understanding of company accounts and Amalgamation.
Affective	What do you want students to think / care about?	Understand how financial statement information can help solve business problems. To know the procedure for Buy back of shares, liquidation of companies and internal reconstruction and its impact on revised capital.
Behavioural	What do you want students to be able to do?	Can become accountants and finance professionals. To be well versed with accounts

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To know the different types of underwriting.	Unit 1
CO2	To be able to understand the need for Buy – Back of shares.	Unit 2
CO3	To Understand the term 'Amalgamation' and the methods of accounting for amalgamations. To be able to calculate purchase consideration under both the methods of Amalgamation.	Unit 3
CO4	To understand the need, study legal aspect for internal reconstruction.	Unit 4
CO5	To be able to understand the procedure for preparation of statement of affairs and deficiency/surplus account.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	M	S	M								
CO 3	S	S	M	M								
CO 4	S	M	S	M								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	
CO 2	S	S	M	
CO 3	S	S	M	
CO 4	S	S	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Accounting - V	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of CEPR					
	Financial Accounting - V	20		25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch I	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch II	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.) Online Meeting
Batch I	Monday		Ms. Team
Batch II	Tuesday		Ms .Team

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Underwriting of shares & debentures	7	20
2	Buy-Back of shares	7	20
3	AS- 14 Amalgamation, Absorption & External Reconstruction	10	20
4	Internal Reconstruction	10	20
5	Liquidation of Companies	6	20
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Financial accounting – III	1 & 5
2	4	Financial accounting – IV	1 & 5

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	TYBAF
2		M.Com Part I, ICAI, CS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Buy back of shares and its procedures.
2	Accounts to be maintained at the time of liquidation of a company.
3	Accounts to be prepared at the time of amalgamation of firms.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target Dec -2021	Dec -2020	Dec-2019	Dec 2018	Dec 2017	Dec 2016	Dec 2015

Course Passing % – Average of 3 Divisions	100%	100 %	95%	93%	94.04	96	100
Marks Obtained by Course Topper (Mark /100)	100	100	92	95	99	96	97

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec-2020	SSK	100%	SSK	100%	SSK	100%
Dec-2019	SSK/KCM	100%	SSK/KCM	94%	SSK/KCM	96%
Dec-2018	SSK/KCM	92%	SSK/KCM	94%	SSK/KCM	92%
Dec 2017	SSK	92.11	SSK	96		
Dec 2016	SSK	95.38	-	-	-	-
Dec 2015	SSK	100	-	-	-	-

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Amalgamation	1	Extra Practical questions need to be solved
Liquidation of companies	3	Extra Practical questions need to be solved and theory should be explained well

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advance Accountancy	R L Gupta & Radheswamy	S Chand & Co	3 rd	2, 3
2	Advance Accountancy	Shukla and Grewal	S Chand & Co	5 th	1, 2
3	Financial Accounting – A Managerial Emphasis	Ashok Banerjee	Excel Books	2	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Accounting Standard	Ashish Bhattacharya	Tata Mc Graw Hill	2	5
2	Modern Accountancy	Mukherjee & Hanif	Tata Mc Graw Hill	3	3
3	Financial Accounting	P C Tulsian	Pearson Publication	3 rd	5
4	Company Accounting Standard	Srinivasan Anand	Taxman	2 nd	1, 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	Liquidation of companies	C.A. S.S. Pratap	ICAI		4
2	Internal reconstruction	C.A. SM Asha	ICAI		5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.accaglobal.com	Chartered Accountant – ICAI scales new heights of success	1-5
2		Chartered Accountant – Looking for new horizons	1-5
3		Chartered Accountant – Pollinating the growth	1-5
4		Chartered Accountant – Expanding growth	1-5
5		Chartered Accountant – International Taxation	1-5
6		Chartered Accountant – 67 years as institution of public trust	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		Fundamental of Accounting & Financial Analysis – Chowdhary, Anil P
2		✓	✓				✓		Introduction to Financial Accounting - Horngren Charles
3		✓					✓		Financial Accounting – A Managerial Emphasis – Ashok Banerjee
4		✓	✓				✓		Financial Accounting - Rajasekaran V
5			✓					✓	

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	Online Notes (http://www.icaiknowledgegateway.org)	1-5
3	https://drive.google.com/file/d/1eHaQe0ZhLwp3WF_cwA4Utz67PDSuM1u/view?usp=sharing	4
4	https://www.youtube.com/watch?v=uECJAasfPPU	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Accounting: From Beginner to Advanced! https://www.udemy.com/course/accounting101/	Udemy	10	Y
2	Become a Financial Analyst https://www.linkedin.com/learning/paths/become-a-financial-analyst	LinkedIn	17	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP9 with GST or Advance Excel	Internal Faculty	30 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/6/2021	Tentative 21/9/2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	4	Introduction to syllabus & Introductions Internal Reconstruction				
	2	4	-Methods - Alteration of Share Capital - Variation of Share Capital				

	3	4	<ul style="list-style-type: none"> • Methods - Reduction Of Share Capital - Comprise & Agreements. - 				Take home MS Quiz
2	4	4	<ul style="list-style-type: none"> - Subdivision & Consolidations - Proforma of Capital Reduction - Proforma of Balance Sheet <p>(https://economictimes.indiatimes.com/state-bank-of-india/stocks/companyid-11984.cms)</p>				Case Study of SBI ,
	5	4	Practical problems on above				Brain Games (https://www.proprofsgames.com/player/)
	6	4	Practical problems on above				
3	7	4	Practical problems on above				Assignments 1
	8	4	Practical problems on above				
	9	4	Practical problems on above				
	10	4	Practical problems on above (Revision)				
4	11	3	Introduction to amalgamation, Absorption & External Reconstruction				Case Study of Birla sun life, Vodafone and idea merger
	12	3	Accounting Aspect As-14, Scope of AS 14				
	13	3	Accounting in the books of transferor company				
5	14	3	Purchase consideration and it's methods with Practical Problems				One Minute papers
	15	3	Problem on amalgamation				
	16	3	Problem on amalgamation				Brain Games (https://www.proprofsgames.com/player/)

	17	3	Accounting entries related to amalgamation in the books of Transferee				
6	18	3	Problem on amalgamation				Assignments 2
	19	3	Problem on amalgamation				
	20	3	Problem on amalgamation(Revision)				Surprise test
6	21	1	Introduction, Underwriting, Underwriting Commission Provision of Companies Act with respect to Payment of underwriting commission				
	22	1	Underwriters, Sub-Underwriters, Brokers and Manager to issues Types of underwriting, Abatement Clause Marked, Unmarked and Firm-underwriting applications				Case Study https://www.superiordatascience.com/underwritingcasesstudy.html
	23	1	Journal entries related to above chapter				
	24	1	Journal entries related to above chapter				(Open Book Test)
7	25	1	practical problems on above				Brain Games (https://www.proprofsgames.com/player/)
	26	1	practical problems on above				Assignments 3
	27	1	practical problems on above				
8	28	5	Meaning of liquidation or winding up Liquidator's				
	29	5	Preferential payments, Overriding preferential payments (https://www.realbusinessrescue.co.uk/business-liquidation-and-bankruptcy/liquidation-case-studies)				Case Study
	30	5	Preparation of statement of affairs, deficit / surplus account, final statement				
	31	5	Problems on Above				Brain Games (https://www)

							proprofsgames.com/player/
9	32	5	Problem on above				Assignments 4
	33	5	Problem on above				
	34	2	Buy back of shares Introduction , Meaning				
10	35		Company Law / Legal provisions				Brain Games (https://www.proprofsgames.com/player/)
	36		Company Law / Legal provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions)				
11	37		Compliance of conditions including sources Maximum limits and debt equity ratio. Cancellation of Shares Bought back				(Case Study of Wipro co.)
	38		Practical problems on above				
12	39		Practical problems on above				
	40		Practical problems on above				
	41		Revision of Previous Module				Quiz on MS Teams
	42		Revision of Previous Module				Doubt Clearing Session

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Two Class Tests (Other than IA)	Class participation/ Mini Project	Other (2) specify	Total
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20	20	-	-		40	20		100 Scale Down to 25
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Internal Reconstruction	1	2 nd week	3 rd week
2	AS- 14 Amalgamation, Absorption & External Reconstruction	2	5 th week	6 th week
3	Underwriting of shares & debentures	3	8 th week	9 th week
4	Liquidation of Companies	4	11 th week	12 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Textbook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓		✓	1		✓		✓	✓
2	5	✓		✓	2		✓		✓	✓
3	8	✓		✓	3		✓		✓	✓
4	11	✓		✓	4		✓		✓	✓

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2		Q1 – Concept Base Q2 – Practical Base Q3 – 1 numerical 5 Marks 20 marks each for IA 1	
Two Class Test		1 & 3			

Pop Quiz		3			
Open Book Test		4			
Take Home Test		1 & 5			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2		NA			
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1		Na			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case Study on Debt –Equity Ratio application and importance		1	
2	2	Practical Group Project such as Amalgamation of Companies, Underwriting of Shares;		2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	✓ (On Underwriting of Shares.)
2		Industrial Visit	Virtual tour to BSE or NSE
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	✓
5		Pop Quiz	✓
6		Mobile App Based Quiz	✓
7		Open Book Test	
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	✓
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	✓
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	✓
17		Lecture Capture Usage	✓

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Mr. Sandip Khandekar

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Methodology :

Analogy : Using Analogies for Creative Problem Solving

Co-operative learning : Game base learning , Mini Project , Case lets. Etc.

Consolidated Academic Administration Plan for the Course
VSIT Financial Analysis and Business Valuation – V
B.Com. (Accounting & Financing)– 2021-2022 – Odd Semester
Mr. Vijay Gawde & Mr. Ajay Poojary

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand various Financial Models and Valuation Models
Affective	What do you want students to think / care about?	To think on basics of valuation. To know about various approaches for valuating business.
Behavioural	What do you want students to be able to do?	To solve practical problems based on Profitability Ratios and Cash flows. To understand the role of valuation in business.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand financial modeling for project appraisal.	Unit 1
CO2	To make students comfortable with Financial Analysis.	Unit 2
CO3	To provide an insight on Growth Analysis and Sustainable Earning.	Unit 3
CO4	To make them familiar with basics of Valuation.	Unit 4
CO5	To understand various Valuation Models.	Unit 5
CO6	To solve practical problems based on Valuation of Assets and Liabilities.	Unit 6

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M	M							
CO 2	S	S	S	M	M							
CO 3	M	S	M	S	S							

CO 4	M	S	S	S	S							
CO 5	M	S	S	S	S							
CO 6	W	M	S	S	M							

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	M	M	
CO 2	M	S	S	
CO 3	M	S	S	
CO 4	S	S	S	
CO 5	S	S	S	
CO 6	S	S	M	

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Internal	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Analysis and Business Valuation - V	75	25	--	--	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Financial Analysis and Business Valuation – V	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Batch	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch 2	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Friday	12:30p.m. to 1:30p.m	Online (MS Teams)
Batch 2	Saturday	12:30p.m. to 1:30p.m	Online (MS Teams)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Financial Modeling for Project Appraisal	4	10
2	Financial Analysis	10	20
3	Growth Analysis and Sustainable Earning	6	20
4	Basics of Valuation	4	10
5	Valuation Models	8	20
6	Valuation of Assets and Liabilities	8	20
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Financial Management I	NPV, IRR
2	4	Management Accounting	Analysis and Interpretation of Accounts, Ratio Analysis, Cash Flow Statement
3	5	Financial Accounting VI	Valuation of Goodwill and Shares

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	6	Financial Management III – Business Valuation topic
2		Post Graduate Courses such as M.Com, MBA, etc

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Applying Financial Modeling for Project Appraisal
2	Analysing the Financial Statements of a Company
3	Valuation of a business for legal and tax purpose

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100%	100%	100%	85.71%
Marks Obtained by Course Topper (mark/100)	97	93 (Saud Fakhi, Ibad Tandel)	92 (Mohd Saquib)	95 (Prasad Lad)

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	VMG	100%				
Nov 2019	AJP	100%			-	-
Nov 2018	VRG	85.71%	-	-	-	-

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Valuation Models	5	More conceptual knowledge through examples to be given

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Measuring and Managing the value of companies	Tim Koller	Mc Kinsey & Co	5 th	4-6
2					
3					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Valuation: Measuring and Managing the value of Companies	Thomas Copeland-	Wiley	1 st	4-6

2	The Handbook of Advanced Business Valuation	Robert Reilly	McGraw-Hill	1 st	4-6
3	Business Valuation	Pitabas Mohanty	Taxmann	2015	4-6
4					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Measuring and Managing the value of companies	Tim Koller	Mc Kinsey & Co	5 th	4-6
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			
2			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓							
2		✓							
3		✓							
4		✓							
5		✓							
6		✓							

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in/vrefer & MS Teams)	1-6

2		
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	VAC on International Finance			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	21/09/2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Intro to Subject and Discussion of AAP		CO1		
	2	1	Intro to Financial Modeling – Concepts and Application		CO1		
	3	1	Use of NPV, IRR		CO1		Pop Quiz

	4	1	Forecasting Techniques		CO1		Mini Project
	5	2	Intro to Financial Analysis		CO2		Assignment 1
	6	2	Financial Statement Analysis		CO2		
	7	2	Analysis of Balance Sheet		CO2		
	8	2	Analysis of Balance Sheet		CO2		
	9	2	Analysis of Income Statement		CO2		OBT
	10	2	Analysis of Income Statement		CO2		Assignment 2
	11	2	Analysis of Statement of Shareholder Equity		CO2		
	12	2	Analysis of Cash Flow statement		CO2		
	13	2	Analysis of Profitability		CO2		
	14	2	Revision of Unit 2		CO2		Minute Papers
	15	3	Introduction to Growth Analysis		CO3		
	16	3	Introduction to Sustainable Earnings		CO3		Assignment 3
	17	3	Concept of Growth Analysis		CO3		
	18	3	Analysis of Changes in profitability and sustainable earnings		CO3		
	19	3	P/B ratio, Sums		CO3		THT

	20	3	P/E ratio, Sums		CO3		
	21	4	Introduction to Valuation, Price and Value		CO4		
	22	4	Foundation of Business Valuation		CO4		
	23	4	Purpose of Business Valuation, Valuation of Bias		CO4		
	24	4	Uncertainties and Role of Business Valuation		CO4		Assignment 4
	25	5	Introduction to Valuation Models		CO5		
	26	5	Asset based approach		CO5		
	27	5	Income based approach		CO5		Minute Papers
	28	5	Market based approach		CO5		
	29	5	Discounted cash flow		CO5		
	30	5	Relative Valuation		CO5		
	31	5	Free cash flow valuation		CO5		Assignment 5
	32	5	Revision of Unit 5		CO5		
	33	6	Valuation of Fixed Assets		CO6		
	34	6	Valuation of Inventories		CO6		
	35	6	Valuation of Shares		CO6		

	36	6	Valuation of Goodwill		CO6		Minute Papers
	37	6	Valuation of Patents, Copyrights		CO6		
	38	6	Valuation of Brands, Real Estate		CO6		
	39	6	Valuation of Liabilities		CO6		
	40	6	Revision of Unit 6		CO6		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Two Class Tests	Internal Assessment (Midterm)	Other (2) specify	Total
20	20	-	-	-	40	20		100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1	CO1	3 rd week	4 th week
2	Assignment 2	CO2	5 th week	6 th week
3	Assignment 3	CO3	7 th week	8 th week
4	Assignment 4	CO4	9 th week	10 th week
5	Assignment 5	CO5	11 th week	12 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	6	✓			3		✓		✓	
4	8	✓			4		✓		✓	
5	10	✓			5		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	2,3	CO2 and CO3	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	

3	Test and Assessments	Class Tests – (other than IA)	Yes (1 in each unit)	
4		Mini Projects	✓	
5		Pop Quiz	✓	
6		Mobile App Based Quiz		
7		Open Book Test	✓	
8		Take Home Test	✓	
9		Collaborative and Group Activity	Poster Presentation	
10			Minute Papers	✓
11	Students Seminar			
12	Students Debates			
13	Panel Discussion / Mock GD			
14	Mock Interview			
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓	
16		Value Added Courses	✓	
17		Lecture Capture Usage		

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Mr. Ajaykumar Poojary

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The students should be able to understand Approaches of Business Valuation
Affective	What do you want students to think / care about?	The students should be able to learn Commonly Used Bases for determining the Exchange Ratio – EPS, MPS, Book value
Behavioural	What do you want students to be able to do?	The students should be able to have make sound Financial Decisions based on their knowledge of mergers ,acquisition, restructuring , leasing etc

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	The student knows the Basic concepts of Book Value, Market Value, Economic Value	Unit 1
CO2	The student understood and prepared accounts relates to mergers and Acquisitions	Unit 2
CO3	The student understood Leasing as Financing Decisions	Unit 3
CO4	The student solved problems based on Lease and Hire Purchase.	Unit 4
CO5	The student understood working capital Financing.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M	S	W	S						
CO 2	S	S	M	S	S	M						
CO 3	S	S	M	S	M	S						
CO 4	S	S	M	S	S	M						
CO 5	S	S	M	S	M	S						

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	M	M	S
CO 2	S	S	M	S
CO 3	S	S	M	S
CO 4	S	S	M	S
CO 5	S	S	M	S

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
3.6.1	FA-VI	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
3.6.1	FA- VI	20	05	25	75	--	--	--	75

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	THUR	12.40 to 1.40 (DIV A)	X011

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Business Valuation	10	20%
2	Mergers and Acquisitions	10	20%
3	Corporate Restructuring and Takeovers	10	20%
4	Lease and Hire Purchase Financing	15	20%
5	Working Capital financing	15	20%
* Insert rows for more modules in the Course		Total	40 HRS
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Financial Management I	
2	5	Financial Management II	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	ALL	MBA IN FINANCE
2	1	MCOM

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1.	Students will be able to prepare accounts of companies that are merged or acquired.
2	Students will be able to work as financial analyst ,business valuer's and accountants

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target –Nov 2021	Dec 2017	Dec 2016

Course Passing % – Average of 3 Divisions	95 - 100	NA	NA
Marks Obtained by Course Topper (mark/100)		NA	NA

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2019-20	Agnus A	100%	Agnus A	100%	Agnus A	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Mergers and Acquisitions	2	More case studies and practical problem solving plus videos and ppts

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	M.Y. Khan and P.K. Jain	Tata McGraw Hill	7th	1
2	Financial Management: Theory and Practice	Prasanna Chandra	Tata McGraw Hill	2nd	2-5
3	Financial Management	IM Pandey		3rd	2-5
4	Financial Management	Ravi Kishor			

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Reporting	Chattergeee	Taxman	2nd	2
2	Fundamentals of Financial Management	Bhabotosh Banerjee,	PHI Learning Pvt. Ltd		
3	Financial Management	IM Pandey	Taxman	3rd	3
4	Financial Management	Ravi Kishor			5

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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No.	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	http://ebooks.lpude.in/commerce/mcom/term_3/DCOM505_WORKING_CAPITAL_MANAGEMENT.pdf		Lovely Professional University Phagwara		
2	https://icmai.in/upload/Students/Syllabus-2012/Study_Material_New/Inter-Paper5-Revised.pdf		Directorate of Studies		
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Mergers_and_Acquisitions_A_Conceptual_Review	https://www.researchgate.net/publication/283044556_	2
2	Corporate Restructuring and Takeovers	https://dash.harvard.edu/bitstream/handle/1/20213003/Coates_781.pdf?sequence=1	3
3	Hire Purchase and Leasing	https://www.accaglobal.com/in/en/business-finance/types-finance/hire-purchase.html	4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		Financial Reporting
2		✓					✓		Financial Accounting
		✓					✓		Advance Accounts

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

No.	Websites / Links	Module Nos.
1	Market Value Added https://youtu.be/8whZgxyvFWY	1
2	Liquidation Value https://youtu.be/0hke5zfUd_w	1
3	Company Merger Acquisition Amalgamation(Terms) https://youtu.be/nHy-b2e1-wA	2
4	Case Let of 2 Mergers & Takeover https://youtu.be/iMVaYUYAx4g	3
5	Hire purchase https://www.youtube.com/watch?v=Qmr_wVdcOb8	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursary.com/course/mergers-and-acquisitions-mampa-fundamentals-GQT060ac?fromfld=lpnxt&tpl=a100456	coursera	4 days	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursary.com/course/business-valuation-mergers-and-acquisitions-ZQT0431f?fromfld=lpnxt&tpl=a100456	wikieducator	4 weeks	Y
2	NJ Flap Financial Literacy Program	<i>NJ India Invest Pvt. Ltd. Is India's Leading Financial Products Distributor</i>	3 months	y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	/19		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Business Valuation Conceptual Framework of Valuation		CO1		
	2	1	Book Value, Market Value, Economic Value,		CO1		
	3	1	Liquidation Value, Replacement Value, Salvage Value		CO1		
	4	1	Value of Goodwill and Fair Value		CO1		
	5	1	Approaches of Valuation, Assets Based Approach to Valuation		CO1		
	6	1	Earnings Based Approach to Valuation ,		CO1		
	7	1	Earnings Measure on Cash Flow Basis		CO1		
	8	1	Market Value Added Approach and Economic Value Added.		CO1		
	9	1	Practical Problems		CO1		
	10	1	Practical Problems		CO1		

11	1	Practical Problems		CO1		
12	2	Mergers and Acquisitions Introduction- Basic modes of acquiring another firm		CO2		
13	2	Synergy effects, Difference between Merger and Takeover,		CO2		
14	2	Advantages of Mergers and Acquisitions, Benefits of Merger for Acquiring firm, Reasons of companies to offer themselves for sale,		CO2		
15	2	Commonly Used Bases for determining the Exchange Ratio – EPS, MPS, Book value and Combination of Mergers and Evaluation of Mergers		CO2		
16	2	Practical Problems		CO2		
17	2	Practical Problems		CO2		
18	2	Practical Problems		CO2		
19	2	Practical Problems		CO2		
20	3	Corporate Restructuring and Takeovers Introduction – Meaning, Need and Importance, Forms of Restructuring, Advantages and Disadvantages		CO3		
21	3	Takeovers – Meaning, SEBI Guidelines, Anti-takeover defences and Asset and Liability Restructuring.		CO3		
22	3	Practical Problems		CO3		
23	3	Practical Problems		CO3		
24	3	Practical Problems		CO3		
25	3	Practical Problems		CO3		

26	3	Practical Problems		CO3		
27	4	Lease and Hire Purchase Financing Introduction – Meaning and Types of Leases, Rationale, Mechanics, Operating Leases		CO4		
29	4	Leasing as Financing Decisions, Calculation of Cash flows of a finance lease		CO4		
30	4	Hire Purchase – Meaning, Need and Importance, Calculation of Hire Purchase instalments. Choice between Leasing and Hire Purchase		CO4		
31	4	Practical Problems		CO4		
32	4	Practical Problems		CO4		
33	4	Practical Problems		CO4		
35	5	Working Capital financing Introduction – Key features and Characteristics of Trade Credit, Bank Credit		CO5		
36	5	Commercial Papers, Certificate of Deposits and Factoring		CO5		
37	5	Practical Problems based on Factoring and calculations of yield of CP's and CD's		CO5		
38	5	Practical Problems		CO5		
39	5	Practical Problems		CO5		
40	5	Practical Problems		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
--	-------------	----------	-----------------------------	------------------------	-----------------------------	---------------------	-------------------	-------

							05	05
--	--	--	--	--	--	--	----	----

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Business Valuation	CO1	2 nd week	3 rd week
2	Mergers and Acquisitions	CO2	5 th week	6 th week
3	Corporate Restructuring and Takeovers	CO3	6 th week	7 th week
4	Lease and Hire Purchase Financing	CO4	8 th week	9 th week
5	Working Capital financing	CO5	10 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	Y	Y		1		Y		Y	Y
2	4	Y	Y		2		Y		Y	Y
3	6	Y	Y		3		Y		Y	Y
4	8	Y	Y		4		Y		Y	Y

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
-------	------------	------------	--------	---------------------------	--------

1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	Jan	1,5	CO1,5		
Open Book Test	Feb	4	CO4		
Take Home Test	Mar	3	CO3		
Class tests / prelims	Mar	ALL	All		
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	Yes
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Agnus Anthony

Faculty 1 Name (Sign.)

Agnus Anthony Meledath

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)
Prof. Pallav Shah

External Academic Mentor (Sign.)Prof.
L.N.Chopde

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Consolidated Academic Administration Plan for the Course
Cost Accounting IV–
BAF-Third year- 2021– 2022 Even Semester
Dr Leena Nair

The academic resources available in VSIT –

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Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about difference between costing Techniques and Costing methods.
Affective	What do you want students to think / care about?	Understand the terminologies of Budgetary Control, Standard Costing, Marginal Costing and Managerial Decision Making.
Behavioural	What do you want students to be able to do?	Ability to prepare budget for a start up on their own for any project.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand different types of budget and its preparation	Unit 1
CO2	Gain knowledge on application of marginal costing	Unit 2
CO3	Analyse different project proposals on its profitability , expansion or withdrawal	Unit 3
CO4	Analyse the cost component and the variation from standard and actual	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)
<https://vsit.edu.in/IQAC/BAF.pdf>

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S	M	M						
CO 2	S	S	S	S	M	M						
CO 3	S	S	S	S	M	M						
CO 4	S	S	S	S	M	M						
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
3.6.2	Cost Accounting IV	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
3.6.2	Cost Accounting IV	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch 2	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			
B			
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module	Module Title and Brief Details	Teaching	% Weightage in
--------	--------------------------------	----------	----------------

No.		Hrs. for each module	University Question Papers
1	Budgeting and Budgetary Control	10	25
2	Absorption Costing and Marginal Costing	10	25
3	Managerial Decision Making	10	25
4	Standard Costing and Variance Analysis	10	25
5			
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Cost Accounting I	ALL
2	3	Cost Accounting II	ALL
3	5	Cost Accounting III	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		Higher Studies in ICWA
2		M.Com., MMS., MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Preparation of cost accounts in a company
2	Inter related to preparation of budget
3	Identification of cost component responsible for increase in cost

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	April 2020	April 2019	April 2018	April 2016
Course Passing % – Average of 3 Divisions	100	100	95.8%	97.6	89.66

Marks Obtained by Course Topper (marks /100)	100	100	96	96	96
---	-----	-----	----	----	----

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Deepti Shirodkar	100%	Deepti Shirodkar	100%	Deepti Shirodkar	100%
April 2020	J. Gunasundari	100%	J. Gunasundari	100%	J. Gunasundari	100%
April 2019	J. Gunasundari	95.8%	J. Gunasundari	95.8%	J. Gunasundari	95.8%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Managerial decision making	3	Solving sums with different adjustment
Marginal costing	2	Recitation of formulae

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Lectures on Costing	Swaminathan	S. Chand and Company (P) Ltd., New Delhi		
2	Cost Accounting	C.S. Rayudu	Tata Mc. Grow Hill and Co. Ltd., Mumbai		
3	Cost Accounting	Jawahar Lal and Seema Srivastava	Tata Mc. Grow Hill and Co. Ltd., Mumbai		
4	Cost Accounting	Ravi M. Kishore	Taxmann Ltd., New Delhi		
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	P.C. Tulsian	S.Chand	2008	
2	Cost Accounting	B.M. Lall Nigam	PHI	2014	
3	Cost Accounting	M.N. Arora	Himalaya	2014	

4	Cost and Management Accounting	Taxmann	Taxmann	4th	
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting : A managerial Emphasis	Charles T Horngren(Google Search)	Pearson	13	1 & 2
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://lib.myilibrary.com	Global Journal of Finance and Management	1-4
2	https://doaj.org/	Indian Journal of Management	1-4
3	ebsco	The Chartered Accountant	1-4
4		Indian Journal of Finance	1-4
5		International Journal of Management	1-4
6			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Cost Accounting - Tulsian
2									
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	https://www.youtube.com/watch?v=SjFv8RwAlco&list=PLp1aD-TyJZ1pvKo29cL4oFLo5Evg3R2aW Online Notes and PPTs (http://www.buyya.com/254/lecture-plan.html)	1
3	https://www.youtube.com/watch?v=89dZ40ORPPA	Absorption costing-unit 2
4		
5		
6		
7		
8		
9		
10		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/	Cost Accounting & Financial Management – Raja Natarajan	45 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1			1	

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	2/12/21	15/3/21	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction and Types of Budget syllabus				
	2	1	Budgetary Control				
	3	1	Administration of Budgetary Control				
	4	1	Advantages and disadvantages				
	5	1	Sales Budget				
2	6	1	Cash Budget				
	7	1	Production Budget				
	8	1	Purchase Budget				
3	9	1	Flexible Budget				
	10	1	Flexible Budget				
	11	2	Methods and Techniques of costing				
4	12	2	Limitation				
	13	2	Absorption costing				
	14	2	Marginal Costing				

5	15	2	Cost Volume Profit analysis				
	16	2	Profit Volume Ratio- Mix and Match game				
	17	2	Practical sums				
4	18	2	Practical sums				
	19	2	Practical sums				
	20	2	Practical sums				
5	21	3	Managerial decision making, Meaning, Factors				
	22	3	Make Or Buy , Optimum sales mix				
	23	3	Decision regarding exploring new market				
6	24	3	Plant shut down, types of cost				
	25	3	Practical sums				
	26	3	Practical sums				
7	27	3	Practical sums				
	28	3	Practical sums				
	29	3	Practical sums- Assignment II				
8	30	3	Practical sums- Open Book test				
	31	4	Standard costing and Variance analysis, Definition, Purpose , features				
	32	4	Material variances				

9	33	4	Practical sums				
	34	4	Practical sums				
	35	4	Practical sums				
10	36	4	Practical sums				
	37	4	Labour variances				
	38	4	Practical sums – Memory game				
11	39	4	Practical sums				
	40	4	Practical sums				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifically	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Budgetary Control	1		

2	Marginal Costing	2		
3	Managerial Decision Making	3		
4	Standard Costing	4		
5				

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	6	Yes			2		Yes			Yes
2	9	Yes			3				Yes	Yes
3										
4										
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
Pop Quiz	8 th week	2			
Take home test	12 the Week	3			
Class tests / prelims					
Class tests / prelims					

Any other test/exams					
----------------------	--	--	--	--	--

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
---------------	------------	-------------------------------------	----------------------------	--------	-------------------------------

1	1	Analysing State government Budget	Budget	1	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Project based on Marginal Costing	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	Preparation of budget for start-up business
5		Pop Quiz	Quiz
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Reading analysing State Government Budget
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Improve the technical and accounting skills to analyse financial statements and disclosures for use in financial analysis, and learn how accounting standards and managerial incentives affect the financial reporting of different companies such as Electricity Companies, Co-operative Society.
Affective	What do you want students to think / care about?	While applying the accounting standard, concepts, and principles students should understand it's practical importance and uses.
Behavioural	What do you want students to be able to do?	By the end of this course, students will be able to read the three most common financial statements: the income statement, balance sheet, and statement of cash flows. Then you can apply these skills to a real-world business challenge.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To know the rules and regulation of electricity company	1
CO2	To learn bye-laws and accounting procedure as per co-operative society act-2003	2
CO3	To learn the theory and practice of investments	3
CO4	To impart the knowledge of evaluation of Mutual Fund	4
CO5	To know IFRS and its application as per Indian Standard.	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M								
CO 2	S	M	S	M								

CO 3	S	S	M	M							
CO 4	S	M	S	M							
CO 5											

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	
CO 2	S	S	M	
CO 3	S	S	M	
CO 4	S	S	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT401	FINANCIAL ACCOUNTING VII	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT401	FINANCIAL ACCOUNTING VII	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
----------	-----	----------------------------------	-------------------------

A	Saturday	11.00 AM TO 12.00 PM	X.011
B	Saturday	12.00 AM TO 1.00 PM	X.011
C	Friday	12.30 AM TO 1:30 PM	X.011

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Final Account for Electricity Company	10	20
2	Final Accounts for Co-Operative Society - Co-Operative Housing Society - Consumer Co-Operative Society	10	20
3	Investment Accounting (w.r.t. Accounting Standard – 13)	9	20
4	Mutual Fund	8	20
5	Introduction to IFRS and Ind – AS	8	20
* Insert rows for more modules in the Course		Total	45
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	BAF	Indian Accounting Standard
2	2	BAF	Mutual Fund

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		CA, CS
2	III & IV	M.COM-ADV A/C

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Analysis of Co-operative housing society account where students leave.
2	Analysis of Electricity Company Accounts

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	APR 2021	APR 2020	APR 2019	APR 2018	APR 2017	APR 2016
Course Passing % – Average of 3 Divisions	100%	100%	99%	98.5%	96.5%	95%
Marks Obtained by Course Topper (mark/100)	100	100	99	93	92	94

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
APR 2020	SSK	100%	SSK	100%	SSK	100
APR 2019	SSK/KCM	100%	SSK/KCM	98%	SSK/KCM	99%
APR 2018	SSK	98%	SSK	99%		
APR 2017	SSK	97%	SSK	96%		
APR 2016	SSK	95%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Electricity Company A/c	2	More practice of university exam problems.
Mutual Fund A/c	4	More Practise of MCQ based Questions

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advance Accountancy	R L Gupta & Radheswamy	S Chand & Co	3 rd	2, 3
2	Advance Accountancy	Shukla and Grewal	S Chand & Co	5 th	1, 2
3	Financial Accounting – A Managerial Emphasis	Ashok Banerjee	Excel Books	2	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Accounting Standard	Ashish Bhattacharya	Tata Mc Graw Hill	2	5
2	Modern Accountancy	Mukherjee & Hanif	Tata Mc Graw Hill	3	3
3	Financial Accounting	P C Tulsian	Pearson Publication	3 rd	5
4	Company Accounting Standard	Srinivasan Anand	Taxman	2 nd	1, 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Hornegren Charles	Pearson	2013	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Finance India – Accounting and Finance	Indian Journal of Finance	1-5
2	https://lib.myilibrary.com	Global Journal of Finance and Management	1-5
3	https://doaj.org/ebsco		1-3
4	www.icai.org		1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		Advanced Accounting - CA. D. G. Sharma
2			✓					✓	Financial Accounting - Hornegren Charles
3		✓					✓		Financial Accounting – A Managerial Emphasis – Ashok Banerjee
4									
5						✓	✓		The Chartered Accountant

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=RGWKRVOh1ys – Investment Accounting	3
2	https://www.youtube.com/watch?v=wy-fAaJ3nsg – Mutual Fund	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	FINANCIAL ACCOUNTING https://hbx.hbs.edu/courses/financial-accounting/?c1=GAW_SE_NW&source=IN_CORE_FNCE&cr2=search_-_nw_-_in_-_core_-_financial_accounting&kw=_PLUS_financial_P	FINANCIAL ACCOUNTING-HARVARD BUSINESS SCHOOL	60 HRS	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP 9 GST	VSIT	30 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading		Attendance
						Lecture No. (on LMS)	Chapter No. / Page Nos./	

							Books/ Web Site	
1	1	3	Introduction to AAP for Introduction of Investment Accounting		4			
	2	3	Investment Accounting For shares (variable income bearing securities)		4			
	3	3	Investment Accounting For debentures/Preference. shares (fixed income bearing securities)		4			
	4		Accounting for transactions of purchase and sale of investments with ex and cum interest prices		4			
2	5		finding cost of investment sold and carrying cost as per weighted average method		4			
	6		Practical Problems		4			
	7	1	Practical Problems		4			
	8		Practical Problems		4			
	9		Practical Problems		4			
3	10		Introduction Electricity Act 1910, Electricity Supply Act 1948, The Electricity Rules 1956, Electricity Regulatory Commission Act 1998. Electricity Act 2003 (Electricity Regulation 2004 and 2009)		1			
	11		Final Accounts as per Electricity Rules - Receipt & Expenditure on Capital Account General Balance Sheet - Contingency Reserve		1			
	12		Accounting for Grant Received under Accelerated Power Development and Reforms Programme (ARDRP)		1			
	13		Accounting for Depreciation Problem on above		1			
4	14		Disposal of Surplus (As per Electricity Rules): Norms regarding Disposal of Surplus Replacement of Assets		1			
	15		Problem on above		1			
	16	1	Problem on above		1			

	17	1	Problem on above		1			
	18	1	Problem on above		1			
	19	1	Problem on above		1			
	20	1	Introduction to Co-operative Society final Account		2			
	21	1	Provisions of Maharashtra State Co-Operative Societies Act and rules. Accounting		2			
	22	1	provisions including appropriation to various funds		2			
	23	1	Format of Final Accounts – Form N		2			
	24	2	Format of Final Accounts – Form N		2			
	25	2	Problem on above		2			
	26	2	Problem on above		2			
	27	2	Problem on above		2			
	28	2	Problem on above		2			
	29	2	Problem on above		2			
	30	3	Introduction to Mutual funds, Historical Background SEBI Guidelines, Types of Mutual Fund Schemes		3			
	31	3	FOF Scheme, Load or No-Load Scheme, Investment Valuation norms		3			
	32	3	Pricing of units, Contents of Balance sheet and revenue Account		3			
	33	4	Evaluation of mutual funds, Disposal of Investments, Recognition of Income		3			
	34	4	Accounting policies and entries, problems		3			

	35	4	Accounting policies and entries, problems		3			
	36	4	Accounting policies and entries, problems		3			
	37	4	Introduction to IFRS Role/objectives of accounting standards		5			
	38	4	Development of accounting standards in India - Requirements of international accounting standards -		5			
	39	3	International organizations engaged in accounting harmonization - IASB - FASB -		5			
	40	3	Interpretation, Scope and compliance of Accounting Standards, Role of IASB in developing IFRS, Applicability		5			
	41	3	Indian Accounting standards (Ind AS) : Introduction, Road map, First time adaptation of Indian Accounting Standard, Conceptual framework		5			
	42	3	Comparison of Ind AS, IFRS and AS, IFRS : Introduction, scope Purpose, Objective of financial statement-its Framework-its assumption, characteristics		5			
	43	3	element, recognition & measurement., first time adoption of IFRS		5			
	44	3	Convergence of Ind-As and IFRS		5			
	45	3	Revision		5			
	46	3	Revision		4			
	53	5	Revision		5			

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments Or Project Work or Presentation	Lab / Practical Performance	Class Tests (Other than IA)	Mid-term Descriptive	Other (2) specify	Total
20	20	-	(4 test on Each unit *10)40	20		100 converted into 25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Practical problems on Electricity Company	1		
2	Practical problems on Co-operative Housing Society	2		
3	Practical problems on Investment Accounting	3		
4	Practical problems on Mutual Fund	4		
5	Project on IFRS and Reporting	5		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√	√		1				√	
2	5	√	√		4				√	
3	8	√	√		2				√	
4	11	√	√		3				√	
5	13	√	√		5				√	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	3 rd Week	3	3	Online Test of 10 Marks (20 MCQ on Respective units each 0.5 Marks)	No IA Re-test IA is a Head of passing *
2 nd IA Test	6 th Week	1	1		
3 rd IA Test	9 th Week	2	2		

4 th IA Test	12 th Week	4	4		
Pop Quiz	2 rd week 10 th week	3 1			
Open Book Test	8 th week 11 th week	4 5			
Take Home Test	8 th week	2			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		-			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	Yes
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Analysis of co-operative society Accounts
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Yes
17		Lecture Capture Usage	

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Mr. Sandip Khandekar

Ms. Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain advanced knowledge of GST law along with Customs Act
Affective	What do you want students to think / care about?	To understand the procedural requirements of GST
Behavioural	What do you want students to be able to do?	To consult about GST after learning its application in practical life and to look after this subject as an career opportunity

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Payments under GST, Interests on delayed payments	Unit 1
CO2	Filing of GST return	Unit 2
CO3	Assessment procedures and keeping of records	Unit 3
CO4	Introduction to basic concepts of Customs Act	Unit 4
CO5	Special provisions related to Baggage, import and export	Unit 5
CO6	Foreign Trade Policies and its scope, applicability	Unit 6

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	W	W	M	W	S						
CO 2	S	W	W	M	W	S						
CO 3	S	W	W	M	W	S						
CO 4	S	W	W	M	W	S						

CO5	S	W	M	M	S	S						
CO6	S	M	M	M	S	S						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
CC	Taxation-V	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
CC	Taxation-V	20			75			05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40								
B	40								
C	40								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Platform
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A/B/C	Saturday	5 pm – 6 pm	MS Teams
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2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Payments and refunds	10	Equal
2	GST Returns	02	
3	Accounts, Audit, Assessment and records	04	
4	Customs Act-I	12	
5	Customs Act-II	12	
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
2	III	BAF	Direct Taxes-I
3.	IV	BAF	Direct Taxes-II
4.	V	BAF	Indirect Taxes-II (GST)

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	MCOM
2		MBA
3		CA, CS, CMA, CFA, CPA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legal compliances

2	To understand about provisions which will help them at the time of internship/projects/job
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3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - May 2021	May 2020	May 2019	May 2018
Course Passing % – Average of 3 Divisions	100%	100%	100	NA
Marks Obtained by Course Topper (mark/100)	95+	100	96	NA

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2020	SSB	100%	SSB	100%	SSB	100%
May 2019	SSB	100%	SSB	100%	SSB	100%
May 2018	NA					

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Customs Act-I	4	Conceptual videos, written assignments
Customs Act-II	5	Conceptual videos, written assignments

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indirect Taxes: Law and Practice	V.S. Datey	Taxmann		1-6
2.	GST Law & practice with Customs & FTP	V.S. Datey	Taxmann		1-6

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	GST Law & practice with Customs & FTP	Sanjiv Agarwal	Snow White Publications		1-6
2	A Student's Guide to GST	V.S. Datey	Taxmann		1-6

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
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4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Corporate Professionals Today		All

2	ICAI CA Journals on GST	3
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4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		Unit 1
2	✓	✓	✓				Y		Unit 2
3	✓	✓	✓				Y		Unit 3
4	✓	✓	✓				Y		Unit 4
5	✓	✓	✓				Y		Unit 5
6	✓	✓	✓				Y		Unit 6

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-6
2	https://www.youtube.com/watch?v=t7UEElb2h3I	3
3	https://www.youtube.com/watch?v=JK8CzkQh1FY	4
4	https://www.youtube.com/watch?v=JK8CzkQh1FY	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	GST Online	ICT	30 Hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally ERP with GST	VSIT	30 Hours	Y

4.i Study Material Distributed among Students

Tick if distributed among students

GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	6/12/2021	March 2022	12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Indirect Taxes: History of indirect taxes in India along with the introduction of Customs Act				
	2	1	GST – A Revision: Informal Early Feedback				
	3	1	Payment of taxes, due dates, manner of payment				
2	4	1	Interest on delayed payments, refund of tax				
	5	1	TDS, TCS, interest on delayed refunds				
	6	1	Overall revision of all processes focusing on Electronic Cash and credit ledger				
3	7	1	Practical problems on Interest and full GST payable question				
	8	1	Practical problems on Interest and full GST payable question				
	9	1	Practical problems on Interest and full GST payable question				
4	10	1	Case study: TDS and TCS and other provisions				
	11	2	Furnishing of details of outward supplies Furnishing of details of inward supplies Furnishing of return by regular taxpayers Special returns Claim of input tax credit and provisional acceptance thereof Matching,				

			reversal and reclaim of input tax credit				
			All GSTR forms				
	12	2	GST Return-Steps GST Return – Remaining Theory: Take Home Test				
5	13	3	Accounts, Audit				
	14	3	Records				
	15	4	CUSTOMS ACT 1: Introduction				
6	16	4	Constitutional Aspects – Levy				
	17	4	exemptions from customs duties taxable event				
	18	4	charge of customs duty Classification and valuation of imported and export goods				
7	19	4	All import and export procedures including special procedures relating to baggage				
	20	4	stores Provisions relating to coastal goods and vessels carrying coastal goods Warehousing and Drawback				
	21	4	Valuation as per Customs Act				
8	22	4	Valuation as per Customs Act				
	23	4	Valuation as per Customs Act				
	24	4	Valuation as per Customs Act				
9	25	4	Date determination of rate of duty and tariff value				
	26	4	Questions on Duty Payable				
	27	5	CUSTOMS ACT 2 Questions on Duty Payable				
10	28	5	Questions on Duty Payable				

	29	5	Questions on Duty Payable				
	30	5	FOB, CIF date of duty				
11	31	5	FOB, CIF date of duty				
	32	5	FOB, CIF date of duty				
	33	5	Questions practice on valuation				
12	34	5	Questions practice on valuation				
	35	5	Duty Exemptions and remission Schemes				
	36	5	EOU, EHTP, BTP, STP Schemes				
13	37	5	Questions on Assessable Value: Open Book Test				
	38	5	Questions on Assessable Value: Open Book Test				
	39	6	Introduction to Foreign Trade Policy: Its Scope and Contents				
14	40	6	Foreign Trade policy – A revision through Group Presentations				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
	2 Assignment – 5 Marks							5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Definitions	CO1	3 rd Week	4 th Week
2	Customs Act Case Studies	CO4	9 th Week	10 th Week

✓ Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓			
2	9	✓			4		✓			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 TH Week	1& 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1-6	Illustrations	Principles & Application	All	
2	1-6	Discuss cases studies in GST and Customs	Application	All	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	CA Pallav Shah
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	✓

6		Mobile App Based Quiz	✓
7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	✓
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Shreyas Bondre

Faculty 2 Name (Sign.)

Vijay Gawde

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand different investment alternatives in the market
Affective	What do you want students to think / care about?	To be able to analyse different securities
Behavioural	What do you want students to be able to do?	To be able to create and manage a portfolio

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students will understand the characteristics of different financial assets such as money market instruments, bonds, and stocks, and how to buy and sell these assets in financial markets.	Unit 1
CO2	Students will understand the benefit of diversification of holding a portfolio of assets, and the importance played by the market portfolio.	Unit 2

CO3	Students will know how to apply different valuation models to evaluate fixed income securities, stocks, and how to manage their investment risks.	Unit 3
CO4	Understand the trends relating to the performance of stocks	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M	S	S	S	S	S	M		
CO 2	S	M	M	M	S	S	S	S	S	M		
CO 3	S	M	S	M	S	M	M	S	S	S		
CO 4	S	S	M	M	S	S	M	S	S	S		

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
4.1	Security Analysis and Portfolio Management	75			3			4

Subject Name	Examination Scheme
--------------	--------------------

Subject Code		Theory Marks IA Test			End Sem. Exam Marks	Assignment	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
4.1	Security Analysis and Portfolio Management	20	20	25	75	5			100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3								
B	3								
C									

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	12:30 – 1:30	Online via Microsoft Teams and Offline in staffroom
B	Friday	12:30 – 1:30	Online via Microsoft Teams and Offline in staffroom

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Portfolio Management – An Introduction & Process	10	20%
2	Portfolio Management – Valuation	6	20%
3	Fundamental Analysis	8	20%
4	Technical Analysis	8	20%

5	Efficient Market Theory & CAPM	8	20%
* Insert rows for more modules in the Course Total		40	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	Sem V	BAF	Financial Management- II
2	Sem IV	BAF	Introduction to Management Accounting

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS	Security Analysis & Portfolio Management
2	CFA	Investment Analysis & Wealth Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Managing their own investment portfolios
2	Identifying the risky securities
3	Time to enter and exit from the markets

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - 2022	March 2021	March 2020	March 2019
Course Passing % – Average of 3 Divisions	100%	100 %	100 %	90.5%
Marks Obtained by Course Topper mark/100)	95	92	90	89

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2021	PHM	100 %	PAJ	100%		
March 2020	PAJ	100%	PAJ	100%		
March 2019	PAJ	95.32%	PAJ	85.68%		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Technical Analysis	4	Conducting an expert session
Efficient Market Theory & CAPM	5	Revision

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Investment Analysis and Portfolio Management	Prasanna Chandra	McGraw Hill	5th	All
2	Investment Valuation	Aswath Damodaran		3rd	c3 rd
3					
4					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	Ravi Kishor		5 th	All
2	Financial Management	Khan & Jain		3 rd	All
3	Investment Analysis and Portfolio Management	Reilly Frank K and Keith Brown		4th	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Investment Analysis and Portfolio Management	Frank K. Reilly			1-5
2	Introduction to Portfolio Management	Hordeen suuden Elliot, Hilbrick	Global Edition		1-5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.researchgate.net/iapm	Dalal Street Investment Journal	3
2	http://shodhganga.inflibnet.ac.in	Technical Analysis of stock Trends	4
3	https://www.nseindia.com/content/ncfm/course_iapm.pdf		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				Y		
2	√	√					Y		
3	√	√					Y		
4	√	√							

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=NIjucusocFw	1
2	https://www.youtube.com/watch?v=manVTtX8cqW	2
3	https://www.youtube.com/watch?v=x6FyOrEw-D0	3
4	https://www.youtube.com/watch?v=8TJQhQ2GZ0Y	4
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

1	Security Analysis and Portfolio Management	Swayam	15 weeks	Y
2	Introduction to Investments	Swayam	15 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Advance Excel	Computer Training Institutes	1 month	Y
2	Excel Modelling	Edupristine	6 months	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction : Syllabus and AAP		CO1		
	2		Investment - Meaning, Characteristics, Objectives,		CO1		

	3		Investment V/s Speculation, Investment V/s Gambling and Types of Investors		CO1		
2	4		Portfolio Management – Meaning, Evolution, Phases, Role of Portfolio Managers, Advantages of Portfolio Management		CO1		
	5		Investment Environment in India and factors conducive for investment in India.		CO1		
	6		Portfolio Analysis – Meaning and its Components,		CO1		
3	7		Calculation of Expected Return and Risk, Calculation of Covariance, Risk – Return Trade off.		CO1		
	8		Portfolio Selection – Meaning, Feasible Set of Portfolios, Efficient Set of Portfolios, Selection of Optimal Portfolio		CO1		
	9		Markowitz Model, Limitations of Markowitz Model, Measuring Security Return and Portfolio Return		CO1		
4	10		Measuring Risk under Single Index Model and Multi Index Model.		CO1		
	11	2	Portfolio Management – Valuation - Portfolio Revision – Meaning, Need, Constraints and Strategies		CO2		
	12		Portfolio Evaluation – Meaning, Need, Measuring Returns		CO2		
5	13		Sharpe, Treynor and Jensen Ratios		CO2		
	14		Sharpe, Treynor and Jensen Ratios: Practical Sums		CO2		
	15		Sharpe, Treynor and Jensen Ratios: Practical Sums		CO2		
6	16		Decomposition of Performance		CO2		
	17	3	Fundamental Analysis Economy Analysis – Meaning, Framework, Economic Analysis		CO3		
	18		Forecasting, Barometric or Indicator Approach, Econometric Model Building and Opportunistic Model Building.		CO3		

7	19		Industry Analysis – Concept of Analysis, Industry Life Cycle, Industry Characteristics		CO3		
	20		Company Analysis – Financial Statements, Analysis of Financial Statements		CO3		
	21		Practical Problems: Debt equity ratios, total debt ratio, proprietary ratios, interest coverage ratio		CO3		
8	22		Practical Problems: Profitability ratios related to sales, investment and equity shares Efficiency or Activity Ratios)		CO3		
	23		Practical Problems: Assessment of risk (Leverages)		CO3		
	24		Practical Problems: Assessment of risk (Leverages)		CO3		
9	25	4	Technical Analysis Dow Theory		CO3		
	26		Meaning and Principles of Technical Analysis, Price Chart, Line Chart,		CO3		
	27		Bar Chart, Japanese Candlestick Chart, Trends and Trend Reversals		CO3		
10	28		Chart Patterns, Support and Resistance, Reversal Patterns, Continuation Patterns and Elliot Wave Theory		CO3		
	29		Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average),		CO3		
	30		Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average),		CO3		
11	31		Oscillators and Relative Strength Index Market Indicators		CO3		
	32		Fundamental Analysis V/s Technical Analysis		CO3		
	33	5	Efficient Market Theory & CAPM: Random Walk Theory		CO4		
12	34		The Efficient Market Hypothesis Forms of Market Efficiency Competitive Market Hypothesis		CO4		

	35		CAPM – Fundamental Notions of Portfolio Theory, Assumption of CAPM,		CO4		
	36		Efficient Frontier with Riskless Lending and Borrowing, Capital Market Line, Security Market Line and Pricing of Securities with CAPM.		CO4		
13	37		Arbitrage Pricing Theory (APT) – The Return Generating Model, Factors Affecting Stock Return		CO4		
	38		Expected Return on Stock, APT V/s CAPM		CO4		
	39		Revision				
	40		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
05	03				02			10 (Scale down 05)

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Excel Assignment on Beta calculation, Covariance, Correlation	1		
2	Mathematical Indicators – Calculation of Moving Averages (Simple and Exponential Moving Average),	2		

3	Sharpe, Treynor and Jensen Ratios: Practical Sums	2		
4	Chart Patterns	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	√			√	1		√			√
2	√	√			2			√		√
3	√			√	3			√		√
4	√		√		4		√			√
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	

5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9		Poster Presentation	
10		Minute Papers	
11	Collaborative and Group Activity	Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Pooja Jogu

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break- Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e-books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	
			Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To give an adequate exposure to operational environment in the field of Banking & Insurance.
Affective	What do you want students to think / care about?	To give an adequate exposure about the Role of Banking and Insurance in mobilizing savings, investment, accumulation, and economic growth.
Behavioral	What do you want students to be able to do?	To inculcate training and practical approach among the students by using modern technologies in the field of Banking and Insurance.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students will describe the various kinds of financial services like Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.	Unit 1
CO2	Students are familiar with the Functions and working of banking and insurance companies	Unit 2
CO3	Students understood the Risk management within the organizations of Banks and Insurance companies.	Unit 3
CO4	Students achieved knowledge of Mechanism of supervision and regulation	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	S

CO 2	S	S	S	S
CO 3	S	S	S	S
CO 4	S	S	S	S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the

Categori es	Mathemat ics	Computi ng / IT / Electroni cs	Humaniti es & Soft Skill	Social Scienc es	Commer ce	Managem ent	Multidiscipli nary
Tick suitable categor y					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
1.1	EMFS	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
1.1	EMFS	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	On Work from Office days	After 2 pm	Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Financial System	10	25
2	Banking and Insurance	10	25
3	Phases of Development of Banking	10	25
4	Phases of Development of Insurance	10	25
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		Organisation of Commerce -HSC	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	ALL	MBA
2	ALL	BANKING COURSES

2.d

Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding about Banking System in India
2	Be able to open a Bank Account

3.

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	2020	2019	
Course Passing % – Average of 3 Divisions	100%		88.06%	
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2021	Khushboo J					
Dec 2020						
Dec 2019	NIKITA R	88.06	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Risk management within the organizations of Banks and Insurance companies	3	Extra Information in the form of videos and ppts Notes provided and explained

4

All the Learning Resources – Books and E-Resources

4.a

List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Financial System	M.Y. Khan,	Tata Mcgrow Hill		
2	Financial Institutions in Indian Markets	-L. M. Bhole,	Tata Mcgrow Hill		
3	Financial Services in India -	M.Y. Khan,	Tata Macgrow Hill.		
4	Globalisation Indian Financial Markets	- Tandon R.K. Gupta S.L.			
5	Investment for Beginners	- V.A. Avadhani,	Himalaya		

4.b

List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Basics of Banking and Finance,	Bhattacharya, k.m	Himalaya Publishing House		ALL
2	Banking Theory Law and Practices,	Gordan and Natrajan	Himalaya Publishing House		ALL
3	Insurance Principles and Practices	M.N.Mishra	S.Chand & Company Ltd.		ALL

4	Financial Services in India	M.Y. Khan,	Tata Macgrow Hill		
4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students					

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Banking and Insurance https://books.google.co.in/books/about/Banking_and_Insurance.html?id=6psr3ekRdrkC	Mohapatra Shakti .R.Acharya Debidutta	Pearson		
2	Indian Financial System	Bharati V. Pathak	Pearson		
3	Life Insurance-https://bookboon.com/en/life-insurance-ebook	Abdhul H Rehman			

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Finance India – Accounting and Finance	Indian Journal of Finance	1-4
2	International Journal of Risk Management		1-4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √			Available In VSIT	Details of the Resource
	Book	Maga-	Journals		

				zine			Library?		(i.e. Name, Chapter & Page No., etc.)
	Text	Reference	E-Book		Regular	E-Journal	Y	N	
1	✓	✓					✓		
2	✓	✓					✓		
3	✓	✓					✓		
4	✓	✓					✓		
5									

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Online Notes and PPTs	(1-4)
2	VSIT live	
3	Banking : Basics of Banking https://youtu.be/l6gzoXliUmA	1-2
4	Banking and Financial Institutions https://youtu.be/ZLDpTsOrmDA	3
5	Financial Services https://youtu.be/0qceCjMPb3g	3

4.g Recommended MOOC Courses like Coursera/NPTEL/MIT-OCW/edX etc.

Sr. N	MOOC Course Link	Course conducted	Course	Certificate
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o.		by – Person / University / Institute / Industry	Durat ion	(Y / N)
1	https://www.coursera.org/learn/money-banking#enroll	Columbia University	33 hrs	Y
2.	INSURANCE COURSES https://www.classcentral.com/course/swayam-fundamental-of-insurance-19873	SWAYAM	12 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certifica (Y / N)
1	https://courses.corporatefinanceinstitute.com/courses/banking-products-and-services	CORPORATE FINANCE INSTITUTE	04 HOURS	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)

□	□	✓ □	✓ ✓ □	✓ □	
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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	20 th September 2021	December 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Financial System		C01		
	1	1	Financial System :Institutional set- up		C01		
	2	1	Commercial Banks		C01		
	2	1	Co-operative Bank		C01		
	3	1	Development Banks		C01		
	3	1	Development Banks		C01		
2	4	1	Marketing Structure		C01		
	4	1	Financial Instruments		C01		
	5	1	Overview of different kinds of financial services		C01		
	5	1	Leasing, Hire purchase		C01		
	6	1	Bill discounting, Factoring Forfaiting		C01		
	6	1	Bill financing, Housing Finance		C01		
3	7	1	Letter of credit, Insurance		C01		
	7	1	Venture capital, Merchant banking,		C01		
	8	1	Stock broking		C01		
	8	1	Meaning, Definition , Features and scope of Banking		C01		
	9	1	Meaning, Definition , objectives ,scope of Insurance.		C01		
4	10	1	Recommendations of Malhotra Committee		C01		
	11	1	Revision		C01		
	12	2	Significance and Role of Banking and Insurance in mobilizing savings		C02		
	12	2	Investment, Accumulation Banking and Economic growth.		C02		
5	13	2	Functions of banking and insurance companies		C02		
	14	3	Management, Regulation and Development of Insurance		C03		
	15	3	Management of a Bank		C03		
6	16	3	Business Prohibited for a Bank		C03		
	16	3	Inspection of Banks		C03		
	17	3	Licensing of Banking Companies		C03		
	17	3	Opening of New Branches		C03		
	18	3	Risk management within the organizations of Banks and Insurance companies		C03		
7	19	3	Risk management Information system and Tools		C03		
	19	3	Asset-Liability of Banking Company and Insurance /Banking Company		C03		
	20	3	Functions and Objectives of Asset-Liability Management		C03		
	21	3	Process of Asset-Liability Management		C03		
8	22	3	Asset-Liability Management Committee		C03		
	23	3	Management of a Insurance Companies		C03		
	24	3	Organisational structure and management of Banking companies		C03		
9	25	3	Organisational structure and management of Insurance companies		C03		
	26	3	Revision		C03		
	27	3	Revision		C03		
10	28	4	Banking companies and RBI Acts and legal framework governing the insurance.		C04		
	29	4	Banking companies and RBI Acts and legal framework governing the insurance.		C04		
	30	4	Classification of Non Performing Assets		C04		
11	31	4	Provisions for Non Performing Assets		C04		
	32	4	IRDA Act 1999		C04		
	33	4	Developmental Activities of IRDA		C04		
12	34	4	Developmental Activities of IRDA		C04		
	35	4	Insurance Act 1938		C04		
	36	4	Marine Insurance Act 1963		C04		
13	37	4	Life Insurance Act 1956		C04		

	38	4	Revision	CO4	
	39	4	Revision	CO4	
	40	4	Revision	CO4	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
As per the CEPR format.								

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Overview of different kinds of financial services		October first Week	
2	Phases of Development of Banking and Insurance		October third Week	

Analysis of Assignment / Tutorial Questions and Related Resources

	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		Yes					Yes			Yes
2		Yes					Yes			Yes
3										
4										
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz	Jan	Yes			
Open Book Test	Feb	Yes			
Take Home Test	Mar	Yes			
Class tests /prelims					
Class tests /prelims					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to4)
1		Not Applicable			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to4)
1		Not Applicable			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to4)
1		Not Applicable			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	

3	Test and Assessments	Class Tests - (other than IA)		
4		Mini Projects		
5		Pop Quiz	YES	
6		Mobile App Based Quiz		
7		Open Book Test	Yes	
8		Take Home Test	YES	
9		Collaborative and Group Activity	Poster Presentation	
10			Minute Papers	YES
11	Students Seminar			
12	Students Debates		Yes	
13	Panel Discussion / Mock GD		Yes	
14	Mock Interview			
15	Co-curricular Courses	MOOC- NPTEL/Coursera Videos	Yes	
16		Value Added Courses	YES	
17		Lecture Capture Usage	YES	

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.) Khushboo Kothari Julka
Faculty 3 Name (Sign.)

Faculty 2 Name (Sign.)

Mentor (Sign.)

**VSIT Cluster Mentor Name (Sign.)
Dept. (Sign.)**

Head of

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about basic Accounting Concepts, conventions & principles.
Affective	What do you want students to think / care about?	Understand double accounting system, rules of Debit & Credit
Behavioural	What do you want students to be able to do?	Writing of Journal, Ledger, and final accounts of Trading concerns

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand Basic accounting Concepts & principle	Unit 1
CO2	Gain knowledge about the double entry system of accounting & rules of Debit & credit	Unit 1
CO3	Writing up of accounts of a sole trading/partnership firm up to finalization of accounts	Unit 1 & 4
CO4	Classify Income & Expenditure into Capital & Revenue	Unit 2
CO5	Value stock and Understand Hire purchase system of sales	Unit 3

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	Strong	Strong	Strong	Strong								
CO 2	Strong	Strong	Moderate	Strong								
CO 3	Strong	Moderate	Strong	Strong								
CO 4	Strong	Strong	Strong	Moderate								

CO 5	Strong	Strong	Strong	Strong							
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BB1113	Financial Accounting I	75		--	3	--	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Total of IA1 and IA2					
BB1113	Financial Accounting I	20			75			05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	12:30pm -13:30pm	X101 & Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Accounting	8	25%
2	Classification of Income & Expenditure & Accounting Standards	8	25%
3	Stock Valuation & Hire Purchase	13	25%
4	Final Accounts	11	25%
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	11th & 12th Std.	Book keeping	Basic journal, ledger & Final Accounts

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	Financial Accounting – II
2		M.Com

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding the Financial results of various companies
2	Maintaining day to day Accounts

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018	Dec 2017
Course Passing % – Average of 3 Divisions	100%	100%	100%	97.26%	97.18
Marks Obtained by Course Topper (mark/100)	98	95	95	91	89

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	KCM / SSB	100%				
Dec 2019	VRG	100%				

Dec 2018	VRG	97.26			
Dec 2017	VRG	97.18			

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Rectification of Errors	2	Data Base of Entries to be rectified need to be provided

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Accountancy	T. S. Grewal	(S.Chand & Co.)		1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting for Management	Maheshwari SN	Pearson		1-2
2	Financial Accounting	Chopde LN			1-4
3	Financial Accounting	Agarwal RK			1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	University Of Calicut			1-4
2	Financial Accounting I	Dr. Chandra Shekhar			1 & 4
3	Accountancy by The Open University of Hong Kong	The Open University of Hong Kong			1

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.accaglobal.com	Chartered Accountant – ICAI scales new heights of success	1-4
2		Chartered Accountant – Looking for new horizons	1-4
3		Chartered Accountant – Pollinating the growth	1-4
4		Chartered Accountant – Expanding growth	1-4
5		Chartered Accountant – International Taxation	1-4

6	Chartered Accountant – 67 years as institution of public trust	1-4
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4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓							Unit 1
2		✓							Unit 2
3		✓							Unit 3
4		✓							Unit 4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Online Notes and PPTs (http://www.icaiknowledgegateway.org)	3-4
3	https://www.youtube.com/channel/UC245KWpRl8ckTzEsdV5WMw (Letstute Accountancy - YouTube)	1-2

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/course/fundamentals-of-financial-accounting-revised-2017	Alison	3 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/>	√ <input type="checkbox"/>	

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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	S	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
							Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Meaning and Scope of accounting, Book keeping v/s Accounting, Accounting Terms,			CO1		
	2	1	Accounting Concepts & Conventions, Classification of Accounts, Rules of Debit & Credit (Basic Accounting Terminologies Basic Terms in Accounting Letstute Accountancy - YouTube)			CO1		Video
	3	1	Journal Entries			CO2		
2	4	1	Journal Entries			CO2		MS form - Quiz
	5	1	Cash Book			CO2		
	6	1	Cash Book			CO2		Assignment
3	7	1	Sales & Sales Return Book Purchase & Purchase Return Book			CO2		
	8	1	Ledger			CO2		
	9	1	Trial Balance			CO2		PBL
4	10	2	Classification of Income and Expenditure			CO4		PBL

	11	2	Bank Reconciliation Statement			CO2		Assignment
	12	2	Bank Reconciliation Statement			CO2		
5	13	2	Errors and their Rectification			CO2		
	14	2	Errors and their Rectification			CO2		
	15	2	Accounting Standards			CO1		
6	16	2	IFRS			CO1		
	17	3	Inventory Valuation –FIFO			CO5		
	18	3	FIFO			CO5		
7	19	3	FIFO			CO5		
	20	3	WA			CO5		Assignment
	21	3	WA			CO5		
8	22	3	Combine			CO5		
	23	3	Hire Purchase – Concept			CO5		MS Form - Quiz
	24	3	Practical Problems			CO5		
9	25	3	Practical Problems			CO5		
	26	3	Practical Problems			CO5		Assignment
	27	3	Practical Problems			CO5		
10	28	3	Practical Problems			CO5		

	29	3	Practical Problems			CO5		
	30	4	Final accounts Introduction & Concept			CO3		
11	31	4	Manufacturing Account			CO3		MS Form - Quiz
	32	4	Trading Account			CO3		
	33	4	Profit and Loss account			CO3		
12	34	4	Balance Sheet			CO3		PBL
	35	4	Practical problems			CO3		Assignment
	36	4	Practical problems			CO3		
13	37	4	Income & Expenditure account			CO4		
	38	4	Balance sheet of NPO			CO4		
	39	4	Practical Problems			CO4		
14	40	4	Practical Problems			CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
20	20	-	-		40	20		100 Scale Down to 25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Classification of Accounts & Journal Entries	CO2	2 ND Week	2 ND Week
2	Classification into Capital & Revenue	CO4	4 th Week	5 th Week
3	Practical problems on Stock Valuation	CO5	7 th Week	8 th Week
4	Practical problems on Hire Purchase	CO5	9 th Week	10 th Week
3	Trial Balance & Final Accounts	CO3	12 th Week	13 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓		✓	✓
2	4	✓			2		✓		✓	✓
3	7	✓			3		✓		✓	✓
4	9	✓			3		✓		✓	✓
5	13	✓			4		✓		✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	6 th Week	1&2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	1 st week 5 th week 11 th week 14 th week	1 2 3 4			

Open Book Test	4 th week	2			
Take Home Test	3 rd week 13 th week	1 4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Journalise day to day Income & Expense's	Double entry system & Journal entries	CO2	
2	2	Classify your daily Income & expenditure	Classification of Income & expenditure	CO4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
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1	Interaction with Outside World	Guest Lecture / Workshops	Hands on workshop on Basics of Accounts for non-commerce students
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	✓
5		Pop Quiz	✓
6		Mobile App Based Quiz	
7		Open Book Test	✓
8		Take Home Test	Classification of Income & Expenditure
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Classification of Accounts
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	
17		Lecture Capture Usage	✓

Note: Teaching Pedagogy – 1. Computational Thinking,
2. Context-Based Learning.

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Ms. Kavitha Mohan

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	It shall enable students to learn and to have a good working practice of mathematical tools for taking appropriate decisions in managerial situation
Affective	What do you want students to think / care about?	During this course students will be provided with primary knowledge regarding some Mathematical techniques to be used in managerial decision making.
Behavioural	What do you want students to be able to do?	At the end of this course students shall gain knowledge about the basic mathematical tools used in business and statistical techniques that facilitate comparison and analysis of business data.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the concept of Introduction, Organising, data, Frequency Distribution, Data Representation.	Unit 1
CO2	To understand the concept of Measures of Central Tendencies.	Unit 2
CO3	To understand the concept of Measures of Dispersion.	Unit 3
CO4	To understand the concept of Co-variance, Correlation and Regression	Unit 4
CO5	To understand the concept of Probability, Probability Distribution and Decision Theory.	Unit 5
CO6	To understand the concept of Index Numbers.	Unit 6
CO7	To understand the concept of Insurance	Unit 7

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M											
CO 2		M										
CO 3												
CO 4												
CO 5												
CO 6		S										
CO 7				S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓				✓		

Subject Code		Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BBI	Quantitative methods	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BBI	Quantitative methods	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	12:30 TO 1:30	Virtual MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Organising, data, Frequency Distribution, Data Representation.	8	Equal
2	Measures of Central Tendencies.	7	Equal
3	Measures of Dispersion.	7	Equal
4	Co-variance, Correlation and Regression	7	Equal
5	Probability, Probability Distribution and Decision Theory.	4	Equal
6	Index Numbers.	4	Equal
7	Insurance	3	Equal
Total		40	100

2.b Prerequisite Courses

No.	Semester/CLASS	Name of the Course	Topic/s
1	FYJC (COMMERCE)	Correlation, Regression, Probability, Index Number	4, 5, 6
2	SYJC(COMMERCE)		

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Research related activities
2	Investment (Insurance)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019
Course Passing % – Average	100%	100%	93.68%
Marks Obtained by Course Topper (mark/100)	100	97	92

Division A		
Year	Initials of Teacher	% Result
Nov 2020	PSK	100%
Nov 2019	PSK	93.68%
Nov 2018	PSK	98.63%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Probability	5	Practice & written assignments

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
	NA				

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mathematical Statistics	J.K. Goyal and J.N. Sharma	Krishna Prakashan	7	1-6
2	Business Mathematics and Statistics	R.K. Ghosh and S. Saha	New Central Agency Pvt. Ltd	4	1-6
3	Commerce Mathematics	Om P. Chug	Anmol Publication Ltd	2	1-6
4	Mathematics for Economics and Business	J. Soper,	Blackwell Publishing, U.S.A	9	1-6

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introductory Business Statistics	ALEXANDER HOLMES, THE UNIVERSITY OF OKLAHOMA BARBARA ILLOWSKY, DE ANZA COLLEGE	OpenStax	1 st	2,4,5

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Modern Mathematics and Statistics ISSN: 1994-5388	http://www.journals4free.com/link.jsp?l=8048648	1-7

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓					Text Book (Vipul), Chapter 1-4, Pg 1-141	
2	✓		✓					Text Book (Vipul), Chapter 5-8, Pg 142-221	
3	✓		✓					Text Book (Vipul), Chapter 9-10, Pg 222-271	
4	✓		✓					Text Book (Vipul), Chapter 11, Pg 272-309	

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1.	MS Stream	All
2.	Vrefer	

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/statistics-literacy-for-non-statisticians/	Udemy Application	10 hrs	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	NA			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	□	□	✓	✓	

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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life				
	2	1	Organizing Data, Frequency Distribution				
	3	1	Measure of Central tendency				
	4	1	preparation of frequency distribution graphical and diagrammatic representation histogram				
2	5	1	frequency polygon and Ogives				
	6	1	Definition of averages and objective of averages types				
3	7	1	Arithmetic mean, Geometric, harmonic mean and its usages				
	8	1	mode and medium (using graph also) for both) for grouped as well as ungrouped data				
	9	2	Measures of Central Tendencies Definition of Averages and objective of Averages Types of Averages.				
4	10	2	Arithmetic mean, Geometric Mean				
	11	2	Harmonic Mean and its advantages				
	12	2	Disadvantages and usages, mode				

	13	2	Median				
5	14	2	quartiles, deciles and percentiles for Grouped data				
	15	2	quartiles, deciles and percentiles for ungrouped data				
	16	3	Measures of Dispersion Concept and idea of dispersion				
	17	3	Various measures Range				
6	18	3	Quartile deviation				
	19	3	Mean Deviation				
	20	3	Standard Deviation and corresponding relative measure of dispersion.				
	21	3	Geographical representation measure of Dispersions				
7	22	3	Utility of various is measure of Dispersions				
	23	4	Co-variance, Correlation and Regression Meaning, definition				
	24	4	Application of covariance, concept of correlation				
	25	4	Rank correlation				
8	26	4	regression concept, relationship with correlation				
	27	4	Estimation using Simple Regression: Fitting of straight line				
	28	4	Method of least square				
9	29	4	construction of characteristic line/estimation line				
	30	5	Probability, Probability Distribution and decision Theory				

	31	5	Concept of probability ven diagrams, Rules of Probability conditional & unconditional probability				
	32	5	Baye theorem. Discrete and continuous variable				
	33	5	Expected value of the variable, Decision theory normal distribution				
11	33	6	Index Nos. Concept and usage of Index no				
	34	6	Types of index nos. Aggregate and Relative method of constructing Index no				
13	35	6	Quantity and Value index no for agricultural, industrial production				
	36	6	Retail Prices, Consumer price index nos. for security prices				
	37	7	Insurance Meaning, Objective, Purpose and need for Insurance				
14	38	7	Fundamentals of Insurance				
	39	7	Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy				
	40	7	Claim Calculation and Surrender Value.				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
	5 Marks							5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Measures of Central Tendencies	2	3 rd week	4 th week
2	Measures of Dispersion	3	6 th week	7 th week
3	Correlation & Regression	4	9 th week	10 th week
4	Probability Distribution	5	11 th week	12 th week
5	Index Numbers	6	14 th week	15 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√			1	√	√		√	
2	8	√			2	√	√		√	
3	12	√			3	√	√		√	
4	14	√			4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz	Unit wise prepared				
Open Book Test	Theory				
Take Home Test	Unit wise prepared				
Class tests / prelims					

Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Vedic Maths
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on Measures of Central tendency
4		Mini Projects	
5		Pop Quiz	Unit wise
6		Mobile App Based Quiz	Indiabix.com
7		Open Book Test	Decision theory
8		Take Home Test	Topic: Index Number
9	Collaborative and Group Activity	Poster Presentation	Unit 7 Insurance
10		Minute Papers	Topic: Formula Book
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Statistics literacy for non-statisticians(Udemy app)
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Swapna kadam

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Discuss and communicate the management evolution and how it will affect future managers.
Affective	What do you want students to think / care about?	Observe and evaluate the influence of historical forces on the current practice of management.
Behavioural	What do you want students to be able to do?	Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues. Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the basic concepts of Management	Unit 1
CO2	Practice the process of management's four functions: planning, organizing, leading, and controlling.	Unit 2
CO3	Evaluate leadership styles to anticipate the consequences of each leadership style.	Unit 2 & 3

CO4	Gather and analyze both qualitative and quantitative information to isolate issues and formulate best control methods.	Unit 4
-----	--	--------

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	POM	75	--	--	3	-	--	3

Subject Name	Examination Scheme
--------------	--------------------

Subject Code		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	POM	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Management	11	25%
2	Management Process	11	25%
3	Organization Structure of Banking and Insurance companies	10	25%
4	Business Leaders	8	25%
* Insert rows for more modules in the Course Total		40 hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th std	Management	Contributions of Author

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
2	Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - 2021	2020	2019	2018
Course Passing % – Average of 3 Divisions	100	100	95.92	88.23
Marks Obtained by Course Topper (mark/100)		99	85	84

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2020	Sindhu	100				
2019	Sindhu	95.92				
2018	HPN	88.23				
2017	HPN	86.45				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
		Its lengthy Paper but not tough

4 All the Learning Resources – Books and E-Resources**4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	T.Ramaswamy	Himalaya Publications, Mumbai		1 & 2

2	Practices and Principles of Management	L.M. Prasad	S.Chand and Sons Education Publishers, New Delhi. •		2 & 3
---	--	-------------	---	--	-------

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Management:	M.Y. Khan	Tata McGraw Hill.		1
2	Principles of Management	Ravi M Kishore	Prentice Hall		2
3	Principles of Management	T.Ramaswamy	Himalaya Publications, Mumbai		2 & 3
4	Practices and Principles of Management	L.M. Prasad	S.Chand and Sons Education Publishers, New Delhi. •		3
5	Business Maharajas	Gita Piramal	Penguin Books, New Delhi		4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Basics of Business Management – Vol II, Marketing, Logistics, Procurement and Law	Elly R. Twineyo Kamugisha	BookBoon Publication		
2	Effective Management Decision Making An Introduction	Ian Pownall	BookBoon Publication		
3	Organisations	Manmohan Joshi	BookBoon Publication		

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian Journal of Management		1-4

2	Journal of Management and Economics		1-4
3	Global Journal of Finance and Management		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓	✓	✓			Y		
2		✓	✓	✓					
3		✓	✓	✓					
4		✓	✓	✓					
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://youtu.be/P_bqDgkZmuY	(1)
2	https://youtu.be/HBYwpqn1FMk	(3)
3	https://youtu.be/1SuHHul13nY	(3)
4	https://youtu.be/vo8RSnj0UOA	(4)

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.edx.org/course/management-accounting-acca-fma-f2-x-8	edX	10 weeks	Y
2.	https://www.edx.org/course/personal-finance-purduex-pn-17-2		5 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/corporate-strategy	University of Illinois at Urbana-Champaign	4 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	2021	2021	15

Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
					Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	Introduction, Definition, Nature and Importance of management				
2	1	Levels of Management and functions at each level and its distinction				
3	1	Six M's of Management and its characteristics				
4	1	Management Is art or profession				
5	1	Traditional Management, its features, and advantages				

6	1	Contemporary Management, its features, and advantages				
7	1	Distinction between Traditional and Contemporary Management				
8	1	Henri Fayol				
8	1	F.W.Taylor				
9	1	Peter.F.Drucker				
9	1	C.K.Prahala				
10	1	Vijay Govindrajan				
10	1	Total quality Management				
11	1	Revision unit 1				
12	2	Management - Process and Practices				
13	2	Features/Nature of Management process				
14	2	Planning- Features /Characteristics of planning				
15	2	Steps in Planning process				
15	2	Components of planning				
16	2	Planning function in banking Organisations				
17	2	Management by Objectives (MBO)				
17	2	Organising				

18	2	Staffing				
19	2	Directing				
20	2	Coordination				
20	2	Communication & Motivating				
21	2	Budgeting				
22	2	Reporting and controlling				
22	2	CRM in Banking Sector & KYC				
24	2	CRM in HDFC, ICICI & LIC				
25	3	Meaning and Definition of Organisation Structure				
26	3	Factors and Importance of Organisation Structure				
27	3	Steps in Designing Structure, Principles of Organisation				
	3	Formal and Informal Organization- Introduction and Meaning	Self-study			
	3	Difference between Formal and Informal Organisation	Self-study(will be evaluated - students will take any organisation of their choice and write)			
28	3	Types of Organisation Structure				
29	3	Departmentation-Definition and Bases of Departmentation				

30	3	Centralisation, Advantages and Disadvantages of Centralisation				
31	3	Organisation structure of banking companies				
32	3	Organisation structure of insurance companies				
33	3	Organisation structure of insurance companies				
33	3	Organisation structure of insurance companies				
34	4	Introduction to Business Leaders, classification of Business leaders				
35	4	JRD TATA and Contributions of JRD TATA				
36	4	RATAN TATA and his leadership Qualities				
37	4	Aditiya Vikram Birla and Kumar Managalam Birla,Kiran Maazumdar Shaw				
38	4	Dhirubhai Hirachand Ambani & Sons,Vergheese Kurien & Aziz Premji				
39	4	Narayana Murthy & Anand Mahindra				
39	4	Godrej group & Deepak Parekh				
40	4	K.V.Kamath & Uday Kotak, Governor of RBI				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
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	Y					Y	05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Contributions of Henri Fayol, Peter. Drucker, F.W.Taylor	CO1		
2	Explain in detail Organising and staffing	CO2		
3	Brief Organisation structure of banking companies and Insurance Companies	CO3		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		Y			1		Y	Internet	Y	Y
2		Y			2		Y	Internet	Y	Y
3		Y			3		Y	Internet	Y	Y

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test

2 nd IA Test				Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz		Yes			
Open Book Test		Yes			
Take Home Test		Yes			
Class tests / prelims	Mar	Yes			
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		SCAMPER TECHNIQUE			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		NA			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	YES
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	YES
14		Mock Interview	Y
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sindhu .K

Faculty 1 Name (Sign.)
(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To enhance language proficiency and communication skills, to improve the learners' written language and increase the range of lexical resource through a variety of exercises
Affective	What do you want students to think / care about?	To enable understanding about the importance of proficiency in communication in order to improve career prospects and growth.
Behavioural	What do you want students to be able to do?	To easily correspond in all types of corporate communication.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To familiarize the learners to various communication technologies used to overcome communication barriers	Unit 1
CO2	To train the students to be comfortable with and know about various types and the importance of group communication	Unit 2
CO3	To enhance written language proficiency in business correspondence	Unit 3
CO4	To acquaint the students with report writing and the various types of reports	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S	S	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
CO 2	M	M	S	S	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
CO 3	M	M	S	S	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
CO 4	M	M	S	S	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓		✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS204	Business Communication - II	75	-	-	03		-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS204	Business Communication - II	20	05	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday		Staff room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Presentation Skills	7	25
2	Group Communication	15	25
3	Business Correspondence	10	25
4	Language and Writing Skills	8	25
* Insert rows for more modules in the Course		Total	40 lectures)

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Business Communication - I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	Masters of Management Studies
2		Masters in Business Administration
3	VI	Project –Synopsis writing

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of communication technologies such as OHP and PowerPoint Presentation
2	Group Discussions, Interviews, Meetings and Conferences
3	Written business correspondence such as letters and reports

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target May -22	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	98.46%
Marks Obtained by Course Topper (mark/100)	85	83	85	86

Division A		
Year	Initials of Teacher	% Result
Mar-2021	Snehaprabha Katti	100%
Mar 2020	Snehaprabha Katti	100%

Mar 2019	Snehaprabha Katti	98.46%
Mar 2018	Snehaprabha Katti	98.6%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Business Correspondence	3	Written practice
Language and Writing Skills	4	Written practice and examples

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition Year of Publication	Module Nos.
1	Effective Communication	Balan,K.R. and Rayudu C.S.	Beacon New Delhi	1996	All
2.	Business Communication, today	BoveeCourtland,L and Thrill, John V	McGraw Hill, New York, Taxman Publication	1989	All
3.	Modern Business Correspondence	Garlside, L.E.	McDonald and Evans Ltd. Plymouth.	1980	III

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Business Communication</i>	Meenakshi Raman & Prakash Singh	Oxford University Press		III and IV
2	<i>Professional communication</i>	Aruna Koneru	Tata McGraw Hill		III and IV
3	<i>Business Communication - II</i>	Rhoda A Doctor, Aspi H. Doctor et al	Sheth		ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.	Modern Business, Vol. 12 http://library.umac.mo/ebooks/b31303316.pdf	Harrison McJohnston, A.M	Alexander Hamilton Institute, New York	I	III and IV

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	
1	Communication Today	lib.mylibrary.com	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	Semester II, Sheth Publishers Pvt. Ltd. By Rhoda A. Doctor, Aspi H. Doctor et al

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/business-communication-crash-course/	Elevance Team	60 lectures	Y
2.	Soft skills and personality development	NPTEL	8 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Workshop on Basics of Grammar	Institute	10 Hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Solutions of the Regular and ATKT Exams written by the Faculty Members-

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5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	31/1/22	April 22	12

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	C		CO1		
	2	I	Principles of Effective presentation. Do's and Don'ts of Effective Presentation		CO1		
	3	I	Effective use of visuals aids in Presentation. Paralanguage/ voice/ pronunciation in the presentation		CO1		
2	4	I	Guidelines for Effective Presentation. Audience in the Presentation		CO1		
	5	I	Effective use of OHP		CO1		
	6	I	How to make power point presentation. Different designs/fonts/colours		CO1		
3	7	I	Practice sessions for the students		CO1		
	8	II	Interviews – Concept and Types- Selection /WASP Technique		CO2		
	9	II	Interviews – Appraisal, Grievance , Exit Interview (Open book Test -Unit I)		CO2		
4	10	II	Conduct of an Interview , Preparation by an Interviewer and Interviewer P: Interview Technique		CO2		
	11	II	FAQs in Interview ,Advantages and Disadvantages		CO2		

	12	II	Group Discussion – Concept , Reasons to conduct, Skills and Importance		CO2		
5	13	II	Group Discussion- Organising G.D . Do's and Don'ts .		CO2		
	14	II	G.D		CO2		
	15	II	Meeting – Concept, Need and Importance Types and conduct of a meeting		CO2		
6	16	II	Meeting – Group dynamics and role of a chairperson and participants		CO2		
	17	II	Notice and Agenda		CO2		
	18	II	MOM(Minutes of Meeting) Revision		CO2		
7	19	II	Conferences – Concept, Planning, importance and organising a conference		CO2		
	20	II	Conferences – Modern Methods of conferences- Tele and Video Conferencing		CO2		
	21	II	Public Relations-Meaning, Need, Purpose		CO2		
8	22	II	Public Relations- Function , Internal and Measures of PR.		CO3		
	23	III	Business Correspondence- Letters of Inquiry, Replies		CO3		
	24	III	Business Correspondence- Letters of Inquiry, Replies		CO3		
9	25	III	Letters of Complaint, Claims		CO3		
	26	III	Letters of Adjustments		CO3		
	27	III	AIDA and Sales Letters		CO3		
10	28	III	AIDA and Sales Letters		CO3		

	29	III	Promotional leaflets/Fliers		CO3		
	30	III	Promotional leaflets/Fliers (Competition) Leaflet and Flyer Making		CO3		
11	31	III	Grievance Letters Letter Writing –THT(Take Home Test)		CO3		
	32	IV	RTI Letters		CO4		
	33	IV	Report Writing- Parts, types		CO4		
12	34	IV	Feasibility report		CO4		
	35	IV	Investigative Report		CO4		
	36	IV	Feasibility and Investigative Report		CO4		
13	37	IV	Summarisation		CO4		
	38		Summarization		CO4		
	39		Summarization		CO4		
	40		Revision				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1- 1) State and explain the types of deliveries in presentation, 2) write short notes on – a) Audience analysis b) Use of visual aids in Presentation c) Appearance of the Presenter.	CO1	Week 2	Week 3
2	Assignment 2- State and describe in brief the types of Interviews. (Assignment 2) Describe in detail the role of the Chairperson and the participants during Meeting	CO2	Week 5	Week 6
3	Assignment 3-a) Letters of Inquiry and sales letter	CO3	Week 7	Week 7
4	Assignment 4- Feasibility report (committee report)	CO4	Week 10	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Week 2	<input checked="" type="checkbox"/>			1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Week 5				2				<input checked="" type="checkbox"/>	
3	Week 7				3				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Week 10				4				<input checked="" type="checkbox"/>	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Mid of March	I and II		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd Test					IA is a Head of passing *
Pop Quiz	January				
Open Book Test	February	II	CO2		
Take Home Test	March	III	CO3		
Class tests / prelims	10 th 20 th /30 th 38 th lecture	I,II,II,&IV respectively	CO1 to CO4		
Debate		II	CO2		
Poster Competition	March	III	CO3		

* IA failures will have to appear for re-test in next semester

Internal Evaluation Pattern

Sr. No.	Criteria	Evaluation	Subject wise Marking Scheme			
			Subject 1	Subject 2	Other Subjects	Mark
1.	Attendance					20
2.	Unit wise class Test	20 MCQ (20*0.5 mark* 4 test)				40
3.	Midterm	Descriptive Exam				20
4.	Individual Presentation		20	-	-	20
5.	Mini Project - Group	Content + Presentation (5/6 in a group)	-	20	-	
6.	Handwritten Assignment	4 per subjects	-	-	20	
	Total Mark					100
Final Internal Mark = Total Mark / 4						Your Mark

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Presentation	Effective power point presentation, oral presentation and persuasive strategies	CO1	
2		Mock Interview	Preparing students for interviews	CO2	
3		Group Discussion	Conversation Skills and analytic ability	CO2	
4		Trade Letters	Written corporate communication	CO4	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Blog Writing / Vlog making		CO4	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	III	Case study Analysing resumes of renowned personalities	Effective Written Communication	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.		Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Basic Grammar workshop -
2	Test and Assessments	Class Tests – (other than IA)	Yes
3		Pop Quiz	Yes
4		Open Book Test	2 nd Week
5		Take Home Test	10th Week

6	Collaborative and Group Activity	Students Debates	NA
7		Panel Discussion / Mock GD	Yes 4th Week
8		Mock Interview	Yes 3 rd Week
9	Co-curricular Courses	Videos	Y
10		Room 101 Competition	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature) L

Snehaprabha Katti

Rumeli Sharma

Lakshmi Pillai

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

Rumeli Sharma
VSIT Cluster Mentor Name (Sign.)
(Sign.)

Sindhu Krishnan
Head of Dept.

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about basic Accounting Concepts, conventions & principles.
Affective	What do you want students to think / care about?	Understand Valuation of Goodwill & Shares
Behavioural	What do you want students to be able to do?	Practically evaluate the performance of a company by valuation techniques & pass journal entries of redemption of Preference shares and debentures.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To Understand Valuation of Goodwill & Shares	Unit 1
CO2	Gain knowledge about Buy Back of shares	Unit 2
CO3	To Understand Redemption of Preference shares	Unit 3
CO4	To Understand Redemption of Debentures	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Accounting II	75		--	3	--	--	3

Examination Scheme				
Attendance	Unit Test 1	Unit Test 2	Total. of UT1& 2	Mid-Term
20	20	20	40	20

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	2pm -3:00pm	Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Valuation of Goodwill and Shares	8	25%
2	Buyback of equity shares	9	25%
3	Redemption of preference shares	12	25%
4	Redemption of debentures	11	25%
* Insert rows for more modules in the Course		Total	40hrs
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	FY Course	Financial Accounting -1

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	V	Auditing
2	Vi	Auditing II

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding the Financial results of various companies. Analyze the valuation of businesses as well as terms of Mergers and Acquisitions
2	Understand the different sources of funds and costs of it . Also, the procedure behind the IPO and right issues.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target APR 2022	APR 2021	APR 2020	ARP 2019

Course Passing % – Average of 3 Divisions	100%	100%	100%	100%
Marks Obtained by Course Topper (mark/100)	95	95	91	89

Division A		
Year	Initials of Teacher	% Result
APR 2021	Sheryas B Sir	100%
APR 2020	Kavita ma'am	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Redemption of Preference Shares & debentures	3 & 4	More Practice and revision from time to time as well as small tests

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Accountancy	T.S. Grewal	S. Chand and Company (P) Ltd., New Delhi	Jan 2016	
2	Financial Accounting for Management	Dr. Dinesh Harsolekar	Multi-Tech. Publishing Co	4 th	
3	Financial Accounting a Managerial Perspective	Varadraj B. Bapat, Mehul Raithatha,	Tata McGraw Hill Education Pvt. Ltd.	July 2017	
4	Financial Accounting	P.C. Tulsian	Pearson Publications	4 th	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Williams	Tata Mc. Grow Hill and Co.	4 th	
2	Introduction to Financial Accounting	Horngren	Pearson Publications	2014	

3	Financial Management	Prassana Chandra	Tata McGraw Hill	7th	
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounts	Rajasekaran	Pearson		
2	Introduction to Financial Accounting	Horngren ,Sundem, Elliot, D, Hilbrick		Global	
3	Fundamentals of Accounting and Financial Analysis	Anil Chowdhury	Pearson	1	1&2

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	TechJava - Journal on Java Technology www.techjava.de/	https://docs.oracle.com/javase/tutorial/	1-5
2	Developmet of JAVA Development Resource Center https://ejournals.ph/article.php?id=8986	https://www.w3schools.in/java-tutorial/	1-5
3		https://www.w3resource.com/java-tutorial/	1-3
4		javamag.org/	4-5
5		https://www.tutorialspoint.com/java/	1-4
6		Java Magazine, Sept/Oct 2017 www.javamagazine.mozaicreader.com/	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		Chapter 1
2	✓	✓					✓		Chapter 2
3	✓	✓					✓		Chapter 3
4	✓	✓					✓		Chapter 4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/course/fundamentals-of-financial-accounting-revised-2017	Alison	3 hrs	Y
2	https://alison.com/course/introduction-to-financial-accounting-concepts-for-decision-making	Alison	6 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	/01/2022	March 2022	15

Week	Lecture no	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	1	Introduction to Syllabus – and a group activity		CO1		
	2	1	Valuation of Goodwill, Maintainable Profit method – Practical problem		CO1		
	3	1	Super Profit Method Capitalization method – Practical problem, Annuity Method – Practical problem		CO1		
2	4	1	Practical Problem, Take home Assignment		CO1		
	5	1	Introduction of Valuation of Shares , IV method & Yield method and Fair Value Method		CO1		
	6	1	Practical Problem		CO1		
3	7	1	Practical Problem & Take Home Assignment		CO1		
	8	2	Introduction to issue of shares, Provisions, compliance & limits		CO2		
	9	2	Practical Problems		CO2		
4	10	2	Practical Problems – Open Book Test		CO2		
	11	2	Practical Problems		CO2		
	12	2	Practical Problems –		CO2		
5	13	3	Practical Problems first 2 modules		CO2		
	14	3	Practical Problems first 2 modules, Minute Paper		CO2		
	15	3	Revision of first 2 modules		CO2		
6	16	3	Introduction of Redemption of preference shares		CO3		
	17	3	Company law, legal provisions , sources of redemption		CO3		
	18	3	Formulas and Formats with one simple sum		CO3		
7	19	3	Practical Problem		CO3		
	20	3	Practical Problem-		CO3		

	21	3	Practical Problem		CO3		
8	22	3	Practical Problem- Take Home Assignment		CO3		
	23	3	Practical Problem		CO3		
	24	3	Practice & Class Test		CO3		
	25	3	Practical Problem		CO3		
9	26	3	Practical Problem Minute Paper		CO3		
	27	3	Revision		CO3		
	28	4	Introduction to Redemption of Debentures , payment out of capital or profit, DRR, sinking fund		CO4		
10	29	4	Formulas and Formats with one simple sum		CO4		
	30	4	Practical Problem		CO4		
	31	4	Practical Problem		CO4		
11	32	4	Practical Problem Take Home Assignment		CO4		
	33	4	Practical Problem		CO4		
	34	4	Conversion Practical Problem		CO4		
12	35	4	Practical Problem		CO4		
	36	4	Revision Minute Paper		CO4		
	37	4	Problem solving from all 4 modules		CO4		
13	38	4	Problem solving from all 4 modules		CO4		
	39	4	Problem solving from all 4 modules		CO4		
	40	4	Problem solving from all 4 modules		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Problem Solving on valuation of Goodwill and Shares	CO1		
2	Problem Solving on valuation of Goodwill and Shares	CO1		
3	Problem Solving of Buyback of Shares	CO2		
4	Problem on Redemption of Preference Shares	CO3		
5	Problem on Redemption of Debentures	CO4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√	√		1	√	√		√	√
2	7	√	√		1	√	√		√	√
3	22	√	√		2	√	√		√	√
4	32	√	√		3	√	√		√	√
5	38	√	√		4	√	√		√	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1st Unit Test	4 th week	1,2	CO1,CO2	MCQ	

2nd Unit Test	22 nd week	3& 4	CO 3& 4		
Pop Quiz	All Months	1,2,3,4	CO1,CO2,CO3,CO4	Microsoft Form	
Open Book Test	December, February	2,4	CO2,CO4	Descriptive	
Take Home Test	March	4	CO4	Flip Classroom	
Class tests / prelims	December, March	1,4	CO1,CO4	MCQ	
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Valuation of Goodwill of a Company	Methods of calculation	CO1	
2	2	Valuation of Shares and Comparing with the market cap and analysing the performance of a company	Valuation	CO2	
3					
4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Study the terms of a Merger highlighting the Goodwill valuation (Capital first & IDFC)	Valuation of Good will	CO1	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
Khushboo Kothari Julka

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Watch former lectures captured in LMS at VSIT
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	In view of the important developments that have taken place in the corporate sector, the course is designed to understand the formation, management and other activities of the companies. Important regulations pertaining to the issue of shares and the capital raising have come into force. This course aims to impart the students, the corporate management, control, possible abuses, the remedies and government regulation of corporate business and winding up of companies
Affective	What do you want students to think / care about?	Students should be able to identify legal and practical issues relevant to one particular party in a given scenario, to analyse the scenario from the perspective of that party and to formulate relevant and practical advice for the benefit of that party.
Behavioural	What do you want students to be able to do?	Students get an insight into a whole range of disciplines. "Free expert legal adviser" .

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Key highlights of companies Act 2013	Unit 1
CO2	Company in corporation and rules, procedures for running a public and private company	Unit 2
CO3	Clarity about MOA and AOA	Unit 3
CO4	A prospectus may be issued by or behalf of a public company either with reference to its formation or subsequently, or by or on behalf of any person who is or has been engaged or interested in the formation of a public company...	Unit 4
CO5	Voting Rights and kinds of share	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Law	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Law	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12.30 -1.30	Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Law	6	Equal
2	Indian Constitution	10	Equal
3	Contract Act	10	Equal
4	Special Contract Act	10	Equal
5	Negotiable Instrument Act	8	Equal
6	I.T Act	6	Equal
* Insert rows for more modules in the Course		Total	50

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Business Law	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		NIL

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Once students start their own business in future they will have a brief insight of Public, Private Limited Company and Memorandum and Articles of Association

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target -March 2021	March 2020	March 2019	March 2018
Course Passing % – Average of 3 Divisions	95	99.33	98.48	
Marks Obtained by Course Topper (mark/100)	98.65%	94		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2021	sindhu	100				
Dec 2020	Sindhu	100				
Dec 2019						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NIL		

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	An introductory guide to Central Labour Legislation Companies Act 2013	W A Dawson	Taxman		All
2	Companies Act 2013	Ravi Puliani	Bharat Publication		All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Ebook.mca.gov.in	Ministry of Corporate affairs	Government of India		All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Annual Survey of Indian Law	Lawyer Monthly	All
2	Company Law Journal (India) Private Limited	The Practical Lawyer	All
3	Indian Law Journal		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√					√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	The Institute of Company Secretaries of India	All units
2	http://youtube/2n-6563tuXw8	1
3	http://youtu.be/liqy6m8rlyo	MOA&AOA
4	https://youtu.be/ILBftm-gpCc (Hindi)	Public and Private limited company

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

Advanced Certificate course on Companies Act,2013	NUJS	4 months	Y
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/> (✓)	<input type="checkbox"/>	<input type="checkbox"/> (✓)	<input type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

Semester Duration	From (date/month/year)	To (date/month/year)	Total Number of Weeks
	27/11/2021	17/03/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Introduction. Meaning, Definition				
	2	1	Features and Types				
	3	1	Sources and classification of law.				
	4	1	Indian Constitution - Sailer features of the Constitution of India				
	5	1	Preamble of the constitution. Right to equality - Article 14, Right to freedom - Article 19				
	6	1	Right to constitutional remedies 32 and 226, Types of WRITS				
	7	1	Special leave to appeal to supreme court - Article 136				
	8	1	Special leave to appeal to supreme court - Article 136				
	9	1	Indian Contract Act 1872- Definitions and Essentials of a valid contract				

	10	1	Types of Contract, Proposal and acceptance and essentials of a good proposal				
	11	2	Consideration- Essential Rules of Valid consideration				
	12	2	Capacity of parties to enter into contract				
	13	2	Free Consent				
	14	2	Void Agreements				
	15	2	Contingent Contract, Quasi Contract				
	16	2	Performance of Contract				
	17	2	Discharge of contract				
	18	2	Case studies				
	19	2	Case studies				
	20	2	Liquidated damages				
	21	3	Contract of Indemnity				
	22	3	Contract of Guarantee/Suretyship				
	23	3	Lien and Pledge				
	24	3	Contract of Agency				
	25	3	Contract of Bailment				
	26	3	Definitions and general concept of sale of goods Act 1930				
	27	3	Sale and Hire Purchase agreement				

	28	3	Condition and Warranty				
	29	3	Effects of contract				
	30	3	Unpaid seller				
	31	3	Auction sale				
	32	3	Introduction to Negotiable Instruments Act				
	33	3	Promissory Note,Bill of Exchange, Cheque				
	34	3	Promissory Note,Bill of Exchange, Cheque				
	35	3	Kinds of Bills				
	36	3	Parties to a Negotiable Instrument				
	37	3	Acceptor - Section 7				
	38	3	Maturity of an Instrument				
	39	3	Negotiation and Endorsements				
	40	3	Discharge of parties from liability				
	41	4	Operational rules of evidence				
	42	4	Information Technology Act 2000				
	43	4	Definitions				
	44	4	Recognition of electronic records and digital signature				
	45	4	Digital signature				

	46	4	Certifying authority				
	47	4	E-Governance				
	48	4	Electronic Contracts				
	49	4	Offences under the act				
	50	4	Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Define the term company. What are its Characteristics? What is Corporate Veil? When can it be lifted?	CO2	15 Dec 2017	19 Dec
2	What are the Contents of a Memorandum of Association, how can you Alter the Contents of Memorandum of Association? What is the Rule of Turquand?	CO3	15 Jan	20 Jan
3	What is a Prospectus and what are the Contents of the Prospectus? “Every shareholder of a Company is known as a member while every member may not be known as a Shareholder.” Comment.	CO5	15 Feb	20 Feb

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1				1			(√)		
2	4				2					
3	6				4					
4										
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1					
---	--	--	--	--	--

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	(√)
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	(√)
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	(√)
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	(√)
12		Students Debates	
13		Panel Discussion / Mock GD	(√)
14		Mock Interview	

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	(√)
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sindhu K

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should be aware about basics of Mathematics terms such as Ratio, Proportion, Determinant, Matrices
Affective	What do you want students to think / care about?	Students should think/care about types of Hypothesis Testing and Linear Programming Techniques.
Behavioural	What do you want students to be able to do?	Students should learn and apply the Hypothesis Testing in Research Methodology, LPP in Optimum Solution Finding, Statistical Applications in Investment Management

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO 1	To Study and Understand the Concept of Testing of Hypothesis	Unit 1
CO 2	To Study and Understand the Concept of Linear Programming Techniques	Unit 2
CO 3	To Study and Understand the Concept of Matrices & Determinants	Unit 3
CO 4	To Study and Understand the Concept of Ratio, Proportion & Percentage	Unit 4
CO 5	To Study and Understand the Concept of Statistical Applications in Investment Management	Unit 5
CO 6	To Study and Understand the Concept of Economic Indicators	Unit 6

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	M	M									
CO 3	M	M	M									

CO 4	M	S	S								
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBBI203	Quantitative Methods II	75			3			3

Subject Code	Subject Name	Examination Scheme							Total
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	
		IA 1	IA 2	Sum of IA1 and IA2					
UBBI203	Quantitative Methods II	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	03:30 p.m. – 04:30 p.m	Library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Testing of Hypothesis	7	16 %

2	Linear Programming Techniques	7	16 %
3	Matrices & Determinants	7	16 %
4	Ratio, Proportion & Percentage	7	16 %
5	Statistical Applications in Investment Management	8	28 %
6	Economic Indicators	4	8 %
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	XI & XII	Mathematics	Ratio & Proportion, LPP, Determinant

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III & IV	MMS/MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	LPP in Optimum Solution Finding
2	Hypothesis Testing in Research Methodology

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - April 2021	April 2021	April 2020	April 2019
Course Passing % – Average of 3 Divisions	100 %	100 %	100 %	
Marks Obtained by Course Topper (mark/100)	94	96	90	

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Amit K	100%						
April 2020	Toshib	100%						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Simplex Method in Linear Programming	2	More sums for practise

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Mathematics for Economics and Finance</i>	<i>Martin Anthony</i>	<i>Cambridge lowprice editions</i>	2	All
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Business Mathematics</i>	<i>D.C. Sancheti, V.K. Kapoor</i>	<i>Sultan Chand & Sons Publications</i>	2	All
2	<i>Business Mathematics</i>	<i>J.K. Singh</i>	<i>Himalaya Publishing House</i>	3	All
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Mathematics of Finance</i>	<i>Peter Zima, Robert Brows</i>	<i>Tata McGrawHill Publishing Company Ltd</i>	3	All
2	<i>Mathematics for Business and Economics</i>	<i>J.D. Gupta, P.K. Gupta, Man Mohan</i>	<i>Tata McGrawHill Publishing Company Ltd</i>	3	All
3	Mathematics for Economics and Business	J. Soper,	Blackwell Publishing, U.S.A	9	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	www.youtube.com	Journal of Mathematics	All
2	www.britannica.com	Khayyam Journal of Mathematics	All
3	www.khanacademy.com		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓	✓	✓	✓			
2	✓	✓	✓	✓	✓	✓			
3	✓	✓	✓	✓	✓	✓			
4	✓	✓	✓	✓	✓	✓			
5	✓	✓	✓	✓	✓	✓			
6	✓	✓	✓	✓	✓	✓			

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	ALL
2	Online Notes and PPTs	ALL
3		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Statistical Methods	W3schools.com		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	--------------------------------	--	-----------------	---------------------

1	Perfect your Mathematical skills	www.udemy.com	28 hrs	N
---	----------------------------------	--	--------	---

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/2021	15/04/2021	

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	3	Introduction to Syllabus and its application in day to day life. Concept of Ratio		CO3		
	2	3	Concept of Matrix & Determinant. Types of Matrices & properties of Determinants & Matrices		CO3		
	3	3	Concept of Addition & Subtraction of Matrices & Sums related to it		CO3		
2	4	3	Concept of Multiplication of Matrices (2 X 2) & Sums related to it		CO3		
	5	3	Concept of Multiplication of Matrices (3 X 3) & Sums related to it		CO3		
	6	3	Inverse of Matrix		CO3		
3	7	3	Adjoint of Matrix		CO3		
	8	3	Application of Matrices & Determinants to Business & Economics		CO3		
	9	4	Sums on concept of Ratio and types of Ratio		CO4		

4	10	4	Concept of Proportion & Types of Proportion		CO4		
	11	4	Sums on Direct & Inverse Proportion		CO4		
	12	4	Concept of Variation and its types		CO4		
5	13	4	Concept of Percentage & Sums based on Percentage		CO4		
	14	4	Sums based on Percentage Increase & Decrease		CO4		
	15	1	Concept of Sampling		CO1		
6	16	1	Concept of Hypothesis Testing		CO1		
	17	1	Small Sample Test		CO1		
	18	1	Large Sample Test		CO1		
7	19	1	Type I & Type II Errors		CO1		
	20	1	One Tail & Two Tail Test		CO1		
	21	1	Decision Criterion and Critical Region		CO1		
8	22	2	Concept of LPP		CO2		
	23	2	Formulation of LPP in Business Application		CO2		
	24	2	Graphical Method of Solving LPP		CO2		
9	25	2	Graphical Method of Solving LPP		CO2		
	26	2	Simplex Method of Solving a LPP		CO2		
	27	2	Simplex Method of Solving a LPP		CO2		

10	28	2	Post Optimality Analysis		CO2		
	29	5	Concept of Expected Return form Shares		CO5		
	30	5	Sums on concept of Expected Return from Shares		CO5		
11	31	5	Concept of Measuring total risk from investigator shares		CO5		
	32	5	Sums on concept of Measuring total risk from investigator shares		CO5		
	33	5	Concept of Partitioning risk into systematic & unsystematic component		CO5		
12	34	5	Sums on concept Partitioning risk into systematic & unsystematic component		CO5		
	35	5	Concept of Measuring risk of Portfolio to draw conclusions regarding share price		CO5		
	36	5	Sums on concept of Measuring risk of Portfolio to draw conclusions regarding share price		CO5		
13	37	6	Concept of GDP & GNP		CO6		
	38	6	Real Growth in GDP price level Inflation Rate		CO6		
	39	6	Concept of Money Supply		CO6		
14	40	6	Index for Agricultural Production Index for Industrial Production		CO6		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on concept of Testing of Hypothesis	1		
2	Assignment on concept of Linear Programming Techniques	2		
3	Assignment on concept of Matrices & Determinant	3		
4	Assignment on concept of Ratio, Proportion & Percentage	4		
5	Assignment on concept of Statistical Applications in Investment Management	5		
6	Assignment on concept of Economic Indicators	6		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√			1	√	√		√	
2		√			2	√	√		√	
3		√			3	√	√		√	
4		√			4	√	√		√	
5		√			5	√	√		√	
6		√			6	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	2 nd Week of Feb	1-2	1-2	Q1 – MCQ - 5 Marks Q2 – Define 5 Marks	No IA Re-test

2 nd IA Test				Q3 – Short Notes 10 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	5	Expected Returns from Shares		CO 5	
2	4	GDP Trend on India in Last Decade		CO 6	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on Ratio Proportion & Percentage
4		Mini Projects	
5		Pop Quiz	Quiz on properties and types of Determinant
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Topic: Sums on concept of LPP
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Types of Matrices
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To provide basic knowledge of key approaches and models relating to organizational behaviour
Affective	What do you want students to think / care about?	To understand ways of acting effectively and finding ways was controlling human behaviour
Behavioural	What do you want students to be able to do?	To apply different concepts relating to managing of conflicts, change, time and stress

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To highlight the role of human resources in success of an enterprise	Unit 1
CO2	To understand various processes involved in increasing the value of human assets	Unit 2
CO3	To understand ways for maintaining high employees morale and sound human relations by sustaining and improving the various conditions and facilities	Unit 3 & 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												

CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	ORGANISATIONAL BEHAVIOR	100	--	--	3	-	--	

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum					
	ORGANISATIONAL BEHAVIOR	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A									
B									
C									

1.g Office Hours (Faculty will be available in office in this duration for solving students’ query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	WEDNESDAY	1:15 -2:15	ZOOM LINK WILL BE SHARED WITH STUDENTS
B			
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to organizational Behavior	10	25
2	Group Dynamics	10	25
3	Organisational Culture and Change management	10	25
4	Organisational development	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		OC	
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	PGDM IN MARKETING AND HR
2	1 & 2	MBA IN MARKETING

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	MARKETING EXECUTIVE
2	MARKETING MANAGER

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target MARCH 2020	March 201	March 2018	Mar 2015-2016	Mar 2014-2015
Course Passing % – Average of A Divisions	100	96.26%	98.18%		
Marks Obtained by Course Topper (mark/100)					

Division A		
Year	Initials of Teacher	% Result
Dec 2019	RA	96.26%
Dec 2018	MT	98.18%
Dec 2017		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
		NIL

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Organizational Behaviour		SETH		1-4
2	Organizational Behaviour		VIPUL		1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Organizational Behaviour	Stephen P. Robbins			
2	Organizational Behaviour	archana and tyagi			
3	Organizational Behaviour	kinikki angela			

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	-				

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	www.mindtools.com		2
2	www.psychologytoday.com		1

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		Module 1-4
2									
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.slideshare.net	1-4
2	www.NPTEL.co.in	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
	-			

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	DIPLOMA IN HR MARKETING	WELINIGKAR INSTITUE	6 MONTHS	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/11/2019		15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Syllabus Discussion				
	2		Meaning & introduction				
	3		Scope of OB				
	4		THEORIES of motivation - Maslow				
	5		Herzberg				
	6		McGregor theory – Theory X & Y				
	7		William Ouchis Theory Z				
	8		Victor Vroom				
	9		ERG Theory				

	10		Application of theory – Maslow				
	11		Application of theory – Herzberg				
	12		Application of theory – McGregor				
	13		Application of theory – Z theory				
	14		Application of theory – Victor Vroom				
	15		Individual Behavior – IQ ,EQ,SQ				
	16	2	Meaning & Definition of Group				
	17		Team Building				
	18		Different types of Team				
	19		Team Development - Skills for team Building				
	20		Characteristics of Mature Team				
	21		Goal Setting				
	22		Soft skills				
	23	3	Leadership & type				
	24		Interpersonal Skills				
	25		Multicultural Sills				
	26		Johari Window				
	27		Work Culture				

	28		Characteristics of Organizational Cultural				
	29		Types ,Functions Of organizational Culture				
	30	4	Organizational Conflict				
	31		Sources/Effects Of Conflict				
	32		Negotiation				
	33		Stress Management				
	34		Symptoms of stress & coping with Stress				
	35		Time Management				
	36		Organizational change and Resistance to Change				
	37		Organizational Development Meaning				
	38		Need, Advantages, Process Characteristics of OD				
	39		Major OD Intervention Strategies				
	40		Benefits/ Limitation &TQM				

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	McGregor theory – Theory X & Y	1		
2	Different types of Team	2		
3	Types of Organizational Culture	3		

4	Organizational Development	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1						✓				
2						✓				
3						✓				
4						✓				

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical	Module	Title of the Regular Experiments	Concepts to be	CO Map	Audit /
-----------	--------	----------------------------------	----------------	--------	---------

No.	No.		highlighted		Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		-			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report

1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	✓
13		Panel Discussion / Mock GD	✓
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Agnus A Meledath

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this

Cognitive	What do you want students to know?	The objective of the course is to introduce the theory of financial market and the concept of Indian Financial system . The goal is to expose students to existing work and provide basic tools to do research in the area.
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Affective	What do you want students to think / care about?	Business unit must raise short term as well as long term funds to meet their working and capital requirements from time to time, Students will gain wide knowledge and will be clear about the working and importance of financial markets in depth as well know about primary and secondary market
Behavioural	What do you want students to be able to do?	The purpose is to identify and understand why people make certain financial choices. Within behavioural finance , it is assumed the information structure and the characteristics of market participants systematically influence individuals' investment decisions as well as market outcomes

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	History of Indian financial system and its structure as well the establishment of Development banks.	Unit 1
CO2	Knowledge about Primary and Secondary markets, Insight about Regulatory Framework for Financial Market and Various stock Exchange	Unit 2
CO3	Commodity Market, Its Structure, and the brief about investing in commodities market	Unit 3
CO4	Derivatives Market - Analyse and price diverse derivatives products to generate an optimal risk management strategy, Demonstrate an understanding of pricing forwards, futures and options contracts	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	P O 5	P O 6	P O 7	P O 8	P O 9	P O 10	P O 11	P O 12

C O 1	Stron g	Stron g	Moderat e	Moderat e								
C O 2	Stron g	Stron g	Moderat e	Moderat e								
C O 3	Stron g	Stron g	Moderat e	Moderat e								
C O 4	Stron g	Stron g	Moderat e	Moderat e								
C O 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for

Catego ries	Mathema tics	Comput ing / IT / Electro nics	Humani ties & Soft Skill	Social Scien ces	Comme rce	Manage ment	Multidiscipl inary
Tick suitable					✓		

category							
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Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Markets	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Financial Markets	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Indian Financial System	10	Equal
2	Financial Markets in India	10	Equal
3	Commodity Market	10	Equal
4	Derivatives Market	10	Equal
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	EMFS	Introduction to Financial System

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	M.COM

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	It will help the students to make wise decision in Investment.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - November 2021	November 2020	November 2019	November 2018
Course Passing %	95%	100%	93.75%	93%
Marks Obtained by Course Topper (mark/100)		100	75	78

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	Sindhu K	100%				
Dec 2018	Sindhu K	93.75%				
Dec 2018	Santhosh	93%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Derivatives Market	4	Practice and Class Test

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Text Books) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Services	Dr.S. Gurusamy	Vijay Nicole Imprints		

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Services	Khan M.Y	Mc Graw Hill Education		
2	Financial Services	Dr.S.Gurusamy	Vijay Nicole Imprints		
3	Financial Markets and Services	E. Gordon and K. Natarajan			
4	Commodity Markets	NitiChatnani	Mc Graw Hill Education		

Global4.c**List of E - Books (E – Symbol for E-Books) to be Referred by Students**

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Markets- https://www.freebookcentre.net/business-books-download/Indian-Capital-Market.html				
2	Financial Markets, Institutions and Financial Services	<u>Gomez</u> (Author) , <u>Clifford</u> (Author)	Paper Back	2008	All

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Slideshare.com	Directory of open access book	All
2	Journals of Financial Markets	The Best Personal Finance and Investment Magazine	All
3	Capital Markets	The Economist	All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√					√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://cbseacademic.nic.in/web_material/Curriculum20/publication/srsec/	All
2	Slideshare .com	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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1	Introduction to financial Markets (Course Era)	Indian School of Business	4 weeks	Y
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4.h Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	NA			

4.i Study Material Distributed among Students

1

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/> √	<input type="checkbox"/> √	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	June 2021	November 2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

	1	1	Introduction to syllabus (Immediate Senior will speak about subject – 2 students)		1		
	2	1	Introduction, Meaning, Functions of Financial System.		1		
	3	1	Indian Financial System from financial neutrality to financial activism and from financial volatility to financial stability		1		
	4	1	Indian Financial System from financial neutrality to financial activism and from financial volatility to financial stability		1		
	5	1	Role of Government in Financial development		1		
	6	1	Overview of Phases of Indian financial system since Independence (1947-1990)		1		
	7	1	Financial Sector Reforms 1991 till financial sector legislative reforms commission 2013		1		
	8	1	Monitoring framework for financial conglomerates		1		
	8	1	Monitoring framework for financial conglomerates		1		
	9	1	Organised and Unorganised Financial Markets		1		
	9	1	Financial Assets/Instruments		1		
	10	1	Fund Based and Fee based Financial Services		1		
	11	2	Indian Money Market: Meaning and Features		1		

	1 2	2	Functions and Importance of Indian Money Market		1		
	1 3	2	Participants, Components of Organised and Unorganised Markets		2	Saha ra case study	
	1 4	2	Indian Capital Market: Meaning, Features, Functions.		2		
	1 5	2	Importance, Instruments, Reforms in Primary and Secondary Market.		2		
	1 6	2	Indian Stock Market: Meaning and functions of stock exchange – NSE and BSE		2		
	1 7	2	Equity Market: Primary market, IPO		2		
	1 8	2	Book Building, Role of Merchant Bankers		2		
	1 8	2	ASBA, Green Shoe Option		2		
	1 9	2	Issue of Bonus Shares, Right shares		2		
	2 0	2	Sweat Equity Shares		2		
	2 0	2	Indian Debt Market; Market Instruments		2		

2	2	Listing	2		
1					
2	2	Primary and Secondary Segments	2		
1					
2	2	ESOP	3		
1					
2	2	Indian Stock Market: Meaning and functions of stock exchange – NSE and BSE	3		
2					
2	2	Revision Unit 1	3		
3					
2	2	Revision Unit 2	3		
3					
2	3	Introduction to Commodities Market	3		
4					
2	3	Meaning, History of Commodity Markets	3		
5					
2	3	Types of Commodities Traded	3		
6					
2	3	Structure of Commodities Market in India	3		
7					
2	3	Salient Features and main players in commodity market	3		
8					

28	3	Reasons for Investing in Commodities		3		
29	3	Ways and Growth of Commodities Market in India		3		
29	3	Forward Market Commission		3		
30	3	Introduction to Commodity Exchange, Commodity Exchanges in India		3		
30	3	National Commodity and Derivatives Exchange		3		
31	3	Commodities which are traded on Exchange		3		
32	4	Derivatives Market, Risk Management		3		
33	4	Introduction to Derivatives, Definition of Derivatives and Characteristics of Derivatives		4		
34	4	Need and Functions of Derivatives		4		
35	4	Factors Contribution to growth of derivatives, Advantages and Disadvantages of Derivatives		4		
36	4	Evolution of Derivatives Market in India and Regulatory Framework of Derivatives Market		4		

37	4	SEBI, Securities Contracts Regulation Act,1956	4		
38	4	Underlying assets, Uses of Derivatives in Portfolio Management	4		
39	4	Participants in Derivatives Market	4		
40	4	Derivatives Contract, Strategies used in Derivatives Trading	4		

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20				40		Mid term 20	100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
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1	Structure of Indian Financial System	1	July	
2	Indian Money Market	2	July	
3	Indian Stock Market – BSE & NSE	2	August	
4	Commodity Exchanges in India and abroad	3	September	
5	Difference between Forwards and Futures.	4	September	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1	Y	Y		1		Y	(√)	Y	
2	3	Y	Y		2		Y		Y	
3	6	Y	Y		2		Y		Y	
4	7	Y	Y		3		Y		Y	
5	8	Y	Y		4		Y		Y	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Textbook, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Descriptive – 20 Marks	No IA Re-test

2nd IA Test					IA is a Head of passing *(CEPR)
Pop Quiz	June	1 & 2	1 & 2		
Open Book Test	July	2 & 3	2 & 3		
Take Home Test	July. Aug and Sept	4	4		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Opening of D-Mat Account			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	(√) –
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	(√)
4		Mini Projects	
5		Pop Quiz	(√)
6		Mobile App Based Quiz	(√)
7		Open Book Test	(√)
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	(√)
12		Students Debates	
13		Panel Discussion / Mock GD	(√)
14	Mock Interview		
15	Co-curricular Courses	MOOC- NPTEL/Coursera Videos	(√)
16		Value Added Courses	
17		Lecture Capture Usage	(√)

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sindhu Krishnan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External

Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head

of Dept. (Sign.)

Six Thinking Hats : Edward de Bono - It serves as a team-based problem solving and brainstorming **technique** that can be used to explore problems and solutions and uncover ideas and options that might otherwise be overlooked by a homogeneously **thinking** group.

White – Information (Data or facts), Red (Emotions) Black (judgement- logic applied to identification of mistakes or barriers, looking for a mismatch.), Yellow – positive View

Green – Creativity , Blue - Thinking

-
1. How to Invest in stock market – Decision making is difficult – ideas and thought will be flowing from all directions
 2. Decision making should be structured, logical and strategy should be there and for which six thinking habits – basically depend on human psychology.
 3. Six thinking habits is generally used by people outside India, this method is used by armed force, corporates and many more.
-

4. Stock market – bullish – risk is being ignored – bearish – opportunities are being ignoring – basically confused and loss incurred.
 5. White hat – Data available – past trend analysis – wear white hat and do analysis of stock market with available information and if not available then try hard to get from google (when u wear white hat then data being searched will
 6. Red hat – Logic and justification is becoming rationale (decisions are taken on take on emotions and intuition feeling, this guy has not worn white hat e.g.,nifty will go 9000-
 7. Black hat – pessimistic – what can go wrong – how trade can go wrong and how much will be loss – think negatively – worst case scenario – when.
 8. Yellow hat – optimistic – bullish people wear yellow hat – positive view about stock and share – predicting this share will go up after 3 months – in a year we will be crore parti – why optimistic view is required – need to analyse ourselves – justify ourselves.
 9. Green hat – creative one – analysis should be unique – multiple analysis – should be creative – new methods but it should be relevant to stock market – should not be repetitive as we use different pedagogy is used – New combination should lead to success – when research id some there will be a result.
 10. Blue – leadership – whether all previous hats are worn properly – objective of coming to stock market – whether my analysis done is right? Can I go head with this decision – What we want to achieve – like a entrepreneur or leader have I taken decision? – All 6 can be wore else 2 or 4 but when u take any decision its advisable to wear all 6 hats individually and critically analyse
-
-

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The students will be able to understand dividend growth model ,capital Budgeting, Capital Rationing ,Economic Value Added
Affective	What do you want students to think / care about?	The students will be able to calculate equity costs as per the different pricing models
Behavioural	What do you want students to be able to do?	The students will be able to apply the different components learned to accept or reject a project.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Introduce students to financial management and its importance and its applications in business and Introduce students to financial planning, and objectives, benefits, types of areas and stages of financial planning	Unit 1
CO2	Introduce the concept of discounting and compounding, Present Value, Future value Annuity,	Unit 2

CO3	Students learn different methods to evaluate project, Project planning & Risk Analysis	Unit 3
CO4	Making the students understand the concepts of cost of equity, cost of debt, cost of preference and weighted average cost of capital	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S	W	M	M						
CO 2	S	M	S	M	M	M						
CO 3	S	M	S	W	M	M						
CO 4	S	M	M	M	M	M						
CO 5	S	M	M	M	M	M						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
DRE-1	Financial Management	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem.	TW	Practical	Oral	Total
		IA	IA 2	Sum of					

		1		IA1 and IA2	Exam Marks				
DRE-1	Financial Management	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	02:00 pm to 03:00 pm	X011

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Finance and Financial Management	08.00 hrs	25%
2	Financial Goal Setting & Time value of Money	10.00 hrs	25%
3	Investment Decisions: Capital Budgeting	12.00 hrs	25%
4	Financial Decisions	10.00 hrs	25%
* Insert rows for more modules in the Course Total		40 hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	SYJC	Mathematics
2	2	FYBBI	EMFS

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		M. Com
2	Sem III	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Managers to interface with accounting and finance departments, help them to understand how firms meet their financial objectives utilizing financial decision-making With the help of financial tools and techniques
2	To measure financial performance, effects of new financial innovations

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2020	Nov 2019	Nov 2018	Nov 2014
Course Passing % – Average of 3 Divisions	100%	96.97%	91.52%	89.56%
Marks Obtained by Course Topper (mark/100)	98	80	82	92

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2019	VRG	96.97%				
Nov 2018	MAA	91.52%				
Nov 2017	MAA	89.56%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Capital Budgeting	2	Practice more sums. Give more assignments, Conceptual understanding of the topics is more important

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Management	D. Chandra Bose	PHI Learning Pvt. Ltd		All
2	Financial Management	C. Paramasivan & T. Subramanian			
3	Financial Management	Ravi Kishore			All
4	Financial Management	Tulsian PC			All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management: I.	M Pandey,	Vikas Publishing House		
2	Financial Management:	M.Y. Khan, P.K. Jain,	Tata McGraw Hill		
3	Financial Management :	Ravi M Kishore,	Taxman		
4	Financial Management	Prassana Chandra,.	Prentice Hall		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Management	Vijuptaketh Sharma			

2	Strategic Financial Management	Robert Alan Hill	Bookboon		1 st
3	Financial Management	I. M. Pandey	Vikas Publishing House	11 th	All
4					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International journal of financial management	Money, Businessweek	All
2	Journal of Risk & Financial Management	Open access journal published by IETI, IDSAI & IRIEM	All

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓			✓	✓		
2	✓	✓							
3	✓	✓							
4	✓	✓							

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Online Notes and PPTs (mention web site)	1-5
3	Sources of Finance https://youtu.be/SWr_cziQC78	1

4	Profit Maximization and Shareholders Wealth Maximization https://youtu.be/KOX4HW5YsWE	2
5	Cost of Capital https://youtu.be/jKCz36tPjsk	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Financial and Management Accounting	edx	3 weeks	Y
2	Investment Banking Course	edx	4 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Financial Management in Organizations https://www.edx.org/course/financial-management-organizations-usmx-umuc-af6030-1	edx	8 weeks	Y
2	Applying Investment Decision Rules for Startups https://www.coursera.org/learn/capital-budgeting	Yonsei University ,edx	1 week	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	27/11/2017	17/03/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Finance and Financial Management		CO1		
	2	1	Meaning and definition of finance Private and Importance finance		CO1		
	3	1	Types of Finance: Long Term Sources : Term Loans, Debentures, Bonds, Zero Coupon bonds, Convertible Bonds		CO1		
	4	1	Equity shares, Preference shares, CD, CP, Public Deposits		CO1		
	5	1	Short Term sources: Bank Finance, Trade Credit, Other Short Term Sources		CO1		
2	6	1	Venture Capital and Hybrid Financing		CO1		
	7	1	Financial Management : Meaning and Importance of Financial Management		CO1		
	8	1	Scope of Financial Management		CO1		
	9	1	Functions of Financial Management		CO1		
	10	1	Objectives of Financial Management		CO1		
	11	1	Primary Objective of Corporate Management		CO1		
	12	1	Agency Problem and Organization of Finance Function		CO1		

13	2	Emerging role of Finance Managers in India		CO2		
14	2	Objectives of the Firm : Profit Maximization and Shareholders Wealth Maximization,		CO2		
15	2	Profit V/s Value Maximization		CO2		
16	2	Financial Goal Setting & Time value of Money: Financial Goal Setting : Introduction		CO2		
17	2	Financial Forecasting – Meaning, Techniques,		CO2		
18	2	Benefits Approaches to Financial Planning		CO2		
19	2	Economic Value Added (EVA)– Measurement & Components		CO2		
20	2	Free Cash Flow (FCF)		CO2		
21	2	Time Value of Money: Concept		CO2		
22	2	Present Value, Annuity		CO2		
23	2	Techniques of Discounting and Compounding		CO2		
24	2	Problem solving		CO2		
25	3	Capital Budgeting : Nature of Capital Budgeting, Purpose of Capital Budgeting		CO3		
26	3	Capital Budgeting Process and Types of Capital Investment		CO3		
27	3	Basic Principle of Measuring Project Cash		CO3		
28	3	Long Term Funds Principle, Exclusion of Financial Cost, Principle, Post Tax Principle		CO3		

29	3	Probability technique for measurement of cash flow		CO3		
30	3	Capital Budgeting Techniques: Net Present Value Profitability, Index and Discounted Pay Back Method.		CO3		
31	3	A Comparison; Project Selection Under Capital Rationing		CO3		
32	3	Problems on computation of cash flow, ranking of projects on various techniques, selection and analysis with / without capital rationing		CO3		
33	4	Financial Decisions : Cost of Capital : Introduction and Definition of Cost of Capital		CO4		
34	4	Measurement of Cost of Capital Measurement of WACC using book value and market value method.		CO4		
35	4	Problem solving		CO4		
36	4	Measuring Marginal Cost of Capital A) Capital Structure, Measuring Marginal Cost of Capital B) Capital Structure, Importance of Optimal Capital Structure		CO4		
37	4	EBIT -EPS Analysis		CO4		
38	4	Capital Structure Theories , Dividend Policies (Walter & Gordon)		CO4		
39	4	Problem solving		CO4		
40	4	Problem solving		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
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								05	05
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Functions of Financial Management, Objectives of Financial Management		2 nd Week	
2	Time Value of money		5 th Week	
3	Capital Budgeting		August Second week	
4	Cost of Capital		Last week	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		✓	✓		1	✓	✓			✓
2		✓	✓		2	✓	✓			✓
3										

4									
5									

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	Pop Quiz	1			
Open Book Test	Open Book Test	2			
Take Home Test	Take Home Test	3			
Class tests / prelims	Class tests / prelims	ALL			
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	YES
4		Mini Projects	YES
5		Pop Quiz	YES

6		Mobile App Based Quiz	YES
7		Open Book Test	YES
8		Take Home Test	YES
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	YES
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	YES
16		Value Added Courses	YES
17		Lecture Capture Usage	YES

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Jogu

Faculty 1 Name (Sign.)
(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name

External Industry Mentor (Sign.)
(Sign.)

External Academic Mentor

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus& AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course& get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To learn various tools for financial statement analysis and know the financial functions of the organisation.
Affective	What do you want students to think / care about?	To integrate the concepts of management accounting for controlling Performance, finding solutions of Strategic Business Problems and Coordinating Operations
Behavioural	What do you want students to be able to do?	To interpret financial statements for effective decision making

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Will be able to understand the role of Management Accounting in Decision making	Unit 1
CO2	Will be able to learn analysis tool for financial statement analysis – ratio analysis	Unit 2
CO3	Will be able to learn different components of Working capital and estimating future requirements	Unit 3
CO4	Will be able to learn various aspects of Dividend policy within organisation	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12

CO 1	Strong	Moderate	Strong	Strong							
CO 2	Moderate	Strong	Strong	Strong							
CO 3	Strong	Strong	Strong	Moderate							
CO 4	Strong	Strong	Moderate	Strong							

1.d Mapping of COs with PSOs (marks: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	Strong	Moderate	Strong	Strong
CO 2	Moderate	Strong	Strong	Strong
CO 3	Strong	Strong	Strong	Moderate
CO 4	Strong	Strong	Moderate	Strong

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBAF407	Introduction to Management Accounting	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
UBAF407	Introduction to Management Accounting	20			75			05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday		Online (MS Teams)

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2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Management Accounting	5	Equal
2	Financial Statement Analysis	15	
3	Working Capital Management	10	
4	Management of Profits/Dividend Policy	10	
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th Std	OB, Mathematics	
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	M.COM (Cost and management Accounting)
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To analyze financial statements published in annual reports
2	To take corrective decisions affecting operational and finance function of the organizations.
3	To improve performance and motivate employees

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019	Dec 2018
Course Passing % – Average of 3 Divisions	100%	100%	93.75%	
Marks Obtained by Course Topper (mark/100)	100	100	-	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	KCM	100				
Dec 2019	VRG	93.75				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Ratios	3	Remembering through charts, Sums to be practiced on daily basis

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost and Management Accounting	Ravi Kishore	Taxmann		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Management Accounting	I.M. Pandey	Vikas		All
2	Management Accounting	Khan & Jain	Taxmann		All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Accounting for Managers	Vardhaman Mahaveer Open University			All
2	MBA Accounting for Managers	St. Xavier's College, Kolkata			All
3	Accounting for Managers	Guru Jambheshwar University of Science and Technology			All

4.d Web Links and Names of Magazines, Journals, E-journals– [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.journals.elsevier.com/management-accounting-research	https://www.imanet.org/insights-and-trends/management-accounting-quarterly	All
2	http://aaapubs.org (American Accounting Association)	The Institute of Cost and Management Accountant of India	All
3			All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1
2	✓	✓					Y		Unit 2
3	✓	✓					Y		Unit 3
4	✓	✓					Y		Unit 4

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://gurukpo.com/management-accounting	1-4
2	Management Learning World - YouTube	1-2
3	ICAI Knowledge Gateway	3-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	About Fundamentals of financial and management accounting POK (polimi.it)	University of Politecnico di Milano	5 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓		✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus discussion and paper format Unit 1- Introduction to Management Accounting – meaning, features		CO1		
	2	1	Importance of MA, Functions of Management accountant, Role of Mgmt. accountants.		CO1		
	3	1	Tools of Mgmt accounting.		CO1		
2	4	1	Types of information used in decision making, Mgmt Accounting framework.		CO1		MS Quiz Form
	5	1	Difference between MA and FA (https://www.youtube.com/watch?v=6f8mH0eXnIY)		CO1		Video
	6	2	Unit 2 : Analysis and interpretation of Accounts – Definition, purpose, and objectives of Financial statements (https://www.youtube.com/watch?v=c8HxuTv-abo)		CO2		Video
3	7	2	Features and qualities of FS, Preparation of FS- Balance sheet (vertical format)		CO2		MS Quiz Form
	8	2	Practical sums on preparation of vertical Balance sheet		CO2		
	9	2	Preparation of FS- Income statement (vertical format)		CO2		
4	10	2	Practical sums on preparation of vertical Income statement		CO2		Assignment
	11	2	Financial statement analysis (Ratio analysis) : meaning, objectives of ratios, nature of ratios		CO2		
	12	2	Classification of ratios (https://www.youtube.com/watch?v=KYUWMTS7kiQ&t=328s)		CO2		Video

			Du pont chart- meaning, du pont chart, computation of NPAT			
5	13	2	Balance sheet ratios – Current, liquid, proprietary, Stock to working capital, debt equity		CO2	
	14	2	Sums on Balance sheet ratios		CO2	
	15	2	Revenue statement ratios – gross profit, net profit, expense, net profit, net operating profit, stock turnover		CO2	PBL
6	16	2	Sums on Revenue statement ratios		CO2	
	17	2	Combined ratios – ROCE, ROE, ROPF, debt service, creditors and debtors turnover ratios		CO2	
	18	2	Sums on Combined ratios		CO2	Assignment
7	19	2	Sums on combined ratio		CO2	
	20	2	Revision		CO2	Open Book test
	21	3	Unit 3: Working capital management – definitions, need, nature, operating cycle (https://www.youtube.com/watch?v=aj96CJt6HKM)		CO3	Video
8	22	3	Classification of Working capital and Factors determining working capital requirements, importance and management of working capital		CO3	
	23	3	Sources of working capital, proforma of working capital estimation		CO3	Minute paper
	24	3	Practical sums on estimation of working capital requirements		CO3	
9	25	3	Practical sums on estimation of working capital requirements		CO3	
	26	3	Practical sums on estimation of working capital requirements		CO3	
	27	3	Practical sums on estimation of working capital requirements		CO3	
10	28	3	Practical sums on estimation of working capital requirements		CO3	Assignment

	29	3	Practical sums on estimation of working capital requirements		CO3		Open Book test
	30	3	Practical Problem		CO3		
11	31	4	Unit 4: Management of Profits/Dividend Policy		CO4		
	32	4	Meaning, Types		CO4		
	33	4	Factors influencing dividend policy,		CO4		
12	34	4	Forms of dividend.		CO4		
	35	4	Determinants of Dividends Policy:		CO4		
	36	4	Factors; Dividend Policy in India		CO4		MS Quiz Form
13	37	4	Bonus Shares (Stock dividend)		CO4		
	38	4	Stock (Share) Splits; Legal, Procedural; and Tax		CO4		Assignment
	39	4	Aspects associated with Dividend Decision		CO4		
14	40		Revision of Unit 1 & 2		CO1 & CO2		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Two Class Tests (Other than IA)	Other (1) specify	Other (2) Specify	Total
20	20	-	-		40	20		100 Scale Down to 25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Scrap book – financial newspaper cutting for 3 months (July to September)	CO1	1 st Week	12 th Week
2	Practical Problems	CO2	6 th Week	7 th Week
3	Analysis of 2 annual reports from 2 sectors each wrt ratio Analysis	CO2	8 th Week	10 th Week
4	Estimation of working capital requirements thru survey of 30 small shop owners – mini project	CO3	11 th Week	12 th Week

✓ **Analysis of Assignment / Tutorial Questions and Related Resources**

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1							✓		✓
2	6				1			✓		✓
3	8				2			✓		✓
4	11				3			✓		✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP–*from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT)Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 TH Week	1& 2	CO 1, CO 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	6 TH WEEK	1& 2	CO 1, CO 2		
Take Home Test	10 TH WEEK	3 & 4	CO 3, CO4		

Class tests / prelims					
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*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Analysis of Income statement & Balance sheet Ratios	Ratio Analysis	CO2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	Visiting shops and know estimation of working capital requirements
5		Pop Quiz	✓
6		Mobile App Based Quiz	
7		Open Book Test	✓

8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	✓
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	✓
16		Value Added Courses	NA
17		Lecture Capture Usage	✓

Note: Teaching Pedagogy – 1. Context-Based Learning,
2. Computational Thinking.

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Ms. Kavitha Mohan

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand various E-Commerce and E-Banking Framework
Affective	What do you want students to think / care about?	To make students comfortable with MS Office Package
Behavioural	What do you want students to be able to do?	To provide an insight on Cyber Law and Cyber Security

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Able to know significance of E-commerce and its applications to business	Unit 1
CO2	Using E-Banking and knowing its evolution in India	Unit 2
CO3	Able to use Office Productivity Tools	Unit 3
CO4	Able to get an insight on Internet, Cyber Law and Cyber Security	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	M	M								
CO 2	M	M	M	M								
CO 3	S	S	S	S								
CO 4	M	M	M	M								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓					

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Information Technology in Banking and Insurance I	75	25	--	3	--	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Information Technology in Banking and Insurance I	--	--	--	75	--	20	5	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3:00	1:00	1:00	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	10:00 am to 11:00 am	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Electronic Commerce	09 lectures x 60 minutes	25
2	E-banking	08 lectures x 60 minutes	25
3	MS Office	13 lectures x 60 minutes	25
4	Cyber Law and Cyber Security	10 lectures x 60 minutes	25
* Insert rows for more modules in the Course		Total	100%
		40 lectures x 60 minutes	

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	FYJC – IT	E-Commerce, MS Office
2	-	SYJC – IT	Cyber Law and Cyber Security

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	IT in Banking and Insurance II

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Usage of Internet in day-to-day life with proper awareness about various cyber-crimes and security.
2	Use of various E-Commerce sites for shopping, better understanding of payment systems.
3	Use of Word and Excel

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100	100	98.44	-
Marks Obtained by Course Topper (Mark/100)	100	100	-	-

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	SRT	100				
Nov 2019	AJP	98.44				
Nov 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
E-Commerce Architecture	1	Extra E-learning content to be provided
Microsoft Excel – Advanced Functions	3	More Practical to be given to students during lab session

4 All the Learning Resources – Books and E-Resources**4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students**

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to E-Commerce	Martin Kurtz	The ebook company	-	1,2,4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	E-Banking in India: Challenges and Opportunities	RimpiJatana, R. K. Uppal	-	-	2
2	Frontiers of E-Commerce	Ravi Kalakota, Andrew B. Whinsto	Pearson Education		1
3	An Overview of Cyber Crime & security	Akash Kamal Mishra		1st	4
4	Computers and Banking	Sony and Agarwal	-	-	2
5	E-Commerce	David Whitely			1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer Fundamentals Information Technology	Pradeep K Sinha			1
2	Excel 2010	Stephen Moffat			2
3	Microsoft Office Professional 2013-Step by step	Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, Eric Legault, Ben Schorr and Ciprian Rusen	Microsoft	-	2

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	What You Need to Know About Electronic Payment Systems https://squareup.com/us/en/townsquare/electronic-payment-systems	Top 10 Most Secure Internet Browsers https://cybersecuritymag.com/secure-internet-browsers/	3 and 5
2	Encouraging users to improve password security and memorability https://link.springer.com/article/10.1007/s10207-019-00429-y		5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓							
2		✓							
3		✓	✓	✓		✓			

4			✓						
5			✓	✓					

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Electronic Banking in India: Challenges and Opportunities http://www.ijstm.com/images/short_pdf/1486215092_S208_IJSTM.pdf	2
2	Digital Content (live.vsit.edu.in/vrefer)	1-5
3	VSIT Live (live.vsit.edu.in/moodle)	1-5
4	Microsoft Teams	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Spoken Tutorial on Libre Office Writer, Calc and Impress http://spoken-tutorial.org/	IIT-Bombay	2 hrs each	Y
2	Cyber Security: Implement Security Measures to prevent Attack https://www.udemy.com/course/cybersecurity-implementing-security-measures-to-prevent-attacks/	Udemy	1 Hr	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		10

Week	Lecture no	Module no	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Introduction to E-Commerce	Flipped Classroom	CO1		
	2	I	E-Commerce Framework, E-Commerce, and media convergence		CO1		
	3	I	Anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications		CO1		
	4(B1)	III	Lab Session		CO3		
	4(B2)	III	Lab Session		CO3		
2	5	I	Market forces influencing the I-way, Components of I-way	Diagrams	CO1		
	6	I	Network Access Equipment, Architectural framework of Ecommerce		CO1		
	7	I	WWW and its architecture		CO1		
	8(B1)	III	Lab Session		CO3		
	8(B2)	III	Lab Session		CO3		
3	9	I	Hypertext publishing		CO1		
	10	I	Technology behind the web		CO1		
	11	I	Security and the Web		CO1		

	12(B1)	III	Lab Session		CO3		
	12(B2)	III	Lab Session		CO3		
4	13	II	Meaning, Definition of E-Banking, Features, Advantages and Limitations of E-banking		CO2		
	14	II	Evolution of E-banking in India, Legal framework for E-banking		CO2		
	15	II	Introduction of Electronic Payment System	Flipped Classroom	CO2		
	16(B1)	III	Lab Session		CO3		
	16(B2)	III	Lab Session		CO3		
5	17	II	Types of Electronic Payment Systems		CO2		
	18	II	Digital Token-based EPS		CO2		
	19	II	Smart Card EPS, Credit Card EPS		CO2		
	20(B1)	III	Lab Session		CO3		
	20(B2)	III	Lab Session		CO3		
6	21	II	Risk in EPS		CO2		
	22	II	Designing an EPS		CO2		
	23	IV	Need of Cyber Law, History of Cyber Law in India		CO4		
	24(B1)	III	Lab Session		CO3		
	24(B2)	III	Lab Session		CO3		
7	25	IV	Various threats and attacks	Flipped	CO4		

				Classroom			
	26	IV	Phishing, Key Loggers		CO4		
	27	IV	Identity Theft, Call & SMS forging		CO4		
	28(B1)	III	Lab Session		CO3		
	28(B2)	III	Lab Session		CO3		
8	29	IV	E-mail related crimes		CO4		
	30	IV	Denial of Service Attacks, Hacking		CO4		
	31	IV	Online shopping frauds, Credit card frauds		CO4		
	32(B1)	III	Lab Session		CO3		
	32(B2)	III	Lab Session		CO3		
9	33	IV	Cyber Stalking, Computer Security, E-Security		CO4		
	34	IV	Password Security		CO4		
	35	IV	Reporting internet fraud		CO4		
	36(B1)	III	Lab Session		CO3		
	36(B2)	III	Lab Session		CO3		
10	37	III	Lab Session		CO3		
	38	III	Lab Session		CO3		
	39	III	Lab Session		CO3		
	40(B1)	III	Lab Session		CO3		

	40(B2)	III	Lab Session		CO3		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Viva	Other (2) specifying	Total
05			10	05		05		25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	E-Commerce and World Wide Web	CO1	Week 2	Week 3
2	Electronic Payment System	CO2	Week 5	Week 6
3	MS-Office	CO3	Week 10	Week 10
4	Cyber Law & Cyber Security	CO4	Week 9	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Textbook	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4		√		1	T1	R2 & R5		√	√
2	9			√	2	T1	R1 & R5		√	√
3	11	√			3	-	-		√	√
4	12				4	-	R3		√	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1-2	CO1 and CO2		
2nd IA Test				-	-
Pop Quiz	4th Week	1	CO1		
Open Book Test	9th Week	2	CO2		
Take Home Test	13th Week	5	CO5		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Introduction to Microsoft Word	MS Word	CO3	
2	3	Smart Art, Header & Footer, Converting Word as PDF File	MS Word	CO3	
3	3	Bookmark, Hyperlink	MS Word	CO3	
4	3	Cross Reference	MS Word	CO3	
5	3	Mail Merge	MS Word	CO3	
6	3	Introduction to Excel, Arithmetic and Comparison Operator	Ms Excel	CO3	
7	3	Maths Functions	Ms Excel	CO3	
8	3	Math Functions	Ms Excel	CO3	
9	3	String Functions	Ms Excel	CO3	

10	3	Pivot Charts	Ms Excel	CO3	
11	3	Pivot Charts	Ms Excel	CO3	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Creating Sample templates	MS Word	CO3	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	5	Attacks	Cyber Security	CO5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes

17		Lecture Capture Usage	Yes
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Note: - Teaching Pedagogy

- 1) Game Based Learning
- 2) Flipped Classrooms

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Snehal Tandale

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To make students understand how Internet can be used for Banking
Affective	What do you want students to think / care about?	To make students understand different technology that can be used for Internet Banking
Behavioural	What do you want students to be able to do?	To be able to use Microsoft PowerPoint and Outlook

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand various E-Banking Business Models	Unit 1
CO2	To provide an insight on Induction to TechnoManagement	Unit 2
CO3	To understand increasing significance of IT Applications and Banking	Unit 3
CO4	To make students comfortable with MS Office Package	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				

CO 2				
CO 3				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Information Technology in Banking and Insurance II	75	25	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Information Technology in Banking and Insurance II	-	-	-	75	--	20	5	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	E-Banking Business Models	08	20
2	Induction to Techno Management	14	20
3	IT Applications and Banking	6	20
4	MS Office: Packages for Institutional Automation	12	20
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	Information Technology in Banking and Insurance I	Introduction to E-Banking, Electronic Payment System

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	-	-

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Using Internet Banking rather than Traditional Banking method
2	Creating PowerPoint Presentations using cloud
3	Using Cloud for Storing of Data

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	100			

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	Ms. Snehal Tandale	100%	NA		NA	
Mar 2020	Mr. Ajay Poojary	100%	NA		NA	
Mar 2019	Mr. Ajay Poojary	100%	NA		NA	

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
DBMS, Data Mining	2	Explanation with more real time Examples
MS-Office (PowerPoint Presentation)	4	Hands on Session during Practical Session

4 All the Learning Resources – Books and E-Resources**4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	Computers and Banking	Sanjay Soni and Vinayak Aggarwal	M/s Sultan Chand & Sons, New Delhi, 1993	-	1
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4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer today (3rd edition)	Sanders, Donald H	McGraw Hill	3rd	1
2	Computer in Business	Sanders D	McGraw Hill	-	1
3	Computers	Subramaniam N	Wheeler	-	1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer Fundamentals Information Technology	Pradeep K Sinha			1
2	Excel 2010	Stephen Moffat			2
3	Microsoft Office Professional 2013-Step by step	Beth Melton, Andrew Couch, Echo Swinford, Mark Dodge	Microsoft		4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	What You Need to Know About Electronic Payment Systems https://squareup.com/us/en/townsquare/electronic-payment-systems	FinTech Futures https://www.fintechfutures.com/type/banking-technology-magazine/	1-4
2	The various forms of E Banking Information Technology https://www.ukessays.com/essays/information-technology/the-various-forms-of-e-banking-information-technology-essay.php		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓							
2		✓							
3		✓							
4			✓	✓					

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/NPTEL Videos

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Microsoft Teams	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Mastering Microsoft PowerPoint Made Easy Training Tutorial https://www.udemy.com/course/mastering-microsoft-powerpoint-made-easy-training-tutorial/	Udemy	3 Hrs 30 Mins	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	Python for Financial Analysis	Ms. Snehal Tandale	15hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		15

Week	Lecture no	Module no	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Subject and TLP Discussion				
	2	1	E-banking Business Models: Home Banking				

	3	1	Office Banking				
	4	4	Microsoft PowerPoint Basics				
2	5	1	Online Banking, Internet Banking				
	6	1	Mobile Banking				
	7	1	SMS Banking				
	8	4	Microsoft PowerPoint Basics				
3	9	2	Models of Electronic Payments				
	10	1	Other Business Models				
	11	2	Induction of TechnoManagement: Development Life Cycle, Project Management, Building Data Centres				
	12	4	Text and Objects				
4	13	2	RDBMS Tools Technological Changes in Indian Banking Industry: Trends in Banking and Information Technology, Technology in Banking				
	14	2	Lead Role of Reserve Bank of India, New Horizons for Banking based IT, Automated Clearing House Operations				
	15	2	Electronic Wholesale Banking Credit Transfer, Credit Information Bureau (I) Ltd.				
	16	4	More Objects				
5	17	2	Credit Information Company Regulation Bill- 2004				
	18	2	Automation in Indian Banks, Cheque clearing using MICR technology				
	19	2	Innovations, Products and Services, Core- Banking Solutions(CBS)				

	20	4	Reviewing Presentations and Collaboration				
6	21	2	Human Resource Development(HRD)-The Road Ahead				
	22	2	Technology in Banking Industry: Teleconferencing, Internet Banking, Digital Signature in Banking				
	23	2	MICR Facility for 'paper-based' clearing, Cheque Truncation				
	24	4	Customizing Presentation				
7	25	2	Dealing with Fraudulent transactions under CTS: Efficient customer service, Smart Quill Computer Pen				
	26	2	Institute for Development & Research in Banking & Technology (IDRBT)				
	27	2	E-Checks-Protocols and Standards: Problems on mechanization, e-Banking-RBI Regulations & Supervision				
	28	4	Mail Merging				
8	29	2	Technology Diffusion				
	30	3	IT Applications and Banking				
	31	3	Objectives				
	32	4	Gmail Boomerang				
9	33	3	Electronic Commerce and Banking				
	34	3	Banking Software				
	35	3	Electronic Clearing and Settlement Systems				
	36	4	Using Different Office 365 Apps				
10	37	3	Plastic Money				

	38	4	Applications of Internet: Introduction to e-mail, writing professional emails				
	39	4	Creating digitally signed documents				
	40	4	Project				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
05			10	05		05		25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Different Business Models	1		
2	Technology in Banking Industry	2		
3	IT Applications and Banking	3		
4	MS-Office: Packages for Institutional Automation	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√			1		√		√	√
2	8	√	√		2		√		√	√
3	10	√		√	3		√		√	√

4	1-10	√			4		√		√	√
---	------	---	--	--	---	--	---	--	---	---

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1,2	1		
2nd IA Test				-	-
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Microsoft PowerPoint Basics	Microsoft PowerPoint		
2	4	Microsoft PowerPoint Basics	Microsoft PowerPoint		
3	4	Text and Objects	Microsoft PowerPoint		
4	4	More Objects	Microsoft PowerPoint		
5	4	Reviewing Presentations and Collaboration	Microsoft PowerPoint		
6	4	Customizing Presentation	Websites, Apps		
7	4	Mail Merging	Microsoft PowerPoint and Microsoft		

			Outlook		
8	4	Gmail Boomerang	Google Mail		
9	4	Using Different Office 365 Apps	Microsoft Office		
10	4	Project	Microsoft PowerPoint		

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Using Different Office 365 Apps	Microsoft Outlook	CO4	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	4	Project	Online Websites, Apps	CO4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	-
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	1
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	-
12		Students Debates	-
13		Panel Discussion / Mock GD	-

14		Mock Interview	-
15		MOOC-NPTEL/Coursera Videos	-
16	Co-curricular Courses	Value Added Courses	Yes
17		Lecture Capture Usage	-

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about Business planning, key areas of new ventures.
Affective	What do you want students to think / care about?	To develop an understanding of fundamentals of entrepreneurship and new ventures and cut-edge competition of the market.
Behavioural	What do you want students to be able to do?	To develop themselves as an entrepreneur. Entrepreneurship Management

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the concepts of Entrepreneurship and various theories related to it.	Unit 1
CO2	Comprehend the growth business planning.	Unit 2
CO3	Develop a brief understanding about key areas of new ventures.	Unit 3
CO4	Develop an understanding of evolving concepts of entrepreneurship.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	S	S	M	-	-	-	-	-	-	-	-
CO 2	M	S	S	M	-	-	-	-	-	-	-	-
CO 3	M	S	S	M	-	-	-	-	-	-	-	-
CO 4	W	S	S	W	-	-	-	-	-	-	-	-

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	M	S	S	M
CO 2	M	S	S	M
CO 3	M	S	S	M
CO 4	W	S	S	W

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT	Foundation Course - II	75			2			2

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT	Entrepreneurship management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3					3			

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday		

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	The Entrepreneur – Basic concepts & Theories	12	25%
2	Business Planning & Forms of Entrepreneurship structures	12	25%
3	Key areas of new ventures – Marketing, Finance, Operations, HR	12	25%
4	Evolving concepts in Entrepreneurship & ethics	14	25%
* Insert rows for more modules in the Course		Total	50
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Principles of Management	Unit 1, 2, 3 and 4

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	5	Customer relationship

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Entrepreneurship
2	Business planning
3	Innovation

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2020	Mar 2019	Mar 2018

Course Passing % – Average of 3 Divisions	100%	100%	
Marks Obtained by Course Topper (mark/100)			

	Division A		Division B		Division C		Division F	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2019-20	SIDRA U	100%						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Entrepreneurship management	Romeo S Mascarenhas	Vipul	2 nd edition	1,2,3,4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Business planning & entrepreneurial management</i>	Desai, Vasant			1,2,3
2	<i>Entrepreneurial management</i>	Bhargava Shivganesh			1,2
3	Entrepreneurship Development,	Sultanchand and Sons Ltd. C.B. Gupta and N.P. Shrinivasan,			
4	“Entrepreneurship Development”,	Sharma Sudhir, Singh Balraj, Singhal Sandeep (2005),	Wisdom Publications, Delhi.		
5	“Entrepreneurship”	Badi R.V., Badi N.V. (2010),	Vrinda Publications (P) Ltd., Delhi.		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://bookboon.com/en/micro-talk-entrepreneurship-in-business-ebook	by Roger Cowdrey MIC			
2	https://bookboon.com/en/expert-talk-importance-of-entrepreneurship-ebook	Chris Dyer & Andi Plantenberg			

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	International Journal of Entrepreneurship and Small Business	https://www.researchgate.net/publication/280722549 International_Journal_of_Entrepreneurship_and_Small_Business
2	Journal of Entrepreneurship	https://journals.sagepub.com/home/joe

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Business Plan https://youtu.be/Fqch5OrUPvA	2
2	Distribution strategies https://youtu.be/cuPnPJCWJwU	3
3	Venture Capital-Meaning https://youtu.be/4UostF_73po	3
4	Intrapreneurship https://youtu.be/lycS9ic2YTU	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Entrepreneurship 4: Financing and Profitability https://www.coursera.org/learn/wharton-entrepreneurship-financing-profitability	University of Pennsylvania, Wharton School of the University of Pennsylvania Coursera	4 weeks	Y
2	Essentials of Entrepreneurship: Thinking & Action https://www.coursera.org/learn/entrepreneurial-thinking	University of California, Irvine Coursera	4 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Entrepreneurship 1: Developing the Opportunity	https://www.classcentral.com/course/wharton-entrepreneurship-opportunity-5467	4weeks	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/11/2019		

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Meaning, Nature, origin, and development of entrepreneurship in		CO1		

			India				
	2	1	Need and Importance, Core elements, Principles, Essentials, Types, Functions, Concept of entrepreneurship management, Motives behind being an entrepreneur		CO1		
	3		Entrepreneurial Process, Theories of Entrepreneurship: Innovation Theory of Schumpeter		CO1		
2	4	1	Need for Achievement Theory of McClelland, Risk Bearing Theory of knight		CO1		
	5	1	Hagen's Theory of Entrepreneurship, Economic Theory of Entrepreneurship.		CO1		
	6	1	Entrepreneurial Values and Attitudes, Dominant characteristics of successful entrepreneurs		CO1		
	7	1	Internal and external factors for entrepreneurial motivation		CO1		
	8	1	Entrepreneurial Skills, Identifying business opportunities, Role of creativity in Entrepreneurship,		CO1		
	9	1	The creative process, the Innovation process, types of innovation, sources of innovation		CO1		
	10	1	Principles of innovation, Sources of Business Ideas		CO1		
		2	Forms of Entrepreneurial structures: Sole Proprietorship-meaning, merits and limitations		CO2		Self Study
		2	Partnership-Meaning, Forms, merits and limitations		CO2		Self Study
3	11	2	Corporations-Meaning, merits and limitations.Limited Liability partnerships and corporations.		CO2		
	12	2	Franchising-Meaning, types, merits and limitations.		CO2		Quiz on self study topic 1

	13	2	Critical Factors for starting a new enterprise: Personal, Environmental, Sociological factors. Problems of a New Venture- Financial		CO2		
4	14	2	Environmental, Sociological factors. Problems of a New Venture- Financial, administrative, marketing, production and other problems.		CO2		
	15	2	Business Plan: Meaning, Benefits, Developing a business plan, Environment scanning,		CO2		
	16	2	Elements/Areas to be covered in a Business Plan,		CO2		
5	17	2	Project Report preparation,		CO2		Quiz on self study topic 1
	18	2	Contents of a Project Report.		CO2		
	19	3	Marketing: New Product Development, Marketing Strategy for the new venture, Branding strategies		CO3		
6	20	3	Distribution strategies, Pricing Strategies, Promotion strategies for new venture Concept of Marketing Mix and Market segmentation, Marketing Plan		CO3		Presentati on on Business Plan
	21	3	Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control		CO3		

	22	3	Finance: Sources of long term and short term finance, Debt fund-Meaning, Merits and limitations,		CO3		
7	23	3	Equity Fund- Meaning, merits and limitations, Concept of Break Even analysis,		CO3		
	24	3	Venture Capital-Meaning, Merits and Limitations, Criteria for Evaluating New Venture Proposals by Venture Capitalist		CO3		
	25	3	Human Resource: Personnel Function, Important Labor Laws		CO3		
8	26	3	Employee State Insurance Act, Payment of Wages Act, Minimum Wages Act, Payment of Gratuity Act		CO3		
	27	3	Acts and Role of HRD in new ventures. Industrial Disputes Act, Factories Act, Provident Fund Act, Social Entrepreneurship:		CO3		
	28	3	Meaning of Social responsibility of an entrepreneur		CO4		
9	29	4	Barriers to entrepreneurship: Environmental, economic,		CO4		
	30	4	Barriers to non-economic, personal and entrepreneurial barriers.		CO4		
	31	4	Intrapreneurship: Meaning, Characteristics, Intrapreneurs		CO4		

			activities, types of Corporate Entrepreneurs, Corporate V/s Intrapreneurial culture				
10	32	4	Climate, Fostering Intrapreneurial culture, promoting intrapreneurship- Pinchot's Spontaneous teams and Formal Venture teams, establishing intrapreneurial ventures		CO4		
	33	4	Ethics and Entrepreneurship: Defining Ethics, Approaches to Managerial ethics		CO4		
	34	4	Ethics and business decisions, Ethical practices and code of conduct,		CO4		SS
11	35	4	Ethical considerations in corporate entrepreneurship.		CO4		
	36	4	Institutional Support to Entrepreneurs: Importance, Incentives and facilities,		CO4		
	37	4	Entrepreneurship Development Institute of India (EDI), NSIC, Small Industries Development Organization (SIDO),		CO4		
12	38	4	National Institute for Entrepreneurship and Small Business Development (NIESBUD),		CO4		
	39	4	Others, Key features of National Policy on Skill Development and Entrepreneurship 2015.		CO4		

	40	ALL	Revision		CO4		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3th Week Jan					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2	1st Week of Feb					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

3	3rd Week of Feb					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 4			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 2	II			
Open Book Test	Week 5	I			
Take Home Test	Week 7	III			
Class tests / prelims					
Class tests / prelims					
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with s

(Signature)

Agnus a Meledath

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e-books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Understand company law, SCRA and depositories Act
Affective	What do you want students to think / care about?	Student should think to implement and practice the various acts
Behavioural	What do you want students to be able to do?	Apply the various acts in their chosen field

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand company law	Unit 1
CO2	Understand SCRA	Unit 2
CO3	Understand the rules and regulations of SEBI	Unit 3
CO4	Understand Depository Act	Unit 4

1.c**Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	CSL	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	CSL	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	2.00 to 3.00 P.M	Staff room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Company Law	10	25%
2	Regulatory framework governing Stock Exchanges as per Securities Contract Regulation Act 1956	10	25%
3	Security Exchange Board of India	10	25%
4	The Depository Act.1996	10	25%
* Insert rows for more modules in the Course Total		40	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Business Law	Indian Contract Act
2	II	Business Law	Sales of Goods Act
3	II	Business Law	Negotiable Instrument Act

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	MBA & MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legal compliances
2	To understand about provisions which will help them at the time of internship/projects/job

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - April 2022	April 2021	April 2020	April 2018
Course Passing % – Average of 3 Divisions	95	100%	100%	87.32%
Marks Obtained by Course Topper (mark/100)		80	85	70

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Sindhu K	100%				
April 2020	Sindhu K	100%				
April 2019	Sindhu K	87.32%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
SEBI	3	Practical examples and assignments questions
Depository Act	4	Practical examples and assignments questions

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.

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4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate and Security Law	Sheth Tejpal			1-4
2	Corporate and Security Law	Bulchandani			1-3
3	Corporate and Security Law	Gulshan S S			1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Enforcement of Corporate and Securities Law	by Robin Hui Huang (Editor), Nicholas Calcina Howson (Editor)	amazon		
2	https://nludelhi.ac.in/library-dig-book.aspx				

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Directory of open access books		All
2	Search.ebscohost.com		All
3	Google Scholar – books.google.com		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √			Available In VSIT Library?	Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book		Journals		

	Text	Reference	E-Book	Magazine	Regular	E-Journal	Y	N	
1	✓								Corporate and Security Law Ch 1
2	✓								Corporate and Security Law Ch 2
3	✓								Corporate and Security Law Ch 3
4	✓								Corporate and Security Law Ch 4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years:

No.	Websites / Links	Module Nos.
1	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://onlinecourses.nujs.edu/	NUJS	1year	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Cyber Law	University of Mumbai	3 months	Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021	March 2022	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction		1		
	2	1	Development of company law in India, Lifting of corporate veil, Doctrine of Ultra vires		1		
	3	1	Constructive notice, Indoor management, Alter Ego, The principle of Non- Interference		1		
	4	1	Majority and minority rights, Application of company law to banking and insurance sector Special Act. S.1(4)		1		
	5	1	Exceptions provided S.67(3), S.73(1)., S.129(1), S.173(3), S.180(1) (c),		1		
2	6	1	S.186, S.189		1		
	7	1	S.173(3), S.180(1) (c)		1		
	8	2	Definition of securities, Spot delivery contract,		1		
	9	2	Ready delivery contract, stock exchange		1		
	10	2	Corporatisation and demutualisation of stock exchange		1		
	11	2	Meaning, Procedure, and withdrawal, Power of central government to direct rules		2		

	12	2	Power of SEBI to make or amend bye laws of recognised stock exchange.		2		
	13	2	Books and Accounts to be maintained by recognised stock exchange		2		
	14	2	. Books and Accounts to be maintained by recognised stock exchange		2		
	15	2	Section 3 to Section 20		2		
	16	2	Section 3 to Section 20		2		
	17	2	Section 3 to Section 20		2		
	18	2	Section 3 to Section 20		2		
	19	3	Introduction to SEBI		2		
	20	3	Power and Functions of SEBI, Registration of Stockbrokers, Sub-brokers, share transfer agents, etc (section 12)		2		
	21	3	Finance, Accounts and Audit		3		
	22	3	Penalties and Adjudication		3		
	23	3	Introduction to SEBI		3		
	24	3	Applicability of the guidelines and definitions		3		
	25	3	Eligibility norms for companies issuing securities, promoters' contribution		3		
	26	3	Promoter's lock-in-requirements, guidelines on pre-issue obligations and post-issues		3		
	27	3	Guidelines for issue debt instruments, Bonus shares		3		
	28	3	E-IPOs, ESO		3		

	29	4	Introduction to Depositories		4		
	30	4	Depository process and its process in India		4		
	31	4	Benefits and function of depository		4		
	32	4	Depository participants, NSDL, CDSL		4		
	33	4	Model of Depositories		4		
	34	4	Concepts and procedures or models of depository		4		
	35	4	Depositories Act 1996		4		
	36	4	Objectives of Depositories		4		
	37	4	Criteria for admission as a DP of CDSL		4		
	38	4	Fungible form, Basic Services DEMAT Account (BSDA)		4		
	39	4	Powers of depositories to make byelaws		4		
	40	4	Governance of depository, Internal audit of depository participants section 55A		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20				40 plus IA 20			100

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1				

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			3	✓			✓	
2	5	✓			4	✓			✓	
3	7	✓			5	✓			✓	
4	9	✓			6	✓			✓	
5	11	✓			1-6	✓			✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz		1&2	1&2		
Open Book Test		3&4	3&4		

Take Home Test		5	5		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Mock court	WRITS	2	
2	5	Cheque Filling	Cheque	5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	

3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sindhu Krishnan

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a

Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Ability to apply the principles and concepts of financial analysis – market demand, technical and financial.
Affective	What do you want students to think / care about?	Understanding the basic concepts of valuation and the interplay of factors affecting valuation.
Behavioural	What do you want students to be able to do?	To take investment decision based on financial soundness of the business, interpreted through application of different Financial management techniques. To understand the importance of Budget planning , and different factors affecting it.

1.b

Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand about Working Capital Financing	Unit 1
CO2	To formulate Cash Management Techniques	Unit 2
CO3	To identify different types of Budgets	Unit 3
CO4	To be able to calculate different types of Leverage	Unit 4

1.c

Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4
CO 1	S	S	S	S
CO 2	S	S	S	S
CO 3	S	S	S	S

CO 4	S	S	S	S
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '--':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	FM2	75	--	--	3	-	--	3

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Examination Scheme						
Attendance	Unit Test 1	Unit Test 2	Total. of UT1& 2	Mid-Term	Assignment	Total
20	20	20	40	20	20	100

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Wednesday	2-3 pm	Reading Room

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Working Capital Management	10	25%
2	Management of Components of Working Capital	11	25%
3	Financial Planning	09	25%
4	Financial Policy and Corporate Strategy	10	25%
* Insert rows for more modules in the Course		Total	40 hrs
			100%

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	III	SYBBI	Financial Management-1

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1		MBA, MMS, MCOM, CA, CFA, FRM

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Understanding how Risk in Business can be covered by Cash Management and Budgetary Control.
2	Be aware of how the Success of a Business can be predicted with the help of Leverages.

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target – March 2022	March 2021	March 2020	March 2019
Course Passing % – Class Average	100%	100%	100%	100%
Marks Obtained by Course Topper (mark/100)	90	86	75	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Pooja J	100%				
March 2020	VRG	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Strategic financial decision making framework	4	Practice more sums. Give more assignments, Conceptual understanding of the topics is more important

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Management	D. Chandra Bose	PHI Learning Pvt. Ltd	2 nd	All
2	Financial Management	I M Pandey	Vikas Publishing House	11 th	All
3	Financial Management	James C Van Horne	Prentice Hall	2 nd	All
4	Financial Management	Tulsian PC	S. Chand	5 th	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management:	M.Y. Khan	Tata McGraw Hill.		
2	Financial Management:	Ravi M Kishore	Taxman		
3	Financial Management	Prassana Chandra	Prentice Hall.		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	M.Y. Khan	Tata McGraw Hill.	4 th	All
2	Financial Management:	Ravi M Kishore	Taxman	2 nd	All
3	Financial Management	Chandra Haribariran Iyer	IBHL Publication	2019	All
4	Financial Management	Prassana Chandra	Tata McGraw Hill	7 th	All

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian Journal of Finance	Money, Businessweek	1-4
2	Journal of Accounts and Finance	Open access journal published by IETI, IDSAI & IRIEM	1-4
3	Global Journal of Finance and Management		1-4

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
All	Y	Y					Y		Financial Management: M.Y. Khan Tata McGraw Hill.

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

No.	Websites / Links	Module Nos.
1	https://youtu.be/P_bqDgkZmuY	(1)
2	https://youtu.be/HBYwpqn1FMk	(3)
3	https://www.investopedia.com/terms/c/cash-management.asp	(2)
4	https://youtu.be/vo8RSnjOUOA	(4)

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/financial-management-capstone?specialization=financial-management#about	Jeff Flesher- University of Illinois	8hrs	Y
2.	https://www.edx.org/course/personal-finance-purdue-pn-17-2		5 weeks	Y

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	To be decided			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/>	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		13

Week	Lecture no	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus		CO1		
	2	1	Understanding the basic concept of Working capital, Debt- Equity analysis of top 3 companies of selected sectors (Team Work-Group Activity)		CO1		
	3	1	Estimating working capital needs		CO1		
2	4	1	Operating or working capital cycle		CO1		
	5	1	Working Capital		CO1		
	6	1	Financing: Trade Credit;		CO1		
3	7	1	Bank Credit; Commercial Papers;		CO1		

			Certificate of Deposits (CDs);				
	8	1	Problem Solving on Working Capital & Take Home Test		CO1		
	9	1	Management of Components of Working Capital		CO1		
4	10	1	Problems on Working Capital		CO1		
	11	2	Management of Cash and Marketable Securities, Motives for Holding Cash,				
	12	2	Factors Determining Cash Needs, Basic Strategies of Cash Management		CO2		
5	13	2	Objectives of Cash Managementt Cash Management Techniques / Processes		CO2		
	14	2	Problems Relating to Cash Management		CO2		
	15	2	Problems Relating to Cash Management		CO2		
6	16	2	Problems Relating to Cash Management		CO2		
	17	2	Problems Relating to Cash Management & Class Test		CO2		
	18	2	Problems Relating to Cash Management		CO2		
7	19	2	Marketable Securities, Cash Management Practices in India Student Debate		CO2		
	20	2	Receivables Management: Objectives; Credit Policies; Credit Terms; and Collection Policies		CO2		
	21	2	Problem Solving relating to Receivables Management & Minute Paper		CO2		
8	22	3	Financial Planning : Introduction , Meaning and Essentials of Budget .Types of Budget ,Advantages of Budgeting		CO3		

	23	3	Problem Solving relating to Zero Based Budgeting		CO3		
	24	3	Problem Solving relating to Zero Based Budgeting		CO3		
9	25	3	Problem Solving relating to Master Budget		CO3		
	26	3	Problem Solving relating to Master Budget.		CO3		
	27	3	Problem Solving relating to Sales Budget.		CO3		
10	28	3	Problem Solving relating to Production Budget.		CO3		
	29	3	Problem Solving relating to Material Budget Class Test		CO3		
	30	3	Revision		CO3		
11	31	4	Financial Policy and Corporate Strategy: Meaning of Strategic Financial Management		CO4		
	32	4	Strategic financial decision-making framework, Functions of Strategic financial management-		CO4		
	33	4	Business Risk and Financial Risk, Introduction Debt v/s Equity Financing		CO4		
12	34	4	Types of Leverage		CO4		
	35	4	Problem Solving relating to Leverage		CO4		
	36	4	Problem Solving relating to Leverage , Case Study of leverage		CO4		

			Analysis of FMCG vs Aviation Industry				
13	37	4	Problem Solving relating to Leverage		CO4		
	38	4	Investment Objective/Criteria for Individuals/Non-Business Purpose.		CO4		
	39	4	Problem solving		CO4		
	40	4	Revision		CO4		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Problem Solving on Working Capital			
2	Problem Solving on Cash Management			
3	Problem Solving on Receivable Management			
4	Problem on Master Budget			
5	Problems on Leverage			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1-5		Y	Y		All	Y	Y		Y	Y

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper
1 st Unit Test	December	1,2	CO1,CO2	MCQs
2 nd Unit Test	March	3& 4	CO3 & CO4	
Pop Quiz	All Months	1,2,3,4	CO1,CO2,CO3,CO4	Microsoft Form
Open Book Test	December, February	2,4	CO2,CO4	Descriptive
Take Home Test	March	4	CO4	Flip Classroom
Class tests / prelims	December, March	1,4	CO1,CO4	MCQ
Any other test/exams				

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Debt Equity ratio of top 3 companies from few sectors of Indian Economy referring to the annual reports	Leverage and Financial Management	4	

2	3	Form a budget for your company – all students will form a group and think of a business and prepare budgets for it	Budgetary Control	3	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	

12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Khushboo Kothari Julka

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

counts

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Understand the Need & Importance of Cost
Affective	What do you want students to think / care about?	Role & Responsibility of Cost Accountant
Behavioural	What do you want students to be able to do?	Evaluate the various Cost Accounting policies

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students can explain the meaning and need of Cost Accounting	Unit 1
CO2	Able to prepare the Cost Sheet and identify different types of cost	Unit 2
CO3	Students can solve the sums to Standardize Material, labour and OH cost	Unit 3
CO4	Students aware of marginal costing	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT401	Cost Accounting	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT401	Cost Accounting	75	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Wednesday	12:30 to 1:00	X-101 / Online mode (MS Teams)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Introduction to Cost Accounting	8	25
2	Classification of Cost and Cost Sheet	10	25
3	Standard Costing	12	25
4	Introduction to Marginal Costing	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		Knowledge about cost	
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	M Com / MBA/ CMA
2	3	M Com
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding the Costing Procedure
2	Decision making through Marginal & Standard

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April 2022	April 2021	April 2020	April 2019
Course Passing % – Average of 3 Divisions	100	100	100	96
Marks Obtained by Course Topper (mark/100)	98	95	92	86

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Gunasundari J	100				

April 2020	Kavitha M	100				
April 2019	Vivek G	96				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
None		

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	S.P. Jain and K.L. Narang	Kalyani Publishers, Ludhiana	-	All
2	Cost Accounting	Ravi M. Kishore	Taxmann Ltd., New Delhi	-	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Cost Accounting	P.C. Tulsian	S.Chand	2008	All
2	Cost Accounting	B.M. Lall Nigam	PHI	2014	All
3	Cost Accounting	M.N. Arora	Himalaya	2014	All
4	Cost and Management Accounting	Taxmann	Taxmann	4 th	All
5	Cost Accounting	P.C. Tulsian	S.Chand	2008	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author /s	Publisher	Edition	Module Nos.
1	Cost Accounting https://books.google.co.in/books/about/Cost_Accounting.html?id=oxBU6Pa3m5YC	P.K.Jain	Tata Mc GrawHill	2000	All
2	Cost Accounting Course Material http://www.universityofcalicut.info/SDE/BComCoreCostAccounting_on09March2016.pdf	University of Calicut			1 & 3
3	https://www.free-ebooks.net/academic-articles/Cost-and-Management-Accounting	Virtual University of			All

	Cost and Management Accounting	Pakistan			
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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	http://www.extramarks.com/icse-class-10/economics-money-and-banking-central-bank-_nd_-credit-control	1
2	http://www.jagranjosh.com/bankers-adda-st-1415345524	2,3
3	http://study.com/academy/lesson/central-bank-of-india-function-roles.html	1
4	https://www.thebalance.com/what-is-monetary-policy-objectives-types-and-tools-3305867	3
5	https://rbi.org.in/Scripts/OccasionalPublications.aspx?head=Banking%20Regulation%20Act	4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓						
2	√	√	✓						
3	√	√	✓						
4	√		✓						

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=UNqjwxbhqC4	1
2	https://www.youtube.com/watch?v=K6VxrO_c69Q	1 & 2
3	https://www.khanacademy.org/economics-finance-domain/macroeconomics/aggregate-supply-demand-topic/monetary-fiscal-policy/v/monetary-and-fiscal-policy	2 & 3
4	https://www.youtube.com/watch?v=tULRch1PRO	2 & 3
5	https://www.youtube.com/watch?v=ZLDpTsOrmDA	4

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/crash-course-on-cost-of-capital-and-capital-structuring/	Udemy	3 hrs.	Y

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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4.i**Study Material Distributed among Students**

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√	

5.**Consolidated Course Lesson Plan**

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/2021		40

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to syllabus and relevance of subject in practical life				
	2	1	Meaning, Objectives and scope of Cost Accounting		CO 1		
	3	1	Cost centres and Cost units		CO 1		
2	4	1	Cost classification for stock valuation		CO 1		

	5	1	Cost classification for Profit measurement		CO 1		
	6	1	Cost classification for Decision making and control		CO 1		
3	7	1	Coding systems		CO 1		Assignment 1
	08	1	Elements of Cost		CO 1		
	09	2	Cost and its Classification		CO 2		
4	10	2	Cost Sheet		CO 2		
	11	2	Practical problems based on cost sheet		CO 2		
	12	2	Practical problems based on cost sheet		CO 2		
5	13	2	Practical problems based on cost sheet		CO 2		
	14	2	Practical problems based on cost sheet		CO 2		
	15	2	Reconciliation of cost and financial accounts		CO 2		
6	16	2	Practical problems based on Reconciliation of cost and financial accounts		CO 2		
	17	2	Practical problems based on Reconciliation of cost and financial accounts		CO 2		Assignment 2

	18	2	Practical problems based on Reconciliation of cost and financial accounts		CO 2		
7	19	3	Standard costing- Meaning, Introduction		CO 3		
	20	3	Material cost variance		CO 3		
	21	3	Material cost variance		CO 3		
8	22	3	Material cost variance		CO 3		
	23	3	Labour cost variance		CO 3		
	24	3	Labour cost variance		CO 3		
9	25	3	Labour cost variance		CO 3		
	26	3	Overhead variance		CO 3		Assignment 3
	27	3	Overhead variance		CO 3		
10	28	3	Overhead variance		CO 3		
	29	3	Revision – Unit III		CO 3		
	30	3	Revision – Unit III		CO 3		

11	31	4	Marginal costing - Meaning		CO 4		
	32	4	BEP		CO 4		
	33	4	Margin of safety		CO 4		
12	34	4	PV ratio		CO 4		
	35	4	Practical sums		CO 4		
	36	4	Practical sums		CO 4		
13	37	4	Practical sums		CO 4		
	38	4	Practical sums		CO 4		Assignment 4
	39	4	Practical sums		CO 4		
14	40	4	Practical sums		CO 4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specif y	Total
						05		05

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1			
2	Unit 2			
3	Unit 3			
4	Unit 4			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3		√		1	√			√	
2	7		√		2	√			√	√
3	10		√	√	3	√			√	
4	13		√	√	4	√			√	√
5										

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test

2 nd IA Test				Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz		1,2			
Open Book Test		3, 4			
Take Home Test		3,4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2		_____			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		_____			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Preparation of standard cost statement for material			

10.**Beyond Syllabus Activities for Gap Mitigation**

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	√
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	
5		Pop Quiz	√
6		Mobile App Based Quiz	√
7		Open Book Test	√
8		Take Home Test	√
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	√
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	√
16		Value Added Courses	
17		Lecture Capture Usage	√

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint learners with knowledge of different Financial Services
Affective	What do you want students to think / care about?	Students develop skills to understand which service is better in which scenario
Behavioural	What do you want students to be able to do?	Students to be able to relate the theoretical knowledge and identify the different services available in market

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the different Financial Services	Unit 1
CO2	To understand the different Mutual Funds and factoring and forfaiting	Unit 2
CO3	To learn about Debt Securitisation and Derivatives	Unit 3
CO4	To learn Housing Finance and Consumer Finance	Unit 4
CO5	To Understand the working of Depositories and Pledge	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									
CO 4				S								

CO 5					S						
------	--	--	--	--	---	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Services Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Financial Services Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
TYBBI	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	02.30 – 03.30 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Financial Services	8 hr	20
2	Mutual Funds, Factoring and Forfeiting	8 hr	20
3	Securitisation of Debts and Derivatives	8 hr	20
4	Housing Finance and Consumer Finance	8 hr	20
5	Depositories and Pledge	8 hrs	20
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Environment and Management of Financial Services	All
2	III	Financial Markets	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA in Banking
2		Government Banking Examinations Like Bank PO, RBI grade B etc

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1.	To understand the different Financial Services Available in the market
2	To understand which service is more beneficial in which kind of a scenario
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	100	89		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Prof Shreyas Bondre	100%				
Oct 2019						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Depositories and Pledge	V	More practise and explanation , if possible visual of the whose process of pledging in depositories
Securitisation	IV	There is a requirement to give proper flow and example to explain this topic

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Financial System	Khan M.Y.	Tata McGraw Hill Publishing Company	-	All
2	Financial System	Varshney P.N. & Mittal MN	Sultan Chand & Co	-	All
3	Marketing of Financial Services	A. Avadhani	--	-	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Markets and Institutions	Bhole L. M	Tata McGraw-Hill		
2	Financial Management: Theory and Practice	Chandra Prasanna	Tata McGraw Hill,		
3	Monetary Economics	Gupta Suraj B:	S. Chand and Co.		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	http://egyankosh.ac.in/handle/123456789/17020				All
2	http://egyankosh.ac.in/handle/123456789/17016				

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Financial Services Management	https://www.inderscience.com/jhome.php?jcode=ijfsm	All

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	Yes	yes	Yes				yes		
2	yes	Yes	yes				yes		
3	yes	Yes	yes				yes		
4	yes	Yes	yes				yes		
5	yes	yes	yes				Yes		

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://drive.google.com/drive/u/1/folders/1ZUDFtxzyvEWZJQrPgCa2Oif_kwnGR5Um	All
2		

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

1	Fundamentals of Credit https://corporatefinanceinstitute.com/course/fundamentals-of-credit/	Corporate Finance Institute	2 hours	Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Personal Finance https://www.udemy.com/course/personal-finance-i/	Udemy	54 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction, Ice Breaking Activity, Syllabus Coverage		1		
	2	1	What is finance, Financial System, Financial Service, characteristics, functions of Financial Service		1		
	3	1	Fund Based Financial Services		1		
2	4	1	Non Fund Based Services		1		
	5	1	Growth and Challenges of Financial Services in India		1		

	6	1	Merchant Banker- Meaning, Nature of Activity		1		
3	7	1	Revision , Merchant Banker v/s Commercial Banks, Major Services of Merchant Bankers to Corporates		1		
	8	1	Revision , Merchant Banking - scope, Qualities,Responsibilities and Challenges		1		
	9	1	Mutual Funds - Meaning and Features , Unit Test 1		1		
4	10	1	Mutual Funds - revision , objectives , operations, key constituents and market intermediaries, Structure of Mutual Funds, NAV Calculation, Unit Holders Rights		1		
	11	1	Types of Mutual Funds , DLLE Promotions		2		
	12	1	Types of Mutual Funds- I		2		
5	13	2	Types of Mutual Funds- II		2		
	14	2	Critical Thinking Activity - Learning to Read Mutual Fund Factsheet		2		
	15	2	Mutual Funds - Advantages, Risk, Drawbacks, Important Steps taken by SEBI for Regulation, Reasons for Slow Growth		2		
6	16	2	Mutual Funds- Future of Industry. Factoring- Meaning, Objectives, Features.		2		
	17	2	Factoring - Featrues, Functions, Process of Factoring, Cost, Benefits, types.		2		

	18	2	Factoring - Revision , Limitations, Disadvantages, International Factoring, Demerits of International Factoring, Challenges of Factoring, Meaning of Forfaiting.		2		
7	19	2	Revision , Forfaiting, Characteristics of Forfaiting, Process of Forfaiting		2		
	20	2	Benefits of Forfaiting, Advantages of Forfaiting, Drawbacks of Forfaiting, Factoring V/s Forfaiting		2		
	21	2	Derivatives- Meanings, Forwards and Futures (Meaning, Characteristics and Advantages and Difference)		3		
8	22	2	Forwards- Terminology, Options - Meaning, Characteristics, Terminology		3		
	23	2	Revision, Options- Remaining Terminology, Swaps - Meaning, Interest Rate Swaps		3		
	24	2	Swaptions , Derivative Markets - Participants, Functions, Features, Importance, Benefits, Merits		3		
9	25	3	Debt Securitisation - Meaning , Parties , Instruments, Diff between Securitisation and Factoring, Feature, Mechanism, Model, Process`		3		
	26	3	Revision, Stages of Securitisation, types of securities, Advantages, Disadvantages		3		
	27	3	Risks in Securitisation Market and Unit Test 2		3		
10	28	3	Reason for unpopularity of Debt Securitisation, Future Prospects, Conditions for Successful Securitisation		3		

	29	3	Housing Finance- Meaning, Use, Advantages, Tax Benefits, Component		3		
	30	3	Drivers of Housing Finance, Regulatory Frame Work , NHB, Sources of Funds, Market of Housing Finance		3		
11	31	3	Revision, market of Housing Finance, Factors Responsible for Growth in Housing Finance, Major Issues, Housing finance Institutions of India		4		
	32	3	Consumer Finance Entire Chapter		4		
	33	3	Depository Services - introduction , Overview, Key features, Depository Bank Analogy, Depository Participant, Legal Frame Work, Eligibility Criteria,		4		
12	34	3	Agreement Between Depository and Issuer, Rights and Obligations, Records Maintained, Services of Depositories, Advantages, disadvantages, Organisation and Function of NSDL		4		
	35	3	Pledge and Hypothecation- Meaning, difference, Procedure to Pledge- Confirmation of Creation, Closure.		4		
	36	3	Paper Pattern and MCQ Question Construction Discussion		4		
13	37	4	Revision Unit 1 and MCQ and Objective Discussion		4		
	38	4	Revision Unit 2 and MCQ and Objective Discussion		4		
	39	4	Revision Unit 3 and MCQ and Objective Discussion		4		
14	40	4	Revision Unit 4 and 5 and MCQ and Objective Discussion		4		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Assignment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				=100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Fund Based and Fees Based Activities	1	3 rd Week	4 th Week
2	Mutual Funds in India	2	6 th Week	7 th Week
3	Derivatives	3	9 th Week	10 th Week
4	Housing Finance	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1					1	v	v			
2					2	v	v			
3					3	v	v			
4					4	v	v			

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Mutual Funds Statement and Factsheet Analysis			
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	All	Cash Flow Game – Financial Independence Activity			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					

2					
---	--	--	--	--	--

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	No
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	No
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Hetvi Dedhia

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Understand ethical issues in business
Affective	What do you want students to think / care about?	Importance of Corporate Governance Practices in maintaining Transparency in business transactions.
Behavioural	What do you want students to be able to do?	Awareness about ethics of different profession/ business, corruption

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Applicability of ethics in business and its necessity to adhere to those ethics	Unit 1
CO2	Gain knowledge on Corporate Governance and code of conduct of business house	Unit 2
CO3	Theories, Committees and application of corporate governance	Unit 3
CO4	Analyse and different cases of corruption in different fields	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Ethics and Corporate Governance	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			Mid term Marks	Attendance	Field Project	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Ethics and Corporate Governance	20	20	40	20	20	20	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	2.30 pm – 3.30 pm	Online
B			
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Introduction to Business Ethics	5	25
2	Application of Ethical Theories in Business	15	25
3	Introduction to Corporate Governance	10	25
4	Genesis and Implementation of Corporate Governance in India	5	25
5	Global Scenario	5	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Organizational Behaviour	All
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	Higher studies in CS
2	1	M.Com., MMS., MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understanding of ethical and moral values
2	Understanding Clause 49 of corporate Governance Social responsibilities

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - DEC 2021	Dec 2020	DEC 2019	DEC 2018
Course Passing % – Average of 3 Divisions	100%	100%	98.44	
Marks Obtained by Course Topper (marks /100)	Above 80		87	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	GNS	98.44%				

Dec 2019					
Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future			
NA					

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Governance and Ethics	Z.Rezaee	Wiley	June 2008	All
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Governance and Business Ethics	J.P. Sharma	Ane Books Pvt. Lt		All
2	Ethics and Conduct of Business	John R. Boatright	Pearson		1,2
3	Corporate Governance Principles, Policies and Practices	A. C. Fernando	Pearson		3,4
4	International Corporate Governance	Marc Goeren	Black wells		5
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Doing Business Ethically	Boston, Mass	Harvard Business Cell	2010	1
2	Finance ethics: Rationality of issue	Dobson, John	Rowman & Littlefield Publishers,	1997	1 & 2
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.

1	A. C. Fernando https://www.safaribooksonline.com/library/view/business-ethics-and/9789332511255/	Business Ethics and Corporate Governance, Second Edition	
2	S.K.Bhatia https://books.google.co.in/books/about/Business_Ethics_and_Corporate_Governance.html?id=NVG121s5IncC&redir_esc=y	Business Ethics and Corporate Governance	
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					Y		
2		✓							
3		✓							
4		✓							
5		✓							

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in/vrefer)	1-3
2	https://www.knowledgebible.com/forum/showthread.php/8952-IPCC-Important-Notes-on-Business-Ethics	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
Y	Y	<input type="checkbox"/>	Y	Y	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Business Ethics Definition, Meaning, Nature of Ethics, Meaning of Moral & Ethics.				
	2		Types of Ethics, Importance of Ethics, Business Ethics -Meaning and Nature. Importance of Ethics in Business,				
	3		Areas of Business Ethics, Meaning of Functional Ethics,				
2	4		Types of Ethics According to Functions of Business- Marketing Ethics				
	5		Types of Ethics According to Functions of Business- Finance & HR Ethics				
	6	2	Ethical Decision Making: Decision Making (Normal Dilemmas And Problems				
3	7		(I) Utilitarianism (J. Bentham And J.S. Mill),				
	8		li) Deontology (I. Kant) Virtue Ethics (Aristotle)				
	9		Gandhain Approach In Management And Trusteeship,				
4	10		Gandhain Approach In Management And Trusteeship,				

	11	2	Importance And Relevance of Trusteeship Principle in Modern Business				
	12		Importance And Relevance of Trusteeship Principle in Modern Business				
5	13		Ethical Issues in Functional Areas of Business				
	14		Ethical Issues in Functional Areas of Business				
	15		Ethics in Advertising (Truth In Advertising). Ethical Issues in Finance,				
6	16		Case Study on Costco – Most ethical Company				
	17		Business ethics scenario in Indian Company				
	18		Ethical Climate				
7	19		Revision of the first two modules				
	20		Revision of the first two modules				
	21	3	Definition & Conceptual Framework of Corporate Governance,				
8	22		Business Ethics - an important dimension to Corporate Governance,				
	23		Fair and Unfair Business Practices.				
	24		Theoretical Basis of Corporate Governance,				
9	25		Mechanism- Corporate Governance Systems				
	26		Indian Model of Governance,				
	27		Good Corporate Governance, Obligations Towards Society and Stake holders.				
10	28		Theories underlying Corporate Governance (Stake holder's theory and Stewardship theory,				

	29		Agency theory, Separation of Ownership and Control,				
	30		OECD & Emphasis on Corporate Governance, (Transparency Accountability and Empowerment)				
11	31	4	Introduction principles – Arthashastra and Good Governance in ancient India				
	32		Values: Meaning, Types Teaching from Scriptures Like Gita				
	33		Quran, Bible Value Systems in Business.				
12	34		Role of the Non- executive Director, Role of Auditors,				
	35		SEBI Growth of Corporate Governance. Role of Government, Corporate Governance in India				
	36		Clause 49 of corporate governance				
13	37	5	Ethics in the Context of Global Economy, Relationship Between Business Ethics & Business Development,				
	38		Role of Business Ethics in Building a Civilized Society, Corporate Governance and Issues Related to Scams Corruption: Meaning				
	39		Causes, Effects, Frauds and Scams in Banks, Insurance Companies & Financial Institutions				
14	40		Measures to Overcome Fraud and Corruption & Zero Tolerance of Corruption				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Types of Ethics, Importance of Ethics,			
2	Fair and Unfair Business Practices.			
3	Frauds and Scams in Banks			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	R			II			Yes		
2	8	R			III			Yes		
3	10	R			All				Yes	
4										
5										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				MCQ	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					

Any other test/exams					
----------------------	--	--	--	--	--

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		_____			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case study on Costco	Most ethical company	1	
2	3	Status of different scams in India	Cost to Govt. treasury	2	
3	4	Clause 49 of Corporate Governance		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	
6		Mobile App Based Quiz	Yes

7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	Panel discussion by students on Ethics and Religion
14		Mock Interview	
15		Co-curricular Courses	MOOC-NPTEL/Coursera Videos
16	Value Added Courses		
17	Lecture Capture Usage		

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students will learn the history, importance and working of foreign exchange market.
Affective	What do you want students to think / care about?	Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence to explain and learn foreign exchange market
Behavioural	What do you want students to be able to do?	Students will understand international banking operations in practical and elaboratively.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students will understand the fundamentals of International Finance	Unit 1
CO2	Gain knowledge on International Capital Market	Unit 2
CO3	Students will be able to convert Foreign Exchange Rate	Unit 3
CO4	Students will understand the instruments of Risk Management	Unit 4
CO5	Understand International Banking and Operation	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4
CO 1	Strong	Moderate	Strong	Moderate
CO 2	Strong	Moderate	Strong	Moderate
CO 3	Strong	Moderate	Moderate	Moderate
CO 4	Strong	Strong	Moderate	Moderate
CO 5	Strong	Strong	Moderate	Moderate

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 403	International Banking and Finance	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
VSIT 403	International Banking and Finance	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	-	-	-	=	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	2.30 pm to 3.30 pm	MS team

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Fundamentals of International Finance	8	12.50%

2	International Capital Market	8	12.50%
3	Foreign Exchange Rate Conversion	8	12.50%
4	Risk Management	8	12.50%
5	International Banking and Operation	8	12.50%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	SYBBI	Business Economics	Central bank

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	BBI
2	I	MMS, MBA, M.Com

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	How buying and selling of Foreign Currency takes place.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2021	March 2020	March 2019	March 2018	March- 2017
Course Passing % – Average of 3 Divisions	100%	100%	100%	92%	90.87
Marks Obtained by Course Topper (Mark/100)	95%	95	93	82	79

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2020	Ajay Kumar P	100%	NA		NA	
March-2019	VRG	93.75%	NA		NA	
March-2018		92%	NA		NA	
March-2017		90.87%	NA		NA	

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Communication Strategy	4	Assignments and class test

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International Finance – A Business Perspective, New Delhi,;	Apte P.G.	TATA McGraw Hill , McGraw Hill Education	2 edition, July 2017.	All
2	international Financial Management-	Bhalla .V.K.	S.Chand Publishing,		
3	International Banking Operations- IIBF		MacMillan Publishers, 2007		

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International Finance	Avdhani	S. Chand		All
2	International Banking Legal and Regulatory Aspects	IIBF	MacMillan Publishers, 2007		All
3	International Financial Management	P G Apte	Mc Graw Hill		All
4	International Finance	Maurice D Levi	Routledg		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.kobo.com/ww/en/ebook/international-finance-9 International Finance	G.Shailaja			
2	https://bookden.in/products/macmillan-book-risk-management Risk Management	IIBF	Macmilan		

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.sciencepublishinggroup.com/journal/index?journalid=393 International Journal of Banking and Finance Research		
2	https://www.inderscience.com/jhome.php?jcode=ijbaaf International Journal of Banking, Accounting and Finance		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓	✓				Y		All
2		✓	✓				Y		All
3		✓	✓				Y		All
4		✓	✓				Y		All

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=mgJgzdsvR8Q	1
2	https://www.youtube.com/watch?v=tOlla3puTWA	2
3	https://www.youtube.com/watch?v=77IW_LAlqKU	3
4	https://www.youtube.com/watch?v=cuPnPJCWJwU	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Careers in International Organisations Free Job Search Tutorial - Careers in International Organisations Udemy	Udemy	2 hrs	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	International Business Essentials Specialization International Business Essentials Coursera	Coursera	40	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	Oct, 2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to subject and Syllabus		1		
	2	1	Meaning and Scope of International Finance		1		
	3	1	BOP Components		1		
2	4	1	CAC, International Monetary System, Gold Standard, Features- EFB		1		
	5	1	Bretton wood, Background, Features and Failure		1		
	6	1	Smithsonian Agreement		1		

3	7	1	European Monetary System, Current Exchange rate		1		
	8	1	Fixed Exchange Vs Flexible Exchange Rate system – Assignment I- Uni question paper		1		
	9	2	Hard Peg and Soft Peg		2		
4	10	2	Types of Capital flow		2		
	11	2	Euro Currency Market, Origin and Reason for Growth		2		
	12	2	Bond and Note Market, Offshore Banking		2		
5	13	2	International Equity Market- Open Book Test,		2		
	14	2	ADR, GDR, IDR Mechanism to Issue		2		
	15	2	International Bond Market		2		
6	16	3	Types of Bonds, Currency Convertibility		3		
	17	3	Revision		3		
	18	3	Introduction to Foreign Exchange Market		3		
7	19	3	FEMA_ Quiz on short forms		3		
	20	3	FEDAI		3		
	21	3	Regulatory Framework		3		
8	22	3	Dealing Room Operation		3		

	23	3	Foreign Exchange Arithmetic – SUM		3		
	24	3	SUM, (Critical thinking)		3		
9	25	3	SUM – Assignment II University exam sums		3		
	26	4	Risk Management and Derivative		4		
	27	4	Transaction and Translation		4		
10	28	4	Economics Risk		4		
	29	4	Transaction, Position Settlement		4		
	30	4	Foreign Currency Derivative, Hedging		4		
11	31	4	Instruments for Risk Management		4		
	32	4	Forward-SUM Future-SUM		4		
	33	4	Forward-SUM Future-SUM		4		
12	34	4	Introduction to International Banking		4		
	35	4	Features and reasons of International Banking- Presentation		4		
	36	5	Recent Trend in International Banking		5		
13	37	5	Emergence of Crypto currency		5		
	38	5	Overview of Bitcoin, (Judgment and decision-making)		5		
	39	5	Mining and Crypto Currency Exchange		5		

14	40	5	Advantages and Disadvantages of Crypto Currency Exchange		5		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1	1		
2	Unit 3	3		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓		✓				✓	✓	
2	11	✓						✓	✓	
3										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test

				Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz		4	4		
Open Book Test		1	1		
Take Home Test		All	All		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Forward-SUM Future-SUM			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Zebpay – Mobile application			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Case study OPEC		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1		Guest Lecture / Workshops	

2	Interaction with Outside World	Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Short forms and Explanation
4		Mini Projects	Launching a product in Rural Market
5		Pop Quiz	Based on overall syllabus
6		Mobile App Based Quiz	
7		Open Book Test	Unit 2
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	After completion of each unit
11		Students Seminar	Unit 4
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	MOOC course in international finance
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

(Mr.Abhijit Rane)

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To familiarise with the terminologies of Auditing
Affective	What do you want students to think / care about?	Creates interest in learning auditing in depth for their future career
Behavioural	What do you want students to be able to do?	Students can understand the Balance sheet and revenue statement of banks and understands the ways to trace out manipulation in banking and financial statements

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Recollects Vouching, Verification, internal check, control and audit	Unit 1
CO2	Understands auditing of companies and appointment of company auditor	Unit 2
CO3	Gain knowledge of audit of Bank and Insurance	Unit 3
CO4	Acquires information on types of audit and its needs	Unit 4
CO5	Acquires knowledge on verification and vouching	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	Strong	Strong	Strong	Strong								
CO 2	Strong	Strong	Strong	Strong								

CO 3	Strong	Strong	Strong	Strong								
CO 4	Strong	Strong	Strong	Strong								
CO 5	Strong	Strong	Strong	Strong								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Auditing	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Auditing			25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students’ query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Auditing	10	Equal
2	Audit Planning, Procedures and Documentation	10	Equal
3	Auditing Techniques and Internal Audit Introduction	8	Equal
4	Auditing Techniques: Vouching	8	Equal
5	Auditing Techniques: Verification	4	Equal
* Insert rows for more modules in the Course		Total	100

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	1	FYBBI	Ability to analyses financial statement for its true and fair view

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1		CA, ICWA, CS

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	It will help when students choose their Chartered Accountancy as profession

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target -November 2021	November 2020	November 2019	November 2018
Course Passing %	100%	100%	100%	94%
Marks Obtained by Course Topper (mark/100)	80	100	85	85

	Division A	Division B	Division C
--	------------	------------	------------

Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec 2020	SIN	100%				
Dec 2019	SIN	100%				
Dec 2018	GNS	94%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
		Every topic is easy to handle by students.

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	INTRODUCTION TO AUDITING	Spicer & Pegler	ICAI		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Auditing	Kumar Sharma	PHI	3	All
2	Auditing	Varsha Ainnapure	PHI		All
3	Auditing	Taxman Pankag Garg			All
4	Auditing Principles & Practices	SK Basu			
5	Auditing Principles & Problems, SahityaBhavan, Agra	Sharma, T.			
6	Practical Auditing	Spicer & Pegler			
7	Auditing Today	Woolf, Emile			
8	Fundamentals of Auditing		Pearson		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Auditing	S.K.Basu	Kindle	1st Edition	All
2	Auditing: The Ultimate Guide to Performing Internal and External Audits	Greg Shields	Kindle	1st Edition	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Slideshare.com	Directory of open access book	All
2	AuditingandAssuranc-ebook, http://lib.mylibrary.com		All
			All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

~~Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.~~

No.	Websites / Links	Module Nos.
1	http://onlinecourses.nptel.ac.in/noc17_mg03	All
2	https://www.studocu.com/in/document/guru-gobind-singh-indraprastha-university/bachelors-of-business-administration/lecture-notes/auditing-full-notes/3321262/view	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Auditing I: Conceptual Foundations of Auditing https://www.classcentral.com/course/auditing-part1-conceptual-foundations-11798	Coursera	8 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/audit-financial-statement/	Udemy	18.5 hours	Y

4.i Study Material Distributed among Students

1

Tick if distributed among students

GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√□	√□	√□	√□	√□	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	June 2021	November 2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered.	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Introduction to syllabus Immediate Senior will speak about subject – 2 students)		1		
	2	1	Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing		1		
	3	1	Primary and Secondary, Expression of Opinion		1		
	4	1	Detection of Frauds and Errors, Inherent limitations of Audit		1		
		1	Difference between Accounting and Auditing, Investigation and Auditing.		1	Self-Study	
	5	1	Errors & Frauds–Definitions, Reasons and Circumstances,		1		
	6	1	Types of Error – Commission, Omission, Compensating error		1		
	7	1	Types of frauds, Risk of Fraud and Error in Audit,		1	Satyam Case study	
		1	Auditors Duties and Responsibilities in Case of Fraud		1	Self-study	
	8	1	Principles of Audit –Integrity, Objectivity, Independence, Skills, Competence		1		

	9	1	Work Performed by Others, Documentation, Planning, Audi Evidence,		1		
	10	1	Accounting System and Internal Control, Audit Conclusions and Reporting Types		1		
	11	1	Types of Audit – Meaning, Advantages and Disadvantages of Balance sheet		1		
	12	1	Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit.		1		
	13	2	Audit Planning –Meaning, Objectives, Factors to be Considered		2		
	14	2	Sources of Obtaining Information, Discussion with Client, Overall Audit Approach.		2		
	15	2	Audit Program – Meaning, Factors, Advantages and Disadvantages,		2		
	16	2	Overcoming Disadvantages, Methods of Work		2		
	17	2	Instruction before Commencing Work, Overall Audit Approach.		2		
	18	2	Audit Working Papers - Meaning, Importance, Factors Determining Form and Contents		2		
	19	2	Main Functions / Importance, Features, Contents of Permanent Audit File		2		
		2	Temporary Audit File, Ownership, Custody		2	Self Study	
	20	2	Auditors Lien on Working Papers, Auditors Lien on Client's Books		2		
	21	2	Audit Notebook – Meaning, Structure, Contents		2		
	22	2	General Information, Current Information, Importance.		2		
	23	2	Revision of Unit 1 and Unit 2		2		
		3	Test Check-Test Checking Vs Routing Checking		3	Self study	

	24	3	Test Check meaning, Features, Factors to be Considered		3		
	25	3	When Test Checks Can be Used, Advantages, Disadvantages and Precautions?		3		
	26	3	Audit Sampling -Audit Sampling, Meaning, Purpose		3		
	27	3	Factors in Determining Sample Size, Sampling Risk, Tolerable Error and Expected Error		3		
	28	3	Methods of Selecting Sample Items, Evaluation of Sample Results,		3		
	29	3	Auditors Liability in Conducting Audit Based on Sample.		3		
	30	3	Internal Control -Meaning and Purpose, Review of Internal Control		3		
		3	Advantages, Auditors Duties, Review of Internal Control		3	Self study	
	31	3	Inherent Limitations of Internal Control, Internal Control Samples for Sales and Debtors		3		
	32	3	Purchases and Creditors, Wages and Salaries, Internal Checks Vs Internal Control, Internal Checks Vs Test Checks		3		
	33	4	Internal Audit -Meaning, Basic Principles of Establishing Internal Audit		4		
	34	4	Objectives, Evaluation of Internal Audit by Statutory Auditor		4		
	35	4	Usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit		4		
	36	4	Audit of Income - Cash Sales, Sales on Approval, Consignment Sales		4		
	37	4	Sales Returns Recovery of Bad Debts written off		4		
	37	4	Rental Receipts, Interest and Dividends Received, Royalties Received.		4		
	37	4	Salaries and Wages, Rent, Insurance Premium				
		4	Telephone Expenses, Postage and Courier, Petty Cash Expenses		4	Self study	

	4 & 5	Travelling Commission, Advertisement, Interest Expenses, Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns		5	Self study	
	38	5	Dies and Loose Tools, Spare Parts, Empties and Containers, Quoted Investments and Unquoted Investment		5	
	38	5	Trade Marks / Copyrights, Patents, Know-how		5	
	39	5	Plant and Machinery, Land and Buildings, Furniture and Fixtures.		5	
	40	5	Audit of Liabilities - Outstanding Expenses, Bills Payable, Secured loans, Unsecured Loans, Contingent Liabilities.		5	

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	NA	NA	NA	40	As attendance	Mid-term 20	100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Difference between Accounting and Auditing, Investigation and Auditing. Types of Audit – Meaning, Advantages and Disadvantages of Balance sheet	1	June	
2	Audit Program – Meaning, Factors, Advantages and Disadvantages, Audit Notebook – Meaning, Structure, Contents	2	July	
3	Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.	3	August	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
----------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1	Y			1		Y	(√)	Y	
2	4	Y			2		Y		Y	
3	6	Y			3		Y		Y	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Textbook, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Descriptive – 20 marks	No IA Re-test
2nd IA Test					IA is a Head of passing *(CEPR)
Pop Quiz	June	1	1		
Open Book Test	July	1&2	1&2		
Take Home Test	August & Sept	3 & 4	3&4		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

NA	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality
---------------	------------	--------------------------------------	----------------------------	--------	-----------------

					Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		NA			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	(√) Sruti Koli – Auditor – PWC
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	(√)
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	(√)
7		Open Book Test	(√)
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	(√)
12		Students Debates	
13		Panel Discussion / Mock GD	(√)
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	(√)
16		Value Added Courses	
17		Lecture Capture Usage	(√)

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Sindhu.K

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Role Play:

The specific objectives of the role-playing exercise include:

- Provide a realistic and robust illustration of the audit environment.
- Demonstrate the purpose of auditing.
- Provide a walk-through experience of gathering and assessing audit evidence.
- Provide an experience of forming an opinion (comparing evidence against established criteria);

and,

- Provide an experience using the opinion report.

This goal and these objectives formed the basis for the development of the case scenario which forms the structure of the role-play exercise.

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To familiarise with the terminologies of Auditing in Banking and Insurance sectors.
Affective	What do you want students to think / care about?	Develop interest in learning auditing in depth for their future career.
Behavioural	What do you want students to be able to do?	Students can understand the Balance sheet and revenue statement of banks and insurance co. also understands the ways to trace out manipulation in baking and financial statements.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understands auditing of companies and appointment of company auditor	Unit 1
CO2	Gain knowledge of audit of Bank and Insurance	Unit 2 and 3
CO3	Acquires information on new areas of auditing	Unit 4
CO4	Acquires knowledge on professional ethics and misconduct	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4
CO 1				
CO 2				

CO 3				
CO 4				
CO 5				

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Auditing	75	--	--	3	-	--	3

Examination Scheme

Attendance	Unit Test 1	Unit Test 2	Total . of UT1&2	Mid-Term	Assignment	Total
20	20	20	40	20	20	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	2-3 pm	Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Audit of Limited Companies	8	Equal
2	Audit of Banking Companies	8	Equal
3	Audit of Insurance Companies	8	Equal
4	New Areas of Auditing	8	Equal
5	Professional Ethics and Misconduct	8	Equal
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1		FA1- Ability to analyses financial statement for its true and fair view
	2	FYBBI	FA2- Valuations and share details
2	5	TY BBI	Auditing I – Basics of auditing terminology

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		Mcom, CA, CMA, CS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand the operations of Banking and Insurance companies . Relating it with ways in which the banking & insurance frauds could have been avoided by early detection of errors and frauds.
2	Referring the previous Audit reports and interpreting the information.
3.	Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target May 2022	April, 2021	April 2020	April 2019
Course Passing %	100%	100%	100%	95%
Marks Obtained by Course Topper (mark/100)	85	80	78	

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
October 2021	J Gunasundari	100%				
April 2020	Vivek Gupta	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
New Areas of Auditing	4	Making the students understand Auditing process in practical life with the help of Tally ERP .

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Auditing Principles & Problems	Sharma, T.R.	SahityaBhavan, Agra	2019	All
2	Auditing Principles & Practices	SK Basu	Pearson	2005	All
3	Auditing Assurance Standards and Guidelines	Issued by ICSI	ICSI	2021	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
3	Auditing	Taxman Pankag Garg	Taxman	8	All
4	Auditing Principles & Practices	SK Basu			
5	Auditing Principles & Problems, SahityaBhavan, Agra	Sharma, T.			
6	Practical Auditing	Spicer & Pegler	Buttersworth/HFL	17th	
7	Auditing Today	Woolf, Emile	Prentice-Hall	4th	

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Icai - https://www.icai.org/post.html?post_id=13814		ICAI		ALL

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.icai.org/post.html?post_id=13814		All
2	AuditingandAssuranc-ebook	http://lib.mylibrary.com	All
3			All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
All	Y	Y	Y				√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=UXryXSHiB34	2
2	https://www.youtube.com/watch?v=b_n6i1ug0tQ	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.classcentral.com/course/auditing-part1-conceptual-foundations-11798	Mark E. Peecher, PhD, CPA- University of ILLINOIS	8	Y
2	https://www.coursera.org/learn/information-systems-audit	Garvin Percy DIAS- The Hong Kong University of Science and Technology	9	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	--------------------------------	--	-----------------	---------------------

4.i Study Material Distributed among Students

1

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06-12-2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Qualifications, Disqualifications, Appointment, Removal		1		
	2	1	Remuneration of Auditors, Audit Ceiling		1		
	3	1	Status, Power, Duties and Liabilities of Auditors,		1		
2	4	1	Branch Audit, Joint Audit, Special Audit.		1		
	5	1	Maintenance of Books of Account –Related Party Disclosures,		1		
	6	1	Segment Reporting, Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor’s Responsibility),		1		
3	7	1	Representations by Management, Contents of Annual Report. POP QUIZ		1		

	8	1	Definition, Distinction between Report and Certificate, Types of Reports/Opinion		1		
	9	1					
4	10	1	PBL – Discussion of Audit report of a company		1		
	11	2	Introduction of Banking Companies, Form and Content of Financial Statements,		1		
	12	2	Qualifications of Auditor, Appointment of Auditor, Case study a bank audit		1		
5	13	2	Remuneration of Auditor, Power of Auditor,		1		
	14	2	Auditor’s Report, Format of Audit Report,		2		
	15	2	Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit		2		
6	16	2	Internal Control System, Verifications of Assets and Balances		2		
	17	3	Audit of Companies carrying General Insurance Business,		3		
	18	3	Audit of Companies carrying General Insurance Business,		3		
7	19	3	Audit of Companies carrying Life Insurance Business, Open Book test		3		
	20	3	Audit of Companies carrying Life Insurance Business		3		
	21	3	Applicability of Accounting Standards (AS 3, 4,9,13,17),		3		
8	22	3	Applicability of Accounting Standards (AS 3, 4,9,13,17), POP QUIZ		3		
	23	3	Books and Registers to be maintained, Submission of Reports and Returns,		3		
	24	3	Audit of Accounts, Preparation of Audit and Internal Controls		3		

9	25	4	Introduction to Cost Audit, Human Resource Audit,		4		
	26	4	Management Audit, Operational Audit, Forecast Audit,		4		
	27	4	Social Audit, Tax Audit,		4		
10	28	4	Forensic Audit and Environmental (Green) Audit, Minute paper		4		
	29	4	. Audit in an EDP Environment, Introduction		4		
	30	4	Report on Green Auditing by a company		4		
11	31	4	General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment		4		
	32	4	General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment		4		
	33	5	Introduction, Meaning of Professional Ethics		5		
12	34	5	Meaning of Professional Misconduct,		5		
	35	5	CASE STYDY ON LIC		5		
	36	5	Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct		5		
13	37	5	Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct		5		
	38	5	, Enquiry into Charges of Misconduct of Chartered Accountants.		5		
	39	5	MIOCK TEST		5		
14	40	5	Enquiry into Charges of Misconduct of Chartered Accountants.		5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specificity	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Preparation of Long Form Report, Audit Report of Different types of institutions,	2		
2	Inference of an Audit report of LIC,	3		
3	New Areas in Auditing	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		Y	Y		2	Y	Y		Y	Y
2		Y	Y	Y	3	Y	Y	Y	Y	Y
3		Y	Y		4	Y	Y		Y	Y

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy

1st Unit Test	January	1,2	CO1,CO2	MCQ	
2nd Unit Test	March				
Pop Quiz	All Months	1,2,3,4	CO1,CO2,CO3,CO4	Microsoft Form	
Open Book Test	December, February	2,4	CO2,CO4	Descriptive	
Take Home Test	March	4	CO4	Flip Classroom	
Class tests / prelims	January, March	1,4	CO1,CO4	MCQ	

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	All	Practical Experience of Vouching and Verification	Basics of Auditing , detection of errors and Frauds	All	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	PBL – Discussion of Audit report of a company	Content and format of audit report	1	
2	2	PBL – Report on Green auditing by a company	Green audit	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Khushboo Kothari Julka

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To enable students to understand need for revival of sick and stressed business unit
Affective	What do you want students to think / care about?	To make students think about the different turnaround strategies
Behavioural	What do you want students to be able to do?	To overview the recent business scenario and to over the challenges

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding about how to handle business	Unit 1
CO2	Understanding about Industrial Sickness and how it industry becomes sick	Unit 2
CO3	To know the different turnaround strategies to overcome sickness and to implement business process re- structuring in sick unit	Unit 3
CO4	To know the recent trends in business scenario	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M	S	S	S	S	S	M		
CO 2	S	M	M	M	S	S	S	S	S	M		
CO 3	S	M	S	M	S	M	M	S	S	S		
CO 4	S	S	M	M	S	S	M	S	S	S		
CO 5	S	S	M	M	S	S	S	S	S	S		

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Turnaround Management	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Turnaround Management	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture	Practical (Hrs.)	Tutorial (Hrs.)
-----------	---------	------------------	-----------------

	(Hrs.)	Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12:30 to 03:30	Online through MS Teams & Staffroom

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business	4	20%
2	Industrial Sickness	10	20%
3	Turnaround Management Strategies	10	20%
4	Recent Business Scenario	10	20%
5	Leadership and Turnaround Management	6.7%	20%
* Insert rows for more modules in the Course Total		40 hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Principles of Management	ALL
2	2	Principles and practices of Banking and Insurance	ALL
3	3	Organisational Behaviour	ALL
4	4	Entrepreneurship Management	ALL
5	5	Marketing in Banking and Insurance	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	M.Com. (banking and Finance)
2	1	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To revive and make sick unit and loss making units to convert into profit making
2	To start up new small industry like SOHO
3	To take franchisee of some company

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	March 2021	March 2021	March 2020	March 2019
Course Passing % – Average of 3 Divisions	100	100	100%	98
Marks Obtained by Course Topper (mark/100)	92	90	88	85

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2021	PAJ	100%				
March 2020	MAA	100%				
March 2019	HPN	98%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Industrial Sickness	2	Practical examples and assignments questions
Turnaround Strategies	3	Practical examples and assignments questions
Business Process Restructuring	3	To make their own plan to revive sick units and reviewing the plan and assignments questions

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Practical Shutdown & Turnaround Management for k, Engineers & Managers (English, Paperback)		, IDC Technologies Pvt Ltd.		1-4
2	Managing Corporate Turnaround Text & cases □ Business Process Reengineering, O.P. Agrawal	Ram Avtar Yadav	Concept Publishing Co.		1-4
3	The Turnaround Experience	Feddrick Zimmerman			1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Redesigning the Business Process	Waman S. Jawdekar			ALL
2	Business Process Re-Engineering: Myth & reality	Colin Coulson Thomas			ALL
3	Reengineering and Reinventing the enterprise	P.N. Rastogi			ALL
4	Practical Business Re-Engineering	Nick Obolensky			ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Turnaround Management	Tom Lenahan		1st	All
2	Corporate Turnaround Management	Blokdyk, Gerardus:		2021	All
3	Turnaround Management – A Complete guide	Banes & Nobles		2020	All
4					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.youtube.com/watch?v=43iSo9EBJg	https://www.youtube.com/watch?v=WigemrGfPNs	3
2	https://www.youtube.com/watch?v=Pa_1w6nb20k	https://www.youtube.com/watch?v=fMqz42ci464	2
3	https://www.youtube.com/watch?v=osRArZmxG4Q	https://www.youtsube.com/watch?v=XIR9JRGvL8c	4
4			
5			
6			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - ✓						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓						Turnaround Management Ch 1 – 12
2	✓	✓	✓						
3	✓	✓	✓						
4	✓	✓	✓						
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/ /NPTEL Videos**

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1&4
2	Online Notes and PPTs	1-4

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	http://turnaround-society.com/tag/online-course/	Turnaround Management Society	1yr	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Turn-Around Strategy	Training, Leadership Consulting	2yrs	Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021		15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus				
	2	1	Introduction to Business Organization Meaning, Definition, Importance		1		
	3	1	Features and Symptoms		1		

	4	1	Types of Business Organisation		1		
	5	1	Different Approaches for Growth and Survival		1		
2	6	1	Internal and External, External Strategies and Survival Strategies		1		
	7	1	Revision				
	8	2	Industrial Sickness: Meaning		2		
	9	2	Internal/External Reasons of Industrial sickness		2		
	10	2	Symptoms of Industrial Sickness		2		
	11	2	Measures to Overcome Sickness by Government and Stakeholders		2		
	12	2	Role of BIFR in Sick Industry		2		
	13	2	Revision				
	14	3	Turnaround Management Strategies Meaning and Definition		3		
	15	3	Indicators of Successful Turnaround		3		
	16	3	TOM and Restructuring, Selling of Sick unit and BPR		3		
	17	3	Meaning and Definition		3		
	18	3	Elements, Need and Implications		3		
	19	3	Approaches (Reengineering Term, BPR Leader, Process Owner)		3		
	20	3	Kaizen, flow charts, 5S Principles, Process Mapping		3		
	21	3	Revision				

	22	4	Business Scenario: Features and Advantages		4		
	23	4	Disadvantages and Types of Presentations		4		
	24	4	Outsourcing, Networking and Franchising		4		
	25	4	Free lancing, Self-Financing and Start up		4		
	26	4	Revision				
	27	5	Leadership and Turnaround Management		5		
	28	5	Outfitting the Management team		5		
	29	5	The Management team		5		
	30	5	Personal Characteristic		5		
	31	5	Focusing on Present Operations		5		
	32	5	Focus on Needs in Turnarounds		5		
	33	5	Style of Decision Making in Turnaround Process		5		
	34	5	Organizational Changes		5		
	35	5	Quality in Managerial Process		5		
	36	5	Dilemma of Management		5		
	37	5	Turnaround Management as a skill		5		
	38	5	Revision				
	39		Revision				

	40	Revision				
--	----	----------	--	--	--	--

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Internal and External, External Strategies and Survival Strategies	1		
2	Measures to Overcome Sickness	2		
3	Successful Turnaround stories	3		
4	Outsourcing, Networking and Franchising	4		
5				

Analysis of Assignment / Tutorial Questions and Related Resources

Sl. No.	Assignment / Tutorial No.	Type* (√)	Module No.	Based on #	Question Type (√)
---------	---------------------------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√								√
2		√		√					√	√
3		√								√
4		√		√					√	√
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test		3 & 4	4		IA is a Head of passing *
Pop Quiz		1 & 4	3		
Open Book Test		2&3	1&2		
Take Home Test		2&3	1&2		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Public sector company scenario	Sickness	1	
2	3	Turnaround Strategies for overcoming sickness	Strategies	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the	Activities	Details – no of attendees, guest, feedback, mark
-----	-------------	------------	--

	Activity		sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture by General Manager of Air India
2		Industrial Visit	Visit to Lijjat Papad factory Bandra West
3	Test and Assessments	Class Tests – (other than IA)	Test on the given case on module 2 and 3
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Test on module 2 and 3
8		Take Home Test	On module 2 and 3
9	Collaborative and Group Activity	Poster Presentation	Poster making competition on franchisee and networking
10		Minute Papers	
11		Students Seminar	
12		Students Debates	On different strategies to revive
13		Panel Discussion / Mock GD	On Privatization
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Jogu

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	This course focuses on the social, political, economic and institutional environment of countries. This environmental context moulds the country's objectives, defines the country's strategy, programs, and policies for achieving objectives, and significantly impacts companies.
Affective	What do you want students to think / care about?	The students should have thorough understanding of the practical application of International Business
Behavioural	What do you want students to be able to do?	The purpose of this course is to enhance student's capacity to "think, act and lead" internationally. Having an international perspective means that from wherever you are geographically, you have the capacity to understand the business in a global way.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	International Trade- Its Growing Importance and MNC	1
CO2	Knowledge about Institutional support like IMF, ILO, WTO	2
CO3	Difference between International Human resource and Domestic business, Expatriation and Repatriation	3
CO4	Export and Import, Its Methods and quality	4
CO5	Export and Import Procedure /Foreign Trade policy	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
--	------	------	------	------	------	------	------	------	------	-------	-------	-------

CO 1	S	S	S	S	S							
CO 2	S	S	S	S	S							
CO 3	S	S	S	S	S							
CO 4	S	S	S	S	S							
CO 5	S	S	S	S	S							

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	International Business	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	International Business	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	2.30 – 3.30	Reading room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to International Business	5	25%
2	International Economic Institutions and Regional groupings	10	25%
3	International Marketing, Human Resource Management	5	25%
4	Preliminaries for Export Import and Documentation	10	25%
5	Export Import Procedures and Foreign Trade policy	10	25%
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
		–	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III-IV	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Studying international business allows students to see how globalisation has brought about an increasing 'connectedness' of businesses, markets, people and information across countries.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target –April 2022	April 2021	Mar 2020	Mar 2019

Course Passing % – Average of 3 Divisions	95%	100	100	98.48
Marks Obtained by Course Topper (mark/100)		95	95	75

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Ms. Sindhu Krishnan	100%				
April 2020	Ms. Sindhu Krishnan	100%				
Mar 2019	Ms. Sindhu Krishnan	98.48%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Export and Import - Procedures and Documentation	5	Repeat teaching, Recap and surprise test.
Role of Trade Blocks in International Trade	12	Repeat teaching, Recap, Surprise Questioning and through which students will be able to remember and recollect

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	INTERNATIONAL BUSINESS	Margaret woods	PEARSON		1 - 5
2	INTERNATIONAL BUSINESS	K-Aswathappa	PEARSON		1-5
3	INTERNATIONAL BUSINESS MANAGEMENT	Riad. A. Ajami	PEARSON		1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.amazon.in/International-Business-K-Aswathappa-ebook/.../B014DALH5...	K.Asawthappa			

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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Business Review - Elsevier	International Business time. www.ibtimes.com	1-5
2		The Economic times	
3		Financial Express	

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√		√			√		All
2		√		√			√		All
3		√		√			√		All
4		√		√			√		All
5		√		√			√		All

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

~~Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.~~

No.	Websites / Links	Module Nos.
1	https://www.slideshare.net/.../international-business-management-full-notes	All

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.mooc-list.com/tags/international-business		3 months	Y

4.h

Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
(√) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(√) <input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/21	March 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to syllabus				
	2	1	Growing Importance of International Business, Drivers of International Business		1		
	3	1	Evolution of International Business, Strategies of going International Globalization		1		
	4	1	Multinational Corporation, Nature, Goals of MNCs, India's Presence – Advantages and Disadvantages of MNCs		1		
	5	1	International Business Environment Economic, Political, Cultural and Legal Environments in International Business		1		
	6	2	International Economic institutions and regional groupings		2		
	7	2	Role of World Bank		2		
	8	2	IMF, ILO, UNCTAD, UNIDO		2		

	9	2	ADB and WTO		2		
	10	2	Principles of WTO		2		
	11	2	MFN Treatment		2		
	12	2	TRIPS		2		
	13	2	TRIMS		2		
	14	2	Integration Between Countries – Trading Blocs		2		
	15	2	Impact of Integration, Major Regional Trading Blocs		2		
	16	2	NAFTA, APEC, ASEAN, OPEC		2		
	17	3	International Marketing, Human Resource Management: International Marketing,		3		
		3	Difference between International Marketing and Domestic Marketing	Self-Study	3		
		3	Benefits of International Marketing, Major activities	Self-Study	3		
	18	3	International Market assessment, International Product Strategies		3		
	19	3	Pricing Issues and Decisions, Dumping, Promotion Issues, International HRM, Nature, growing Interest in IHRM		3		
	20	3	Managing International HR activities		3		
	21	3	Expatriation, Repatriation		3		
	21	4	Preliminaries for Export Import and Documentation- Meaning and Definition		4		
	23	4	Methods of Exporting, Registration formalities for exports		4		
	24	4	Export Licensing, Selection of Export product, Identification of Market for Exports		4		

	25	4	Export Pricing Quotations/Liberalization of Imports		4		
	26	4	Bill of Lading, GR form, Commercial Invoice		4		
	27	4	ISO 9000, Procedure for obtaining ISO, BIS 14000		4		
	28	4	Import Documentation, Bill of Entry, Certificate of Inspection		4		
	29	4	Freight Declaration		4		
	30	4	Problems on FOB & CIF		4		
	31	4	Certificate of measurements, Special schemes for importers		4		
	32	5	Export Import Procedures and Foreign Trade Policy, Steps in Export procedure		5		
	33	5	Export Contract, Forward cover, Export finance		5		
	34	5	Institutional framework for export finance, excise clearance		5		
	35	5	Preshipment Inspection and its methods		5		
	36	5	Role of clearing and forwarding agents, Shipping and Customs formalities		5		
	37	5	Negotiation of Documents and realization of export proceeds		5		
	38	5	Pre import procedure, Steps in Import procedure, Customs formalities		5		
	39	5	Warehousing of Imported goods, Retiring of export documents		5		
	40	5	Foreign trade policy highlights, ASIDE, Star export houses		5		
		5	Duty draw back, Deemed Exports Star export houses, EPCG Scheme	Self-Study	5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specificity	Total
20	Mini project 20				40 plus 20			100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
----------------	--------------------------------------	--------	----------------------------------	--------------------

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2nd IA Test					
Pop Quiz	January	1	CO1		
Open Book Test	February	2	CO 2		
Take Home Test	March	4	CO3		
Class tests / preliClms					

Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		NA			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Y
7		Open Book Test	√
8		Take Home Test	

9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	√
12		Students Debates	
13		Panel Discussion / Mock GD	√
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	Y

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

K.Sindhu

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To enable students to understand need for revival of sick and stressed business unit
Affective	What do you want students to think / care about?	To make students think about the different turnaround strategies
Behavioural	What do you want students to be able to do?	To overview the recent business scenario and to over the challenges

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding about how to handle business	Unit 1
CO2	Understanding about Industrial Sickness and how it industry becomes sick	Unit 2
CO3	To know the different turnaround strategies to overcome sickness and to implement business process re- structuring in sick unit	Unit 3
CO4	To know the recent trends in business scenario	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	M	S	S	S	S	S	M		
CO 2	S	M	M	M	S	S	S	S	S	M		
CO 3	S	M	S	M	S	M	M	S	S	S		
CO 4	S	S	M	M	S	S	M	S	S	S		
CO 5	S	S	M	M	S	S	S	S	S	S		

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Turnaround Management	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Turnaround Management	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture	Practical (Hrs.)	Tutorial (Hrs.)
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	(Hrs.)	Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12:30 to 03:30	Online through MS Teams & Staffroom

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business	4	20%
2	Industrial Sickness	10	20%
3	Turnaround Management Strategies	10	20%
4	Recent Business Scenario	10	20%
5	Leadership and Turnaround Management	6.7%	20%
* Insert rows for more modules in the Course Total		40 hrs	100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Principles of Management	ALL
2	2	Principles and practices of Banking and Insurance	ALL
3	3	Organisational Behaviour	ALL
4	4	Entrepreneurship Management	ALL
5	5	Marketing in Banking and Insurance	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	M.Com. (banking and Finance)
2	1	MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To revive and make sick unit and loss making units to convert into profit making
2	To start up new small industry like SOHO
3	To take franchisee of some company

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	March 2021	March 2021	March 2020	March 2019
Course Passing % – Average of 3 Divisions	100	100	100%	98
Marks Obtained by Course Topper (mark/100)	92	90	88	85

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March 2021	PAJ	100%				
March 2020	MAA	100%				
March 2019	HPN	98%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Industrial Sickness	2	Practical examples and assignments questions
Turnaround Strategies	3	Practical examples and assignments questions
Business Process Restructuring	3	To make their own plan to revive sick units and reviewing the plan and assignments questions

4 All the Learning Resources – Books and E-Resources

4.a List of Textbooks (T – Symbol for Textbooks) to be Referred by Students

Sr. No	Textbook Titles	Author/s	Publisher	Edition	Module Nos.
1	Practical Shutdown & Turnaround Management for k, Engineers & Managers (English, Paperback)		, IDC Technologies Pvt Ltd.		1-4
2	Managing Corporate Turnaround Text & cases □ Business Process Reengineering, O.P. Agrawal	Ram Avtar Yadav	Concept Publishing Co.		1-4
3	The Turnaround Experience	Feddrick Zimmerman			1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Redesigning the Business Process	Waman S. Jawdekar			ALL
2	Business Process Re-Engineering: Myth & reality	Colin Coulson Thomas			ALL
3	Reengineering and Reinventing the enterprise	P.N. Rastogi			ALL
4	Practical Business Re-Engineering	Nick Obolensky			ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Turnaround Management	Tom Lenahan		1st	All
2	Corporate Turnaround Management	Blokdyk, Gerardus:		2021	All
3	Turnaround Management – A Complete guide	Banes & Nobles		2020	All
4					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.youtube.com/watch?v=43iSo9EBJg	https://www.youtube.com/watch?v=WigemrGfPNs	3
2	https://www.youtube.com/watch?v=Pa_1w6nb20k	https://www.youtube.com/watch?v=fMqz42ci464	2
3	https://www.youtube.com/watch?v=osRArZmxG4Q	https://www.youtsube.com/watch?v=XIR9JRGvL8c	4
4			
5			
6			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - ✓						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓						Turnaround Management Ch 1 – 12
2	✓	✓	✓						
3	✓	✓	✓						
4	✓	✓	✓						
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/ /NPTEL Videos**

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1&4
2	Online Notes and PPTs	1-4

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	http://turnaround-society.com/tag/online-course/	Turnaround Management Society	1yr	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Turn-Around Strategy	Training, Leadership Consulting	2yrs	Yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021		15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus				
	2	1	Introduction to Business Organization Meaning, Definition, Importance		1		
	3	1	Features and Symptoms		1		

	4	1	Types of Business Organisation		1		
	5	1	Different Approaches for Growth and Survival		1		
2	6	1	Internal and External, External Strategies and Survival Strategies		1		
	7	1	Revision				
	8	2	Industrial Sickness: Meaning		2		
	9	2	Internal/External Reasons of Industrial sickness		2		
	10	2	Symptoms of Industrial Sickness		2		
	11	2	Measures to Overcome Sickness by Government and Stakeholders		2		
	12	2	Role of BIFR in Sick Industry		2		
	13	2	Revision				
	14	3	Turnaround Management Strategies Meaning and Definition		3		
	15	3	Indicators of Successful Turnaround		3		
	16	3	TOM and Restructuring, Selling of Sick unit and BPR		3		
	17	3	Meaning and Definition		3		
	18	3	Elements, Need and Implications		3		
	19	3	Approaches (Reengineering Term, BPR Leader, Process Owner)		3		
	20	3	Kaizen, flow charts, 5S Principles, Process Mapping		3		
	21	3	Revision				

	22	4	Business Scenario: Features and Advantages		4		
	23	4	Disadvantages and Types of Presentations		4		
	24	4	Outsourcing, Networking and Franchising		4		
	25	4	Free lancing, Self-Financing and Start up		4		
	26	4	Revision				
	27	5	Leadership and Turnaround Management		5		
	28	5	Outfitting the Management team		5		
	29	5	The Management team		5		
	30	5	Personal Characteristic		5		
	31	5	Focusing on Present Operations		5		
	32	5	Focus on Needs in Turnarounds		5		
	33	5	Style of Decision Making in Turnaround Process		5		
	34	5	Organizational Changes		5		
	35	5	Quality in Managerial Process		5		
	36	5	Dilemma of Management		5		
	37	5	Turnaround Management as a skill		5		
	38	5	Revision				
	39		Revision				

	40	Revision				
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Internal and External, External Strategies and Survival Strategies	1		
2	Measures to Overcome Sickness	2		
3	Successful Turnaround stories	3		
4	Outsourcing, Networking and Franchising	4		
5				

Analysis of Assignment / Tutorial Questions and Related Resources

Sl. No.	Assignment / Tutorial No.	Type* (√)	Module No.	Based on #	Question Type (√)
---------	---------------------------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√								√
2		√		√					√	√
3		√								√
4		√		√					√	√
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test		3 & 4	4		IA is a Head of passing *
Pop Quiz		1 & 4	3		
Open Book Test		2&3	1&2		
Take Home Test		2&3	1&2		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Public sector company scenario	Sickness	1	
2	3	Turnaround Strategies for overcoming sickness	Strategies	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the	Activities	Details – no of attendees, guest, feedback, mark
-----	-------------	------------	--

	Activity		sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture by General Manager of Air India
2		Industrial Visit	Visit to Lijjat Papad factory Bandra West
3	Test and Assessments	Class Tests – (other than IA)	Test on the given case on module 2 and 3
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Test on module 2 and 3
8		Take Home Test	On module 2 and 3
9	Collaborative and Group Activity	Poster Presentation	Poster making competition on franchisee and networking
10		Minute Papers	
11		Students Seminar	
12		Students Debates	On different strategies to revive
13		Panel Discussion / Mock GD	On Privatization
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Jogu

Faculty 1 Name (Sign.)
Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3

External Industry Mentor (Sign.)
Mentor (Sign.)

External Academic

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To familiarise with the terminologies of Auditing in Banking and Insurance sectors.
Affective	What do you want students to think / care about?	Develop interest in learning auditing in depth for their future career.
Behavioural	What do you want students to be able to do?	Students can understand the Balance sheet and revenue statement of banks and insurance co. also understands the ways to trace out manipulation in baking and financial statements.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understands auditing of companies and appointment of company auditor	Unit 1
CO2	Gain knowledge of audit of Bank and Insurance	Unit 2 and 3
CO3	Acquires information on new areas of auditing	Unit 4
CO4	Acquires knowledge on professional ethics and misconduct	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4
CO 1				
CO 2				

CO 3				
CO 4				
CO 5				

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Auditing	75	--	--	3	-	--	3

Examination Scheme

Attendance	Unit Test 1	Unit Test 2	Total . of UT1&2	Mid-Term	Assignment	Total
20	20	20	40	20	20	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	2-3 pm	Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Audit of Limited Companies	8	Equal
2	Audit of Banking Companies	8	Equal
3	Audit of Insurance Companies	8	Equal
4	New Areas of Auditing	8	Equal
5	Professional Ethics and Misconduct	8	Equal
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1		FA1- Ability to analyses financial statement for its true and fair view
	2	FYBBI	FA2- Valuations and share details
2	5	TY BBI	Auditing I – Basics of auditing terminology

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		Mcom, CA, CMA, CS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand the operations of Banking and Insurance companies . Relating it with ways in which the banking & insurance frauds could have been avoided by early detection of errors and frauds.
2	Referring the previous Audit reports and interpreting the information.
3.	Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target May 2022	April, 2021	April 2020	April 2019
Course Passing %	100%	100%	100%	95%
Marks Obtained by Course Topper (mark/100)	85	80	78	

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
October 2021	J Gunasundari	100%				
April 2020	Vivek Gupta	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
New Areas of Auditing	4	Making the students understand Auditing process in practical life with the help of Tally ERP .

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Auditing Principles & Problems	Sharma, T.R.	SahityaBhavan, Agra	2019	All
2	Auditing Principles & Practices	SK Basu	Pearson	2005	All
3	Auditing Assurance Standards and Guidelines	Issued by ICSI	ICSI	2021	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
3	Auditing	Taxman Pankag Garg	Taxman	8	All
4	Auditing Principles & Practices	SK Basu			
5	Auditing Principles & Problems, SahityaBhavan, Agra	Sharma, T.			
6	Practical Auditing	Spicer & Pegler	Buttersworth/HFL	17th	
7	Auditing Today	Woolf, Emile	Prentice-Hall	4th	

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Icai - https://www.icai.org/post.html?post_id=13814		ICAI		ALL

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.icai.org/post.html?post_id=13814		All
2	AuditingandAssuranc-ebook	http://lib.mylibrary.com	All
3			All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
All	Y	Y	Y				√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS ‘Lecture Capture’ in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=UXryXSHiB34	2
2	https://www.youtube.com/watch?v=b_n6i1ug0tQ	5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.classcentral.com/course/auditing-part1-conceptual-foundations-11798	Mark E. Peecher, PhD, CPA- University of ILLINOIS	8	Y
2	https://www.coursera.org/learn/information-systems-audit	Garvin Percy DIAS- The Hong Kong University of Science and Technology	9	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
---------	--------------------------------	--	-----------------	---------------------

4.i Study Material Distributed among Students

1

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	Y <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06-12-2021		14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Qualifications, Disqualifications, Appointment, Removal		1		
	2	1	Remuneration of Auditors, Audit Ceiling		1		
	3	1	Status, Power, Duties and Liabilities of Auditors,		1		
2	4	1	Branch Audit, Joint Audit, Special Audit.		1		
	5	1	Maintenance of Books of Account –Related Party Disclosures,		1		
	6	1	Segment Reporting, Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor’s Responsibility),		1		
3	7	1	Representations by Management, Contents of Annual Report. POP QUIZ		1		

	8	1	Definition, Distinction between Report and Certificate, Types of Reports/Opinion		1		
	9	1					
4	10	1	PBL – Discussion of Audit report of a company		1		
	11	2	Introduction of Banking Companies, Form and Content of Financial Statements,		1		
	12	2	Qualifications of Auditor, Appointment of Auditor, Case study a bank audit		1		
5	13	2	Remuneration of Auditor, Power of Auditor,		1		
	14	2	Auditor’s Report, Format of Audit Report,		2		
	15	2	Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit		2		
6	16	2	Internal Control System, Verifications of Assets and Balances		2		
	17	3	Audit of Companies carrying General Insurance Business,		3		
	18	3	Audit of Companies carrying General Insurance Business,		3		
7	19	3	Audit of Companies carrying Life Insurance Business, Open Book test		3		
	20	3	Audit of Companies carrying Life Insurance Business		3		
	21	3	Applicability of Accounting Standards (AS 3, 4,9,13,17),		3		
8	22	3	Applicability of Accounting Standards (AS 3, 4,9,13,17), POP QUIZ		3		
	23	3	Books and Registers to be maintained, Submission of Reports and Returns,		3		
	24	3	Audit of Accounts, Preparation of Audit and Internal Controls		3		

9	25	4	Introduction to Cost Audit, Human Resource Audit,		4		
	26	4	Management Audit, Operational Audit, Forecast Audit,		4		
	27	4	Social Audit, Tax Audit,		4		
10	28	4	Forensic Audit and Environmental (Green) Audit, Minute paper		4		
	29	4	. Audit in an EDP Environment, Introduction		4		
	30	4	Report on Green Auditing by a company		4		
11	31	4	General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment		4		
	32	4	General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment		4		
	33	5	Introduction, Meaning of Professional Ethics		5		
12	34	5	Meaning of Professional Misconduct,		5		
	35	5	CASE STYDY ON LIC		5		
	36	5	Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct		5		
13	37	5	Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct		5		
	38	5	, Enquiry into Charges of Misconduct of Chartered Accountants.		5		
	39	5	MIOCK TEST		5		
14	40	5	Enquiry into Charges of Misconduct of Chartered Accountants.		5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specificity	Total
						05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Preparation of Long Form Report, Audit Report of Different types of institutions,	2		
2	Inference of an Audit report of LIC,	3		
3	New Areas in Auditing	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		Y	Y		2	Y	Y		Y	Y
2		Y	Y	Y	3	Y	Y	Y	Y	Y
3		Y	Y		4	Y	Y		Y	Y

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy

1st Unit Test	January	1,2	CO1,CO2	MCQ	
2nd Unit Test	March				
Pop Quiz	All Months	1,2,3,4	CO1,CO2,CO3,CO4	Microsoft Form	
Open Book Test	December, February	2,4	CO2,CO4	Descriptive	
Take Home Test	March	4	CO4	Flip Classroom	
Class tests / prelims	January, March	1,4	CO1,CO4	MCQ	

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	All	Practical Experience of Vouching and Verification	Basics of Auditing , detection of errors and Frauds	All	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	PBL – Discussion of Audit report of a company	Content and format of audit report	1	
2	2	PBL – Report on Green auditing by a company	Green audit	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Khushboo Kothari Julka

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	This course focuses on the social, political, economic and institutional environment of countries. This environmental context moulds the country's objectives, defines the country's strategy, programs, and policies for achieving objectives, and significantly impacts companies.
Affective	What do you want students to think / care about?	The students should have thorough understanding of the practical application of International Business
Behavioural	What do you want students to be able to do?	The purpose of this course is to enhance student's capacity to "think, act and lead" internationally. Having an international perspective means that from wherever you are geographically, you have the capacity to understand the business in a global way.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	International Trade- Its Growing Importance and MNC	1
CO2	Knowledge about Institutional support like IMF, ILO, WTO	2
CO3	Difference between International Human resource and Domestic business, Expatriation and Repatriation	3
CO4	Export and Import, Its Methods and quality	4
CO5	Export and Import Procedure /Foreign Trade policy	5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12

CO 1	S	S	S	S	S							
CO 2	S	S	S	S	S							
CO 3	S	S	S	S	S							
CO 4	S	S	S	S	S							
CO 5	S	S	S	S	S							

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	International Business	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	International Business	20	05	25	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	2.30 – 3.30	Reading room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to International Business	5	25%
2	International Economic Institutions and Regional groupings	10	25%
3	International Marketing, Human Resource Management	5	25%
4	Preliminaries for Export Import and Documentation	10	25%
5	Export Import Procedures and Foreign Trade policy	10	25%
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
		–	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III-IV	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Studying international business allows students to see how globalisation has brought about an increasing 'connectedness' of businesses, markets, people and information across countries.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target –April 2022	April 2021	Mar 2020	Mar 2019

Course Passing % – Average of 3 Divisions	95%	100	100	98.48
Marks Obtained by Course Topper (mark/100)		95	95	75

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	Ms. Sindhu Krishnan	100%				
April 2020	Ms. Sindhu Krishnan	100%				
Mar 2019	Ms. Sindhu Krishnan	98.48%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Export and Import - Procedures and Documentation	5	Repeat teaching, Recap and surprise test.
Role of Trade Blocks in International Trade	12	Repeat teaching, Recap, Surprise Questioning and through which students will be able to remember and recollect

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	INTERNATIONAL BUSINESS	Margaret woods	PEARSON		1 - 5
2	INTERNATIONAL BUSINESS	K-Aswathappa	PEARSON		1-5
3	INTERNATIONAL BUSINESS MANAGEMENT	Riad. A. Ajami	PEARSON		1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.amazon.in/International-Business-K-Aswathappa-ebook/.../B014DALH5...	K.Asawthappa			

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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Business Review - Elsevier	International Business time. www.ibtimes.com	1-5
2		The Economic times	
3		Financial Express	

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		√		√			√		All
2		√		√			√		All
3		√		√			√		All
4		√		√			√		All
5		√		√			√		All

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/~~VIT Lecture Capture~~/NPTEL Videos

~~Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.~~

No.	Websites / Links	Module Nos.
1	https://www.slideshare.net/.../international-business-management-full-notes	All

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.mooc-list.com/tags/international-business		3 months	Y

4.h

Recommended Value-Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
(√) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(√) <input type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/21	March 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to syllabus				
	2	1	Growing Importance of International Business, Drivers of International Business		1		
	3	1	Evolution of International Business, Strategies of going International Globalization		1		
	4	1	Multinational Corporation, Nature, Goals of MNCs, India's Presence – Advantages and Disadvantages of MNCs		1		
	5	1	International Business Environment Economic, Political, Cultural and Legal Environments in International Business		1		
	6	2	International Economic institutions and regional groupings		2		
	7	2	Role of World Bank		2		
	8	2	IMF, ILO, UNCTAD, UNIDO		2		

	9	2	ADB and WTO		2		
	10	2	Principles of WTO		2		
	11	2	MFN Treatment		2		
	12	2	TRIPS		2		
	13	2	TRIMS		2		
	14	2	Integration Between Countries – Trading Blocs		2		
	15	2	Impact of Integration, Major Regional Trading Blocs		2		
	16	2	NAFTA, APEC, ASEAN, OPEC		2		
	17	3	International Marketing, Human Resource Management: International Marketing,		3		
		3	Difference between International Marketing and Domestic Marketing	Self-Study	3		
		3	Benefits of International Marketing, Major activities	Self-Study	3		
	18	3	International Market assessment, International Product Strategies		3		
	19	3	Pricing Issues and Decisions, Dumping, Promotion Issues, International HRM, Nature, growing Interest in IHRM		3		
	20	3	Managing International HR activities		3		
	21	3	Expatriation, Repatriation		3		
	21	4	Preliminaries for Export Import and Documentation- Meaning and Definition		4		
	23	4	Methods of Exporting, Registration formalities for exports		4		
	24	4	Export Licensing, Selection of Export product, Identification of Market for Exports		4		

	25	4	Export Pricing Quotations/Liberalization of Imports		4		
	26	4	Bill of Lading, GR form, Commercial Invoice		4		
	27	4	ISO 9000, Procedure for obtaining ISO, BIS 14000		4		
	28	4	Import Documentation, Bill of Entry, Certificate of Inspection		4		
	29	4	Freight Declaration		4		
	30	4	Problems on FOB & CIF		4		
	31	4	Certificate of measurements, Special schemes for importers		4		
	32	5	Export Import Procedures and Foreign Trade Policy, Steps in Export procedure		5		
	33	5	Export Contract, Forward cover, Export finance		5		
	34	5	Institutional framework for export finance, excise clearance		5		
	35	5	Preshipment Inspection and its methods		5		
	36	5	Role of clearing and forwarding agents, Shipping and Customs formalities		5		
	37	5	Negotiation of Documents and realization of export proceeds		5		
	38	5	Pre import procedure, Steps in Import procedure, Customs formalities		5		
	39	5	Warehousing of Imported goods, Retiring of export documents		5		
	40	5	Foreign trade policy highlights, ASIDE, Star export houses		5		
		5	Duty draw back, Deemed Exports Star export houses, EPCG Scheme	Self-Study	5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specificity	Total
20	Mini project 20				40 plus 20			100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2nd IA Test					
Pop Quiz	January	1	CO1		
Open Book Test	February	2	CO 2		
Take Home Test	March	4	CO3		
Class tests / preliClms					

Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		NA			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	√
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Y
7		Open Book Test	√
8		Take Home Test	

9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	√
12		Students Debates	
13		Panel Discussion / Mock GD	√
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	Y

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

K.Sindhu

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 21-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquire an in-depth knowledge and understanding of Environment Science, understanding political, legal, Social, cultural, Technological and Competitive environment.
Affective	What do you want students to think / care about?	To consider various aspects of the business operation and activity, understanding about international environmental science for the business.
Behavioural	What do you want students to be able to do?	To outline the current challenges in Environment science and possess skills to propose solutions and ways to overcome them.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Will gain a deep understanding of the theoretical and conceptual understanding of environment science and different form of business organization. Micro and Macro environment which affects the business and its operations.	Unit 1
CO2	Will be able to identify, analyse, and evaluate political and Legal environment and impact of business in private sectors, Legal framework in India.,.	Unit 2
CO3	Will be able to understand how Social, Cultural Environment, Technological environment, Competitive Environment affects the business.	Unit 3
CO4	Will be able to understand International Environment of the business organisations.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												

CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
		20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	11:00 am : 12.00am	Staffroom

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business Environment	40*60 MIN/40=10	25%
2	Political and Legal Environment	40*60 MIN/40=10	25%
3	Social and Cultural Environment, Technological Environment and Competitive Environment.	40*60 MIN/40=10	25%
4	International Environment	40*60 MIN/40=10	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1		

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		B.Com, M.Com.
2		MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand and apply the basic principal and understanding business environment and requirement to start business.
2	Applying the Political and legal understanding to start a business.
3	Understanding the environment of the business and scanning the environment and to find opportunities and threats.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2021	March-2017	March- 2016	March 2015
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

March-2019	SGG	100			
March-2020	SGG	100			
March-2021	SGG	100			

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
International environment	1	Continuous reading and writing practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Environmental science	Rinkoo Shantanu	Himalaya		1 to 4
2	Environmental science	Parveen Nagpal	Palgrav		4
3		Francis Cherunilam	Himalaya Publishing House, New Delhi		1 to 4
4		Raj Aggarwal	Excel Books, Delhi		1 to 4
5	Essentials of Business Environment	K. Aswathappa	Himalaya Publishing House, New Delhi		1 to 4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The International Business Environment,	Morrison J,	Palgrave		4
2	Concepts of Environmental Science	Sugandha Mishra and Dharendra Kumar	Himalaya Publishing House, New Delhi		1-4
3	Environmental Pollution & Control	<u>Prof. N.H. Gopal Dutt</u>	Himalaya Publishing House, New Delhi Delhi		1-4
4	International Marketing	RajGopal	Vikas Publishing House Pvt. Ltd.,	2007	4
5	International Marketing Analysis and Strategy,	Sak Onkvisit, John J.Shaw,	Pearson Publication,	3	4
6	International Marketing Text and Cases,	Justin Paul and Ramneek Kapoor	Tata Mcgraw Hill Education Private Limited New Delhi	2	1-4
7	Business Environment	Raj Aggarwal	Excel Books, Delhi	1 & 2	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.inderscience.com/jhome.php?jcode=ijbe		4
2	http://www.businessdictionary.com/definition/business-environment.html		1-4
3	https://www.journals.elsevier.com/journal-of-environmental-management		1-2

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		
2	✓	✓					✓		
3	✓	✓					✓		
4	✓	✓					✓		

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Soft Copy Notes	1-4
2	PPTs	1-4
3	Graded Questions	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	January 2022	April 2022	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Introduction to Environmental science		CO1		
	2		Environment meaning and Definitions		CO1		
	3		Abiotic Component and Biotic Component		CO1		
	4		Cultural Man made components		CO1		
2	5		Ecosystem meaning and definitions		CO1		
	6		Ecosystem structure and functions		CO1		Video

	7	Level of Ecology		CO1		
	8	Types and classification of Biodiversity		CO1		
3	9	Community diversity		CO1		
	10	Importance of biodiversity		CO1		
	11	Values of biodiversity		CO1		
	12	Factors responsible for reduction in biodiversity		CO1		
4	13	Conservation of biodiversity		CO1		
	14	Threats to Biodiversity		CO1		Video
	15	Solutions to the threats to Biodiversity		CO1		
	16	Revision		CO2		
5	17	Introduction to natural Resources		CO2		
	18	Classification of Resources		CO2		
	19	Water resources and water cycle		CO2		
	20	Importance of water resources		CO2		
6	21	Issues related to water resources		CO2		Case Study
	22	Measure to conserve water and Rain water harvesting		CO2		
	23	Forest resources and utilisation		CO2		
	24	Importance of forest		CO2		Video

7	25	Deforestation and causes		CO3	Case study
	26	Effects of Deforestation		CO3	
	27	Measure to conserve forest		CO3	
	28	Soil Resources and its importance		CO3	
8	29	Threats and measures to conserve soil		CO3	
	30	Source and measures to conserve energy		CO3	
	31	Causes of Exploitation		CO4	
	32	Introduction to Environment and economic activities		CO4	
9	33	Primary sector		CO4	
	34	Roles and perspective in EIA		CO4	
	35	Environment Audit and its features		CO4	
	36	Objective of Environment		CO4	
10	37	Environment Auditing process		CO4	
	38	Types of environmental Audit		CO4	
	39	Environmental Information system		CO4	
	40	Case Studies		CO4	
11					

12							
13							
14							

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Environment : An Overview	1	Lecture no 4	After 4 Lecturers
2	Natural Resources	2	Lecture no18	After 4 Lecturers
3	Environment and Economic Activities	3	Lecture no30	After 4 Lecturers
4	Environment Management	4	Lecture no48	After 4 Lecturers

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Dealing with environment problems associated with economic activities	Environment and Economic activities	CO3	4
2	2	Technology role in Managing Environment	Environment Management	CO4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	As and when desired
16		Value Added Courses	
17		Lecture Capture Usage	
18		Class Activity	Lecture 40

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Santosh Gupta

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 21-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquire an in-depth knowledge and understanding of Environment Science, understanding political, legal, Social, cultural, Technological and Competitive environment.
Affective	What do you want students to think / care about?	To consider various aspects of the business operation and activity, understanding about international environmental science for the business.
Behavioural	What do you want students to be able to do?	To outline the current challenges in Environment science and possess skills to propose solutions and ways to overcome them.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Will gain a deep understanding of the theoretical and conceptual understanding of environment science and different form of business organization. Micro and Macro environment which affects the business and its operations.	Unit 1
CO2	Will be able to identify, analyse, and evaluate political and Legal environment and impact of business in private sectors, Legal framework in India.,.	Unit 2
CO3	Will be able to understand how Social, Cultural Environment, Technological environment, Competitive Environment affects the business.	Unit 3
CO4	Will be able to understand International Environment of the business organisations.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												

CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
		20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	11:00 am : 12.00am	Staffroom

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business Environment	40*60 MIN/40=10	25%
2	Political and Legal Environment	40*60 MIN/40=10	25%
3	Social and Cultural Environment, Technological Environment and Competitive Environment.	40*60 MIN/40=10	25%
4	International Environment	40*60 MIN/40=10	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1		

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		B.Com, M.Com.
2		MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand and apply the basic principal and understanding business environment and requirement to start business.
2	Applying the Political and legal understanding to start a business.
3	Understanding the environment of the business and scanning the environment and to find opportunities and threats.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2021	March-2017	March- 2016	March 2015
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

March-2019	SGG	100			
March-2020	SGG	100			
March-2021	SGG	100			

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
International environment	1	Continuous reading and writing practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Environmental science	Rinkoo Shantanu	Himalaya		1 to 4
2	Environmental science	Parveen Nagpal	Palgrav		4
3		Francis Cherunilam	Himalaya Publishing House, New Delhi		1 to 4
4		Raj Aggarwal	Excel Books, Delhi		1 to 4
5	Essentials of Business Environment	K. Aswathappa	Himalaya Publishing House, New Delhi		1 to 4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The International Business Environment,	Morrison J,	Palgrave		4
2	Concepts of Environmental Science	Sugandha Mishra and Dhirendra Kumar	Himalaya Publishing House, New Delhi		1-4
3	Environmental Pollution & Control	<u>Prof. N.H. Gopal Dutt</u>	Himalaya Publishing House, New Delhi Delhi		1-4
4	International Marketing	RajGopal	Vikas Publishing House Pvt. Ltd.,	2007	4
5	International Marketing Analysis and Strategy,	Sak Onkvisit, John J.Shaw,	Pearson Publication,	3	4
6	International Marketing Text and Cases,	Justin Paul and Ramneek Kapoor	Tata Mcgraw Hill Education Private Limited New Delhi	2	1-4
7	Business Environment	Raj Aggarwal	Excel Books, Delhi	1 & 2	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.inderscience.com/jhome.php?jcode=ijbe		4
2	http://www.businessdictionary.com/definition/business-environment.html		1-4
3	https://www.journals.elsevier.com/journal-of-environmental-management		1-2

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		
2	✓	✓					✓		
3	✓	✓					✓		
4	✓	✓					✓		

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Soft Copy Notes	1-4
2	PPTs	1-4
3	Graded Questions	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	January 2022	April 2022	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Introduction to Environmental science		CO1		
	2		Environment meaning and Definitions		CO1		
	3		Abiotic Component and Biotic Component		CO1		
	4		Cultural Man made components		CO1		
2	5		Ecosystem meaning and definitions		CO1		
	6		Ecosystem structure and functions		CO1		Video

	7	Level of Ecology		CO1		
	8	Types and classification of Biodiversity		CO1		
3	9	Community diversity		CO1		
	10	Importance of biodiversity		CO1		
	11	Values of biodiversity		CO1		
	12	Factors responsible for reduction in biodiversity		CO1		
4	13	Conservation of biodiversity		CO1		
	14	Threats to Biodiversity		CO1		Video
	15	Solutions to the threats to Biodiversity		CO1		
	16	Revision		CO2		
5	17	Introduction to natural Resources		CO2		
	18	Classification of Resources		CO2		
	19	Water resources and water cycle		CO2		
	20	Importance of water resources		CO2		
6	21	Issues related to water resources		CO2		Case Study
	22	Measure to conserve water and Rain water harvesting		CO2		
	23	Forest resources and utilisation		CO2		
	24	Importance of forest		CO2		Video

7	25	Deforestation and causes		CO3	Case study
	26	Effects of Deforestation		CO3	
	27	Measure to conserve forest		CO3	
	28	Soil Resources and its importance		CO3	
8	29	Threats and measures to conserve soil		CO3	
	30	Source and measures to conserve energy		CO3	
	31	Causes of Exploitation		CO4	
	32	Introduction to Environment and economic activities		CO4	
9	33	Primary sector		CO4	
	34	Roles and perspective in EIA		CO4	
	35	Environment Audit and its features		CO4	
	36	Objective of Environment		CO4	
10	37	Environment Auditing process		CO4	
	38	Types of environmental Audit		CO4	
	39	Environmental Information system		CO4	
	40	Case Studies		CO4	
11					

12							
13							
14							

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Environment : An Overview	1	Lecture no 4	After 4 Lecturers
2	Natural Resources	2	Lecture no18	After 4 Lecturers
3	Environment and Economic Activities	3	Lecture no30	After 4 Lecturers
4	Environment Management	4	Lecture no48	After 4 Lecturers

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Dealing with environment problems associated with economic activities	Environment and Economic activities	CO3	4
2	2	Technology role in Managing Environment	Environment Management	CO4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	As and when desired
16		Value Added Courses	
17		Lecture Capture Usage	
18		Class Activity	Lecture 40

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Santosh Gupta

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know the basics of statistics, application and scope of statistics
Affective	What do you want students to think / care about?	Students should think/take care of merits, demerits and various formulae of various Statistical Tools
Behavioural	What do you want students to be able to do?	Students should be able to use Statistical Concepts in various fields like Research Methodology, Finance etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students should understand the concept of Population and Sample	Unit 1
CO2	Students should learn the concept of Measure of Central Tendency	Unit 2
CO3	Students should learn the concept of Measure of Dispersion	Unit 3
CO4	Students should understand the concept of Correlation and Regression (for ungrouped data)	Unit 4
CO5	Students should learn the concept of Linear Programming Problems	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	S	M									
CO 2	S	M	M									
CO 3	M	S	S									
CO 4	S	M	M									
CO 5	M	S	M									

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM203	Business Statistics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM203	Business Statistics	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	11:00 a.m. – 12:00 Noon	Library

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Population and Sample	8	20
2	Measure of Central Tendency	8	20
3	Measure of Dispersion	8	20
4	Correlation and Regression (for ungrouped data)	8	20
5	Linear Programming Problems	8	20
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	XI & XII	Commerce (Measure of Central Tendency)	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I & II	MMS/MBA (Business Statistics & Research Methodology)
2	III	Portfolio Management (Sums) - BFM
3	VI	Risk Management (Sums) – BFM

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students should apply the concepts in Research Methodology
2	Students should apply the concept in Risk Management in Finance
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - March 2020	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of 3 Divisions	100 %	91.5	89 %	85 %
Marks Obtained by Course Topper (mark/100)	100	93	90	88

Division A	Division B	Division C	Division F
------------	------------	------------	------------

Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2019	AAK	91 %						
Mar 2018	SSK3	89 %						
Mar 2017	SSK3	85 %						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Linear Programming	5	Suggesting Students to refer to basics of Linear Programming from XI & XII Book

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Statistical Methods	Gupta, S.P., and Archana Gupta	Sultan Chand and Sons	3	1-5
2	Fundamentals of Statistics	Gupta	S.C Himalaya Publishing House.	3	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Statistics for Management	Levin, Richard and David S. Rubin	Prentice Hall of India	4	1-5
2	Practical Business Statistics	Siegel	Andrew F International Edition	4	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Basic Business Statistics	Srinivas R Rao		3	1-5
2	Introductory Business Statistics	Thomas K Tiemann	The Global Text Project	4	1-5
3	A Guide to Business Statistics	David M McEvoy	Wiley	3	1-5
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.

1	Journal of Business and Economic Statistic (Taylor & Francis)	Journal on Government Statistics	All
2	International Journal of Business Statistics & Finance (Serial Publication)	Data Science Magazine	All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓	✓	✓	✓			
2	✓	✓	✓	✓	✓	✓			
3	✓	✓	✓	✓	✓	✓			
4	✓	✓	✓	✓	✓	✓			
5	✓	✓	✓	✓	✓	✓			

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.youtube.com	1-5
2	www.edx.com	1-5
3	www.ddegjust.ac.in	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Business Statistics & Analysis Application	Coursera		Y
2	Statistics for Business I	Edx		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Perfect your Mathematical skills	WWW.udemy.com	28 hrs	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	31/01/2022	10/04/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life. Concept of Statistics & Scope of Statistics in Management & Financial Markets		1		
	2	1	Concept of Population and Sample with illustration		1		
	3	1	Methods of sampling- SRSWR, SRSWOR, Methods of sampling- Stratified, Systematic		1		
2	4	1	Concept of Frequency Distribution and Cumulative Frequency Distribution		1		
	5	1	Concept of Histogram, Frequency Polygon, Multiple Bar Graph and sums related to it		1		
	6	1	Concept of Pie Chart & Sub Divided Bar Graph and sums related to it		1		
3	7	1	Concept of Sub Divided Bar Graph and Sums related to it		1		
	8	1	Revision of Unit 1		1		
	9	2	Concept of Central Tendency & Criteria for good measures of central tendency. Concept of Arithmetic Mean & Combined Mean		2		
4	10	2	Calculation of Arithmetic Mean for Ungrouped Data		2		

	11	2	Calculation of Arithmetic Mean for Grouped Data		2		
	12	2	Concept of Median. Calculation of Median for Ungrouped & Grouped Data		2		
5	13	2	Calculation of Median for Grouped Data		2		
	14	2	Concept of Mode. Calculation of Mode for Raw Data		2		
	15	2	Calculation of Mode for Ungrouped and Grouped Data		2		
6	16	2	Revision of Unit 2		2		
	17	3	Concept of Dispersion. Concept of Absolute Measure of Dispersion		3		
	18	3	Concept of Relative Measure of Dispersion. Concept of Range and sums related to it		3		
7	19	3	Concept of Variance and sums related to it		3		
	20	3	Concept of Standard Deviation and Sums related to it		3		
	21	3	Concept of Coefficient of Variation & Quartile Deviation and sums related to it		3		
8	22	3	Concept of Decile & Percentile and sums related to it		3		
	23	3	Concept of Coefficient of Quartile Deviation and sums related to it		3		
	24	3	Revision of Unit 3		3		
9	25	4	Concept of Correlation, Positive and Negative Correlation. Concept of Karl Pearson's Coefficient of Correlation		4		
	26	4	Sums related to Karl Pearson's Coefficient of Correlation		4		
	27	4	Sums related to Karl Pearson's Coefficient of Correlation		4		
10	28	4	Concept of Regression. Properties of Regression and sums related to it		4		

	29	4	Concept of Regression of 'Y on X' and sums related to it		4		
	30	4	Concept of Regression of 'X on Y' and sums related to it		4		
11	31	4	Concept of Regression coefficients and sums related to it		4		
	32	4	Revision of Unit 4		4		
	33	5	Introduction to Concept of LPP. Concept of formulation of LPP		5		
12	34	5	Sums on formulation of LPP		5		
	35	5	Sums on formulation of LPP		5		
	36	5	Concept of Solution by Graphical Methods		5		
13	37	5	Sums on solution by graphical method		5		
	38	5	Sums on solution by graphical method		5		
	39	4	Problems relating to two variables		5		
14	40	4	Revision of Unit V		5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on "Population & Sample"	1		
2	Assignment on "Measure of Central Tendency"	2		
3	Assignment on "Measure of Dispersion"	3		
4	Assignment on "Correlation & Regression"	4		
5	Assignment on "Linear Programming Problems"	5		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		✓	✓		1	✓	✓		✓	
2		✓	✓		2	✓	✓		✓	
3		✓	✓		3	✓	✓		✓	
4		✓	✓		4	✓	✓		✓	
5		✓	✓		5	✓	✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	2 nd Week of Feb			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					

Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Measure of Central Tendency	Application of Mean, Median & Mode	2	
2	4	Correlation & Regression	Types of Correlation	4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on Correlation
4		Mini Projects	
5		Pop Quiz	MCQ's
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Topic: Regression
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Formula Book
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Watch former lectures captured in LMS at VSIT
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand Computer Fundamentals.
Affective	What do you want students to think / care about?	To think on uses of Internet and related technologies.
Behavioural	What do you want students to be able to do?	To apply the skills of Office productivity tools such as Word and Excel.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand Computer Fundamentals	Unit 1
CO2	To understand History of Windows OS	Unit 2
CO3	To think on uses of Internet and related technologies	Unit 3
CO4	To make students comfortable with Microsoft Word	Unit 4
CO5	To make students comfortable with Microsoft Excel	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				

CO 3			
CO 4			
CO 5			

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Computer Skills – I	75	25	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Computer Skills – I	-	5	5	75	--	10	5	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	1	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	2:00 PM-3:00 PM	Main Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Computer Fundamentals	8	20
2	Windows	4	20
3	Internet	8	20
4	Microsoft Word	10	20

5	Microsoft Excel	10	20
* Insert rows for more modules in the Course		Total	40

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th Std	IT	-

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	3	Computer Skills-II

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Usage of Internet in day-to-day life
2	Use of Window shortcuts
3	Use of Word document for preparing Resumes, Use of Excel for Data storage, Use of PowerPoint for presentations

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019	Mar 2018
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (Mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	LRJ		NA	NA	NA	NA
Mar 2019			NA	NA	NA	NA
Mar 2018			NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Types of OS	2	Extra E-learning content to be provided
Microsoft Excel – Advanced Functions	5	More Practical to be given to students during lab session

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer today (3rd edition)	Sanders, Donald H	McGraw Hill	3rd	1
2	Computer in Business	Sanders D	McGraw Hill	-	1
3	Computers	Subramaniam N	Wheeler	-	1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Computer Fundamentals Information Technology	Pradeep K Sinha			1
2	Excel 2010	Stephen Moffat			2
3	Microsoft Office Professional 2013-Step by step	Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, Eric Legault, Ben Schorr and Ciprian Rusen	Microsoft	-	2

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Computer Fundamental https://www.tutorialspoint.com/computer_fundamentals/	Top 10 Most Secure Internet Browsers https://cybersecuritymag.com/secure-internet-browsers/	1-5

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								
2	✓								
3	✓								
4	✓								

5									
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	Microsoft Teams	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Word Office 2016 Ultimate Basics for Beginners https://www.udemy.com/course/gearup-word-office-course-from-a-noobie-to-a-crackerjack/	Udemy	1 Hr	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓		✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Co s	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	1	Introduction to Subject and Discussion of TLP		1			
	2	1	Personal Computers- Identification/Demonstration of different storage Devices like CD and CD drive		1			
	3	1	Hard disk- HDD, Storing and Retrieving data from various Storage Devices		1			
	4	1	Identification of various Input and Output Devices		1			
2	5	1	Primary Memory, RAM and ROM		1			
	6	1	Processor- CPU, it's speed- machine cycle, ports, computer buses		1			
	7	1	Different types of Printers.		1			
	8	1	Introduction to trouble shooting of personal computers		1			
3	9	2	Windows- Introduction, Features, various versions of Windows		2			
	10	2	My computer, my documents, recycle bin, network neighbourhood, start menu		2			
	11	2	Taskbar, File and Folder operation (creating, copying, moving, deleting)		2			
	12	2	Internet- What is internet, most popular internet services		2			
	13	3	Fundamentals of Internet		3			
	14	3	Functions of internet like email, WWW, FTP		3			
	15	3	UseNet, Instant messaging		3			
	16	3	Internet Telephony, using Address Book		3			
5	17	3	Working with task list		3			
	18	3	Scheduling appointments		3			

	19	3	Reminders, events		3			
	20	3	Browsers and its different types		3			
6	21	4	Microsoft Word- The Word window		4			
	22	4	New documents, Document navigation, Editing text, Working with text, Undo and Redo commands		4			
	23	4	Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings		4			
	24	4	Paragraph formatting, Paragraph spacing and indents Tables		4			
7	25	4	Creating tables, Working with table content, Changing the table structure Page layout		4			
	26	4	Headers and footers, Page setup Graphics		4			
	27	4	Adding graphics and clip art, Working with graphics Proofing		4			
	28	4	printing, and exporting,		4			
8	29	4	Spelling and grammar, AutoCorrect		4			
	30	4	Printing and exporting documents		4			
	31	5	Microsoft Excel- Fundamentals of Excel		5			
	32	5	Cut, Copy, Insert, Delete, Paste Special		5			
9	33	5	Custom Formatting , Undo, Redo		5			
	34	5	Excel Formulas – Basic		5			
	35	5	Excel Formulas – Basic		5			
	36	5	Useful functions and Paste Function, Calc, Comments, Drawing toolbar		5			

10	37	5	Edit, Replace, Delete, Clear, Essential Printing		5			
	38	5	Data Sorting, Hiding, AutoFormats, Protection		5			
	39	5	Basic Charts		5			
	40	5	Basic Formatting If Function		5			

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
05			10	05		05		25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Computer Fundamentals	1	Week 2	Week 3
2	Windows	2	Week 3	Week 4
3	Internet	3	Week 5	Week 6
4	Microsoft Word	4	Week 8	Week 9
5	Microsoft Excel	5	Week 10	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√	√		1				√	√

2	3	√	√	√	2				√	√
3	5	√	√		3				√	√
4	8	√	√		4				√	√
5	10	√	√		5				√	√

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test					
2nd IA Test				-	-
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Creating and Editing of a Word Document			
2		Formatting of a Word Document			
3		Inserting Table in word document			
4		Adding Graphics to the Word Document			

5		Custom Formatting in Excel			
6		Basic Excel Formulas			
7		Data Sorting			
8		Basic Charts			
9		Aggregate Functions			
10		If and nested If functions			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	IV	Student Result Generation			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	IV	Sorting and Filtering Employee data			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	

11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Teaching Methodology: -

- 1) Gamification
- 2) Flip Classroom

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Accounting of Issue of shares/ Debentures, Valuation of Shares/ Goodwill
Affective	What do you want students to think / care about?	Accounting Standards and GAAPs
Behavioural	What do you want students to be able to do?	Upgrade financial Accounting skills and knowledge for long term sustainability

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related
--------	------------	---------

		Module/s
CO1	To understand accounting for issue of shares and debentures	1
CO2	To understand concept of bonus shares and accounting of issue of bonus shares	2
CO3	To acquaint with revised schedule VI, valuation of shares and goodwill, accounting of buyback of shares and own debentures, valuation of investments	3
CO4	To acquire knowledge about GAAPs, Indian Accounting Standards and accounting in computerised environment	4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary

Tick suitable category					✓		
------------------------	--	--	--	--	---	--	--

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Financial Accounting II	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Financial Accounting II	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	4	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	3:00pm - 4:00pm	X- block library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Shares and Debentures	12.5hr	25
2	Corporate Accounting	12.5hr	25

3	Share valuation	12.5hr	25
4	Indian Accounting Standards	12.5hr	25
<i>* Insert rows for more modules in the Course</i>		50	100
Total			

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Financial Accounting I	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III	Management Accounting
2	IV	Corporate Finance
3	VI	Strategic Corporate Finance
4	M.com	M com (advanced accountancy)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Up gradation of financial Accounting knowledge
2	Inclination of learners towards choosing Accounting as a career option

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - April 2020	April 2018	April 2017
Course Passing %	100%	93%	89%
Marks Obtained by Course Topper (mark/100)			

Year	Division A		Division B/ C		Division F	
	Initials of	%	Initials of	%	Initials of	% Result

	Teacher	Result	Teacher	Result	Teacher	
April 2018	PHM	93				
April 2017	Suraj D	89				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Buyback of shares	3	More class room practice, Assignments and homework sheets
Valuation of shares and Goodwill	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting II	L. N. Chopde	Sheth Publishers	2019-20	All
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	R.K. Agarwal	Taxxman		All
2	Corporate & Financial Accounting	Goswani	Mark Publishers		
3	Financial Accounting	Gupta/ Radhaswamy	Sultachand		
4	Financial Accounting	PC Tulsian	Pearson		
5	Financial Accounting and Financial Statement Analysis	ICFAI			

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Rajasekaran	Pearson		

2	Fundamentals of Accounting and financial analysis	Choudhary	Pearson		
3	Financial Accounting	Horngren, Sundem	Pearson		

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://lib.myilibrary.com	Global Journal of Finance and Management	All
2		Indian Journal of Management	All
3		The Chartered Accountant	All
4	https://doaj.org/	Indian Journal of Finance	All
5	EBSCO	International Journal of Management	All

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (VRefer)	1-4
2	Issue of Shares by CA/CMA Santosh kumar https://www.youtube.com/watch?v=0aL3ot8Z4tY	1
3	Issue of Bonus Shares https://www.youtube.com/watch?v=4oMpaGruMbl	2
4	Buyback of shares and securities - Logic Explained https://www.youtube.com/watch?v=PkmWUq07-M4	3
5	Buyback of Shares under Companies Act 2013 https://www.youtube.com/watch?v=5yfEN6BZodk	3
6	Valuation of Goodwill - Concept -Corporate Accounting https://www.youtube.com/watch?v=GxqZnvfIZsw	3
7	Valuation Of Shares https://www.youtube.com/watch?v=pRrmcGK4h6o	3
8	Computerised Accounting and its Features https://www.youtube.com/watch?v=4Z7Hyw1AhCg	4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
	The Complete Guide to Financial Accounting : 2018	https://www.udemy.com Keshav Saragi	1.5 Hrs	Yes
	Learn Financial Accounting the easy way	https://www.udemy.com John Mclellan	7.5 Hrs	Yes

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Tally with GST	Department of BAF		

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2021	--	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus				
	2	1	Issue of shares: Basics				
	3	1	Practical sums				
	4	1	Practical sums				
2	5	1	Practical sums				
	6	1	Practical sums				
	7	1	Practical sums				

	8	1	Practical sums				
3	9	1	Issue of Debentures: Basics				
	10	1	Practical sums				
	11	1	Practical sums				
	12	1	Practical sums			Assignment1	
4	13	2	Issue of Bonus Shares: Basics				
	14	2	Practical sums				
	15	2	Practical sums				
	16	2	Practical sums				
5	17	2	Practical sums				
	18	2	Practical sums			Assignment2	
	19	3	Buy Back of Shares: Basics				
	20	3	Practical sums				
6	21	3	Practical sums				
	22	3	Practical sums				
	23	3	Practical sums				
	24	3	Practical sums				

7	25	3	Buyback of Debentures				
	26	3	Practical sums				
	27	3	Valuation of shares				
	28	3	Practical sums				
8	29	3	Practical sums				
	30	3	Practical sums				
	31	3	Practical sums				
	32	3	Valuation of Goodwill				
9	33	3	Practical sums				
	34	3	Practical sums				
	35	3	Practical sums				
	36	3	Practical sums				
10	37	3	Practical sums				
	38	3	Investment Accounting			Assignment3	
	39	3	Practical sums				
	40	3	Practical sums				
	41	4	Indian Accounting Standards: Meaning,				

11			nature, purpose				
	42	4	Procedure of formulation of IAS, Status of IAS issued by ICAI				
	43	4	GAAPs: Meaning, Features, Importance, Need			Assignment 4	
	44	4	Computerisation of Accounting				
12	45	4	Revision				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Issue of shares	CO1	4 th Week	5 th Week
2	Issue of Bonus Shares	CO2	7 th Week	8 th Week

3	Buyback of shares	CO3	10 th Week	11 th Week
4	Valuation of shares and goodwill	CO4	15 th Week	15 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓			1		✓		✓	
2	7	✓			2		✓		✓	
3	10	✓			3		✓		✓	
4	15	✓			4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1&2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	March	4	4		
Take Home Test					
Class tests / prelims					

Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Hypothetical Cases		All	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Guest lecture	Guest Lecture / Workshops	Corporate Accounting
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	Yes
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Dr. Poonam Mirwani

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To enhance language proficiency and communication skills, to improve the learners' written language and increase the range of lexical resource through a variety of exercises
Affective	What do you want students to think / care about?	To enable understanding about the importance of proficiency in communication in order to improve career prospects and growth.
Behavioural	What do you want students to be able to do?	To easily correspond in all types of corporate communication.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To familiarize the learners to various communication technologies used to overcome communication barriers	Unit 1
CO2	To train the students to be comfortable with and know about various types and the importance of group communication	Unit 2
CO3	To enhance written language proficiency in business correspondence	Unit 3
CO4	To acquaint the students with report writing and the various types of reports	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 2	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 3	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 4	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA
CO 5	M	M	S	S	S	S	NA	NA	NA	NA	NA	NA

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS204	Business Communication - II	75	-	-	03	0	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS204	Business Communication - II	20	00	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday		Staff room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Presentation Skills	7	25%
2	Group Communication	15	25%
3	Business Correspondence	10	25%
4	Language and Writing Skills	8	25%
* Insert rows for more modules in the Course		Total	40 lectures)
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Business Communication - I	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	Project synopsis writing
2	1	Masters of Management Studies
3	I	Masters in Business Administration

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Use of communication technologies such as OHP and PowerPoint Presentation
2	Group Discussions, Interviews, Meetings and Conferences
3	Written business correspondence such as letters and reports

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020
Course Passing % – Average of 3 Divisions	100%		100
Marks Obtained by Course Topper (mark/100)	80		-----

Year	Division A	
	Initials of Teacher	% Result
Mar 2021	Snehaprabha K	100%

March 2020	Lakshmi P	100%
Mar 2019	Lakshmi P	

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Business Correspondence	3	Written practice
Language and Writing Skills	4	Written practice and examples

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition Year of Publication	Module Nos.
1	Effective Communication	Balan,K.R. and Rayudu C.S.	Beacon New Delhi	1996	All
2.	Business Communication, today	Bovee Courtland,L and Thrill, John V	McGraw Hill, New York, Taxman Publication	1989	All
3.	Modern Business Correspondence	Garlside, L.E.	McDonald and Evans Ltd. Plymouth.	1980	III

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Business Communication</i>	Meenakshi Raman & Prakash Singh	Oxford University Press		III and IV
2	<i>Professional communication</i>	Aruna Koneru	Tata McGraw Hill		III and IV
3	<i>Business Communication - II</i>	Rhoda A Doctor, Aspi H. Doctor et al	Sheth		ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.	Modern Business, Vol. 12 http://library.umac.mo/ebooks/b31303316.pdf	Harrison McJohnston, A.M	Alexander Hamilton Institute, New York	I	III and IV

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	
1	Communication Today	lib.mylibrary.com	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	Semester II, Sheth Publishers Pvt. Ltd. By Rhoda A. Doctor, Aspi H. Doctor et al

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Business Communication Crash Course https://www.udemy.com/business-communication-crash-course/	Elevance Team	60 lectures	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Crash In Communication	Institute	10 Hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Solutions of the Regular and ATKT Exams written by the Faculty Members-

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	January 18,2021	March 31, 2021	10

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Introduction to the topic		CO1		
	2	I	Principles of Effective presentation. Do's and Don'ts of Effective Presentation		CO1		
	3	I	Effective use of visuals aids in Presentation. Paralanguage/ voice/ pronunciation in the presentation		CO1		
2	4	I	Guidelines for Effective Presentation. Audience in the Presentation		CO1		
	5	I	Effective use of OHP		CO1		
	6	I	How to make power point presentation. Different designs/fonts/colours		CO1		
3	7	I	Practice sessions for the students		CO1		
	8	II	Interviews – Concept and Types- Selection /WASP Technique		CO2		
	9	II	Interviews – Appraisal, Grievance , Exit Interview (Open book Test -Unit I)		CO2		
4	10	I	Conduct of an Interview , Preparation by an Interviewer and Interviewer P: Interview Technique		CO2		
	11	II	FAQs in Interview ,Advantages and Disadvantages		CO2		
	12	II	Group Discussion – Concept , Reasons to conduct, Skills and Importance		CO2		

5	13	II	Group Discussion- Organising G.D . Do's and Don'ts .		CO2		
	14	II	G.D		CO2		
	15	II	Meeting – Concept, Need and Importance Types and conduct of a meeting		CO2		
6	16	II	Meeting – Group dynamics and role of a chairperson and participants		CO2		
	17	II	Notice and Agenda		CO2		
	18	II	MOM(Minutes of Meeting) Revision		CO2		
7	19	II	Conferences – Concept, Planning, importance and organising a conference		CO2		
	20	II	Conferences – Modern Methods of conferences- Tele and Video Conferencing		CO2		
	21	II	Public Relations-Meaning, Need, Purpose		CO2		
8	22	II	Public Relations- Function , Internal and Measures.		CO3		
	23	III	Business Correspondence- Letters of Inquiry, Replies		CO3		
	24	III	Business Correspondence- Letters of Inquiry, Replies		CO3		
9	25	III	Letters of Complaint, Claims		CO3		
	26	III	Letters of Adjustments		CO3		
	27	III	AIDA and Sales Letters		CO3		
10	28	III	AIDA and Sales Letters		CO3		
	29	III	Promotional leaflets/Fliers		CO3		

	30	III	Promotional leaflets/Fliers (Competition) Leaflet and Flyer Making		CO3		
11	31	III	Grievance Letters Letter Writing – THT(Take Home Test)		CO3		
	32	IV	RTI Letters		CO4		
	33	IV	Report Writing- Parts, types		CO4		
12	34	IV	Feasibility report		CO4		
	35	IV	Investigative Report		CO4		
	36	IV	Feasibility and Investigative Report		CO4		
13	37	IV	Summarisation		CO4		
	38	IV	Summarization		CO4		
	39		Summarization		CO4		
	40		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
N.A.		N.A.	N.A.	N.A.		5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 1- 1) State and explain the types of deliveries in presentation, 2) write short notes on – a)Audience analysis b) Use of visual aids in Presentation c) Appearance of the Presenter.	CO1	Week 2	Week 3
2	Assignment 2- State and describe in brief the types of Interviews. (Assignment 2)Describe in detail the role of the Chairperson and the participants during Meeting	CO2	Week 5	Week 6
3	Assignment 3-a) Letters of Inquiry and sales letter	CO3	Week 7	Week 7
4	Assignment 4- Feasibility report (committee report)	CO4	Week 10	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Week 2	<input checked="" type="checkbox"/>			1				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Week 5				2				<input checked="" type="checkbox"/>	
3	Week 7				3				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Week 9				4				<input checked="" type="checkbox"/>	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	December end or Mid of January	I and II		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz	January	II	CO2	N.A	
Open Book Test	February	II	CO2		
Take Home Test	March	III	CO3		
Class tests / prelims	January	II	CO2	N.A	
Debate		II	CO2	N.A	
Poster Competition	March	II	CO3		

* IA failures will have to appear for re-test in next semester

Internal Evaluation Pattern

Sr. No.	Criteria	Evaluation	Subject wise Marking Scheme			Mark
			Subject 1	Subject 2	Other Subjects	
1.	Attendance					20
2.	Unit wise class Test	20 MCQ (20*0.5 mark* 4 test)				40
3.	Midterm	Descriptive Exam				20
4.	Individual Presentation		20	-	-	20
5.	Mini Project - Group	Content + Presentation (5/6 in a group)	-	20	-	
6.	Handwritten Assignment	4 per subjects	-	-	20	
			Total Mark			100
Final Internal Mark = Total Mark / 4						Your Mark

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Presentation	Effective Power Point presentation, oral presentation and persuasive strategies	CO1	N.A.
2		Mock Interview	Preparing students for interviews	CO2	N.A.

3		Group Discussion	Conversation Skills and analytic ability	CO2	N.A
4		Trade Letters	Written corporate communication	CO1	N.A

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Blog Writing / Vlog making	N.A	N.A	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	III	Case study Analysing resumes of renowned personalities	Effective Written Communication	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.		Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Basic Grammar workshop -
2	Test and Assessments	Class Tests – (other than IA)	Yes
3		Pop Quiz	Yes
4		Open Book Test	2 nd Week
5		Take Home Test	10th Week
6	Collaborative and Group Activity	Students Debates	NA
7		Panel Discussion / Mock GD	Yes 4th Week
8		Mock Interview	Yes 3 rd Week
9	Co-curricular Courses	Videos	Y
10		Room 101 Competition	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Snehaprabha Katt

Rumeli Sharma

Lakshmi Pillai

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.) P

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Rumeli Sharma
H.O.D Communication Dept , VSIT.

Dr. Poonam Mirwani
Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To get complete understanding of management of business.
Affective	What do you want students to think / care about?	To plan, execution and control of various activities
Behavioural	What do you want students to be able to do?	Develop the analytical ability of the student to think and act systematically and smartly based on the situation.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding the various principles of management	Unit 1
CO2	Gain knowledge of different type of plans & its step and decision making process	Unit 2
CO3	System of organisation and leadership style	Unit 3
CO4	Controlling Technique	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6.2	Principles of Mgmt	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
6.2	Principles of Mgmt	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	11am-12noon	SR / Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Management	12.5hr	25
2	Planning & Decision Making	12.5hr	25

3	Organisation & Leadership theories	12.5hr	25
4	Management control	12.5hr	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	Jr. College	Organizational Behavior	
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS	HR
2	MBA	Finance/FR

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Helps to manage the business
2	Helps to organize various activity

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
POM	100%	100%	100	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	NLK	100%				
Mar 2020	NLK	100%				
Mar 2019	NLK	90%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Nil		

-		-

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	Choudhary & Arvind			1-4
2	Principles of Management	Tirpathi & Reddy			1-4
3					
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	Choudhary & Arvind			1-4
2	Principles of Management	Tirpathi & Reddy			1-4
3					
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	-Digital content				
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian journal of Management	IJM- Library	1,2,3,4
2	Asian Journal of Management cases	Ajc.sagepub.com	1,2,3,4
3	Human Resource Development	Hrd.sagepub.com & Library	1,2,3,4
4			
5			
6			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		1,2,3,4
2		✓					y		1,2,3,4
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=DsYcnapehVA	1
2	https://www.youtube.com/watch?v=gdclq1i2csU	2
3	https://www.youtube.com/watch?v=ps2GQW1WnZg	3
4	https://www.youtube.com/watch?v=J_Tql2PqF8g	4
5		

4.g Recommended MOOC Courses like Courser / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.mooc-	Saylor.org	3months	N

list.com/course/principles-management-saylororg			
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	No			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	27/11/2017	17/03/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus discussion				
	2	1	process of management				
	3	1	Management Vs Administration basic management roles and skills				
	4	1	Qualities of Manager				
2	5	2	nature of managerial work				
	6	2	approaches to management				

	7	2	Continuation				
	8	2	systems and contingency approaches				
3	9	2	classical behavioural				
	10	2	contemporary issues and challenges				
	11	2	Revision				
	12	2	Planning and decision making				
4	13	2	concept, purpose				
	14	2	process of planning				
	15	3	kinds of plans				
	16		Strategies				
5	17		Steps in Planning				
	18		Premises				
	19		goal setting				
	20		MBO				
6	21		decision making				
	22		Conditions for DM				
	23		forms of group decision making in organisation				
	24		Continuation				

7	25	Fundamentals of organising, distribution of authority				
	26	bases of departmentation				
	27	coordination				
	28	organisation structure				
8	29	Design in Organisation				
	30	leadership- nature , significance				
	31	Leadership styles				
	32	Continuation				
9	33	leadership theories				
	34	Management Control				
	35	Nature of control,, purpose				
	36	Merits of Control				
10	37	process of controlling				
	38	prerequisites of effective control systems				
	39	resistance to control				
	40	controlling techniques				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance)	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other	Class participati on	Other (2) specify	Total
--	------------------	----------	-----------------------------------	---------------------------	--------------------------	----------------------------	----------------------	-------

& Marks					than IA)			
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Approaches to Mgmt	01&02	11/12	13/12
2	Different type of planning	02	9/01	11/01
3	Organisation structure of any organisation	02&03	29/01	1/02
4	Kinds of controlling system	02&03	17/02	20/02

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√					2			
2	5							Online		
3	8						2			
4	10						3			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
-------	------------	------------	--------	---------------------------	--------

1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz		1 & 2	1,3		
Open Book Test		All	1,2,3		
Take Home Test		All	1,2,3		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Organisational Structure of any organisation	System of Management	2	
2	4	Decision making	Analytical thinking point of view	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	yes
4		Mini Projects	
5		Pop Quiz	yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	

17		Lecture Capture Usage	
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*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Debt Markets-I	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
	Debt Markets-I	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3.33	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	4pm to 5m	Well

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each	% Weightage in University
------------	--------------------------------	------------------------	---------------------------

		module	Question Papers
1	Introduction to Debt Market	60*50 MIN/60=12.5	25%
2	Instrument and Players in Debt market	60*50 MIN/60=12.5	25%
3	Bonds	60*50 MIN/60=12.5	25%
4	Valuation of Bonds	60*50 MIN/60=12.5	25%
* Insert rows for more modules in the Course		Total	100
		60	

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	OC-SYJC	Commerce and Understanding of Business

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		B.Com, M.Com.
2		MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand and apply the basic principles and understanding Debt market and its Instruments.
2	How the Bond Market works and how to Raise Money through it.
3	Understanding the system and Regulatory framework need to be followed for raising money.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2018	March-2017	March- 2016	March 2015
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March-2017						

March-2016						
March-2017	SGG	96%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Managing Financial system Design	4	Continuous reading and writing practice and more Questions solving practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Debt Markets-I	Dr. V.S Kannan	Manan Prakashan		1 to 4
2	Debt Markets-I	Vaibhav Ashar	Manan Prakashan		1-4
3					
4					
5					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Bond and Money Markets	Moorad Choudhary	Palgrave		
2	Debt Markets and Analysis, +	Stafford Johnson	Bloomberg press		
3					2
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.amazon.com/Debt-Markets-Analysis...Financial-				

	<i>ebook/.../BOOBXMAWA</i>				
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.safaribooksonline.com/library/view/debt-markets-and/9781118235430/		1-2
2	https://onlinelibrary.wiley.com/doi/book/10.1002/9781118371961		1-4
3			3-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		
2	✓	✓					✓		
3	✓	✓					✓		
4	✓	✓					✓		

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Soft Copy Notes	1-4
2	Case Studies notes	1-4
3	Graded Questions	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	December 2017	March 2018	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Introduction to Debt Markets		CO1		
	2		Meaning and Features of Debt Market		CO1		
	3		Debt Market structure in India		CO1		
	4		Role and Importance of Debt Market		CO1		
2	5		Advantage & Disadvantage of Debt Market		CO1		
	6		Participants in Indian Debt Market		CO1		
	7		Evolution of Indian Debt Market		CO1		
	8		Role of RBI in Primary Debt Market		CO1		

3	9	Role of RBI in Secondary Debt Market		CO1		
	10	RBI as the Regulator of Debt Market and its Major Dilemmas		CO1		
	11	Government Securities Act-2007		CO1		
	12	H.R. Khan Committee Report on Corporate Debt Market -2015		CO1		
4	13	Open Market Operation		CO1		
	14	Features and open Market operation		CO1		
	15	Case Studies		CO1		
	16	Introduction to Debt Market Instrument		CO2		
5	17	Features and classification of Debt Market		CO2		
	18	Types of Debt Market Instruments		CO2		
	19	New Debt Market Instruments		CO2		
	20	Players in Debt Market		CO2		
6	21	Primary Dealers and Eligibility conditions for PDS		CO2		
	22	Primary Dealers Role		CO2		
	23	Facilities from RBI to PDs		CO2		
	24	Primary dealers Regulation		CO2		
7	25	Role of PD in Issue of debt market		CO3		
	26	Primary Dealers Association of India		CO3		

	27		Clearing Corporation of India Limited		CO3		
	28		Securities Trading Corporation of India Limited		CO3		
8	29		Fixed Income Money Market and Derivatives Association		CO3		
	30		Case Studies		CO3		
	31	III	Introduction to Bond and Meaning		CO4		
	32		Features of Bonds		CO4		
9	33		Types of Bonds		CO4		
	34		Bonds Market in India		CO4		
	35		RBI Guidelines to develop Bond Market		CO4		
	36		Introduction to Bond Rating & Meaning		CO4		
10	37		Importance of Credit Rating		CO4		
	38		Bond Rating		CO4		
	39		Nature of Bond Credit Rating		CO4		
	40		Functions of Credit Rating Agency		CO4		
11	41		Merits and Demerits of Credit Ratings		CO4		
	42		Credit Rating agencies in India		CO4		
	43		Credit Rating Process		CO4		
	44		Rating Methodology		CO4		

12	45		Rating Symbols and Meaning		CO4		
	46	IV	Introduction To Bond valuation		CO5		
	47		Reasons for Time value of Money		CO5		
	48		Valuation Concepts		CO5		
13	49		Technique of Time value of Money		CO5		
	50		Bond with Annual interest Payments		CO5		
	51		Bond with Annual interest Payments		CO5		
	52		Factors affecting Bond Prices		CO5		
14	53		Introduction to Yield Curve		CO5		
	54		Bond Yield Measures		CO5		
	55		Bond Yield Measures		CO5		
	56		Interest Rate Risk		CO5		
15	57		Types of Interest Rate Risk		CO5		
	58		Theories of Term Structure of Interest Rates		CO5		
	59		Case studies		CO5		
	60		Revision		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to Debt Markets	1	Lecture no 4	After 4 Lecturers
2	Instruments and Players in Debt Markets	2	Lecture no18	After 4 Lecturers
3	Bonds	3	Lecture no30	After 4 Lecturers
4	Valuation of Bonds	4	Lecture no48	After 4 Lecturers

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
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1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz		1, 2, 3 & 4			
Open Book Test		2 & 4			
Take Home Test		1,2,3,&4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3		NA			
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	To search out which would be better investment instrument option	Debt Instrument & Dealers	CO2	4
2	2	How to go for various Investment analysis if Investing in Debt Instruments	Types of Bonds and Valuation	CO3 & 4	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class room test would be taken after every unit
4		Mini Projects	Mini Project would be given on issue of Bondss
5		Pop Quiz	Quiz will be conducted After completion of Two units
6		Mobile App Based Quiz	
7		Open Book Test	Open book test
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Debates in group
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	As and when desired
16		Value Added Courses	
17		Lecture Capture Usage	

18		Class Activity	Lecture 45
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*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Santosh Gupta

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about Provision of Contract Act, Sales of Goods Act, Negotiable Instrument Act, special Contract .
Affective	What do you want students to think / care about?	Understand the Provision of Contract Act, Sales of Goods Act, Negotiable Instrument Act, Special Contract.
Behavioural	What do you want students to be able to do?	Implementation of provisions in current life.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students can able to understand the provisions of Contract Act	Unit 1
CO2	Students can able to implement the provisions of Sales of Goods Act	Unit 2
CO3	Students can able practical execution of the provision of Negotiable Instrument Act.	Unit 3
CO4	Students can able to understand the concept Special Contract.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M	S								
CO 2	M	S	M	S								
CO 3	M	M	S	S								
CO 4	S	S	S	S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	S
CO 2	M	S	S	M
CO 3	M	S	S	S
CO 4	S	M	S	S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Law	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Law	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	2.00 pm to 3.00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Contract Act	10 hr	25
2	Sales of Goods Act	10 hr	25
3	Negotiable Instrument Act.	10 hr	25
4	Special Contract	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th Std	OCM, BK	Bills of Exchange
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA, MMS
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legality issues
2	To understand about provisions which will help them at the time of internship/projects/job

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%	100%	92.93%
Marks Obtained by Course Topper (mark/100)	100	98	92	91

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Chitra M	100%				
Oct 2019	Chitra M	100%				

Oct 2018	Chitra M	96.67%				
Oct 2017	AJ	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Definition, sections & Concept	All Module	Very difficult to remember, more case studies are required

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	K.R. Bulchandani	Himalaya Publishing House	-	1-4
2	Elements of Mercantile Law	Kapur N.D.	Sultan Chand	-	1-4
3					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	S.S. Gulshan	Excel Books, Delhi	-	1-4
2	Business Law	P.K. Goel	Biztantra	-	1-4
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	Robert W. Emerson	Barrons Educational Series		All Module
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
	Legal service	www.legal service India.com	
	Business Law	www.erlaws.com	

		www.vakil.com/bareact.htm	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	Y	Y	Y		Y		Y		
2	Y	Y	Y		Y		Y		
3	Y	Y	Y		Y		Y		
4	Y	Y	Y		Y		Y		

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (ive.vsit.edu.in)	1-4
2	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/courses/introduction-to-contracts-in-law-revised/content	Alison	1.5 to 3 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus, Definitions (S.2): Agreement, kinds of Agreements		1		
	2	1	Meaning of Contract, kinds of contracts: Valid, Void, Voidable		1		
	3	1	Concept of Contingent and Quasi Contract, E-contract		1		
2	4	1	Distinguish between Agreement and Contract.	Case studies on C & A	1		
	5	1	Offer or Proposal- definition, Essentials of Valid proposal or offer		1		
	6	1	Ways of revocation of an offer		1		
3	7	1	Acceptance-definition, Essentials of a valid acceptance		1		
	8	1	Capacity to contract (Ss.10-12),	Video	1		
	9	1	Consent and Free Consent (Ss.13-22)		1		
4	10	1	Consideration (S.2 and 25), Void Agreements (Ss.24-30)	Assignment 1	1		

	11	2	Introduction, Definitions (Sec-2), Meaning & Features of the contract of sale		2		
	12	2	Formalities of the contract of sale (Ss. 4-10)		2		
5	13	2	Distinction between 'sale' and 'agreement of sell,	Video	2		
	14	2	Distinction between 'sale and hire- purchase agreement'		2		
	15	2	Meaning of Conditions, Types of Conditions		2		
6	16	2	Meaning of Warranties, Types of Warranties	Case studies on Condition & Warranty	2		
	17	2	Transfer of property as between the seller and the buyer (sec-18-26)		2		
	18	2	Meaning of unpaid seller		2		
7	19	2	Rights of an unpaid seller (Secs-45-54)		2		
	20	2	Meaning of auction sale	Assignment 2	2		
	21	2	Meaning and Characteristics of Negotiable Instrument		2		
8	22	2	Presumptions, classification of Negotiable Instruments, Meaning and Characteristics of Promissory Notes		2		
	23	2	Meaning and Characteristics of Bills of Exchange, Distinguish Between Promissory note and Bill of Exchange	Video	2		
	24	2	Definition of Acceptor, Acceptance for honour, Absolute and qualified or conditional acceptance		2		
9	25	2	Drawer, Drawee in case of Need(Ss.7,115&116), Payee		2		
	26	3	Meaning of Cheques, Types of Cheque	Case studies on B E	3		

	27	3	distinguish between cheque and Bill of exchange		3		
10	28	3	Holder in Due Course(S.9), Rights and privileges of H.D.C.		3		
	29	3	Maturity of an Instrument (S.22), Noting(S.99)		3		
	30	3	Protest (S.100-102). Bills in Set. (Sec.13)	Assignment 3	3		
11	31	3	Meaning & Essentials of Law of Indemnity		3		
	32	3	Rights of the indemnifier		3		
	33	3	Meaning & Essentials of Law of Guarantee	Video	3		
12	34	3	Rights of Surety, Distinguish between a contract of indemnity and a contract of guarantee.		3		
	35	3	Meaning & Essentials of Bailment.		3		
	36	3	Rights and duties of a bailee and bailor		3		
13	37	3	Meaning of Law of pledge	Flyer, Scrap book, poster making	3		
	38	4	Meaning of Law of Agency		3		
	39	4	Kinds of Agent, Rights and duties of an agent		3		
14	40	4	The various ways by which an agency may arise.	Assignment 4	3		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
--	-------------	----------	-----------------------------	------------------------	-----------------------------	---------------------	-------------------	-------

								5 Assignment
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Contract Act	CO1	3 rd Week	4 th Week
2	Sales of Goods Act	CO2	5 th Week	6 th Week
3	Negotiable Instrument Act.	CO3	7 th Week	8 th Week
4	Special Contract	CO4	9 th Week	10 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3		YES		1	YES	Yes			
2	6		YES		2	Yes	Yes			
3	9		YES		3	Yes	Yes			
4	11		YES		4	Yes	Yes			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
-------	------------	------------	--------	---------------------------	--------

1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	September 2021	1,2,3	CO1, CO2, CO3		
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Group Discussion on Negotiation & Endorsement	Negotiation	CO3	
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Critical thinking through case studies on special contract	Indemnity, Guarantees	CO4	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)

1	3	Case studies on collection of Negotiation instrument	Negotiable instrument	CO3	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Teaching pedagogy

Fieldwork - Accounting Internships - Students get academic credit and real-world experience working in industry, government or public accounting

Group Learning – Teamwork - Students work together in teams, collaborating to complete a problem or project

Debates - Students work together in teams, collaborating to complete a problem or project

Problem-Based Learning – Cases - Students use knowledge, concepts, and skills relevant to a course to solve realistic business problems.

Role play

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Watch former lectures captured in LMS at VSIT
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know concept of real-time insights into every <i>aspect</i> of Investment Banking operations.
Affective	What do you want students to think / care about?	Understanding the how various companies use sources to raise funds.
Behavioural	What do you want students to be able to do?	To apply and be able to do process of raising funds ,Tracking client's portfolio, preparing presentation material etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the concept of Merchant Banking	Unit 1
CO2	To understand the Initial Public Offering (IPO)	Unit 2
CO3	To understand Issue of DRs, ADRs and CPs	Unit 3
CO4	To understand the Issue of Bond and Debentures	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM603	Merchant Banking	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM603	Merchant Banking	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	11:00 a.m. – 12:00 p.m	Reading Room

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	The Introduction of Merchant Banking	13	25
2	Initial Public Offering (IPO)	12	25

3	Issue of DRs, ADRs and CPs	13	25
4	Issue of Bond and Debentures	12	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3 to 5	, Equity Market, Financial Derivatives	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III & IV	MMS/MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Asset Management Department in Investment Banks
2	Broking Firms & Financial Institutions

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar
Course Passing % – Average of 1 Divisions	100 %	100%	100%	
Marks Obtained by Course Topper (mark/100)		90	86	

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2017	SGG	98%						
Mar 2018	AG	98%						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
ADR & DR	3	More revision on it

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Merchant Banking & Practises	H.R Machiraju	Vayu Education		1-4
2	Issue Management – Concepts and Guidance	Carl Pritchard	CRC Press		1-4
3	A Practical Guide to Merchant Banking	Thomas S Koleman	Research Foundation of CFA Institute		1-4
4	The Essentials of IPO Management	Michel Crouhy, Dan Galai, Robert Mark	MC Graw Hill Education		1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	www.youtube.com		
2	www.investopedia.com		
3	www.marketbusinessnews.com		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Maga-zine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓						
2	✓		✓						
3	✓		✓						

4	✓		✓						
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Risk Management	NPTEL		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Risk Management	NISM		Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/11/2019	17/03/2020	

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Merchant Banking		CO1		https://www.youtube.com/watch?v=I89I6s3wyEY

	2	1	The origin and need		CO1		
	3	1	Services Project counselling & loan syndication		CO1		
2	4	1	Reasons for growth of Merchant banking		CO1		
	5	1	Function and Services of Merchant Banking		CO1		
	6	1	Role and Qualities for merchant bankers		CO1		Video
3	7	1	Progress of Merchant Banking in India		CO1		
	8	1	Challenges and Scope of merchant banking in India		CO1		
	9	1	SEBI Guidelines for Merchant Banking		CO1		
4	10	1	Public Issue Management		CO1		NYKA & PAYTM IPO
	11	1	General obligation of Merchant banker		CO1		
	12	1	Banker & Broker to an Issue		CO1		
5	13	1	Revision of Unit 1		CO1		
	14	2	Introduction to Important term and IPO		CO2		https://www.youtube.com/watch?v=11dsrhWmvaQ
	15	2	SEBI guidelines for IPO Eligibility		CO2		
6	16	2	Book Building		CO2		

	17	2	Allotment & IPO grading		CO2		
	18	2	Role of Registrar in IPO		CO2		
7	19	2	Pre & Post Launch Activities in IPO		CO2		MINI PROJECT
	20	2	IPO Trend		CO2		
	21	2	Right Issue		CO2		
8	22	2	Listing Agreements		CO2		
	23	2	Stages in Listing Process		CO2		
	24	2	Categories of Investors		CO2		
9	25	2	Revision of Unit 2		CO2		
	26	3	Introduction to ADR , GDR & IDR		CO3		https://www.youtube.com/watch?v=YUznI0xXHn
	27	3	American depository Receipts(ADRs)		CO3		
10	28	3	Global depository Receipts(GDRs)		CO3		
	29	3	Indian depository Receipts(IDRs)		CO3		
	30	3	European depository Receipts(EDRs)		CO3		
11	31	4	Growth of Depository Receipts		CO3		
	32	4	Introduction & Meaning of Commercial Paper		CO3		
	33	4	Advantages & Disadvantages of Commercial paper		CO3		

12	34	4	Participants & Types of Commercial Paper		CO3		
	35	4	Guidelines for Issue of Commercial paper		CO3		
	36	4	Procedure for Ratings for Commercial Paper		CO3		
13	37	4	Growth of commercial Paper Market		CO3		
	38	4	Revision of Unit 3		CO3		
	40	4	Of merchant banking case studies		CO4		https://www.youtube.com/watch?v=JDQD_G8afoU

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on Unit 1	1		
2	Assignment on Unit 2	2		
3	Assignment on Unit 3	3		
4	Assignment on Unit 4	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√			1	√	√		√	
2		√			2	√	√		√	
3		√			3	√	√		√	
4		√			4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 5 Marks Q2 – Define 5 Marks Q3 – Short Notes 10 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a **Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b **Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c **Practical Activities – PBL Experiments**

Practical	Module	Title of the PBL Experiments	Concepts to	CO	Audit / Quality
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No.	No.		be highlighted	Map	(0 to 4)
1	2	IPO Issue Process		2	
2	4	Procedure for Issue of Bonds		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on IPO Process
4		Mini Projects	Project on IPO Performance & Trend
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Topic: ADR
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Types Bonds
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Investment banking
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Santosh Gupta

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know the importance of Macroeconomics
Affective	What do you want students to think / care about?	Students should think about various policies of nations such as monetary policy, Fiscal policy, etc.
Behavioural	What do you want students to be able to do?	Students should be able to comment on various policies of nations such as monetary policy, Fiscal policy, etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To know the basic concept involved in Macroeconomics.	Unit 1
CO2	To understand the boarder terms like Monetary policy, etc	Unit 2
CO3	To get familiarise with various constituents of fiscal policy	Unit 3
CO4	To understand various economics theories.	Unit 4

1.c**Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M								
CO 2	S	M	S	S								
CO 3	M	S	S	S								
CO 4	S	S	M	S								
CO 5												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	M	S	S
CO 3	M	S	S	S
CO 4	S	S	M	S
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 403	Business Economics	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
VSIT 403	Business Economics	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.0	-	-	-	-	-	-	-	-
B	3.0	-	-	-	-	-	-	-	-
C	3.0	-	-	-	-	-	-	-	-
F	3.0	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	11.30 am to 12.30 pm	Staff Room
B			
C			

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview of Macroeconomics	60*50 MIN/60=12.5	25%
2	Money, Price and Inflation	60*50 MIN/60=12.5	25%
3	Introduction to Public Finance	60*50 MIN/60=12.5	25%
4	Public Revenue, Public Expenditure and Debts	60*50 MIN/60=12.5	25%

* Insert rows for more modules in the Course	Total	40	100
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2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Business Economics	All
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I	MCOM
2	I	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students can able comment on important National level polices such as Budget, Monetary Policies.
2	

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	March 2021	March-2020	March- 2019	March 2018
Course Passing % – Average of 3 Divisions	100	100	89	87
Marks Obtained by Course Topper (mark/100)	94	93	88	86

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March-2020	ABR	100%				
March-2019	ABR	92%				
March-2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Communication Strategy	4	Assignments and class test

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4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Macro Economics	Case & Fair,	Pearson Publication	2017	
2	Business Economics	H L Ahuja	Mc Graw Hill	2011	
3	Business Economics	Shiv Kumar Agarwal	Pooja Law	2008	
4	Managerial Economics	Pandya	Pearson	2005	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Macroeconomics	Dorbusch R : Fischer			All
2	Macroeconomics	Chakraborty,Suman			All
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.bu.edu/econ/files/2014/08/DLS1.pdf	Matthias Doepke, Andreas Lehnert	Palatino and Computer Modern	2	
2	https://openstax.org/details/books/principles-macroeconomics-2e	Andres Jauregui, Dan MacDonald	openstax	3	
3					

4					
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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://librarymcc.weebly.com/uploads	http://librarymcc.weebly.com/uploads	ALL
2	http://www.economics-ejournal.org/	http://www.economics-ejournal.org/conception	
3			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		
2	✓	✓	✓				Y		
3	✓	✓	✓				Y		
4	✓	✓	✓				Y		

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=mjJmo5mN5yA&list=PL-uRhZ_p-BM52EbMG1NR1ZfG9tEvcxE4u	1
2	https://www.youtube.com/watch?v=2CStPH8Hq_M	2
3	https://www.youtube.com/watch?v=ghn4CZNHeno	3

4	https://www.youtube.com/watch?v=Vvfzaq72wd0	4
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.edx.org/course/economics-and-policies-in-a-biobased-economy	Wageningen University	80 hrs	YES

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	09/1/2020	March, 2021	15

Le ctu	M od	COs	Recommended

Week			Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion		Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus & AAP Presentation		1		
	2	1	Macroeconomics: Meaning, Scope and Importance		1		
	3	1	Circular flow of aggregate income and expenditure: closed & open economy models		1		
	4	1	The Measurement of national product: Meaning and Importance		1		
2	5	1	Conventional and Green GNP and NNP concepts		1		
	6	1	Relationship between National Income and Economic Welfare		1		
	7	1	Short run economic fluctuations: Features		1		
	8	1	Short run economic fluctuations: Phases of Trade Cycles		1		
3	9	1	The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply		1		
	10	1	The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply		1		
	11	1	Consumption Function		1		
	12	1	Investment function		1		

4	13	1	Effects of Investment Multiplier on Changes in Income and Output	1		
	14	1	Money Supply: Determinants of Money Supply	1		
	15	2	Factors influencing Velocity of Circulation of Money	1		
	16	2	Demand for Money	2		
5	17	2	Classical and Keynesian approaches	2		
	18	2	Keynes' liquidity preference theory of interest	2		
	19	2	Money and prices : Quantity theory of money	2		
	20	2	Fisher's equation of exchange - Cambridge cash balance approach	2		
6	21	2	Inflation: Demand Pull Inflation and Cost Push Inflation, Effects of Inflation	2		
	22	3	Monetary policy :Meaning, objectives	2		
	23	3	Instruments of monetary policy, inflation targeting	2		
	24	3	Role of a Government to provide Public goods	2		
7	25	3	Principles of Sound and Functional Finance	2		
	26	3	Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy	2		
	27	3	Discretionary Fiscal Policy, Instruments of Fiscal policy	2		
	28	3	Canons of taxation - Factors influencing incidence of taxation	2		

8	29	3	Effects of taxation Significance of Public Expenditure - Social security contributions		2		
	30	3	Low Income Support and Social Insurance Programmes - Public Debt - Types, Public Debt and Fiscal Solvency, Burden of debt finance		2		
	31	3	Union budget -Structure		3		
	32	3	Deficit concepts-Fiscal Responsibility and Budget Management Act		3		
9	33	4	The basis of international trade :Ricardo's Theory of comparative cost advantage - The Heckscher – Ohlin theory of factor endowments		4		
	34	4	terms of trade - meaning and types Factors determining terms of trade - Gains from trade - Free trade versus protection		4		
	35	4	Foreign Investment : Foreign Portfolio investment- Benefits of Portfolio capital flows Foreign Direct Investment		4		
	36	4	Merits of Foreign Direct Investment - Role of Multinational corporations		4		
10	37	4	Balance of Payments: Structure -Types of Disequilibrium - Measures to correct disequilibrium in BOP		4		
	38	4	Foreign Exchange and foreign exchange market : Spot and Forward rate of Exchange		4		
	39	4	Hedging, Speculation and Arbitrage		4		
	40	4	Fixed and Flexible exchange rates- Managed flexibility		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1	1	25/01/2021	1/02/2021
2	Unit 2	2	10/02/2021	20/02/2021
3	Unit 3	3	25/02/2021	5/03/2021
4	Unit 4	All	05/03/2021	15/03/2021

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√		√			√		√	
2	8	√					√		√	
3	12	√					√		√	
4	16	√	√				√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
Pop Quiz		4	4		
Open Book Test		1	1		
Take Home Test		All	All		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality
---------------	------------	-------------------------------------	----------------------------	--------	-----------------

					(0 to 4)
1	3	Write BOP of India	BOP	3	
2	2	Write key point in Monetary policies of RBI	Monetary Policy	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	OBT
4		Mini Projects	
5		Pop Quiz	Based on overall syllabus
6		Mobile App Based Quiz	
7		Open Book Test	Unit 2
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop a conceptual frame work of finance function and to acquaint with the tools techniques and process of financial management in the realm of financial decision making
Affective	What do you want students to think / care about?	To understand technicalities of corporate finance especially how finance managers effectively manage financial resources in organization.
Behavioural	What do you want students to be able to do?	They should understand nature, importance, structure of corporate finance related areas and recognize sources of finance for a business organisation

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Basic understanding about corporate finance	Unit 1
CO2	To learn theories of capitalisation, cost of capital and Break Even Analysis	Unit 2
CO3	To Understand capital structure theories, cost of capital and basics of capital budgeting	Unit 3
CO4	To acquire knowledge about various sources of public finance	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Corporate Finance	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Corporate Finance	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A (Finance)	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	3:00pm - 4:00pm	X- block library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Corporate Finance: An overview	12.5hr	25
2	Planning the corporate Financial Activities	12.5hr	25
3	Capital Structure	12.5hr	25
4	Sources and Methods of Raising Corporate Finance	12.5hr	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Introduction to Financial Services	All
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBFM	Strategic Corporate Finance
2	MBA/MMS	Finance specialisation
3	M.com	Banking & Finance Specialisation

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Management of day to day finance decisions
2	Application of Marginal Costing

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April2021	April2018	April2017	Mar 2015
Course Passing %	100%	96.77%	88.52%	
Marks Obtained by Course Topper (mark/100)		87	81	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

April 2018	Poonam M	96.77				
April 2017	Poonam M	88.52				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Capital Budgeting (IRR method)	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Finance	Ainapure	Manan		
2	Corporate Finance	Arvind Dhondh	Vipul		

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Finance: Theory and Practice	Damodaran Aswath	Tata McGraw		All
2	Financial Management	Ravi Kishor			
3	Financial Management	Prasanna Chandra, Tulsian			
4	Financial Management: Theory and practice	Brigham EF			
	Financial Management: Text, problems and cases	Khan, Jain			

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			All
2			

4.e	Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details		

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f	Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos
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Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (VRefer)	1-4
2	https://www.youtube.com/watch?v=Tdu0QPfoYZQ	1
3	https://www.youtube.com/watch?v=RZYuuX6FOBg	1
4	https://www.youtube.com/watch?v=jkCz36tPjsk	2
5	https://www.youtube.com/watch?v=QRh0tiG2IVk	3
6	https://www.youtube.com/watch?v=hnwY6tUAYDo	4
7	https://www.youtube.com/watch?v=jLEHrsknx7g	4

4.g	Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.
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Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h	Recommended Value Added Courses (VAC)
-----	---------------------------------------

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Meaning, Features and principles of Corporate finance		1		
	3	1	Importance and Scope of Corporate Finance, Objectives of Financial Management		1		
2	4	1	Role and Qualities of an efficient Corporate Financial Manager		1		
	5	2	Cost of Capital: Introduction		1		
	6	2	Practical Sums		1	Assignment1	
3	7	2	Practical Sums		2		
	8	2	Practical Sums		2		
	9	2	Practical Sums		2		
4	10	2	Practical Sums		2		

	11	2	Marginal Costing: Basic Formulas		2		
	12	2	Break Even Point		2		
5	13	2	Practical sums		2		
	14	2	Practical sums		2		
	15	2	Practical sums		2		
6	16	2	Practical sums		2	Assignment2	
	17	2	Capitalisation: Theory- Undercapitalisation and Overcapitalization		2		
	18	2	Capital Structure: EBIT/ EPS Analysis		2		
7	19	2	Practical sums		2		
	20	2	Practical sums		2		
	21	2	Practical Sums		2		
8	22	2	Practical Sums		2		
	23	2	Practical Sums		2		
	24	2	Practical Sums		2		
9	25	3	Capital Budgeting: Theory		3		
	26	3	Practical Sums: Pay Back Period		3		
	27	3	Practical Sums: Pay Back Period		3		
10	28	3	Practical Sums: Discounted Pay Back Period		3		
	29	3	Practical Sums: Net Present Value		3		
	30	3	Practical Sums: Net Present Value		3		
11	31	3	Practical Sums: Net Present Value		3		
	32	3	Practical Sums: Internal Rate of Returns		3		
	33	3	Practical Sums: Internal Rate of Returns		3		

12	34	3	Practical Sums: Internal Rate of Returns		3		
	35	3	Practical Sums: Internal Rate of Returns		3	Assignment 3	
	36	4	Sources of Finance: Long Term Sources of finance and Short Term Sources of Finance		4		
13	37	4	Lease Finance and Hire Purchase		4		
	38	4	IPO : Management of New Issue		4		
	39	4	Merchant Banking: Role		4	Assignment 4	
	40	4	Case Study Burger King IPO)		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
	4				1			5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Basics of Corporate Finance	CO1	2nd Week	3 th Week
2	Practical Sums on WACC and Marginal Costing	CO2	6 th Week	7 th Week
3	Practical Sums on capital Structure	CO3	10 th Week	11 th Week
4	Practical Sums on capital budgeting	CO4	14 th Week	15 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓	E Book	✓	
2	6	✓			2		✓		✓	
3	10	✓			3		✓		✓	
4	14			✓	4		✓	E Book	✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	14 th Week	4	4		
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case Studies		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interface with Finance World	Guest Lecture / Workshops	Importance of corporate finance
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	
6		Mobile App Based Quiz	NA

7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Dr. Poonam Mirwani

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2018-2019

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To get complete understanding of equity market including regulatory framework, fundamental & technical analysis.
Affective	What do you want students to think / care about?	To think about function of SE and practical applicability of statistical analysis etc.
Behavioural	What do you want students to be able to do?	Students can guide others to participate in Indian equity market.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Regulatory Framework of equity market	Unit 1
CO2	Security analysis	Unit 2
CO3	Statistical analysis	Unit 3
CO4	System of clearing & Settlement	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6.2	Equity Market-II	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
6.2	Equity Market-II	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	12noon to 1pm	SR

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction & Regulatory Framework	12.5hr	25

2	Security Analysis	12.5hr	25
3	Statistical Analysis	12.5hr	25
4	Dealings in stock Exchange(System of clearing & Settlement)	12.5hr	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	BFM/IFS	ALL
2	3	BFM/Equity Market -1	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS	Finance
2	MBA/M.Com (B&F)	Finance

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Helps to deal with Stock Market(can make own investment)
2	Became an equity market investment advisor

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
EM-2	100%	100%	100%	95

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	NLK	100%				
Mar 2020	NLK	100 %				
Mar 2019	NLK	95%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

Statistical Analysis	3	GD has to be arranged
-		-

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial market & Services	Gardon & Natarajan	Himalaya	1	1-4
2	SAPM	Punithavathi Pandian	PHL	3	1-4
3	Investment management	V.K Bhalla	PHL	3	1-4
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial market & Services	Gardon & Natarajan	Himalaya	1	1,2,3
2	SAPM	Punithavathi Pandian	PHL	3	1-4
3	Investment management	V.K Bhalla	PHL	3	1-5
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Stock market investing for beginners		Wiley Series		1-4
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian journal of finance	IJF- Library	1,2,3,4
2	Indian journal of Research in Capital market	Indianjournalofcapitalmarket.com	1,2,3,4
3	Journal of Accounting & Finance	IAF - Library	1,2,3,4
4			
5			
6			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		1,2,3,4
2		✓				✓	y		1,2,3,4
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=-KSu0m91kcQ	1
2	https://www.youtube.com/watch?v=hrs6WhHV12c	2
3	https://www.youtube.com/watch?v=CUoOWveKPAE	2
4	https://www.youtube.com/watch?v=WG7Lq6SXsqE	3
5	https://www.youtube.com/watch?v=9j8MCRcBFks	4

4.g Recommended MOOC Courses like Courser / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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1		NISM	3months	Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	NISM – Equity Research Module	NISM	Online exam	Y
2	Investment advisor -1			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	03/12/2018	16/03/2019	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	syllabus discussion		1		
	2	1	Unit-1:Domestic savings & investments		1		
	3	1	Disinvestments, FDI		1		
	4	1	Foreign Portfolio Investment (FPI)		1		
2	5	2	Different types of investors, Role of Retail Investors		1		
	6	2	Trading and settlement process https://www.youtube.com/watch?v=-KSu0m91kcQ		1		

	7	2	Demat and demat account structure in India		1		
	8	2	Regulatory Frame work in CM		2		
3	9	2	Unit-2: Share Price & Share Price Volatility		2		
	10	2	Role of SEBI		1		
	11	2	Function of SEBI		1		
	12	2	Valuation of Equities		1		
4	13	2	Factors affecting Share Prices	CAT	1		
	14	2	Balance sheet valuation – Ratios		1		
5	15		Dividend discount model (zero growth, constant growth & multiple growth)		3		
	16		Price earning model		1		
	17		Fundamental Analysis- Economy, Industry and Company Model		1		
	18		Continuation of the above topic	CAT	1		
6	19		Macro Economic factors		1		
	20		Market related factors	GD	1		
	21		Revision	Project on Fundamental Analysis	3		
7	22		Unit-3: Statistical Analysis of Share price movement		3		
	23		Efficient Market Hypothesis		3		
	24		Versions of EMH		3		

	25	Efficient Market Hypothesis	Minute Paper	1		
	26	Stochastic Models		1		
	27	Brownian Motion		1		
9	28	BETA		1		
10	29	Revision		1		
	30	Unit-4: Dealing in SE		1		
	31	Intermediary in SE		1		
	32	Role of Stock broker		2		
11	33	Different type of SB	Lecture Capture Usage	2		
	34	Method of buying & Selling https://www.youtube.com/watch?v=CUoOWveKPAE		2		
	35	BOLT, NEAT		2		
	36	Clearing & Settlement		2		
12	37	Parties involved		2		
	38	T + 2, Order matching https://www.youtube.com/watch?v=9j8MCRcBFks		2		
	39	List of SE in India		2		
13	40	Revision		2		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture +	Assign-	Tutorial	Lab /	Lab Journal	Class	Class	Other (2)	Total
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Practical (% Attendance) & Marks	ments		Practical Performance	Assessment	Tests (Other than IA)	participati on	Specify	
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Role of SEBI	01	11/12	13/12
2	Fundamental & Technical Analysis	02	9/01	11/01
3	Efficient Market Hypothesis	02	29/01	1/02
4	Clearing & settlement procedure	02&03	17/02	20/02

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√					2			
2	5							Online		
3	8						2			
4	10						3			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1,2,3,4	1	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz		2	2		
Open Book Test		1,2,3,4	2		
Take Home Test		1,2,3,4	3		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a **Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Equity Investment advice - types	Procedure of investment	2	
2	4	Equity research	Decision making point of view	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Planned
2		Industrial Visit	Planned
3	Test and Assessments	Class Tests – (other than IA)	Planned
4		Mini Projects	Planned
5		Pop Quiz	Planned
6		Mobile App Based Quiz	
7		Open Book Test	Planned
8		Take Home Test	Planned
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Planned
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular	MOOC-NPTEL/Coursera Videos	Planned

16	Courses	Value Added Courses	Planned
17		Lecture Capture Usage	Planned

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about Provision of Indian Companies Act, intellectual Property rights, Indian Partnership Act, Securities contract Regulation Act and SEBI.
Affective	What do you want students to think / care about?	Understand the Provision of Indian Companies Act, intellectual Property rights, Indian Partnership Act, Securities contract Regulation Act and SEBI.
Behavioural	What do you want students to be able to do?	Implementation of provisions in current life.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To study the provision under Companies Act 2013	Unit 1
CO2	To understand the concept of copyrights, patents and trademarks under Intellectual property right.	Unit 2
CO3	To learn the provisions under Partnership Act, Limited partnership Act.	Unit 3
CO4	To study the Legal aspect of Securities Exchange board of India.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	M	M	M	M								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	S
CO 2	S	S	S	S
CO 3	S	S	S	S
CO 4	M	M	M	M
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Law	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Law	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	2:00 p.m. – 3:00 p.m.	VSIT Office

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Indian Companies Act, 2013	10	25
2	Intellectual Property Rights, Copyrights and trade marks	10	25
3	Indian Partnership Act, 1932 & Limited Liability Partnership, 2008	10	25
4	Securities Contract Regulation Act and SEBI	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	SYBFM - Business Law	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	Post Graduate Course- MBA / MMS
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legality issues
2	To understand about provisions which will help them at the time of internship/projects/job
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	92.19%
Marks Obtained by Course Topper (mark/100)	98	97	95	85

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	Chitra M	100%				
Mar 2020	Chitra M	100%				

Mar 2019	Chitra M	92.19%				
Mar 2018	Chitra M	98,21%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Sections, Definitions & Concepts	All	More case studies to be solve

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Companies Act 2013	T P Ghosh	Taxmann		1
2	Intellectual Property Rights in India	Dr V K Ahuja	Wadhwa Book Company		2
3	SEBI Act	Sumit Agarwal and Robin Joseph Baby	Taxmann		3
4	Indian Partnership Act with Limited Liability Partnership Act	Dr Madhusudan Saharay	Universal Law Publishing Company		4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Companies Act 2013	Ravi Puliani	Bharat Publication		1
2					
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Ebook.mca.gov.in	Ministry of Corporate Affairs	Govt of India		1
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Annual Survey of Indian Law	Lawyer Monthly	All
2	Indian Law Journal	The Practical Lawyer	1

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					✓		
2		✓					✓		
3	✓						✓		
4	✓						✓		
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://youtube.be/liqy6m8rlyo	MOA & AOA
2	http://youtube.be/IIBftm.gPCc(Hindi)	Public and Private Co.

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/learn-company-law/	Udemy	3 hrs	Y

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓		✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021	15/03/2022	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Syllabus, Meaning & Nature of Company		1		
	2	I	Advantages & Disadvantages of Company, Lifting of Corporate Veil		1		
	3	I	Documents and procedure for incorporation of company, Types of Companies	Video	1		
2	4	I	Meaning & Clauses of Memorandum of Association	Video	1		
	5	I	Meaning & Clauses of Articles of Association	Video	1		
	6	I	Membership- modes of Acquiring membership, Cessation of membership, rights & liabilities of membership		1		
3	7	I	Doctrine of Ultra Vires, Indoor Management, Constructive notice.	Case studies	1		
	8	I	Meaning & Content of prospectus		1		

	9	I	Classification, powers & Duties of directors		1		
4	10	I	Types of Meetings	Assignment 1	1		
	11	II	Introduction & Types of Intellectual Property rights, Meaning & features of Patents		2		
	12	II	Patentable & Not Patentable		2		
5	13	II	Term of Patents, procedure for obtaining patents, Remedies for infringement of Patent Rights	Video	2		
	14	II	Meaning, Registration of Copy rights		2		
	15	II	Protected work, rights, Meaning of Fair use, Remedies for infringement of Copyrights		2		
6	16	II	Meaning, Concept & functions of trademarks	Case studies	2		
	17	II	Types of Trademarks		2		
	18	II	Procedure of Registration of trade marks	Video	2		
7	19	II	Remedies for infringement of Trademarks	Assignment 2	2		
	20	II	Revision & Quiz will be conducted		2		
	21	III	Definition and essentials of Partnerships		3		
8	22	III	Types of Partnerships, Types of Partners		3		
	23	III	Meaning & Content of Partnership Deed	Case studies	3		
	24	III	Reconstruction of Partnership firms, Dissolution of the firm		3		
9	25	III	Definition & Nature of Limited Liability Partnership, 2008		3		

	26	III	Features of LLP, Distinguish between LLP and Partnership	Video	3		
	27	III	Distinguish between LLP and Company,		3		
10	28	III	Extent and Limitation of liability of LLP and its Partner,		3		
	29	III	Winding up and Dissolution of the LLP	Assignment 3	3		
	30	III	Revision & Quiz will be conducted		3		
11	31	IV	Terms- Recognition of stock exchange		4		
	32	IV	Listing Agreement, Delisting		4		
	33	IV	Cancellation of recognition- bye law, Types of Contracts	Video	4		
12	34	IV	Securitization & Reconstruction of Financial Assets		4		
	35	IV	Objectives, terms, Process & registration of asset of Enforcement of security Interest Act 2002		4		
	36	IV	Objectives of Security Exchange Board of India		4		
13	37	IV	Terms & Establishment of SEBI, Power & functions of SEBI	Video	4		
	38	IV	Registration, penalties under SEBI Act		4		
	39	IV	Pre & Post Obligations under issue of disclosure. Conditions for issue, Debt Security, IPO	Assignment 4	4		
14	40	IV	Revision & Quiz will be conducted		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
--	-------------	----------	-----------------------------	------------------------	-----------------------------	---------------------	-------------------	-------

								4 Assignm ent
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Companies Act 2013	C01	4 th Week	4 th Week
2	Intellectual Property Rights	C02	6 th Week	7 th Week
3	Limited Liability Partnership, 2008	C03	8 th Week	9 th Week
4	SEBI Act	C04	10 th Week	11 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1		✓		1			✓		
2	4	✓			2		✓			
3	6		✓		4	✓				✓
4										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	22 nd Feb 2022	1 to 2	1-2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz					
Open Book Test					
Take Home Test					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Critical thinking on requirement of patent, trademark, copyright	Intellectual property right	CO2	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case studies on Company Act	Ultra Vires	CO1	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	

3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The students should know the basics of Forex Market.
Affective	What do you want students to think / care about?	The students should be able to find cross rates, arbitrage possibilities, cross currencies etc.
Behavioural	What do you want students to be able to do?	The students should be able to apply the concepts in practical life applications like banks, broking firms etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the concept of Foreign Exchange Market	Unit 1
CO2	To understand the concept of Indian Foreign Exchange Market	Unit 2
CO3	To understand the Operational Aspects of foreign exchange market and foreign exchange contracts	Unit 3
CO4	To understand the Foreign Exchange Arithmetic and Risk Management	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	M	S									
CO 4	M	M	M									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM203	Business Statistics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM203	Business Statistics	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	04:00 p.m. – 05:00 p.m	Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Foreign Exchange Market: An Introduction	10	25
2	Introduction to Indian Foreign Exchange Market	10	25

3	Operational Aspects of foreign exchange market and foreign exchange contracts	10	25
4	Foreign Exchange Arithmetic and Risk Management	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	Money Market	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III & IV	MMS/MBA/Mcom

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Treasury Department in Banks
2	Broking Firms

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100 %	100 %	100 %	98%
Marks Obtained by Course Topper (mark/100)	94	90	88	86

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	AKK	100 %						
Mar 2020	AKK	100 %						
Mar 2019	NR	98%						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Forex Arithmetic	4	More practice sums will be taken and explanatory notes will be given

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Understanding the Foreign Exchange Markets	M R Prashant/Pawan Kumar Avadhanam/Jayaditya Sharma Korada	LAP Lambers Academic Publishers	3	1-4
2	Foreign Exchange: A Practical guide to FX Markets	Weithers Timothy M Weithers	Wiley	5	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Foreign Exchange Market	Dun and Bradstreet		3	1-4
2	International Financial Markets and Foreign Exchange	Shashi K Gupta and Parneet Ranjgi		4	1-4
3	A Foreign Exchange Primer	Shani Shamah	Wiley	4	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Forex for Beginners	Adam Kritzer	Apress	3	1
2	Foreign Exchange & Money Market	Bob Steiner	BH Finance	2	2 & 3
3	Forex Made Simple	Kel Butcher	Wrightbooks	4	4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.omicsonline.org/scholarly/foreign-exchange-journals-articles-ppts-list.php	https://www.e-forex.net/	1-4
2	http://www.ijsrp.org/research-paper-0314/ijsrp-p2722.pdf	https://www.gfmag.com/topics/foreign-exchange/	1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓						

2	✓		✓						
3	✓		✓						
4	✓		✓						

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Forex Trading https://www.mooc-list.com/tags/forex	FX Academy		Y
2	Forex Trading for Beginners	Investoo.com		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Currency Derivative Market	NISM		N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5.

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021	10/03/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	I	Introduction to Syllabus and its application in day to day life		CO 1		
	2	I	Need for Foreign Exchange Market & Characteristics of Foreign Exchange Market		CO 1		
	3	I	Functions & Structure of Foreign Exchange Market		CO 1		
2	4	I	Types of Foreign Exchange Market & Participants of Foreign Exchange Market		CO 1		
	5	I	Evolution of Foreign Exchange System: Gold Standard, Gold Exchange Standard, Bretton Woods System, Smithsonian Agreement		CO 1		
	6	I	Types of Forex Dealings. Interbank Trading, Forex Transactions & Forex Trading Locations		CO 1		
3	7	I	Factors Determining Exchange Rate		CO 1		
	8	I	NOSTRO, VOSTRO, LORO Accounts & Forex Market Components		CO 1		
	9	I	Forex Market Participants: Banks & Financial Institutions, Professional Forex Market-Makers, Authorized Dealer, Retailers/Customers, Large Commercial Enterprises, Foreign Exchange Brokers		CO 1		
4	10	I	Forex Market Participants: Government & Central Banks, Traders & Speculators, Hedgers, Brokers. Forex Trading, SWIFT & Robots		CO 1		
	11	II	Introduction to FOREX market in India		CO 2		
	12	II	Concept of FERA		CO 2		
5	13	II	Concept of FEMA		CO 2		
	14	II	FERA Vs. FEMA (With respect to functions, Amendments)		CO 2		
	15	II	Impact of Liberalization and Globalization on Indian Forex Market		CO 2		
6	16	II	Concept of Foreign Exchange Dealers Association of India (FEDAI)		CO 2		
	17	II	Pre-liberalization Exchange Rate Regime in India. Measures initiated to develop Indian Forex Market		CO 2		

	18	II	Concept of Hawala market		CO 2		
7	19	II	Concept of Current Account Convertibility. Advantages and Disadvantages of Current Account Convertibility		CO 2		
	20	II	Concept of Capital Account Convertibility. Advantages and Disadvantages of Capital Account Convertibility		CO 2		
	21	III	Floating Rate, Currency Boards & Currency Basket Systems, Brief review on various exchange rate regime		CO 3		
8	22	III	Advantages of free and Fixed Exchange Rate regime, Pros & Cons of managed floating exchange rate regime,		CO 3		
	23	III	Prevalence of Currency Boards Regime & Practice of Currency Basket Regime		CO 3		
	24	III	Foreign Exchange Contracts: Spot and Forward Contracts Cash		CO 3		
9	25	III	Spot trading Trade Date, Settlement PR date, Spot trading roll over mechanism		CO 3		
	26	III	Foreign Exchange Forward contracts		CO 3		
	27	III	Fixed Maturity Contract, Partially Optional Contract		CO 3		
10	28	III	Fully Optional Contract & Non-Delivery Forward Contracts		CO 3		
	29	III	Foreign Exchange Futures Contract		CO 3		
	30	III	Different Dimensions of Foreign Exchange Future & Contract specification trading at National Stock Exchange of India		CO 3		
11	31	IV	Introduction to types of Exchange Rates		CO 4		
	32	IV	Concept of Direct Rate & Indirect Rate, Concept of Cross Rate		CO 4		
	33	IV	Risk Management in Foreign Exchange Market		CO 4		
12	34	IV	Need of foreign exchange management methods adopted		CO 4		
	35	IV	Importance of foreign exchange management methods adopted		CO 4		

	36	IV	Concept of Arbitrage & Types of Arbitrage		CO 4		
13	37	IV	Concept of Cross currency deals & Concept of SWAPS		CO 4		
	38	IV	Concept of Futures		CO 4		
	39	IV	Concept of Options		CO 4		
14	40	IV	Call option and Put Option		CO 4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on concept of Foreign Exchange Market	CO1	Jan Second week	Jan Third week
2	Assignment on concept of Indian Foreign Exchange Market	CO2	Feb Third week	Feb Fourth week
3	Assignment on the Operational Aspects of foreign exchange market and foreign exchange contracts	CO3	March First week	March Second week
4	Assignment on Foreign Exchange Arithmetic and Risk Management	CO4	March third week	March Fourth week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		✓			1	✓	✓		✓	
2		✓			2	✓	✓		✓	
3		✓			3	✓	✓		✓	
4		✓			4	✓	✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1-2	Factors determining exchange rate and RBI role in managing Currency Float	Managed Float	1-2	
2	3-4	Application of Derivatives in Managing Foreign Exchange Risk	Foreign Exchange Risk and its hedging	3-4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	

3	Test and Assessments	Class Tests – (other than IA)	Class Test on Cross Rates
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	Investing.com
7		Open Book Test	
8		Take Home Test	Topic: Direct Quote and Indirect Quote
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Formula Book
11		Students Seminar	
12		Students Debates	Capital Account Convertibility Vs Current Account Convertibility
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NPTEL – International Finance
16		Value Added Courses	Currency Derivative – NISM
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To study basic concepts of research and equity market
Affective	What do you want students to think / care about?	To critically analyse the concepts and understand the perspective to current equity market research in India and in global market.
Behavioural	What do you want students to be able to do?	To develop a professional and keen approach towards research and capital market.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding basic concepts of research	Unit 1
CO2	Core concepts of equity market	Unit 2
CO3	Fundamental clarity on research methodology	Unit 3
CO4	Analysis on Companies equity research	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Equity Research	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Equity Research	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	11 to 12 pm	Well area
B	Wednesday	11 to 12 pm	Well area
C	Friday	11 to 12 pm	Well area
F	Saturday	11 to 12 pm	Well area

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Research and Research Methodology	12.5hr	25
2	Equity Research – An Overview	12.5hr	25
3	Fundamentals of Research	12.5hr	25
4	Company Analysis	12.5hr	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1			
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MBA/MMS	Financial Management, Portfolio Management
2	M.com	Financial Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Banking Industry
2	Insurance Industry
3	Stock Market Operations

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Nov 2018	Nov 2017	Mar 2016	Mar 2015
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2017						
Mar 2016						
Mar 2015						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Technical analysis	3	Live demonstration

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					
3					
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Equity Research and Valuation	Dun and Brad Street	Mc Graw Hills Professional	15	All
2	Damodaran on Valuation	Ashwath Damodaran	Wiley	N.A	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.moneyextra.com		3
2	http://www.bloomberg.com		4
3	http://www.marketeye.co.uk		2

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v							Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N		
	Text	Reference	E-Book		Regular	E-Journal				
1										
2										

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4

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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/06/2018	30/09/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction and meaning of research				
	2	1	Objectives of research				
	3	1	Features and Importance of research in Financial Markets				
	4	1	Objectives and Types of research				
2	5	1	Formulation of research problem				

	6	1	Meaning of Introduction, Need, and Good research design				
	7	1	Introduction to Data Collection and types of Data				
	8	2	Introduction – Meaning, Goals of equity research				
3	9	2	Elements of equity research				
	10	2	Process of equity research				
	11	2	Types of equity research				
	12	2	Classification of stocks, Market participants				
4	13	2	Role of equity research in capital market and Different approaches to equity research				
	14	2	Introduction to Research Analyst Profession – Role of research analyst, Responsibilities of research analyst				
	15	2	Basic principles of interaction with Clients/ Companies				
	16	2	Qualities of Research Analyst				
5	17	2	Test on 2 Units				
	18	3	Fundamentals of Research – Key points considered before investing				
	19	3	Research on business and stocks				
	20	3	Overview of Fundamental analysis				
6	21	3	Technical analysis				
	22	3	Behavioural finance				
	23	3	Economy Analysis – Principles of macro and micro economics				

	24	3	Key economic variables for carrying fundamental analysis				
7	25	3	Sources of information/data for carrying economic analysis				
	26	3	Sources of information/data for carrying economic analysis				
	27	3	Model for Industry Analysis				
	28	3	Industry Analysis – Theories for analysis for industry performance				
8	29	3	Industry Analysis – Michael Porter’s Five Force				
	30	3	Model for Industry Analysis				
	31	3	Model for Industry Analysis				
	32	3	PESTLE Analysis				
9	33	3	BCG Analysis				
	34	3	SCP Analysis				
	35	3	Key industry drivers				
	36	3	Sources of information for Industry analysis				
10	37	4	Qualitative Dimensions – Understanding business				
	38	4	Qualitative Dimensions – Business models				
	39	4	Company’s SWOT Analysis				
	40	4	Company’s SWOT Analysis				
11	41	4	Management Quality and its governance system				

	42	4	Management Quality and its governance system				
	43	4	Pricing power				
	44	4	Sustainability of power				
12	45	4	Success factors of the company				
	46	4	Compliance orientation of company and sources of information				
	47	4	Compliance orientation of company and sources of information				
	48	4	Quantitative Dimensions – History of Business V/s Future of Business				
13	49	4	Quantitative Dimensions – History of Business V/s Future of Business				
	50	4	Reading of financial statements				
	51	4	Reading of financial statements- Balance Sheet				
	52	4	Reading of financial statements – P&L				
14	53	4	Peer comparison				
	54	4	Dividend and earning history of the company				
	55	4	Role of corporate actions of the company				
	56	3&4	Test on Unit 3 & 4				
15	57	All	Paper Solving				
	58	All	Paper Solving				
	59	All	Revision				

	60	All	Revision				
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
	2				1	2		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Practical technical analysis	1	3 rd Week	4 th Week
2	Analysis of Financial statements	2	5 th	7 th
3	Videos on stock markets	3	9 th	10 th
4	Group research project on equity market on various industries	4	11 th	12 th

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓					✓			
2	5	✓					✓			✓
3	9	✓					✓			✓
4	11	✓					✓			

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Unit wise test	All Units		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	09-08-2018	1,2 and 3 Units			
Take Home Test	21-08-2018	All Units			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
----	--	--	--	--	--

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Financial Statement Analysis		1	
2	3	Case study & examples, videos		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	May Be – RBI Visit
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	No
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nikita Raut

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021 -2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know the basics of equity market, Debt market and other financial instruments
Affective	What do you want students to think / care about?	Students should think/care about Various types of risk like forex risk, transaction risk etc
Behavioural	What do you want students to be able to do?	Students should be able to apply the concepts in Portfolio Management & Risk Management in Banks and Broking Firms

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students should be able to understand the concept of Derivatives	Unit 1
CO2	Students should be able to understand the concept of Futures	Unit 2
CO3	Students should be able to understand the concept of Options & its pricing	Unit 3
CO4	Students should be able to understand the concept of Trading Clearing and settlement of Options & Futures	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	M	S									
CO 3	S	M	M									
CO 4	M	M	M									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM503	Financial Derivative	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM503	Financial Derivative	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Thursday	04:00 p.m. – 05:00 p.m	MS Teams/Reading Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Derivatives	10	25
2	Futures – Introduction	10	25

3	Futures – Options -Introduction and Pricing Options	10	25
4	Trading Clearing and Settlement of Options and Futures	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Introduction to Financial System	ALL
2	III & IV	Equity Market & Debt Market	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	Risk Management (BFM)
2	III & IV	Financial Derivatives & Risk Management (MMS/MBA)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Treasury Department in Banks (Risk Management)
2	Broking Firms (Risk Management)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100 %	100 %	82.26 %	Syllabus Revised in 2019
Marks Obtained by Course Topper (marks/100)	96	94	84	

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	AKK	100 %						
Nov 2019	AKK	82.26 %						
Nov 2018								

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Pricing of Options	III	Practise more sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Financial Derivatives	Prafulla Kumar Swain	Himalaya Publishing	3	1-4
2	FINANCIAL DERIVATIVES	S S S Kumar		2	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial derivatives theory, concepts and problems	Gupta S.L.	PHI, Delhi	4	1-4
2	DERIVATIVES and Risk Management Basics	Stulz M. Rene	Cengage Learning, Delhi	3	1-4
3	Risk management & derivatives		Cengage Learning, New Delhi	4	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	RISK MANAGEMENT & DERIVATIVES	John C Hull	Cengage Learning, New Delhi	9	1-4
2	Mathematics of the Financial Markets	Alain Ruttiens	Wiley Finance	4	2-3
3	Financial Derivatives	Robert Kolb	Wiley Finance	3	1-4
4	Derivatives demystified	Andrew Chisholm	Wiley Finance	3	1-4
5					
6					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Financial Markets & Derivatives	Financial Derivatives Markets in India – Ignited Minds	1-4
2	Journal of Risk and Financial Management		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓		✓		✓		
2	✓	✓	✓		✓		✓		
3	✓	✓	✓		✓		✓		
4	✓	✓	✓		✓		✓		

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.investopedia.com	1-4
2	www.youtube.com	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Financial Derivatives and Risk Management	NPTEL		Y
2	Commodity Derivatives and Risk Management	NPTEL		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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1	Derivative (Beginners & Advance Module)	NISM, BSE		Y
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	12/10/2021	16

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life		1		
	2	1	Basics of Derivatives & Types of Derivative		1		
	3	1	Participants in Derivative Market		1		
2	4	1	Functions of Derivatives		1		
	5	1	Development of Exchange traded derivatives & Global derivatives markets		1		
	6	1	Exchange traded vs OTC derivatives markets		1		
3	7	1	Derivatives trading in India		1		
	8	1	L. C. Gupta committee recommendations & J. C. Varma committee recommendations		1		
	9	1	Requirements for the successful derivatives markets		1		
4	10	1	Revision of Unit 1		1		

	11	2	Introduction to Futures		2		
	12	2	Future terminology & Key features of futures contracts		2		
5	13	2	Future vs. Forwards		2		
	14	2	Pay-off for futures		2		
	15	2	Equity futures & Equity futures in India		2		
6	16	2	Index futures & Stock Futures		2		
	17	2	Future trading strategies		2		
	18	2	Hedging & Speculation		2		
7	19	2	Arbitrage & Spread Trading		2		
	20	2	Revision of Unit 2		2		
	21	3	Options: Introduction & Option terminology-Types		3		
8	22	3	Options pay off- Equity options contracts in India-Index Options – Stock options		3		
	23	3	Options trading strategies- Hedging- Speculation- Arbitrage- Straddle		3		
	24	3	Strangles- Strips and Straps – Spread trading		3		
9	25	3	The cost of carry models for stock and index futures		3		
	26	3	Cash price and future price, Arbitrage opportunity		3		
	27	3	Factors affecting options pricing- Option pricing models, Binominal pricing model & The black and Scholes model		3		
10	28	3	Pricing of Index options		3		

	29	3	Sensitivity of option premia (Delta, Gamma, Lambda, Theta, Rho)		3		
	30	3	Revision of Unit 3		3		
11	31	4	Futures and Options trading system		4		
	32	4	Trader workstations & Contract specification		4		
	33	4	Specification for stock and index eligibility for trading charges		4		
12	34	4	Clearing entities and their role, Clearing mechanism		4		
	35	4	Adjustment for corporate actions		4		
	36	4	Open position calculation, Margining and settlement mechanism		4		
13	37	4	Risk management		4		
	38	4	SPAN & Mechanics of SPAN		4		
	39	4	Overall portfolio margin requirements		4		
14	40	4	Revision of Unit 4		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to	Date of Submission
----------------	--------------------------------------	--------	----------------------	--------------------

			Students on	
1	Assignment on basics of "Derivatives"	1		
2	Assignment on "Futures"	2		
3	Assignment on "Options"	3		
4	Assignment on "Clearing & Settlement"	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√			1	√	√		√	
2	8	√			2	√	√		√	
3	12	√			3	√	√		√	
4	15	√			4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Aug Mid (Mid Term)	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Future Trading Strategies	Hedging	2	
2	3	Option Trading Strategies	Call &C Put Option	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on sums on Futures
4		Mini Projects	Project on Global Derivative Markets
5		Pop Quiz	Quiz on Option Sums
6		Mobile App Based Quiz	Money Control (Moneybhai.com)
7		Open Book Test	On Sums of Option Trading Strategies
8		Take Home Test	Topic: Sums on Options
9	Collaborative	Poster Presentation	Participants in Derivatives

10	and Group Activity	Minute Papers	Topic: Formula Book
11		Students Seminar	On Financial Markets
12		Students Debates	Future Market Vs Cash Market
13		Panel Discussion / Mock GD	Which Option Strategy is better
14		Mock Interview	Derivative Terminologies
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Financial Derivative and Risk Management Commodity Derivatives and Risk Management
16		Value Added Courses	Derivative (Beginners & Advance Module) – NSE/BSE/NISM
17		Lecture Capture Usage	As I have taught it previous year, will refer input of previous years

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 20-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The main objective is to familiarize the students with the typical structures, practices, investment rationales, and financial methods used by private equity investors, such as venture capital and buyout funds. Apply the quantitative and qualitative models from the syllabus and class materials to evaluate a situation involving a PE investment.
Affective	What do you want students to think / care about?	Explain the assumptions behind the quantitative models from the syllabus and class materials and demonstrate the application of these to correctly solve a given problem.
Behavioural	What do you want students to be able to do?	<ul style="list-style-type: none"> the typical structure of a term sheet used by VC funds investing in entrepreneurial start-ups, including the meaning and implications of the individual terms. Apply the quantitative and qualitative models from the syllabus and class materials to evaluate a situation involving a PE investment

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO	FRAME THE OUTCOME AND COMPILER WITH THE UNIT IN WHICH IT BELONG TO	UNIT
CO1	There will be conceptual understanding of Role , Legal structure , terms and Investent	

	financing of Venture capital and Private Equity	
CO2	Will understand valuation approaches , analysis of funds , structure and cycle of PE	
CO3	Will understand strategies of PE wrt Growth capital Leverage Buyout	
CO4	Will understand exit strategies and challenges for PE in IPO M & A	

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Venture Capital and Private Equity	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
	Venture Capital and Private Equity	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	-NA	NA-	NA-	NA=	NA-	NA-	NA-	NA-
B	3.33	-NA	NA-	NA-	NA=	NA-	NA-	NA-	NA-
C	3.33	NA	NA	NA	NA	NA	NA	NA	NA
F	3.33	NA	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	SATURDAY	11.00AM TO 12.00PM	READING ROOM
B			
C			

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Conceptual understanding of Venture capital and Private Equity	60*50 MIN/60=12.5	25%
2	Structure and Valuation approaches	60*50 MIN/60=12.5	25%
3	Strategies of Private Equity	60*50 MIN/60=12.5	25%
4	Exit strategies for Private Equity	60*50 MIN/60=12.5	25%
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	Equity Market	Kinds of Private Equity
2	IV	Merchant Banking	Services of Merchant Banking
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
-----	----------	--------------------

1	II	M.COM
2	II	MMS
3		COURSES PROVIDED BY BSE

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	It will assist in personal Investing and Research Analyst
2	Assist in doing partnership deal
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2018	March-2017	March- 2016	March 2015
Course Passing % – Average of 3 Divisions				
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March-2017						
March-2016						
March-2015						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Structure and Valuation approaches	II	GIVING Actual Case studies of companies and more problem based solutions

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Venture capital and Private Equity		Seth		
2	Venture Capital Deals	Brad Feld (Author), Jason Mendelson (Author)			

3	The Entrepreneurial Bible To Venture Capital	Andrew Romans			
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Masters of Private Equity and venture Capital	Robert Finkel	McGraw-Hill Education		
2	The Business of Venture capital	Mahendra Ransinghani	Wiley Finance		
3	Guide to Private Equity	CA Neha Bhuvani	Taxman		
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Will be getting from library				
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.wallstreetmojo.com/venture-capital-books/		
2	https://www.goodreads.com/shelf/show/venture-capital		
3	https://www.pw.org/content/venture_capital_literary_set		
4	https://www.entrepreneur.com/encyclopedia/venture-capital		
5			

6			
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4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								
2	✓								
3	✓								
4		✓						Y	

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Online Notes and PPT (slideshare.net)	I TO IV
2	Soft Copy Notes	I TO IV
3	PPTs	I TO IV
4	Graded Questions	I TO IV

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Online courses certification			

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certification In Investment Banking	BSE	30 Hours	YES

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	o	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
							Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1			TLP- WORD FORMAT					
	1		Introduction to Venture Capital					
2	2		Advantages and various stages of obtaining VCF					
	3		Types of VCF					
	4		Methods of VCF					
	5		Introduction to Private Equity					
3	6		Characteristics /benefits of Private equity					
	7		Role of Private equity fund manager					
	9		Players in the PE Market					

	11		Difference between PE and VC					
4	12		Business Cycle of PE					
	13		Structure of VC/PE Funds and Firms					
	14		Route of VC/PE investments in India					
5	16		Limited Liability Partnership					
	17	II	Structure and Valuation approaches					
	19		Principles of Valuation and methodologies					
6	20		Valuation methodologies					
	21		Risk and Returns in Private Equity					
	22		Balancing Risk and reward					
7	23		Criteria for PE Investment					
	24		Valuation for Start ups					
	25		Introduction to PE Strategies					
	26		Strategies of Private Equity					
	27		Types of Strategies					
	28	III	Leverage Buyout					
	29		Growth /Mezzanine Capital					
	30		Due Diligence in Emerging PE					

	31		Introduction to Exit Strategies					
	32		Models of Exit and challenges Involved					
1`	33		Exit process					
10	34		Exit routes for PE/VC					
	35		IPO/ Promoters Buyback					
	36		Sale to other strategic Investors					
	37		Exit routes for PE/VC					
	38	IV	Open Market/Secondary Market					
	39		Models of Exit and challenges Involved					
	40		Exit process					

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1				
2				
3				
4				

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
----------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	

7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Courses Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To get complete understanding of mutual fund industry, legalities, accounting, valuation and taxation
Affective	What do you want students to think / care about?	Different types of mutual fund products. Calculation of NAV etc.
Behavioural	What do you want students to be able to do?	Develop the analytical ability of the student to become an investment advisor.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understanding the structure and functioning of MF industry	Unit 1
CO2	Gain knowledge of different type of MF schemes	Unit 2
CO3	Performance measurement of MF product	Unit 3
CO4	Taxation and account implication on MF product	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	s	M										
CO 2	m	m										
CO 3	m	M										
CO 4	W	w										
CO 5												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6.2	Mutual Fund Mgmt	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
6.2	Mutual Fund Mgmt	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	11am-12noon	SR

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to MF industry	10 hr	25

2	MF products	10 hr	25
3	Evaluation of performance of MF products	10 hr	25
4	Accounting & taxation implication	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	IFS	ALL
2	3	Taxation	Tax on MF

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS	Finance
2	MBA	Finance

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Helps to make investment decision making
2	Became an investment advisor

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020	Mar 2019
MFM	100%	100%	95%	94%

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	NLK	100%				
Mar 2020	NLK	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

Tax calculation	4	More practical problem has to be done by the way of assignment and Group study
-		-

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mutual Fund Products & Services	IBF	(IBF)	1	1-4
2	Mutual Fund in India	N.P. Thirupaty	Pearson	3	1-4
3					
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mutual Fund	NISM	NISM	1	1,2,3
2	Mutual Fund Products & Services	IBF	(IBF)	1	1-4
3	Mutual Fund in India	N.P. Thirupaty	Pearson	3	1-5
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Digital Content				
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian journal of finance	IJF- Library	1,2,3,4
2	Indian journal of Research in Capital market	Indianjournalofcapitalmarket.com	1,2,3,4
3	Journal of Accounting & Finance	IAF - Library	1,2,3,4
4			
5			
6			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		1,2,3,4
2		✓				✓	y		1,2,3,4
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=QvCGc6dnBtw	1
2	https://www.youtube.com/watch?v=Ez1-wCjyDyM	3
3	https://www.youtube.com/watch?v=vU2jzCuiXUE	4
4		
5		

4.g Recommended MOOC Courses like Courser / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

1	Intro. To Mutual Fund	NISM	3months	Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	NISM – Basics in MF Industry	NISM	Online exam	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/>	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	2/12/2019	12/03/2020	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus discussion				
	2	1	Meaning & History				
	3	1	Features, Importance & Demerits				
2	4	2	History Evaluation of MF industry				
	5	2	MF performance				
	6	2	Role of MF				
	7	2	Organizational structure, Sponser & Trust				

	8	2	Role of AMC, NFO https://www.youtube.com/watch?v=QvCGc6dnBtw				
	9	2	Registrars, Agents				
	10	2	Type of MF scheme				
4	11	2	continuation of types				
	12	2	SIP, Systematic transfer Plan, Systematic withdrawal plan				
	13		MF Products				
5	14		Equity Funds, Type of equity schemes				
	15		Index fund, International Equities Fund				
6	16		Growth Schemes				
	17		Gold Exchange Trade Funds				
	18		Market making with ETFs				
	19		Working of ETF				
7	20		Debt fund				
	21		Pricing of debt instruments				
	22		Risk – interest rate & credit risk				
	23		Liquid fund				
	24		Investment and performance Mgmt				
	25		Fund Performance				

9	26	Measuring Return				
	27	Calculation of return				
	28	Calculation of return https://www.youtube.com/watch?v=Ez1-wCjyDyM				
	29	Measuring Risk				
10	30	Measuring Return, Practical				
	31	Risk & return, Practical				
	32	Risk adjusted return				
11	33	Comparing Fund Performance				
	34	various standardized performance systems				
	35	Limitations of Performance measurement, Evaluation				
	36	Accounting and Taxation of MF				
	37	NAV computation				
	38	Factors affecting NAV https://www.youtube.com/watch?v=vU2jzCuiXUE Valuation of Non trade securities				
13	39	Taxation: Dividends, Capital Gains, Tax Rebate				
	40	Revision – All Unit				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
--	-------------	----------	-----------------------------	------------------------	-----------------------------	---------------------	-------------------	-------

							5		5
--	--	--	--	--	--	--	---	--	---

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	MF industry structure in India	01&02	11/12	13/12
2	Different MF products	02	9/01	11/01
3	Calculation of Return on MF investment	02&03	29/01	1/02
4	NAV calculations	02&03	17/02	20/02

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√					2			
2	5							Online		
3	8						2			
4	10						3			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
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1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Investment advice - types	Different plan	2	

2	4	Investment advice – types + Tax	Tax point of view	3	
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Yes
9		Collaborative and Group Activity	Poster Presentation
10	Minute Papers		
11	Students Seminar		
12	Students Debates		yes
13	Panel Discussion / Mock GD		
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop a conceptual frame work of finance function and to acquaint with the tools techniques and process of financial management in the realm of financial decision making
Affective	What do you want students to think / care about?	To understand technicalities of corporate finance especially fund raising, sources of finance, company valuation and credit risk management.
Behavioural	What do you want students to be able to do?	They should understand nature, importance, structure of corporate finance related areas and recognize sources of finance , risk management and methods of company valuation.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Basic understanding about strategic corporate finance	Unit 1
CO2	To learn sources of fund raising	Unit 2
CO3	To acquire knowledge about company valuation, management buyout and due diligence	Unit 3
CO4	To learn credit risk management	Unit 4

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	Strong	Strong	Strong	Strong	Strong							
CO 2	Moderate	Moderate	Moderate	Moderate	Moderate							

CO 3	Strong	Strong	Strong	Strong	Strong						
CO 4	Strong	Strong	Strong	Strong	Strong						
CO 5											

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Strategic Corporate Finance	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Strategic Corporate Finance								

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	2:00 - 2:30pm	Main Staff room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Strategic Corporate Finance	10hrs.	25
2	Fund Raising	10hrs.	25
3	Company Valuation	14hrs.	25
4	Credit Risk Management	06hrs.	25
* Insert rows for more modules in the Course		Total	40Hrs.
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Introduction to Financial Services	All
2	IV	Corporate Finance	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
2	MBA/MMS	Finance specialisation
3	M.com	Banking & Finance Specialisation

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Management of day to day finance decisions
2	Application of credit risk management

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April2022	April2021	April2020	Mar 2015
Course Passing %	100%	100%	100%	
Marks Obtained by Course Topper (mark/100)				
	Division A	Division B	Division C	

Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April2021	PHM	100				
April2020	PHM	100				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Company Valuation	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Finance: Theory and Practice	Damodaran Aswath	Tata McGraw		All
2	Financial Management	Ravi Kishor			
3	Financial Management	Prasanna Chandra, Tulsian			
4	Financial Management: Theory and practice	Brigham EF			
	Financial Management: Text, problems and cases	Khan, Jain			

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate finance	Pawan Jhabak	Himalaya	1 st	1
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
.			

1			All
2			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					Y		Unit 1-4
2		✓					Y		Unit 1-4
3		✓					Y		Unit 1-4
4		✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		
2	https://www.youtube.com/watch?v=Tdu0QPfoYZQ	1
3	https://www.youtube.com/watch?v=RZYuuX6FOBg	1
4	https://www.youtube.com/watch?v=jKcz36tPjsk	2
5	https://www.youtube.com/watch?v=QRh0tiG2IVk	3
6	https://www.youtube.com/watch?v=hnwY6tUAyDo	4
7	https://www.youtube.com/watch?v=jLEHrsknx7g	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Strategic Corporate Finance: meaning and process of strategy		1		
	2	1	Financial Strategy, strategic financial management		1		
	3	1	strategic financial management: Features & Objectives		1		
2	4	1	Strategic Cost Management: Objectives & Philosophy		1		
	5	1	Types of costing: Traditional, Activity Based		1	Assignment 1	
	6	1	Types of costing: Target Costing		1		
3	7	1	Types of Costing: Life Cycle Costing		2		
	8	1	Types of Costing: Quality Costing		2		

	9	1	Zero based budgeting		2		
4	10	1	Value chain analysis		2	Open Book Test	
	11	2	Sources of Finance		2		
	12	2	Optimal Capital Structure: WACC, Net Income Approach		2		
5	13	2	Practical Sums : EBIT/ EPS		2		
	14	2	Practical Sums : EBIT/ EPS		2		
	15	2	Practical Sums : MM Theory		2		
6	16	2	Practical Sums : MM Theory		2		
	17	2	Practical Sums :CAPM		2		
	18	2	Practical Sums :CAPM		2		
7	19	2	Practical Sums : WACC		2		
	20	2	Practical Sums : WACC		2	Assignment2	
	21	3	Company Valuation: An overview of Valuation		3		
8	22	3	Valuation Principles and Practices more		3		
	23	3	The impact of “what if” scenarios		3		
	24	3	The key financial and commercial factors affecting the business		3		
9	25	3	Value enhancement tools & techniques		3		
	26	3	The link between valuation and corporate finance.		3		
	27	3	Establishing feasibility of the buy-out		3		
10	28	3	Negotiating the main terms of the transaction with the vendor including price and structure		3		
	29	3	developing the business plan funders		3		

	30	3	negotiations with potential funders so that the most appropriate funding offers are selected.		3	Assignment 3	
11	31	3	Management Buy-in/Buy-outs		3		
	32	3	Vendor-initiated buy-ins		3		
	33	3	Management Buyout, Buy in Management		3		
12	34	3	Due Diligence		3		
	35	4	Risk and Uncertainty: Risk management		4		
	36	4	Industry Risk analysis, Credit Risk Management		4	Assignment 4	
13	37	4	Risk Management Process		4		
	38	4	Hedging Process		4		
	39	4	Value based management		4		
	40	4	Revision		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
	4				1			5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Basics of Strategic Corporate Finance	CO1	2nd Week	3 th Week
2	Practical Sums on WACC and Capital Structure	CO2	7 th Week	8 th Week
3	Practical Sums on Company Valuation	CO3	10 th Week	11 th Week

4	Credit Risk Management	CO4	12 th Week	13 th Week
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Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓			1		✓	E Book	✓	
2	6	✓			2		✓		✓	
3	10	✓			3		✓		✓	
4	14			✓	4		✓	E Book	✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	10 th Week	3	3		
Open Book Test	2 nd Week 14 th Week	1 4	1 4		
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case Studies		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interface with Finance World	Guest Lecture / Workshops	Importance of Strategic corporate finance
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA

11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should be aware about basic terminologies like 'Risk', 'Return', 'Risk Management'
Affective	What do you want students to think / care about?	Students should think/care about types of risk and their impacts to Organizations.
Behavioural	What do you want students to be able to do?	Students should learn and apply the risk management techniques in Financial Institutions

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students should be able to understand the concept of Risk Management	Unit 1
CO2	Students should learn the methods for Evaluation of Risk	Unit 2
CO3	Students should get the knowledge of the Foreign Exchange Risk	Unit 3
CO4	Students should learn the concept of Exchange Rate Risk	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	M	M									
CO 3	M	M	M									
CO 4	M	S	S									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
--	-------	-------	-------	-------

CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM603	Risk Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM603	Risk Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	04:00 p.m. – 05:00 p.m	Library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Risk Management	10	25
2	Evaluation of Risk	10	25
3	Foreign Exchange Risk	10	25

4	Exchange Rate Risk	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3 to 5	Debt Market, Equity Market, Financial Derivatives	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III & IV	MMS/MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Risk Management in Treasury Department in Banks
2	Risk Management in Broking Firms

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - April 2021	April 2021	April 2020	April 2019
Course Passing % – Average of 3 Divisions	100 %	100 %	100 %	94%
Marks Obtained by Course Topper (mark/100)	92	94	92	86

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	AKK	100 %						
April 2020	AKK	100 %						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Numerical on Interest Rate Risk	4	More sums for practise

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Risk Management	Prof C K Roy	Vayu Education	3	1-4
2	Risk Management – Concepts and Guidance	Carl Pritchard	CRC Press	4	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	A Practical Guide to Risk Management	Thomas S Koleman	Research Foundation of CFA Institute	4	1-4
2	The Essentials of Risk Management	Michel Crouhy, Dan Galai, Robert Mark	MC Graw Hill Education	5	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Risk Management: Understanding, Evaluating and Implementing effective Risk Management	Paul Hopkin	Kogan Page	5	1-4
2	Financial Risk Management for Dummies	Aaron Brown	Wiley	4	1-4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Risk Assessment & Risk Management	www.rmmagazine.com	1-4
2	Journal of Risk & Financial Management	www.riskmanagementmonitor.com	1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓	✓	✓	✓			
2	✓	✓	✓	✓	✓	✓			

3	✓	✓	✓	✓	✓	✓			
4	✓	✓	✓	✓	✓	✓			

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.youtube.com	1-4
2	www.investopedia.com	1-4
3	www.marketbusinessnews.com	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Risk Management	NPTEL		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Risk Management	NISM		Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	06/12/2021	15/04/2022	

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life. The Concept of Risk		CO1		
	2	1	Identification of Risk faced by Organization. Risk and Uncertainty		CO1		
	3	1	Strategic Risks		CO1		
2	4	1	Operational Risk		CO1		
	5	1	Nature of Risk		CO1		
	6	1	Dynamic Nature of Risks		CO1		
3	7	1	Business Risk		CO1		
	8	1	Financial Risk faced by Organization		CO1		
	9	1	Objectives of Risks Management		CO1		
4	10	1	Process of Risk Management		CO1		
	11	2	Evaluation of Organization's ability to bear Risk		CO2		
	12	2	Risk Measurement		CO2		
5	13	2	Sources and Impact of Common Business Risk & Market Risk		CO2		
	14	2	Sources and Impact of Credit Risk, Liquidity, Technological Risk		CO2		

	15	2	Sources and Impact of Legal Environmental		CO2		
6	16	2	Sources and Impact of Country Risk		CO2		
	17	2	Identify and assess the impact upon the stakeholder involved in Business Risk		CO2		
	18	2	Nature and Importance of Financial Risk		CO2		
7	19	2	Evaluation of Financial Risk & Evaluation of Alternative Risk Management Tools		CO2		
	20	2	Role of Risk Manager and Risk Committee in identifying and managing risk		CO2		
	21	3	Indian Foreign Exchange Market & Foreign Exchange Rate Policy in India		CO3		
8	22	3	Growth of Foreign Exchange Market in India		CO3		
	23	3	Currency Convertibility & the state of Indian Currency		CO3		
	24	3	Currency Derivatives Market in India		CO3		
9	25	3	Identifying Forex Risk		CO3		
	26	3	Analysing & Managing Forex Risk		CO3		
	27	3	Hedging of Forex Risk through Derivatives		CO3		
10	28	3	Problems on Hedging		CO3		
	29	3	Different Dimensions of Foreign Exchange Future		CO3		
	30	3	Contract specification trading at National Stock Exchange of India		CO3		
11	31	4	Basics of Bonds, Debt vs Equity Bond Market characteristics		CO4		
	32	4	Different types of Bonds, Bond Rating		CO4		

	33	4	International Bond Market		CO4		
12	34	4	Reasons for Investing in debt market & Debt market Segments		CO4		
	35	4	Participants in the Debt Markets & Introduction to Fixed Income Pricing		CO4		
	36	4	Meaning and types of Yield Curve & Different kinds of Yields		CO4		
13	37	4	Yield-Price Relationships of Bonds		CO4		
	38	4	Yields in Money Market & Theories of the term Structure of Interest Rates		CO4		
	39	4	Identifying Interest Rate Risk & Analyzing Interest Rate Risk		CO4		
14	40	4	Measuring Interest Rate Risk & Numerical on Interest Rate Risk		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on concept of Risk Management	1	Third Week of Jan	Fourth Week of Jan
2	Assignment on Methods of Evaluation of Risk	2	Second Week of Feb	Third Week of Feb
3	Assignment on Foreign Exchange Risk	3	First Week of March	Second Week of

				March
4	Assignment on Exchange Rate Risk	4	Last Week of March	First Week of April

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√			1	√	√		√	
2		√			2	√	√		√	
3		√			3	√	√		√	
4		√			4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	2 nd Week of Feb	1-2	1-2	Q1 – MCQ - 5 Marks Q2 – Define 5 Marks Q3 – Short Notes 10 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Alternative Investment Strategies		2	

2	4	Measuring Interest Rate Risk		4	
---	---	------------------------------	--	---	--

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on Risk Measurement Tools
4		Mini Projects	
5		Pop Quiz	Quiz on Current Operational Risk with respect to Banks
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Topic: Sums on Return
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Types of Risk
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NPTEL – Risk Management
16		Value Added Courses	NISM Courses – Risk Management
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquire an in-depth knowledge and understanding of Business Environment understanding political, legal, Social, cultural, Technological and Competitive environment.
Affective	What do you want students to think / care about?	To consider various aspects of the business operation and activity, understanding about international environment for the business.
Behavioural	What do you want students to be able to do?	To outline the current challenges in business Environment and possess skills to propose solutions and ways to overcome them.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Will gain a deep understanding of the theoretical and conceptual understanding of business environment and different form of business organization. Micro and Macro environment which affects the business and its operations.	Unit 1
CO2	Will be able to identify, analyse, and evaluate political and Legal environment and impact of business in private sectors, Legal framework in India.,.	Unit 2
CO3	Will be able to understand how Social, Cultural Environment, Technological environment, Competitive Environment affects the business.	Unit 3
CO4	Will be able to understand International Environment of the business organisations.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												

CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
		20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3.33	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	11:00 am : 12.00am	Staffroom

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business Environment	60*50 MIN/60=12.5	25%
2	Political and Legal Environment	60*50 MIN/60=12.5	25%
3	Social and Cultural Environment, Technological Environment and Competitive Environment.	60*50 MIN/60=12.5	25%
4	International Environment	60*50 MIN/60=12.5	25%
* Insert rows for more modules in the Course		Total	60
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	OC-SYJC	Commerce and Understanding of Business

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		B.Com, M.Com.
2		MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Understand and apply the basic principal and understanding business environment and requirement to start business.
2	Applying the Political and legal understanding to start a business.
3	Understanding the environment of the business and scanning the environment and to find opportunities and threats.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2018	March-2017	March- 2016	March 2015
Course Passing % – Average of 3 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

March-2017						
March-2016						
March-2015						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
International environment	1	Continuous reading and writing practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Environment	Shukla M.B.	Himalaya		1 to 4
2	The International Business Environment,	Morrison J	Palgrav		4
3	Business Environment	Francis Cherunilam	Himalaya Publishing House, New Delhi		1 to 4
4	Business Environment	Raj Aggarwal	Excel Books, Delhi		1 to 4
5	Essentials of Business Environment	K. Aswathappa	Himalaya Publishing House, New Delhi		1 to 4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The International Business Environment,	Morrison J,	Palgrave		4
2	Business Environment	Francis Cherunilam	Himalaya Publishing House, New Delhi		1-4
3	Essentials of Business Environment	K. Aswathappa,	Himalaya Publishing House, New Delhi Delhi		1-4
4	International Marketing	RajGopal	Vikas Publishing House Pvt. Ltd.,	2007	4
5	International Marketing Analysis and Strategy,	Sak Onkvisit, John J.Shaw,	Pearson Publication,	3	4
6	International Marketing Text and Cases,	Justin Paul and Ramneek Kapoor	Tata Mcgraw Hill Education Private Limited New Delhi	2	1-4
7	Business Environment	Raj Aggarwal	Excel Books, Delhi	1 & 2	1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.amazon.in/Business-Environment-C-Fernando-ebook/dp/B00BXEYC9M	C- Fernando			
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.inderscience.com/jhome.php?jcode=ijbe		4
2	http://www.businessdictionary.com/definition/business-environment.html		1-4
3	https://www.journals.elsevier.com/journal-of-environmental-management		1-2

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					✓		
2	✓	✓					✓		
3	✓	✓					✓		
4	✓	✓					✓		

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Soft Copy Notes	1-4
2	PPTs	1-4
3	Graded Questions	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	December 2017	March 2018	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Introduction to Business Environment		CO1		
	2		Business: Meaning, Definition, Nature & Scope.		CO1		
	3		Types of Business Organizations		CO1		
	4		Business Environment: Meaning, Characteristics.		CO1		
2	5		Scope and Significance of Business Environment		CO1		

	6	Components of Business Environment		CO1		
	7	Micro and Macro Environment: Definition, Differentiation.		CO1		
	8	Analysis of Business Environment		CO1		
3	9	SWOT Analysis		CO1		
	10	Introduction to Micro-Environment.		CO1		
	11	Internal Environment: Value system, Mission, Objectives, Organizational Structure.		CO1		
	12	Organizational Resources, Company Image, Brand Equity		CO1		
4	13	External Environment: Firm, customers, suppliers, distributors, Competitors, Society		CO1		
	14	Introduction to Macro Components: Demographic, Natural, Political, Social. Cultural, Economic, Technological		CO1		
	15	International and Legal.		CO1		
	16	Political and Legal environment		CO2		
5	17	Political Institutions: Legislature, Executive		CO2		
	18	Role of government in Business		CO2		
	19	Judiciary Legal framework in India.		CO2		
	20	Economic environment: economic system and economic policies.		CO2		
6	21	Concept of Capitalism, Socialism and Mixed Economy		CO2		
	22	Impact of business on Private sector, Public sector and Joint sector		CO2		

	23	Impact of business on Private sector, Public sector and Joint sector		CO2		
	24	Sun-rise sectors of India Economy. Challenges of Indian economy.		CO2		
7	25	Sun-rise sectors of India Economy. Challenges of Indian economy.		CO3		
	26	Concept of Capitalism, Socialism and Mixed Economy		CO3		
	27	Concept of Capitalism, Socialism and Mixed Economy		CO3		
	28	Legal framework in India.		CO3		
8	29	Legal framework in India.		CO3		
	30	Revision Concept of Capitalism, Socialism and Mixed Economy		CO3		
	31	Social and Cultural Environment, Technological environment and Competitive Environment.		CO4		
	32	Social and Cultural Environment: Nature, Impact of foreign culture on Business,		CO4		
9	33	Impact of foreign culture on Business		CO4		
	34	Traditional Values and its Impact		CO4		
	35	Social Audit - Meaning and Importance of Corporate Governance		CO4		
	36	Social Responsibility of Business		CO4		
10	37	Technological environment: Features		CO4		
	38	Impact of technology on Business .		CO4		
	39	Impact of technology on Business .		CO4		

	40	Competitive Environment: Meaning		CO4		
11	41	Michael Porter's Five Forces Analysis,		CO4		
	42	Michael Porter's Five Forces Analysis,		CO4		
	43	Competitive Strategies		CO4		
	44	Competitive Strategies		CO4		
12	45	Competitive Strategies		CO4		
	46	International Environment		CO5		
	47	GATT/ WTO: Objective and Evolution of GATT Functions of WTO		CO5		
	48	Uruguay round		CO5		
13	49	GATT v/s WTO		CO5		
	50	Pros and Cons of WTO.		CO5		
	51	Globalization: Meaning features of Globalization		CO5		
	52	Nature and stages of Globalization		CO5		
14	53	Foreign Market entry strategies		CO5		
	54	LPG model		CO5		
	55	MNCs: Definition, meaning		CO5		
	56	Merits, demerits of MNCs in India		CO5		
15	57	FDI: Meaning, FDI concepts and functions, Need for FDI in developing countries.		CO5		

	58		Factors influencing FDI, FDI operations in India.		CO5		
	59		Challenges faced by International Business and Investment Opportunities for Indian Industry.		CO5		
	60		Revision		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Business Environment: Meaning, Characteristics.	1	Lecture no 4	After 4 Lecturers
2	Role of government in Business	2	Lecture no18	After 4 Lecturers
3	Concept of Capitalism, Socialism and Mixed Economy	3	Lecture no30	After 4 Lecturers
4	Uruguay round	4	Lecture no48	After 4 Lecturers

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
----------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Setting up new business with the best possible modes and under various constrains	Business Environment factors	CO1	4
2	2	Legal rules and Regulation to set up a business.	Political and Legal environment	CO2	4

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	

6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	As and when desired
16		Value Added Courses	
17		Lecture Capture Usage	
18		Class Activity	Lecture 45

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Santosh Gupta

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

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Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should be aware of basic concepts like ratio, proportion, Profit and Loss
Affective	What do you want students to think / care about?	Students should be aware of or should understand the difference between Simple and Compound Interest and types of Proportion
Behavioural	What do you want students to be able to do?	Students should be able to apply the concept of Profit and Loss, Types of Discount, Annuity and its types, Shares and Mutual Funds in practical application in workspace

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students should be able to understand the concept of Ratio, Proportion & Percentage	Unit 1
CO2	Students should learn the concept of profit & loss	Unit 2
CO3	Students should understand the concept of interest & Annuity	Unit 3
CO4	Students should understand the concept of Shares and Mutual Fund	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M									
CO 2	S	M	M									
CO 3	S	M	M									
CO 4	S	M	M									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBFM103	Business Mathematics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBFM103	Business Mathematics	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	04:00 to 05:00	MS Teams/READING ROOM

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Ratio, Proportion and Percentage	10 hrs.	25
2	Profit and loss	10 hrs.	25

3	Interest and Annuity	10 hrs.	25
4	Shares and Mutual Fund	10 hrs.	25
Total		40	100

2.b Prerequisite Courses

No.	Semester/CLASS	Name of the Course	Topic/s
1	SYJC(COMMERCE)	ratio, proportion, commission, brokerage, interest & annuity	1-3

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	MBA (Mathematics & Statistics)
2	3	Equity Market I & II (Concept of Shares, Dividend) – BFM

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In the field of BANKING (INTEREST CALCULATION)
2	In case of INVESTMENT (SHARES & MUTUAL FUND)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100 %	100 %	96.5 %	97.4%
Marks Obtained by Course Topper (mark/100)	100	94	93	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	AKK	100 %				
Nov 2019	AKK	96.5 %				
Nov 2018	AKK	97.4%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Shares & Mutual Funds	4	Practise More Sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	BUSINESS MATHEMATICS	A. P. KUMTHA	VIPUL PRAKASHAN	2	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mathematical Statistics	J.K. Goyal and J.N. Sharma	Krishna Prakashan	7	2
2	Business Mathematics and Statistics	R.K. Ghosh and S. Saha	New Central Agency Pvt. Ltd	4	1-4
3	Commerce Mathematics	Om P. Chug	Anmol Publication Ltd	2	1-4
4	Mathematics for Economics and Business	J. Soper,	Blackwell Publishing, U.S.A	9	3

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Mathematics for Economics and Business	J. Soper,	Blackwell Publishing, U.S.A	9	3
2	<i>Mathematics for Business and Economics</i>	<i>J.D. Gupta, P.K. Gupta, Man Mohan</i>	<i>Tata McGrawHill Publishing Company Ltd</i>	3	All
3	<i>Mathematics of Finance</i>	<i>Peter Zima, Robert Browns</i>	<i>Tata McGrawHill Publishing Company Ltd</i>	3	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	www.youtube.com		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √			Available In VSIT	Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book	Maga-	Journals		

				zine			Library?		
	Text	Reference	E-Book		Regular	E-Journal	Y	N	
1	✓	✓	✓	✓			✓		
2	✓	✓	✓	✓			✓		
3	✓	✓	✓	✓			✓		
4	✓	✓	✓	✓			✓		

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.youtube.com	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Financial Mathematics	NPTEL		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Mathematics of Finance	WWW.udemy.com		Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	10/07/2021	05/11/2020	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life		1		
	2	1	Concept of Ratio & Sums related to it		1		
	3	1	Concept of Continued Ratio & Sums related to it		1		
2	4	1	Concept of Inverse Ratio & Sums related to it		1		
	5	1	Concept of Continued proportion & Sums related to it		1		
	6	1	Concept of Direct & Inverse proportion & Sums related to it		1		
3	7	1	Properties of Variation		1		
	8	1	Concept of Inverse & joint variation & Sums related to it		1		
	9	1	Concept of Percentage and Sums related to it.		1		
4	10	1	Revision of Unit 1		1		
	11	2	Concept of Profit & Loss & Sums related to it		2		
	12	2	Concept of Profit & Loss & Sums related to it		2		
5	13	2	Concept of Trade discount & Sums related to it		2		
	14	2	Concept of Trade discount & Sums related to it		2		

	15	2	Concept of Cash discount & Sums related to it		2		
6	16	2	Concept of Cash discount & Sums related to it		2		
	17	2	Concept of Commission & Sums related to it		2		
	18	2	Concept of Commission & Sums related to it		2		
7	19	2	Concept of Brokerage & Sums related to it		2		
	20	2	Revision of Unit 2		2		
	21	3	Concept of Simple Interest & Sums related to it		3		
8	22	3	Concept of Compound Interest & Sums related to it		3		
	23	3	Problems involving both Simple and Compound Interest		3		
	24	3	Interest Compounded More than Once a Year Nominal and Effective Rate of Interest		3		
9	25	3	Relation Between Nominal and Effective Rate of Interest & concept of Continuous Compounding		3		
	26	3	EMI Using Reducing Balance Method and Flat Interest Rate Method		3		
	27	3	Time Value of Money & Future Value and Present Value		3		
10	28	3	Annuities Basic Formulae & Immediate Annuity		3		
	29	3	Problems Involving Present Value of Immediate Annuity		3		
	30	3	Revision of Unit 3		3		
11	31	4	Concept of Share & Terminologies related to it		4		
	32	4	Problems involving Total Capital of the Company		4		

	33	4	Buying and Selling of shares involving Brokerage		4		
12	34	4	Problems involving Rate of Return on Investment with dividend Income		4		
	35	4	Problems involving Comparison of Two Stocks & Part investment in different stocks		4		
	36	4	Gain or Loss of Buying and selling of Shares and Dividend Income		4		
13	37	4	Problems with Dividend and Buying and Selling involving Brokerage		4		
	38	4	Problems Involving Bonus Shares		4		
	39	4	Mutual Fund- Simple problems on calculation of net income after considering entry load		4		
14	40	4	Revision of Unit 4		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on Ratio, Proportion and Percentage	1		
2	Assignment on Profit and Loss	2		
3	Assignment on Interest and Annuity	3		
4	Assignment on Shares and Mutual Fund	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓			1	✓	✓		✓	
2	8	✓			2	✓	✓		✓	
3	12	✓			3	✓	✓		✓	
4	15	✓			4	✓	✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Mid August (Mid Terms)			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Calculation of Interest on Financial Instruments		2	
2	5	Data on Mutual Funds		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Application of Statistics & Mathematics in Real Life
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Profit & Loss
4		Mini Projects	
5		Pop Quiz	MCQ on each Unit
6		Mobile App Based Quiz	EMI Calculator
7		Open Book Test	Shares & Mutual Funds
8		Take Home Test	Test on Purchase and Sale of Shares including Brokerage
9	Collaborative and Group Activity	Poster Presentation	Types of Mutual Funds
10		Minute Papers	Formula Sheet
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	Mutual Funds and it's advantage
14		Mock Interview	
15	Co-curricular	MOOC-NPTEL/Coursera Videos	Financial Mathematics

16	Courses	Value Added Courses	Mathematics of Finance
17		Lecture Capture Usage	Input from Previous Year Lectures

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2018-2019

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To get complete understanding Indian Financial System.
Affective	What do you want students to think / care about?	To think about various financial products and instruments.
Behavioural	What do you want students to be able to do?	This helps to understand the core subject in better way

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Overview of financial system	Unit 1
CO2	Financial Market	Unit 2
CO3	Financial Regulators	Unit 3
CO4	Financial instruments	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category					✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
6.2	IFS	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
6.2	IFS	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	friday	11am -12noon	Online - Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview of financial system	12.5hr	25
2	Financial Market	12.5hr	25

3	Financial Regulators	12.5hr	25
4	Financial instruments	12.5hr	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		NIL	
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III - VI	BFM/ Finance
2	MBA	Finance

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Helps to Understand the financial system

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct. 2020	Oct. 2019	Oct 2018
IFS	95%	90.27%	85%	90%

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct. 2020	NLK	90.27%				
Oct. 2019	NLK	85%				
Oct. 2018	NLK	90%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Heavy portion		Focus more on past university question paper

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial market & Services	Gardon & Natarajan	Himalaya	1	1-4
2	Indian Financial System	Machiraju.R.H	Vikas Publishing House	3	1-4
3	Indian Financial System	Khan M.Y	Tata Mcgraw Hill	3	1-4
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Institutions and Markets	BholeL.M	TataMcgraw Hill	1	1,2,3
2	The Indian Financial System	Desai	Vasantha Himalaya Publishing House	3	1-4
3				3	1-5
4					
5					
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction To Forex	Mark McRae	www.surefire-forex-trading.com		
2					
3					

4					
---	--	--	--	--	--

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian journal of finance	IJF- Library	1,2,3,4
2	Indian journal of Research in Capital market	Indianjournalofcapitalmarket.com	1,2,3,4
3	Journal of Accounting & Finance	IAF - Library	1,2,3,4
4			
5			
6			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		1,2,3,4
2		✓					Y		1,2,3,4
3	✓						Y		
4						✓	Y		
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=o3D1wUS-OH0	1
2	https://www.youtube.com/watch?v=28HpCMWfc7k	2
3	https://www.youtube.com/watch?v=F3QpgXBtDeo	3
4	https://www.youtube.com/watch?v=Avvw5YVTE6Y	4
5		

4.g Recommended MOOC Courses like Courser / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Nil			

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√ <input type="checkbox"/>	√ <input type="checkbox"/>	<input type="checkbox"/> √	√ <input type="checkbox"/>	√ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/07/2021	16/10/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	syllabus discussion				
	2	1	Intr. To financial system, Savings & Investment				
	3	1	Overview of FS				
	4	1	Function of FS				
2	5	2	Evaluation of FS WRT to Capital Market				
	6	2	FS in abroad and comparison with Indian FS				

	7	2	Components in FS				
	8	2	Financial institution				
3	9	2	Financial Market				
	10	2	Financial Instruments				
	11	2	Continuation of FI				
	12	2	Financial services				
4	13	2	Fund based services				
	14	2	Non fund based services				
	15	3	Revision				
	16		Financial Markets				
5	17		Capital markets – Primary and Secondary market				
	18		Stock Exchanges in India				
	19		Money Market – features				
	20		Products in MM				
6	21		Foreign Exchange Market				
	22		Role played by FEM				
	23		Commodity Markets				
	24		Structure of Commodity Market				

7	25	Derivative Markets				
	26	Classification and Structure				
	27	Sub segments in DM				
	28	Participants				
8	29	Continuation of Participants – NHB, NABARD				
	30	Role played by FEM,CM,DM				
	31	Financial Regulators				
	32	Meaning & features of FR				
9	33	Role of FR				
	34	Functions of FR				
	35	SEBI Act, objectives				
	36	Powers of SEBI				
10	37	Function of SEBI				
	38	Role of SEBI				
	39	RBI				
	40	Objectives and Powers of RBI				
11	41	Ministry of Finance – Regulations				
	42	Securities Contracts(Regulation) Act 1956				

	43	Companies Act 1956 and 2013				
	44	Ministry of Corporate affairs, IRDA				
12	45	Revision				
	46	Financial Instruments				
	47	Meaning and Classification of FI				
	48	Classification based on period				
13	49	Classification based on securities				
	50	Types of financial instrument				
	51	Continuation & Characteristics of FI				
	52	Long term instruments				
14	53	Short term instruments				
	54	Capital market instruments				
	55	Money market instruments				
	56	Evaluation of FI				
15	57	Risk return, types of risk				
	58	New financial instruments				
	59	Objectives Discussion				
	60	Revision – Unit 3 & 4				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Components of FS	01		
2	Money market, FEM market & Commodity market – meaning , features	02		
3	SEBI – objectives, features, functions & role	02		
4	Classification of FI Innovation in FI	02&03		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	√					2			
2	5							Online		
3	8						2			
4	10						3			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Financial instruments	Understanding of different investment	2	
2	4	Financial market Regulators	Role of regulator	3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

TEACHING LEARNING PLAN
M.Com Sem IV – Advance Accounting

Subject : Financial Management

Lecture no	Dates	Topics
1	21/1/2022	Unit III: Management of Working Capital Meanings, Concepts and policies of working capital, Management of working capital, Issues in working capital, Estimating working capital needs (only Theory) Operating or working capital cycle (only Theory)
2	28/1/2022	Inventory Management: Objectives and Techniques.
3	2/2/2022	Practical sums on IM
4	4/2/2022	Practical sums on IM
5	9/2/2022	Receivable Management: Objectives, Credit Policies, Credit Terms and Collection Policies.
6	11/2/2022	Practical sums on RM
7	16/2/2022	Practical Sums on RM
8	18/2/2022	Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management;
9	23/2/2022	Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India.
10	25/2/2022	Unit IV – Financial planning Introduction - Meaning of Budget, Essentials & Advantages of Budgeting, Types of Budgets – Sales budget, Production budget
11	2/3/2022	Sums on sales budget
12	4/3/2022	Sums on Production budget
13	9/3/2022	Types of Budgets –Material budget, Zero based and Master budget. Practical sums
14	11/3/2022	Sums on material budget, Master budget
15	16/3/2022	Types of Budgets – Cash budget, practical sums on Cash budget
16	18/3/2022	Sums on Cash budget
17	23/3/2022	Unit II - Investment Decisions: Capital Budgeting Introduction - Nature of Capital Budgeting, Purpose of Capital Budgeting Process, Types of Capital Investment, Decisions Project Cash Flows and Net profit Approval, Probability technique for measurement of cash flows

18	25/3/2022	Capital Budgeting Techniques, Net Return Value
19	30/3/2021	Sums on NPV
20	1/4/2022	Internal Rate of Return, Profitability Index Methods
21	6/4/2022	SUMS on IRR and PI
22	8/4/2022	Project Selection Under Capital Rationing - Problems on computation of cash flow, ranking of projects on various techniques
23	13/4/2022	Project Selection Under Capital Rationing - Problems on computation of cash flow, ranking of projects on various techniques
24	15/4/2022	Problems on selection and analysis with / without capital rationing.
25	20/4/2022	Comparison of IRR with Required rate of return i.e. cut off rate, IRR and mutually exclusive projects with unequal lives, multiple IRR)
26	22/4/2022	Sums on IRR
27	27/4/2022	<u>Unit V - Financial Policy and Corporate Strategy</u> Meaning of strategic financial management and Strategic financial decision making framework, Functions of Strategic Financial Management and Financial Planning
28	29/4/2022	<u>Unit I – Types of Financing</u> Introduction - Needs of Finance and Sources: Long Term, Medium Term, short term. Long Term Sources of Finance (Owners Capital / Equity Capital, Preference share capital, Retained Earnings, Debentures or Bonds, Loans from Financial Institutions / Banks)
29	4/5/2022	Short Term Sources of Finance - Trade Credit, Accrued Expenses and Deferred Income, Advances from Customers, Commercial Paper,
30	6/5/2022	Bank Advances: Loans, O/D, Clean O/Ds, Cash Credit, Advances against goods, Bills Purchased, Discounted, Advances against documents of title of goods, Advances against supply of bills.

References: Ravi Kishore – Financial management

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

TEACHING LEARNING PLAN

M.Com Semester II

SUBJECT: Research Methodology for Business

No	Day and Date	Teacher in case of sharing	Topics to be covered	Reference
1	Monday, 7/02/22		Introduction to Research: Features and Importance of research in business , Objectives Types of research Basic Applied Types of research Descriptive Analytical and Empirical Formulation of research problem	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
2	Monday ,14/02/22		Research Design, Significance of Review of Literature	• Methodology of Research in Social Sciences, by O.R. Krishnaswami, Himalaya Publishing House
3	Monday, 21/02/22		Hypothesis : Formulation , Sources , Importance and types Sampling : Significance	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
4	Monday ,28/02/22		Method of Sampling factor determining sample size	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
5	Monday, 7/03/22		2: Research Process : Stages in Research Process	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
6	Monday,14/03/22		Data collection : Primary data: observation experimentation interview schedules Survey Limitations of Primary Data	Kothari CR, Research Methodology- Methods and

				Techniques, New Wiley Ltd., 2009
7	Monday,21/03/22		Secondary Data : Sources and Limitations, Factors affecting the choice of method of data collection	Research and Methodology in Accounting and Financial Management, J.K Courtis
8	Monday,28/03/22		Questionnaire : Types , steps in Questionnaire Designing Essential of good questionnaire	Research and Methodology in Accounting and Financial Management, J.K Courtis
9	Monday 4/4/22		Data Processing and Statistical Analysis: Processing Editing , coding , Classification , Tabulation, Graphic Presentation	Research and Methodology in Accounting and Financial Management, J.K Courtis
10	Monday11/04/22		Statistical analysis : Tools and Techniques, Measures of central tendency, Measures of Dispersion,	Business Statistics by Dr S. K Khandelwal, International Book House Pvt Ltd
11	Monday 18/4/22		Correlation and Regression Analysis Testing of hypothesis Parametric tes t test, f test, z test	Research and Methodology in Accounting and Financial Management, J.K Courtis
12	Monday 25/04/22		Non parametric test: chi square test, Annova, factor analysis	Research and Methodology in Accounting and Financial Management, J.K Courtis
13	Monday 2/05/22		Interpretation of Data: Significance and Precautions in data Interpretation 4. Research reporting and Modern practices in Research : Research report writing importance, essentials, structure	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009
14	Monday 9/05/22		Types of report References and citation method APA, CMS, MLA	Kothari CR, Research Methodology- Methods and

				Techniques, New Wiley Ltd., 2009
15	Monday 16/05/22		Foot notes and Bibliography Modern practices : Ethics Norms in research , plagiarism, Role of computers in research	Kothari CR, Research Methodology- Methods and Techniques, New Wiley Ltd., 2009

TEACHING LEARNING PLAN
M.Com – Semester I AY 2021-22

Sub: STRATEGIC MANAGEMENT

Dates	No.of lectures	Topic to be covered
	Unit 1	Introduction to Strategic Management
27/9/2021	1	Concept of SM, SM process, Vision and Mission and Goals, Benefits or Risk of SM
3/10/2021	2	Level of Strategies, Functional strategies,
10/10/2021	3	Business environment
	Unit 2	Strategic Formulation, Implementation and Evaluation
17/10/2021	4	Strategic formulation – Stages and importance, Formulation of alternative strategies, Business restructuring
24/10/2021	5	Strategic Analysis and choice- issues and structures, corporate portfolio analysis- SWOT, BCG matrix, GE Nine cell matrix, Hofer's matrix
31/10/2021	6	Environmental threat and opportunity profile, Strategic choice, SM implementation
7/11/2021	7	Resource allocation – importance & challenges, strategic evaluation and control, Budgetary control
	Unit 3	Business, Corporate and Global Strategies
14/11/2021	8	Corporate restructuring strategies, Corporate renewal strategies
21/11/2021	9	Strategic Alliance, Public private participation
28/11/2021	10	Information Technology driven strategies
	Unit 4	Emerging Strategic Trends
5/12/2021	11	Business Process outsourcing, Knowledge process outsourcing
12/12/2021	12	Re-engineering business process- business, operational and process
19/12/2021	13	Disaster Mgmt – concept, problem, consequences, preventing disaster
26/12/2021	14	Start-up Business strategies-, make in India model
2/1/2022	15	Revision

Reference books –

1. Strategic Management by David Fred
2. Strategic Management by Carpenter & others

TEACHING LEARNING PLAN
M.Com – Semester I AY 2021-22
Subject: Economics for Business Decision
Subject Teacher: Dr. Swagatika Nanda

NO. OF LECTURE	DATE	TOPICS TO BE COVERED
	UNIT 1	BASIC PRINCIPLES IN ECONOMICS
1	23/09/2021	Basic Principles in Economics- Twin Principle and other concepts
2	30/09/2021	Invisible hand, Opportunity Cost
3	07/10/2021	Role of Government – Market Failure
	UNIT 2	DEMAND AND SUPPLY ANALYSIS.
4	14/10/2021	Applications of elasticity of demand and supply to economic issues. Paradox of bumper harvest.
5	21/10/2021	Tax on price and quantity. Minimum floor and maximum ceilings. Minimum wages controversy and administered price control
6	28/10/2021	Consumer preference and budget constraint Effect of changes in price and income on consumer equilibrium
	UNIT 3	PRODUCTION DECISIONS AND COST ANALYSIS
7	04/11/2021	Production function - short run and long run. Law of variable proportion.
8	11/11/2021	Returns to Scale , Scale and Scope Economies Least cost factor combination for a given output Cost reduction through experience - learning curve
9	18/11/2021	Economic analysis of Cost: Classification of costs. Short run and long run cost functions
10	25/11/2021	Perfect competition and Monopoly as limiting cases of market imperfections
11	02/12/2021	Profit maximization of simple and discriminating monopolist
	UNIT 4	MARKET STRUCTURE ANALYSIS
12	09/12/2021	Monopolistic competition and Oligopoly
13	16/12/2021	Collusive and non collusive oligopoly
14	23/12/2021	Basic concepts of game theory Using Game theory to analyze strategic decisions
15	30/12/2021	Application of model of prisoner’s dilemma in market decisions Revision

References

1. Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001).
2. Frank Robert H Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)

3. Gupta, G.S.: Managerial Economics (Tata McGraw Hill, N. Delhi, 1997)

TEACHING LEARNING PLAN
M.Com – Sem III

Sub: Advanced Cost Accounting

Dates	No. of lecture	Topic to be covered
	Unit 2	Cost Allocation
1/9/2021	1	Cost Allocation – meaning, cost center, cost unit, direct and indirect costs, Classification of overheads, allocation of OHS
3/9/2021	2	Absorption costing, Apportionment of OHS- primary and secondary and Practical sums based on primary and secondary
8/9/2021	3	Practical sums based on primary and secondary
10/9/2021	4	Practical sums based on primary and secondary
	Unit 3	Activity based Cost Systems
15/9/2021	5	Traditional costing Vs. ABC systems, cost drivers, cost pools and Total product cost, Evaluation
17/9/2021	6	ABC – Practical sums
22/9/2021	7	ABC – Practical sums
24/9/2021	8	ABC – Practical sums
	Unit 4	Responsibility Accounting
29/9/2021	9	Decentralization, division of work, responsibility centers. ROI approach
1/10/2021	10	Residual income approach- sums on ROI and RI
6/10/2021	11	Residual income approach- sums on ROI and RI
8/10/2021	12	preparation of managerial report, Segmented cost approach, Sums on segmented cost approach
13/10/2021	13	preparation of managerial report, Segmented cost approach, Sums on segmented cost approach
15/10/2021	14	preparation of managerial report, Segmented cost approach, Sums on segmented cost approach
	Unit 5	Strategic Cost management

20/10/2021	15	Transfer pricing, target costing, Inflation accounting
22/10/2021	16	Practical sums on transfer pricing
27/10/2021	17	Practical sums on Target costing
29/10/2021	18	Practical sums on Stock valuation
3/11/2021	19	Revaluation of FA and Stocks at LIFO, Current Purchasing power accounting
5/11/2021	20	Practical sums on CCP
10/11/2021	21	Current cost accounting, application of inflation accounting in Indian Economy
12/11/2021	22	Practical sums on Inflation Accounting
	Unit 1	Process costing
17/11/2021	23	Process costing – introduction, simple process with normal loss, abnormal loss, abnormal gain, Inter process transfers at profit
19/11/2021	24	Inter process transfers at profit, Introduction of Equivalent units
24/11/2021	25	Valuation of WIP as per Weighted average method-Practical Sums
26/11/2021	26	Valuation of WIP as per FIFO method-Practical Sums
1/12/2021	27	Valuation of WIP as per FIFO and Weighted average method-Practical Sums
3/12/2021	28	Valuation of WIP as per FIFO and Weighted average method-Practical Sums
8/12/2021	29	Revision of Units 1,2 and 3
10/12/2021	30	Revision of Units 4 and 5

References: Ravi Kishore – Cost Accounting

Tulsian's Cost Accounting

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	<ol style="list-style-type: none"> To understand the basic concept of Business Communication To enhance interpersonal skills and to improve vocabulary through various sources.
Affective	What do you want students to think / care about?	<ol style="list-style-type: none"> To think about relationship between communication skills and success in life. To think about functional aspect of Communication
Behavioural	What do you want students to be able to do?	<ol style="list-style-type: none"> To be able to communicate effectively. To be able to write flawlessly To be able to have good interpersonal skills

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statementss	Related Module/s
CO1	To understand the process of communication and its application in real life	Unit 1
CO2	To be able to understand the importance of medium in the effective communication and feedback	Unit 1
CO3	To understand various barriers and ways to overcome them for effective communication.	Unit 2

C04	To know various channels of communication/ Verbal non verbal communication/ Different modes of communication /E commerce	Unit 2
CO5	To know about Business Ethics and its importance in real life situation	Unit 3
CO6	To be able to draft reports and be able to summarize the given content .	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Communication-I	75	--	--	3	1	--	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Communication-I	25		Scaled to 15 + 10 Class Participation	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
-	4	N.A	N.A	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
-	Pending	Pending	Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Theory of Communication	10 hrs.	25%
2	Barriers in Communication	10 hrs.	25%
3	Business Correspondence	10 hrs.	25%
4	Language and Writing Skills	10 hrs.	25%
* Insert rows for more modules in the Course		Total	40
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	H.S.C	English subject	Paragraph writing/Letter writing/ Comprehension paragraphs

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	Business Communication
2	TY	Presentation/ Group communication/ Business Correspondence/Language and writing skills(For placement)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Business Communication and communication is a part and parcel of life. In real life the success depends on the ability to communicate effectively.
2	The subject forms the basis of all other subjects. If a student can express their ideas in an effective manner only then they can survive.
3	Good communication skills and interpersonal skills are essential for every job.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019
Course Passing % – Average of 3 Divisions	100%		
Marks Obtained by Course Topper (mark/100)			

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Business Correspondence	3	Computer based practicals (for written communication) Online –Quiz
Paragraph writing	4	Use of Language Laboratory

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Communication	Team of teachers	Prin. Venkatramani, University of Mumbai	First edition 2009	1to 4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Communication	Meenakshi Raman	Oxford University		1&2
2	Professional Communication	Aruna Koneru	Tata Mc Graw Hills		Unit 3
3	Professional Communication	A.K. Jain	S.Chand		
4	Business Communication	Lesikar & Raymonds	Tata Mc Graw Hills		All four units
5	Business Communication	R.C Bhatia	Ane Books Pvt Ltd		
6	Business Communication	Halder & Ritwik	Himalaya Publishing House		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Art of Writing and Speaking the English language-	Sherwin Cody			3&4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https:// tinyurl.com/yckda4qz-		Unit III

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		All
2	✓	✓	✓				Y		All
3	✓	✓	✓				Y		All

4	✓	✓	✓				Y		All
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://swayam.gov.in/courses/4587-secondary.english	MHRDM	1to 3 months	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓		

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Subject Induction				
	2	1	Concept of communication		CO1		
	3	1	Concept of communication		CO1		
	4 (Pr.)	1	Channels & objectives of Communication- Channels		CO2		
2	5	1	Objectives of communication		CO2		
	6	1	Objectives of communication		CO2		
	7	1	Methods & Modes of communication		CO7		
	8 (Pr.)	1	Channels & objectives of Communication- Channels		CO7		
	SS	1	Emergence of communication in the corporate & global world				
	SS	1	Impact of technological advancement on communication				
3	9	1	Methods & Modes of communication		CO7		
	10	1	Revision				
	11	2	Barriers to communication		CO4		
	12 (Pr.)	2	Barriers to communication		CO4		
4	13	2	Listening		CO3		
	14	2	Listening		CO5		
	15	2	Introduction to business ethics		CO5		
	16 (Pr.)	2	Case study				
5	17	2	Introduction to business ethics		CO4		
	18	2	Revision				
	19	2	Class Test on Unit I & II				
	20 (Pr.)	2	Case study				
6	21	3	Theory of business letter writing		CO7		
	22	3	Theory of business letter writing		CO7		
	23	3	Email Writing		CO7		
	24 (Pr.)	3	Parts, Structure & Layouts of business letters		CO7		
7	25	3	Job Application Letter & Resume		CO7		
	26	3	Resume		CO7		
	27	3	Statement of Purpose		CO7		
	28 (Pr.)	3	Resume building		CO7		
8	29	3	Quiz on business letters				
	30	3	Viva				
	31	4	Paragraph Writing		CO8		
	32 (Pr.)	4	Editing & rules of spelling		CO8		

9	33	4	Paragraph Writing		CO8		
	34	4	Speaking skills		CO8		
	35	4	Reading comprehension		CO8		
	36 (Pr.)	4	Picture perception				
10	37	4	Reading comprehension		CO8		
	38	4	Commercial terms & abbreviations		CO8		
	39	4	Revision of all units				
	40	4	Class Test of all units				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
75% Attendance, Active Participation – 10 Marks	1	-					A 1 (Descriptive) - 20 Marks IA 2 (MCQ + Viva) - 20 Marks Scaled to 15 Marks	75

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	a) Process of Communication b) Components of communication c) Importance of feedback	CO1		
2	a) Define the term barrier. b) Discuss various barriers to communication and ways to	CO1 &2		

	<p>overcome, c) Importance of good listening skills d) Ways to cultivate good listening skills e) Business ethics f) Business ethics and personal ethics at workplace g) What do you mean by CSR ? h) Write a note on surrogate advertising. i) Short notes on Piracy and Intellectual property rights</p>			
3	<p>a) Letters of job application and resume writing b) SOP C) Personal correspondence</p>	CO3		
4	<p>a) Paragraph writing b) Developing an idea c) Reading comprehension d) Self –Editing</p>	CO3		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		<input checked="" type="checkbox"/>			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2		<input checked="" type="checkbox"/>			2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
3		<input checked="" type="checkbox"/>			3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4		<input checked="" type="checkbox"/>			4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
5		<input checked="" type="checkbox"/>			5		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Others Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1st IA Test	August 2019	I and II		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test
2nd IA Test				Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *

Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Channels & objectives of Communication-Channels	objectives	CO2	
2	2	Barriers to communication	barriers	CO4	
3	2	Case study on surrogate advertising; CSR	Ethics	CO5	
4	3	Layouts and types of business letters	layouts	CO7	
5	3	Resume building	resume	CO7	
6	4	Editing & rules of spelling	editing	CO8	
7	5	Picture perception	psychology	CO8	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
3	2	Case study on surrogate advertising; CSR	Ethics	CO5	

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Application based practical activities Debates	Argumentative and oratory skills	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	NA
2		Industrial Visit	NA
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	NA
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	Yes
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	NA
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Rumeli Sharma
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Prof. J Gunasundari
Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Gain knowledge about Provision of Contract Act, Sales of Goods Act, Consumer protection Act, Negotiable Instrument Act, Indian Companies Act, intellectual Property rights.
Affective	What do you want students to think / care about?	Understand the Provision of Contract Act, Sales of Goods Act, Consumer protection Act, Negotiable Instrument Act, Indian Companies Act, intellectual Property rights.
Behavioural	What do you want students to be able to do?	Implementation of provisions in current life.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students can be able to understand the provisions of Contract Act, Sales of Goods Act	Unit 1
CO2	Students can be able to implement the provisions of Consumers Protection Act, Negotiable Instrument Act.	Unit 2
CO3	Students can be able to write the provision under Companies Act 2013	Unit 3
CO4	Students can be able to understand the concept of copyrights, patents and trademarks under Intellectual property right.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S									
CO 2	M	S	S									
CO 3	S	S	S									

CO 4	S	M	M								
CO 5											

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	
CO 2	M	S	M	
CO 3	S	M	S	
CO 4	S	S	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Law	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Law	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	2.00 pm to 3.00 pm	Online
C	Saturday	2.00 pm to 3.00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Contract Act, Sales of Goods Act	10 hr	25
2	Consumers Protection Act, Negotiable Instrument Act.	10 hr	25
3	Companies Act 2013	10 hr	25
4	Intellectual property right (copyrights, patents and trademarks).	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th	OCM	Consumer Protection Act, Bill of Exchange, Joint stock Company
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA, MMS
2		LLB

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legality issues
2	To understand about provisions which will help them at the time of internship/projects/job

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	99.51%	97.07%	92.93%
Marks Obtained by Course Topper (mark/100)	100	97	95	91

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	J Gunasundari	100%	Chitra M	99.51%	Harish N	100%
Oct 2019	Harish N	98.21%	Sagar G	98.18%	Harish N	94.55%
Oct 2018	Chitra M	96.67%	Ashwini Joshi	85.00%	Chitra M	94.92%
Oct 2017	CM/AJ	100%	CM/AJ	96.61%	CM/AJ	79.31%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Definition, sections & Concept	All Module	Very difficult to remember, more case studies are required

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	K.R. Bulchandani -	Himalaya Publishing House	-	1-4
2	Elements of Mercantile Law	Kapur N.D.	Sultan Chand	-	1-4
3	Companies Act 2013	T P Ghosh	Taxmann	-	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	S.S. Gulshan	Excel Books, Delhi	-	1 - 4
2	Business Law	P.K. Goel	Biztantra	-	1 - 4
3	Intellectual Property Rights in India	Dr V K Ahuja	Wadhwa Book Company	-	1- 4
6					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Law	Robert W. Emerson	Barrons Educational Series		All Module

2					
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4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
	Legal service	www.legal service India.com	
	Business Law	www.erlaws.com	
		www.vakil.com/bareact.htm	

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	Y	Y			Y		Y		
2	Y	Y			Y		Y		
3	Y	Y			Y		Y		
4	Y	Y			Y		Y		

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Online Notes and PPTs	1-4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/courses/introduction-to-contracts-in-law-revised/content	Alison	1.5 to 3 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	/08/2021	/11/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus, Meaning, Definition and Essentials of Agreement and Contract		1		
	2	1	Types of Contract, Distinguish Between Contract and Agreement		1		
	3	1	Meaning & Essentials of Offer & Acceptance	Video	1		
2	4	1	Meaning & Essentials of Consideration & Capacity to Contract.		1		
	5	1	Meaning & Essentials of Free Consent, Lawful Object Consideration-Void Agreement	Case studies on C & A	1		
	6	1	Meaning of Sale and agreement to sale, Essentials of a Valid Sale Contract		1		
3	7	1	Meaning of Conditions and Warranties, Treating condition as a Warranty		1		

	8	1	Meaning & Rights of an Unpaid seller		1		
	9	1	Delivery of Goods, Distribution of Goods		1		
4	10	1	Rights & Duties of Seller & Buyer	Assignment 1	1		
	11	2	Meaning & Characteristics of Negotiable Instruments		2		
	12	2	Meaning & features of Bill of Exchange, Meaning & features of Promissory Note		2		
5	13	2	Meaning & features of Cheque		2		
	14	2	Distinguish between Bill of Exchange, Promissory Note & Cheque		2		
	15	2	Types and Dishonour of cheque	Case studies on B E	2		
6	16	2	Introduction of Consumer, Unfair Trade Practice		2		
	17	2	Meaning of Words "Defects and Deficiencies of Goods and Services"		2		
	18	2	Object of Consumer protection		2		
7	19	2	Consumer Protection Councils	Video	2		
	20	2	Consumer Disputes and Redressal Agencies	Assignment 2	2		
	21	3	Meaning & Features of Company, Types of Company		3		
8	22	3	Procedure for Incorporation of Company		3		
	23	3	Meaning & Content of Memorandum of association		3		
	24	3	Meaning & content of Article of Association	CAT	3		

9	25	3	Distinguish between Memorandum of association and Article of Association		3		
	26	3	Meaning and content of prospectus		3		
	27	3	Types of Meeting	Video	3		
10	28	3	Meaning & Appointment of Director		3		
	29	3	Powers, Rights, duties, Liabilities of Directors		3		
	30	3	Meaning of transfer & transmission of shares	Assignment 3	3		
11	31	4	Definition of Patent		4		
	32	4	Patentable and Not Patentable		4		
	33	4	Definition of Trademarks		4		
12	34	4	Types of Trademarks		4		
	35	4	Infringement and Passing off	Flyer, Scrap book, poster making	4		
	36	4	Definition of Copyright		4		
13	37	4	Subject in which Copyright exists		4		
	38	4	Originality, Meaning and content	Video	4		
	39	4	Authors and Owners, Rights and Restrictions		4		
14	40	4	Meaning of Geographical Indication	Assignment 4	4		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
							4 Assignment	

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Contract Act, Sales of Goods Act	CO2	3 rd Week	4 th Week
2	Consumers Protection Act, Negotiable Instrument Act.	CO2	5 th Week	6 th Week
3	Companies Act 2013	CO3	7 th Week	8 th Week
4	Intellectual property right (copyrights, patents and trademarks).	CO4	9 th Week	10 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓			
2	6	✓			2		✓			
3	9	✓			3		✓			
4	11	✓			4		✓			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.**Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details**

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	September 2021	1,2,3	CO1, CO2, CO3		
Open Book Test					
Take Home Test					

* IA failures will have to appear for re-test in next semester

9.a**Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Group Discussion on Negotiation & Endorsement	Negotiation	CO2	
2					

9.b**Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Critical thinking on requirement of patent, trademark, copyright	Intellectual property right	CO4	
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Case studies on Consumer protection Act	Redressal Agencies	CO2	

2	3	Case studies on Company Act	Ultra Vires	CO3	
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Teaching pedagogy

Fieldwork - Accounting Internships - Students get academic credit and real-world experience working in industry, government or public accounting

Group Learning – Teamwork - Students work together in teams, collaborating to complete a problem or project

Debates - Students work together in teams, collaborating to complete a problem or project

Problem-Based Learning – Cases - Students use knowledge, concepts, and skills relevant to a course to solve realistic business problems.

Role play

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

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Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about various social, economic, and political issues that affect citizens in India.
Affective	What do you want students to think / care about?	To develop an empathetic understanding towards social causes and a heightened awareness and sensitivity towards human emotions, choices, and perceptions.
Behavioural	What do you want students to be able to do?	To develop themselves to be better-informed about their duties and responsibilities as members of the human society.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference.	Unit 1
CO2	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.	Unit 2
CO3	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.	Unit 3
CO4	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution.	Unit 4

CO5	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.	Unit 5
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1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓		✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMFC-101	Foundation Course - I	75			2			2

Subject Code	Subject Name	Examination Scheme							Total
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMFC-101	Foundation Course - I	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4

A	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
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1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	TBA	TBA	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview of Indian Society	05	20%
2	Concept of Disparity 1	10	20%
3	Concept of Disparity 2	10	20%
4	The Indian Constitution	10	20%
5	Significant Aspects of Political Processes	10	20%
* Insert rows for more modules in the Course		Total	45
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		None	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	BMS, FC-II, Semester II
2	1	BMS, FHS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Political process
2	Awareness of disparity

3	Inculcating an attitude of inclusivity
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3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100	100	
Marks Obtained by Course Topper (mark/100)			

	Division A		Division B		Division C		Division F	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2020	NA	NA	NA	NA	NA	NA	LP	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
The Indian Constitution	4	Continuous class assessment

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Social and Economic Problems in India</i>	Naseem Azad	R Gupta	2011	1, 2 and 3
2	<i>Indian Society and Culture</i>	Vinita Padey	Rawat	2016	1
3	<i>The Constitution of India</i>	P M Bakshi		2011	4
4	<i>Politics in India: structure, Process and Policy</i>	Subrata Mitra	Routledge	-	5
5	<i>Politics in India</i>	Rajani Kothari	Orient Blackswan	-	5
6	<i>Urbanisation in India: Challenges, Opportunities & the way forward</i>	J Ahluwalia, Ravi Kanbur, P K Mohanty	SAGE	2014	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Foundation Course – I</i>	P.G. Shinde, Mahesh Bhagwat et al	Sheth	2019	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
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1.				
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4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	Economic and Political Weekly https://www.epw.in/tags/globalisation	3

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	Foundation Course I by P.G.Shinde, Mahesh Bhagwat, Dr. Namita Nimbalkar & Meghna Shinde-Chakne, Sheth Publications

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		
2	PPTs	1-5
3	Graded Questions	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students

GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2021		

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	-	Introduction to the Course, culture and multiculturalism		-		
	2	1	Demographic composition		CO1		
	3	1	Religious diversity		CO1		
2	4	1	Religious diversity		CO1		
	5	1	Regional variation		CO1		
	6	1	Regional variation		CO1		
3	7	2	Concept of disparity		CO2		
	8	2	Gender disparity -violence		CO2		
	9	2	Gender disparity - violence		CO2		
4	10	2	Gender disparity - violence		CO2		
	11	2	Gender disparity – portrayal of women in Indian media		CO2		

	12	2	Gender disparity – portrayal of women in Indian media		CO2		
5	13	2	Problems of the disabled		CO2		
	14	2	Problems of the disabled		CO2		
	15	2	Problems of the disabled		CO2		
6	16	1 & 2	Class test on Module 1 and 2		CO1 CO2		
	17	3	Caste system and inequalities		CO3		
	18	3	Caste system and inequalities		CO3		
7	19	3	Intergroup conflictions: caste		CO3		
	20	3	Intergroup conflictions: caste		CO3		
	21	3	Intergroup conflictions: communalism		CO3		
8	22	3	Intergroup conflictions: communalism		CO3		
	23	3	Intergroup conflictions: regionalism		CO3		
	24	3	Intergroup conflictions: regionalism		CO3		
9	25	3	Intergroup conflictions: linguistic differences		CO3		
	26	3	Class test		CO3		
	27	4	History of the Indian constitution		CO4		
10	28	4	Philosophy of the Indian constitution		CO4		

	29	4	Preamble		CO4		
	30	4	Preamble		CO4		
11	31	4	Features		CO4		
	32	4	Structure		CO4		
	33	4	Structure		CO4		
12	34	4	Fundamental duties		CO4		
	35	4	Tolerance, peace and harmony		CO4		
	36	4	Class Test		CO4		
13	37	5	The party system		CO5		
	38	5	Local self-government: rural		CO5		
	39	5	Local self-government: rural		CO5		
14	40	5	Local self-government: urban		CO5		
	41	5	Local self-government: urban		CO5		
	42	5	73 rd amendment		CO5		
15	43	5	74 th amendment		CO5		
	44	5	Significance of women in politics		CO5		
	45	5	Class Test		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Module-wise assignment	All	Second lecture of each module	Second lecture of the succeeding module

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Lecture 12	✓			2					✓
2	Lecture 17				2					✓
3	Lecture 34				3					✓
4	Lecture 37				ALL		✓		✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 8			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 6	II			
Open Book Test	Week 2	I			
Take Home Test	Week 9	III			
Class tests / prelims	Week 12	I and II			
Class tests / prelims	Week 8				
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2 & 3	Room 101	Disparity	CO2 & CO3	

2	5	Concept mapping	Political process	CO5	
3	5	Essay on one Indian female politician	Political process	CO5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	
6		Mobile App Based Quiz	Yes
7		Open Book Test	
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	-
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

J. Gunasundari
Head of Dept. (Sign.)

Version 2017-2

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To know and understand the basic behavior pattern of human, the most important resource of a business and to deal with them in an appropriate manner.
Affective	What do you want students to think / care about?	Two individuals share the same anatomy but can have personality traits and behavioral traits that are totally opposite to each other, understanding these differences and utilizing them to our benefit
Behavioural	What do you want students to be able to do?	Understand how models, theories and concepts about organisational behaviour can be used in practice in different workplaces across different regions of the world.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students will be able to distinguish between the personality traits, behavioral patterns, different attitudes, types of intelligence, learning theories and many interesting models used to understand people and their behavior.	Unit 1
CO2	Students will raise the student's awareness of the centrality of organisational behaviour to understanding organisational functioning, focusing particularly on the individual and group/team level and also understand organisational processes from the perspectives of individuals and organisations.	Unit 2
CO3	Identify different motivational theories and evaluate motivational strategies used in a variety of organizational settings.	Unit 3

CO4	To make students understand about the change management, stress management and organisational development.	Unit 4
-----	--	--------

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	M	M									
CO 3	S	S	S									
CO 4	S	S	M									
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSI.1	Foundation of Human Skills	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
UBMSFSI.1	Foundation of Human Skills	20	-	20	75	-	-	05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3								

B	3								
C	3	-	-	-	-	-	-	-	-
F	3	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	11:00 am : 12.00am	MS Teams
F	Friday	11:00 am : 12.00am	MS Teams

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Understanding of Human Nature	10	25%
2	Introduction to Group Behaviour	10	25%
3	Organizational Culture and Motivation at Workplace	10	25%
4	Organizational change, Creativity and Development and Work Stress	10	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	-	NA	NA

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	V	BMS- Motivation and Leadership
2	II	MCom-Organizational Behavior

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Will enable them to assess and analyze the symptoms, causes and effects of work stress in order to implement appropriate stress management techniques.
2	Will enable them to understand the role that individuals play collectively to perform in organizations.
3	Will enable them to Apply knowledge to diagnose and solve problems in a wide range of diverse situations, dealing with people with different personality traits; with an ability to work independently or with others in a group/team and incorporate the analysis of evidence based scientific literature to solve psychological problems using thinking skills, styles, intelligence types and managerial skills

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – 2021	Jan -2020	Nov- 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100	100	86	89
Marks Obtained by Course Topper (mark/100)	96	95	91.66	97.66

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Jan 2020	NKD	100	PJA	100	PJA	100
Nov 2019	SM	100	SM	85	PJA	90
Nov 2018	SBG	98	SBG	100	PA	95

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NA		

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Management of Organizational Behaviour Leading Human Resources	Hersey Paul Balchandra K	Prentice-Hall of India Private Limited	9	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Organization Behaviour	Rao, Subba	Himalaya Publishing House	2010	2
2	Organizational Behaviour	Prasad: L.M.	Sultan Chand and Sons	2007	2
3	Understanding Organizational Behaviour	Pareek: UDAI	Oxford Book Company	2010	2, 3

4	Organizational Behaviour: An evidence based approach	Luthans, Fred	Mc Graw-Hill Book Company	12	2
5	Organizational development	French: W.L.; Bell: J.R.	Pearson Education Asia	2009	4
6	Personality development and soft skills	Mitra Barun K	Oxford book company	2012	1
7	Organizational theory, design and change	Jones, Gareth	Pearson	2011	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author /s	Publisher	Edition	Module Nos.
1	A framework for human resource management	Gary Dessler	Pearson India	6	4
2	https://drive.google.com/drive/folders/OB1fEp9GpXelbVlhKb01GVTdmUE0				

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://onlinelibrary.wiley.com/journal/10991379		All
2	https://www.tandfonline.com/loi/worg20		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Bookg			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓				✓	Y		All
2		✓				✓	Y		All
3		✓							All
4		✓	✓				Y		All

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content	1-4
2	PPTs	1-4
3	Graded Questions	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/personality-types-at-work	University of Florida	3 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Leading People and Teams Specialization https://www.coursera.org/specializations/leading-teams	University of Michigan	60	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Introduction to syllabus and relevance of subject in practical life		CO1		

1	2	1	INDIVIDUAL BEHAVIOUR : Concept of a Man, Individual differences	Mentimeter	CO1		
	3	1	Factors affecting Individual difference		CO1		
	4	1	Influence of environment		CO1		
2	5	1	PERSONALITY and ATTITUDE : Determinants of Personality, Personality Trait Theory		CO1		
	6	1	Big Five Model (Video on Big five model)	Video	CO1		
	7	1	Personality Traits important for Organizational Behaviour	IEF	CO1		
	8	1	Concept of Understanding Self (Johari Windows) (Video on johari window)	Video	CO1		
3	9	1	Nature and Components of Attitude, Functions of Attitude, Ways of Changing Attitude, Reading emotions		CO1		
	10	1	THINKING, LEARNING and PERCEPTIONS : Thinking skills, Thinking styles and Thinking Hat (Video on Thinking hats), Managerial skills and development	Cognitive Thinking	CO1		
	11	1	Learning characteristics, Theories of learning (Learning Approaches), Classical conditioning, Operant conditioning	CAT & Assignment	CO1		
	12	2	INTRODUCTION TO GROUP BEHAVIOUR : Group Dynamics : Nature,	Mentimeter	CO2		
4	13	2	Types of Group Dynamics (Case study on Group Dynamics)	CS	CO2		
	14	2	Group behaviour Model (Roles, Norms, Status, Process, Structures)		CO2		
	15	2	TEAM EFFECTIVENESS : Nature, Types of Teams		CO2		
5	16	2	Ways of forming an Effective Team, Setting Goals	GD	CO2		
	17	2	ORGANIZATIONAL PROCESSES AND SYSTEM : Power and Politics : Nature, Bases of Power, Politics nature		CO2		
	18	2	Types, Causes of Organizational Politics, Organizational Conflicts and Resolution		CO2		
	19	2	Conflict features, Types, Causes Leading to Organizational conflicts, Conflicts features	CAT & Assignment	CO2		
6	20	2	Levels of Conflicts (Case study on organizational conflicts), Ways to resolve conflicts through five conflicts resolution strategies with outcomes	CS	CO2		
	21	3	ORGANIZATIONAL CULTURE : Characteristics of Organizational Culture	Mentimeter	CO3		

	22	3	Types, functions of Organizational Culture	Guest Lecture	CO3		
	23	3	Barriers of Organizational culture		CO3		
7	24	3	Ways of creating Effective Organization Culture		CO3		
	25	3	Ways of maintaining Effective Organization Culture (Case study on organizational culture)	CS	CO3		
	26	3	MOTIVATION AT WORKPLACE, MC. Gregor Theory X, Theory Y		CO3		
	27	3	Concept of Motivation, Theories of Motivation, A. Maslow need Hierarchy, F. Hertzberg dual Factor	Practical on Theory Development using Software and Literature	CO3		
8	28	3	Ways of Motivating through Carrot (Positive Reinforcement)		CO3		
	29	3	Stick (Negative reinforcement) at workplace		CO3		
	30	3	ORGANISATIONAL CHANGE and CREATIVITY : Concept of Organizational Change	CAT & Assignment	CO3		
9	31	3	Factors influencing Organizational Change, Kurt Lewins model of Organizational Change and Development (Video on Kurt Lewins model)	Mentimeter	CO3		
	32	4	Creativity and Qualities of a creative person, Ways of enhancing Creativity for effective decision making, Creative Problem Solving		CO4		
	33	4	ORGANISATIONAL DEVELOPMENT AND WORK STRESS		CO4		
	34	4	Need for Organizational Development		CO4		
10	35	4	OD Techniques (Case study on Organizational change and development)	CS	CO4		
	36	4	Stress, Types of Stress, Causes of Job Stress		CO4		
	37	4	Consequences of Job Stress		CO4		
	38	4	Ways for coping up with Job Stress		CO4		
11	39	4	Ways for coping up with Job Stress		CO4		
	40	4	revision	CAT & Assignment	CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
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									5
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment	1	3	4
2	Assignment	2	5	6
3	Assignment	3	9	10
4	Assignment	4	10	11

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√			1		√		√	
2	5	√			2		√		√	
3	9	√			3		√			√
4	10	√			4		√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test

2 nd IA Test				Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b

Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Video on Big Five model	Big Five Model	CO1	
2	1	Video on Johari window	Johari Window	CO1	
3	1	Video on thinking hats	Thinking Hats	CO1	
4	4	Video on Kurt Lewins Model	Kurt Lewins Model	CO4	
5	2	Case study on Organizational conflicts	Organizational Conflicts	CO2	
6	2	Case study on Group Dynamics	Group Dynamics	CO2	
7	3	Case study on organizational culture	Organizational Culture	CO3	
8	4	Case study on Organizational change and development	Organizational change and development	CO4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	YES
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	YES
4		Mini Projects	YES
5		Pop Quiz	Yes
6		Mobile App Based Quiz	YES (Kahoot)

7		Open Book Test	YES
8		Take Home Test	YES
9	Collaborative and Group Activity	Poster Presentation	YES
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	YES
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	As and when desired
16		Value Added Courses	YES s
17		Lecture Capture Usage	
18		Class Activity	YES

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Summary for teaching pedagogy:

1. Practical on Theory Development using Software and Literature
2. Cognitive thinking on Pictures/Videos
3. Case study
4. Mentimeter
5. Kahoot
6. Guest Lecture
7. Assignment/Presentation/Mini Projects
8. IEF
9. Group Discussion
10. CAT
11. MOOC
12. White Board
13. Poster
14. Online Personality Assessment Test

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know the basics of statistics, application and scope of statistics
Affective	What do you want students to think / care about?	Students should think/take care of merits, demerits and various formulae of various Statistical Tools
Behavioural	What do you want students to be able to do?	Students should be able to use Statistical Concepts in various fields like Research Methodology, Finance etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students should understand scope, functions, limitations of Statistics	Unit 1
CO2	Students should understand the concept of Measures of Dispersion, Co-Relation and Linear Regression	Unit 2
CO3	Students should understand the concept of Time Series & Index Number	Unit 3
CO4	Students should understand the concept of Probability and Decision Theory	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M									
CO 2	S	M	M									
CO 3	S	M	M									
CO 4	S	M	M									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓						

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS103	Business Statistics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS103	Business Statistics	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A, B, C & F	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	04:00 p.m. – 05:00 pm	MS Teams/Library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Statistics	10	25
2	Measures of Dispersion, Co-Relation and Linear Regression	10	25

3	Time Series & Index Number	10	25
4	Probability and Decision Theory	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	XI & XII	Commerce (Measure of Central Tendency), Probability	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I & II	MMS/MBA (Business Statistics & Research Methodology)
2	Sem III	BRM (BMS)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students should apply the concepts in Research Methodology
2	Students should apply the concept in Risk Management in Finance

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct 2020	Oct 2019	Oct 208
Course Passing % – Average of 3 Divisions	100 %	100 %	94 %	90 %
Marks Obtained by Course Topper (mark/100)	100	98	93	90

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	PSK	100 %	PSK	100 %	PSK	100 %	PSK	100 %
Oct 2019	SP	91 %	SP	92%	SP	90%	SP	100 %
Oct 2018	SP	89 %	SP	87%	SP	86%	SP	100 %

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Probability	4	Suggesting Students to refer to basics of Probability from XI & XII Book

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Statistical Methods	Gupta, S.P., and Archana Gupta	Sultan Chand and Sons	3	1-5
2	Fundamentals of Statistics	Gupta	S.C Himalaya Publishing House.	3	1-5

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Statistics for Management	Levin, Richard and David S. Rubin	Prentice Hall of India	4	1-5
2	Practical Business Statistics	Siegel	Andrew F International Edition	4	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Basic Business Statistics	Srinivas R Rao		3	1-5
2	Introductory Business Statistics	Thomas K Tiemann	The Global Text Project	4	1-5
3	A Guide to Business Statistics	David M McEvoy	Wiley	3	1-5
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Business and Economic Statistic (Taylor & Francis)	Journal on Government Statistics	All
2	International Journal of Business Statistics & Finance (Serial Publication)	Data Science Magazine	All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			

1	✓	✓	✓	✓	✓	✓			
2	✓	✓	✓	✓	✓	✓			
3	✓	✓	✓	✓	✓	✓			
4	✓	✓	✓	✓	✓	✓			

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/**VIT Lecture Capture**/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS "Lecture Capture" in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.youtube.com	1-4
2	www.edx.com	1-4
3	www.ddegjust.ac.in	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Business Statistics & Analysis Application	Coursera		Y
2	Statistics for Business I	Edx		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Perfect your Mathematical skills	WWW.udemy.com	28 hrs	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	10/07/2021	05/11/2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life, Concept of Statistics & Scope & Functions of Statistics in Management		1		
	2	1	Data: Relevance of Data (Current Scenario) & Type of data (Primary & Secondary), Primary (Census vs Samples, Method of Collection (In Brief), Secondary (Merits, Limitations, Sources)		1		
	3	1	Presentation of Data: Classification– Frequency Distribution		1		
2	4	1	Discrete & Continuous Distribution		1		
	5	1	Graph (Frequency, Bar Diagram, Pie Chart, Histogram, Ogives)		1		
	6	1	Mean (A.M, Weighted, Combined)		1		
3	7	1	Median (A.M, Weighted, Combined)		1		
	8	1	Mode (Calculation and Graphical using Histogram)		1		
	9	1	Comparative analysis of all measures of Central Tendency		1		
4	10	1	Revision of Unit 1		1		
	11	2	Range with C.R(Co-Efficient of Range)		2		
	12	2	Concept of Quartiles		2		
5	13	2	Quartile deviation with CQ (Co-Efficient of Quartile)		2		
	14	2	Mean Deviation from mean with CMD (Co-Efficient of Mean Deviation)		2		
	15	2	Concept of Standard deviation, Standard deviation with CV (Co-Efficient of Variance)		2		

6	16	2	Skewness & Kurtosis	2		
	17	2	Introduction to Co-Relation, Karl Pearson (Rank Co-Relation)	2		
	18	2	Introduction to Linear Regression	2		
7	19	2	Least Square Method Mean (A.M, Weighted, Combined)	2		
	20	2	Revision of Unit 2	2		
	21	3	Introduction to Time Series	3		
8	22	3	Least Square Method	3		
	23	3	Moving Average Method	3		
	24	3	Introduction to Index Number	3		
9	25	3	Simple(unweighted) Aggregate Method & Weighted Aggregate Method	3		
	26	3	Simple Average of Price Relatives	3		
	27	3	Weighted Average of Price Relatives	3		
10	28	3	Chain Base Index Numbers, Splicing and Deflating	3		
	29	3	Cost of Living Index Number	3		
	30	3	Revision of Unit 3	3		
11	31	4	Concept of Sample space, Concept of Event, Definition of Probability, Addition & Multiplication laws of Probability	4		
	32	4	Conditional Probability	4		
	33	4	Bayes' Theorem	4		

12	34	4	Expectation & Variance, Concept of Probability Distribution		4		
	35	4	Decision Theory: Acts, State of Nature Events, Pay offs		4		
	36	4	Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty		4		
13	37	4	Non-Probability: Maximax, Maximin, Minimax		4		
	38	4	Regret, Laplace & Hurwicz		4		
	39	4	Decision Making under risk: EMV, EOL, EVPI & Decision Tree		4		
14	40	4	Revision of Unit IV		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
5								5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment on "Introduction to Statistics"	1		
2	Assignment on "Measure of Tendency, Co-relation and Linear Regression"	2		
3	Assignment on "Time Series & Index Number"	3		
4	Assignment on "Probability & Decision Tree"	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		√	√		1	√	√		√	
2		√	√		2	√	√		√	
3		√	√		3	√	√		√	
4		√	√		4	√	√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	2 nd Week of Aug			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Measure of Central Tendency	Application of Mean, Median & Mode	2	
2	4	Correlation & Regression	Types of Correlation	4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Class Test on Correlation
4		Mini Projects	
5		Pop Quiz	Related to Formula or Properties of Measure of Central Tendency
6		Mobile App Based Quiz	
7		Open Book Test	Probability: Decision Making
8		Take Home Test	Topic: Regression
9		Collaborative and Group Activity	Poster Presentation
10	Minute Papers		Topic: Formula Book
11	Students Seminar		
12	Students Debates		
13	Panel Discussion / Mock GD		
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Perfect your Mathematical skills – Udemy
16		Value Added Courses	Business Statistics & Analysis Application – Coursera
17		Lecture Capture Usage	As per discussion with Faculty, who have taught in previous years

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Amit Kabra

Swapna Kadam

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students will learn how markets and other governance structures organize core economic activities, such as production, distribution, and consumption, and the growth of productive resources.
Affective	What do you want students to think / care about?	Students will be able to integrate theoretical knowledge with quantitative and qualitative evidence to explain past economic events and to formulate predictions on future ones.
Behavioural	What do you want students to be able to do?	Students will analyse business problems using tools from both economics and business

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Introduction	Unit 1
CO2	Demand Analysis	Unit 2
CO3	Supply and Production Decision and Cost of Production	Unit 3
CO4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	Unit 4
CO5	Pricing Strategies	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M	S								
CO 2	S	M	S	S								
CO 3	S	S	S	M								
CO 4	S	S	M	S								

CO 5	S											
------	---	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	S
CO 2	S	M	S	S
CO 3	S	S	S	M
CO 4	S	S	M	S
CO 5	S	S	M	S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 403	Business Economics I	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
VSIT 403	Business Economics I	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	-	NA	NA	NA	NA	NA	NA	NA	NA
B	3.0	NA	NA	NA	NA	NA	NA	NA	NA
C	3.0	NA	NA	NA	NA	NA	NA	NA	NA
F	-	NA	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
----------	-----	----------------------------------	-------------------------

A	Monday	11.30 am to 12.30 pm	Staff Room
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2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction	11.33	16.66%
2	Demand Analysis	11.33	16.66%
3	Supply and Production Decisions and Cost of Production	60*50 MIN/60=12.5	25%
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	60*50 MIN/60=12.5	25%
5	Pricing Practices	11.33	16.66%
* Insert rows for more modules in the Course		Total	60
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12 th	Economics	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III	BMS
2	I	MMS
3	I	M.Com

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Most people have a limited amount of time and money. They cannot buy or do everything they want, so they make calculated decisions on how to use limited resources to maximize personal satisfaction.
2	How individuals and businesses make decisions.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Oct 2020	Oct 2019	Oct 2018	Oct 2017
Course Passing % – Average of 3 Divisions	100%	94.55	66.66	86.76

Marks Obtained by Course Topper (mark/100)	85+	79	85	
---	-----	----	----	--

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2019	SBG	100	ABR	89.09	ABR	96.36
Oct 2018	SBG	80.32	ABR	78.33	VF	61.66

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Pricing Practices	4	Assignments and class test
Market Structure	IV	Ask students to practice the diagrams with logic

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Managerial Economics – Analysis, Problem and Cases	Mehta, P.L.	(S. Chand & Sons, N. Delhi,		All
2	Principles of Microeconomics	H.L Ahuja	S. Chand & Sons, N. Delhi		All
3	Managerial Economics	Hirchey .M.,	Thomson South western		All
4	Managerial Economics in a global economy	Salvatore, D.	Thomson South Western Singapore		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Economics	Gregory Mankiw	Thomson South western		All
2	Principles of Economics	Frank Robert.H, Bernanke. Ben S.,	(Tata McGraw Hill	Ed. 3	All
3	Economics	Samuelson & Nordhas	(Tata McGraw Hill		All
4	Managerial Economics cases and concepts	Pal Sumitra	Macmillan		All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Microeconomics Theory And Applications	Ghai and Gupta	Sarup and Sons		All
2	Behavioural Interaction, Market and Economics Dynamics	Shinsute lleda & all	Springer Nature		4
3	Microeconomics	David A. Dilts			1 & 4
4	Microeconomics	Peter Dorman	Springer Nature		All
5	Principles of Microeconomics	Martin Kolmar	Springer Nature	1st ed. 2017	

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	American Economic Journal: Microeconomics - Issues https://www.aeaweb.org/journals/mic/issues	https://www.economist.com/blogs/freeexchange/2012/10/microeconomics	
2	Studies in Microeconomics http://journals.sagepub.com/home/mic	Business Week	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Principles of Economics, Gregory Mankiw
2	✓	✓					Y		Principles of Economics, H. L Ahuja
3	✓	✓					Y		Principles of Economics, Gregory Mankiw
4	✓	✓					Y		Principles of Economics, H. L Ahuja

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=mgJgzdsVR8Q	1
2	https://www.youtube.com/watch?v=tOlla3puTWA	2
3	https://www.youtube.com/watch?v=77IW_LAlqKU	3

4	https://www.youtube.com/watch?v=cuPnPJCWJwU	4
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	AN INTRODUCTION TO MICROECONOMICS	Vimal Kumar Indian Institute of Technology – Kanpur	30 hours	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	04/11/2017	March, 2018	20

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to Syllabus		1		
	2	1	Introduction to Micro Economics		1		
	3	1	Scope of Business Economics		1		

	4	1	Importance Business Economics		1		
2	5	1	Basic Tools – Opportunity Cost Principle		1		
	6	1	Incremental and Marginal Concept		1		
	7	1	Basic Economics Relation – Functional Relations – TC AC MC		1		
	8	1	Use of Marginal Analysis in Decision Making		1		
3	9	1	Shift in Demand and Supply Curve		1		
	10	1	Nature of Demand Curve in Different Market (Perfect, Monopolistic)		1		
	11	2	Nature of Demand Curve in Different Market (Monopoly, Oligopoly)		2		
	12	2	Problem: Monopoly and Perfect		2		
4	13	2	Meaning and Significance of Elasticity of Demand		2		
	14	2	Types and Measurement of Elasticity of Demand, Relationship between elasticity and revenue concept		2		
	15	2	Demand Forecasting – Meaning and Types		2		
	16	2	Significance and Process of Demand Forecasting		2		
5	17	2	Methods of Demand Forecasting		2		
	18	2	Problem: Demand Forecasting		2		
	19	2	Production function		2		

	20	2	short run analysis with Law of Variable Proportions		2		
6	21	3	Production function with two variable inputs		3		
	22	3	isoquants, ridge lines and least cost combination of inputs		3		
	23	3	Long run production function and Laws of Returns to Scale		3		
	24	3	expansion path		3		
7	25	3	Economies and diseconomies of Scale		3		
	26	3	Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost		3		
	27	3	total, average and marginal cost		3		
	28	3	Cost Output Relationship in the Short Run and Long Run		3		
8	29	3	hypothetical numerical problems		3		
	30	3	LAC and Learning curve		3		
	31	3	Break even analysis		3		
	32	3	Short run and long run equilibrium of a competitive firm and of industry		3		
9	33	3	monopoly		3		

	34	3	short run and long		3		
	35	3	run equilibrium of a firm under Monopoly		3		
	36	4	Monopolistic competition		4		
10	37	4	Equilibrium of a firm under monopolistic competition		4		
	38	4	debate over role of advertising		4		
	39	4	Oligopolistic markets		4		
	40	4	key attributes of oligopoly		4		
11	41	4	Collusive and non-collusive oligopoly market		4		
	42	4	Price rigidity		4		
	43	4	Cartels and price leadership models		4		
	44	4	Cartels and price leadership models		4		
12	45	4	practical examples		4		
	46	4	Cost oriented pricing method		4		
	47	4	cost – plus (full cost) pricing		4		
	48	4	marginal cost pricing, Mark up pricing		4		
13	49	4	discriminating pricing		4		

	50	4	multiple – product pricing, transfer pricing		4		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1	1	17/07/2020	31/07/2020
2	Unit 2	2	31/07/2020	11/08/2020
3	Unit 3	3	10/08/2020	31/08/2020
4	Unit 4	All	30/08/2020	10/09/2020
5	Unit 5	All	15/09/2020	29/09/2020

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√		√			√		√	
2	8	√					√		√	
3	12	√					√		√	
4	16	√	√				√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
					IA is a Head of passing *
Pop Quiz		4	4		
Open Book Test		1	1		
Take Home Test		All	All		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Case study on Oligopoly	Oligopoly		
2	2	Practical Sums	Law of demand		
3	3	Practical Sums	Costs		
4					
5					
6					
7					
8					

9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Cost Analysis			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Case study OPEC		4	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	Yes
3	Test and Assessments	Class Tests – (other than IA)	OBT
4		Mini Projects	Launching a product in Rural Market
5		Pop Quiz	Based on overall syllabus
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9		Poster Presentation	Yes
10	Collaborative and Group Activity	Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	

14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Preparing financial statements in accordance with appropriate standards
Affective	What do you want students to think / care about?	To understand technicalities of financial accounting especially how journals and financial statements are prepared
Behavioural	What do you want students to be able to do?	They will demonstrate their knowledge of the fundamental and technical concepts of accounting

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand Meaning, principles and Scope of Accounting, Accounting standards, IFRS and accounting in computerised environment	Unit 1
CO2	To study accounting cycle, classification of expenditure and receipts	Unit 2
CO3	Depreciation accounting and preparation of trial balance	Unit 3
CO4	Preparation and presentation of Final Accounts in horizontal format	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S									
CO 2	S	M	S									
CO 3	S	M	S									
CO 4	S	M	S									

CO 5										
------	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSI.10	Introduction to Financial Accounting	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSI.10	Introduction to Financial Accounting	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3.00pm to 4.00 pm	Phone, What'sup
B	Monday/Tuesday	3.00pm to 4.00 pm	Phone, What'sup
C	Tuesday	3.00pm to 4.00 pm	Phone, What'sup

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction	10	25
2	Accounting Transactions	10	25
3	Depreciation Accounting & Trial Balance	10	25
4	Final Accounts	10	25
* Insert rows for more modules in the Course		Total	40hrs
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	11 th (Commerce)	Book Keeping & Accountancy	All units
2	12 th (Commerce)	Book Keeping & Accountancy	All units

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	SYBMS	Sem III- Accounting For Managerial Decisions
2	TYBMS	Sem V – Strategic Financial Management, Investment Analysis & Portfolio Management, Wealth Management Sem VI- Innovative Financial Services, Risk Management in Banking Sector
3	MBA/MMS	Accounting for Managers, Advanced financial Accounting and financial management
4	M.com	Advanced accountancy

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course

1	Management of day to day finances
2	Application of time value of money (Present value and future value)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing %	100	99	90%	89.88
Marks Obtained by Course Topper (mark/100)	95	90	95	93

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	Pooja K	99				
Nov 2019	Pooja K	78.77				
Mar 2018	Chitra M	88.52				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Depreciation	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Accountancy	T.S. Grewal,	S. Chand and Company (P) Ltd., New Delhi		All
2	Advanced Accountancy	R.L Gupta and M. Radhaswamy	S. Chand and Company (P) Ltd		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Accounting	Tulsian	Pearson Publications		All
2	Financial Accounting	Williams	Tata Mc. Grow Hill		All
3	Financial Accounting	R K Agarwal	Tata Mc. Grow Hill		All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Financial Accounting https://lyrx.com/introduction-financial-accounting/	H. Dauderis and D. Annand	—	—	1,2,3
2	Financial Accounting http://www.ddegjust.ac.in/studymaterial/bba/bba-104.pdf	Dr. Chandra Shekhar	—	—	4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Accounting Research	https://onlinelibrary.wiley.com/journal/1475679x	All
2	Journal of Accounting and Economics	https://www.journals.elsevier.com/journal-of-accounting-and-economics	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (V refer)	1-4
2		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://courses.corporatefinanceinstitute.com/bundles/free-finance-accounting-courses	CFI(Corporate Finance Institute)	—	Y
	https://alison.com/courses?query=Free%20course%20in%20accounting Basic Accounting	Alison	Self-paced	

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/06/2018		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus		1		
1	2	1	Basics of Accounting, Need and development		1		

1	3	1	definition: Book keeping and accounting		1		
2	4	1	Persons interested in accounting		1		
2	5	1	Branches, Objectives of accounting		1		
2	6	1	Introductions to Concepts and conventions.		1		
3	7	1	Introduction to Accounting Standards		1		
3	8	1	International Financial Reporting Standards (IFRS) Accounting in Computerized Environment		1		
3	9	2	Accounting cycle, Meaning of Journal		2		
4	10	2	Journal Entries		2		
4	11	2	Journal Entries		2		
4	12	2	Ledger Entries		2		
5	13	2	Ledger (Trial Balance)		2		
5	14	2	Subsidiary books: Purchase, Purchase Returns,		2		
5	15	2	Sales, Sales Returns		2		
6	16	2	cash book – (Simple column), cash book – (Double column)		2		
6	17	2	cash book – Triple Column)		2		
6	18	2	Problems on Bank Reconciliation Statement.		2		
7	19	2	Problems on Bank Reconciliation Statement.		2		
7	20	2	Capital expenditure and capital Receipt, Deferred Revenue Expenditure, Revenue profit or		2		

			loss, capital profit or loss			
7	21	3	Meaning of Depreciation		3	
8	22	3	Methods of Depreciation		3	
8	23	3	Practical problems on SLM		3	
8	24	3	Practical Problems on WDV		3	
9	25	3	Practical problems on SLM		3	
9	26	3	Practical Problems on WDV		3	
9	27	3	Practical problems on SLM		3	
10	28	3	Practical Problems on WDV		3	
10	29	3	Introduction of Trial Balance		3	
10	30	3	Preparation of Trial Balance		3	
11	31	4	Rectification of errors		4	
11	32	4	Types of errors: Error of Omission & commission, Error of Principle		4	
11	33	4	Practical Problems on rectification		4	
12	34	4	Practical Problems on rectification		4	
12	35	4	Final Accounts from Trial Balance		4	
12	36	4	Final Accounts (Adjustments)		4	
13	37	4	Final Accounts Practical Problems		4	
13	38	4	Final Accounts Practical Problems		4	

13	39	4	Final Accounts Practical Problems		4		
14	40	4	Final Accounts with Manufacturing Accounts		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Accounting standards	CO1	3 rd Week	4 th Week
2	Journal & Ledgers	CO2	5 th Week	6 th Week
3	Depreciation	CO3	8 th Week	9 th Week
4	Final accounts	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓	E Book	✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	

4	11			✓	4		✓	E Book	✓	
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* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	3rd week	1			
Open Book Test	5 th Week	2			
Take Home Test	9 th Week	3			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate

					(0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Financial statement of a Company Identification of Revenue and capital transactions	Differentiation between capital and Revenue trns.	1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1		Guest Lecture / Workshops	----
2		Industrial Visit	-----
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Unit 1
6		Mobile App Based Quiz	No
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
___11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

J.gunasundari

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To introduce the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning in business environment
Affective	What do you want students to think / care about?	to acquaint the learners with the knowledge of how the national and International Business environment affects the business and the businessman
Behavioural	What do you want students to be able to do?	To identify the different types of Business Environment affecting the Business and their contribution to that effect

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the micro-economic and macro-economic scope of business environment	Unit 1
CO2	To learn the political and legal environment and its impact on business	Unit 2
CO3	To evaluate the effect of the social and cultural environment, technological environment and competitive environment on a business	Unit 3
CO4	To understand the opportunities and threats to a business by being associated with international environment	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									

CO 4				S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	NA			
CO 2		NA		
CO 3			NA	
CO 4				NA
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Business Environment	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Business Environment	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
F	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
F	Thursday	10:30 a.m. – 11:30 a.m.	Online and Reading Hall

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business Environment	09 hr	25
2	Political and Legal environment	10 hr	25
3	Social and Cultural Environment, Technological Environment and Competitive Environment	09 hr	25
4	International Environment	12 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYJC	Organisation of Commerce	All
	SYJC	Organisation of Commerce	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS	Strategic Management
2	MMM	Business Research Methods
3	MMS	Project management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	It will help in Businesses monitoring, determining the type of entity and various strategic decision making and planning to be able to do required Control activity
2	Helpful in understanding the complex impact of political and legal environment of the country
3	Leads to understanding the requirement of and Conducting Market Feasibility, Technical Feasibility, Financial Feasibility, Economic Viability, Operational Feasibility

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – May 2022	May 2021	May 2020	May 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	100%

Marks Obtained by Course Topper (mark/100)	90	90		
---	----	----	--	--

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2021	Nikita Raut	100%				
May 2020	Nikita Raut	100%	NR	100%	PSK	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
GAtt and WTO	4	More number of Readings will be required and writing practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Environment	Yukti Khajanchi	Sheth		1-4
2	Business Environment	Ritu Vashisht, Sulbha Raorane	Manan Prakashan		1-4
				-	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Environment	Ashwathappa	Tata McGraw Hill Education Private Limited	Second Edition 2010	All
2					
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.ddegjust.ac.in/studymaterial/mcom/mc-103.pdf	Dr. Karam Pal			All
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.ddegjust.ac.in/studymaterial/mcom/mc-103.pdf		

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√					√		
2	√	√	√				√		
3	√	√	√				√		
4	√	√					√		
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.ddegjust.ac.in/studymaterial/mcom/mc-103.pdf	1-4
2		

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1.	https://www.udemy.com/course/strategic-business-analysis/	Eric Yeboah – Udemy	1.5 hour	Y

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	None Identified			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus Overview		1		
	2	1	Business: Meaning, Definition, LPG model. Nature & Scope, Types of Business Organizations		1		
	3	1	Scope and Significance, Components of Business Environment		1		
2	4	1	Micro and Macro Environment: Definition, Differentiation, Analysis of Business Environment, SWOT Analysis. - Case Study on SWOT Analysis		1		
	5	1	Internal Environment: Value system, Mission, Objectives, Organizational Structure		1		
	6	1	Organizational Resources, Company Image, Brand Equity		1		
3	7	1	External Environment: Firm, customers, suppliers, distributors, Competitors, Society		1		
	8	1	Introduction to Macro Components: Demographic, Natural, Political		1		

	9	1	Introduction to Macro Components: Social, Cultural, Economic, Technological, International and Legal)		1		
4	10	2	Political Institutions: Legislature,		2		
	11	2	Executive, Judiciary- Case study on PESTLE Analysis		2		
	12	2	Role of government in Business		2		
5	13	2	Legal framework in India		2		
	14	2	Economic environment: economic system		2		
	15	2	Economic policies, Concept of Capitalism		2		
6	16	2	Socialism & Mixed Economy – Debate		2		
	17	2	Impact of business on Private sector, Public sector and Joint sector		2		
	18	2	Sun-rise sectors of India Economy- Open Book Test		2		
7	19	2	Challenges of Indian economy		2		
	20	3	Social and Cultural Environment: Nature		3		
	21	3	Impact of foreign culture on Business		3		
8	22	3	Traditional Values and its impact		3		
	23	3	Social Audit – Meaning		3		
	24	3	Importance of Corporate Governance		3		
9	25	3	Social Responsibility of Business		3		
	26	3	Technological environment: Features, impact of technology on Business		3		

	27	3	Competitive Environment: Meaning, Competitive Strategies		3		
10	28	3	Michael Porter's Five Forces Analysis		3		
	29	4	GATT/ WTO: Objective and Evolution of GATT, Uruguay round		4		
	30	4	GATT/ WTO: Objective and Evolution of GATT, Uruguay round		4		
11	31	4	GATT v/s WTO, Functions of WTO		4		
	32	4	Pros and Cons of WTO- Pop Quiz		4		
	33	4	Globalization: Meaning, Nature and stages of Globalization		4		
12	34	4	Features of Globalization- Flip Class Room or Group Discussion		4		
	35	4	Foreign Market entry strategies		4		
	36	4	MNCs: Definition, meaning. MNCs: merits, demerits & MNCs: MNCs in India		4		
13	37	4	FDI: Meaning, FDI concepts and functions. Need for FDI in developing countries		4		
	38	4	Factors influencing FDI & FDI operations in India		4		
	39	4	Challenges faced by International Business		4		
14	40	4	Investment Opportunities for Indian Industry		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Assignment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
20	20	20	20	20				100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	SWOT Analysis	1	3 rd Week	4 th Week
2	Capitalism V/s Socialism effects on Business	2	6 th Week	7 th Week
3	Technological Environment and what it offers to the business	3	9 th Week	10 th Week
4	International Environment	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1			√		1	√			√	
2		√			2	√	√		√	
3		√			3	√	√		√	
4				√	4	√			√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th week	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					

Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Swot Analysis of a Business Entity		1	
2	all	Discussion on the general environment of the different Countries Culture, economy etc			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Hetvi P. Dedhia (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Basic concepts of derivatives, matrices and permutation and combination.
Affective	What do you want students to think / care about?	Different types of methods to calculates Annuity and Interest
Behavioural	What do you want students to be able to do?	Use the concepts of Simple Interest and Compound Interest and Annuity in day to day life

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand concepts of Financial Functions like Interest and Annuity and Depreciation	Unit 1
CO2	Understand various operations on Matrices	Unit 2
CO3	Understanding basic properties of Derivatives and its application	Unit 3
CO4	Understanding Newton's Forward and Backward Interpolation	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	W	M	W	M								
CO 3	M	M	M	M								
CO 4	-	-	-	W								
CO 5												

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category	✓				✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS203	Business Mathematics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS203	Business Mathematics	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A, B, C & F	4	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g**Office Hours (Faculty will be available in office in this duration for solving students' query)**

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	1 hr	Virtual Meeting on MS Team
B	Saturday		
C	Saturday		
F	Saturday		

2.a**Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Elementary Financial Mathematics	10 hr	25
2	Matrices and Determinants	10 hr	25
3	Derivatives and Applications of Derivatives	10 hr	25
4	Numerical Analysis [Interpolation]	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Business Statistics	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I & II	MMS/MBA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Financial Applications used in Banks / Shopping Malls / Educational Institutes
2	Circuit Design
3	Trend Analysis

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target Mar 2020	Target – Mar 2019	Target – Mar 2018	Mar 2017
Course Passing % – Average of 3 Divisions	100%	90 %	85 %	80.20 %
Marks Obtained by Course Topper (mark/100)	100	97	100	100

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

Mar 2020	PSK	100	PSK	100	PSK	100	AKK	100
Mar 2019	SSK	98	PSK	97	PSK	98	PSK	100
Mar 2018	SSK	86.33	PSK	84.50	PSK	88.62	AKK	91.55
Mar 2017	SP	86.67	SP	79.66	SP	74.29	AKK	87.50 %

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Derivatives and its application	3	Teaching students basic of derivatives from XI & XII Book

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Mathematics	J K singh	Himalaya	2	1-4

4.1 b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Mathematics for Economics and Finance</i>	<i>Martin Anthony</i>	<i>Cambridge lowprice editions</i>		
2	<i>Business Mathematics</i>	<i>D.C. Sancheti, V.K. Kapoor</i>	<i>Sultan Chand & Sons Publications</i>		
3	<i>Business Mathematics</i>	<i>J.K. Singh</i>	<i>Himalaya Publishing House</i>		
4	<i>Mathematics for Business and Economics</i>	<i>J.D. Gupta, P.K. Gupta, Man Mohan</i>	<i>Tata McGrawHill Publishing Company Ltd</i>		
5	<i>Mathematics of Finance</i>	<i>Peter Zima, Robert Browns</i>	<i>Tata McGrawHill Publishing Company Ltd</i>		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No.	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://lyryx.com/subjects/business/business-mathematics/				
2	https://books.google.co.in/books?id=h8MRWarmdOwC&pg=PA1&source=gbs_toc_r&cad=4#v=onepage&q&f=false				
3					
4					

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.ceser.in/ceserp/index.php/ijms	https://www.maa.org/press/periodicals/mathematics-magazine	
2	https://www.worldscientific.com/worldscinet/ijm		
3			
4			
5			
6			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓		✓						Text Book (Vipul), Chapter 1-4, Pg 1-141
2	✓		✓						Text Book (Vipul), Chapter 5-8, Pg 142-221
3	✓		✓						Text Book (Vipul), Chapter 9-10, Pg 222-271
4	✓		✓						Text Book (Vipul), Chapter 11, Pg 272-309

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/**VIT Lecture Capture**/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in) V refer	1-4
2	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Perfect your mathematics skills	Udemy.com	2	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Bridge course on business Mathematics	VSIT	10 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2020		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to Syllabus and its application in day to day life		1		
	2	1	Concept of Simple Interest & Sums related to it		1		
	3	1	Sums on Simple Interest		1		

	4	1	Concept of Compound Interest & sums related to it		1		
2	5	1	Sums on Compound Interest (Yearly/ Half Yearly/ Quarterly)		1		
	6	1	Concept of Annuity		1		
	7	1	Sums based on present value of Annuity		1		
	8	1	Sums based on future value of Annuity		1		
3	9	1	EMI using Flat Interest Rate		1		
	10	1	EMI using reducing balance method		1		
	11	1	Algebraic, Business & Economic functions		1		
	12	1	Concept of Break Even and Equilibrium Point		1		
4	13	1	Concept of Permutation & combination and Sums related to it (Formula book)		1		
	14	2	Types of Matrices		2		
	15	2	Operations on Matrices		2		
	16	2	Sums on Matrix multiplication & Addition		2		
5	17	2	Determinant of a Matrix of Order 2 & 3		2		
	18	2	Properties & Sums based on Determinants		2		
	19	2	Solving a system of Linear Equations using Cramer's Rule		2		
	20	2	Solving a system of Linear Equations using Cramer's Rule		2		
6	21	2	Solving a system of Linear Equations using Cramer's Rule		2		

	22	2	Matrix Inverse using Adjoint Method		2		
	23	2	Matrix Inverse using Adjoint Method		2		
	24	2	Matrix Inversion Method		2		
7	25	2	Matrix Inversion Method (GL)		2		
	26	2	Case Study: Input Output Analysis (Formula book)		2		
	27	3	Introduction to concept of Derivative & Related formulas		3		
	28	3	Sums based on derivatives of Constant Functions		3		
8	29	3	Sums based on derivatives of Logarithmic function		3		
	30	3	Sums based on derivatives of Polynomial & Exponential function		3		
	31	3	Sums based on 'UV' Rule		3		
	32	3	Sums based on 'UV' Rule		3		
9	33	3	Application of Derivatives (Maxima and Minima)		3		
	33	3	Application of Derivatives (Average Cost and Marginal Cost)		3		
	34	3	Application of Derivatives (Total Revenue, Marginal Revenue and Average Revenue)		3		
	35	3	Application of Derivatives (Average and Marginal Profit)		3		
10	35	3	Application of Derivatives (Price Elasticity of Demand) (Formula Book)		3		
	36	4	Sums based on Finite Difference		4		
	36	4	Sums based on Finite Difference		4		

	37	4	Concept of Newton's forward difference formula		4		
11	38	4	Sums based on Newton's forward difference formula		4		
	39	4	Concept of Newton's Backward Difference Formula		4		
	40	4	Sums based on Newton's backward difference formula		4		
			Sums based on Newton's backward difference formula (Formula book)		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Elementary Financial Mathematics	1	2 nd week	3 rd week
2	Matrices and Determinants	2	4 week	5 th week
3	Derivatives and Applications of Derivatives	3	6 Week	7 th Week
4	Numerical Analysis [Interpolation]	4	8 th Week	9 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2		(✓)		1	(✓)			(✓)	
2	4		(✓)		2	(✓)			(✓)	
3	6		(✓)		3	(✓)			(✓)	
4	8		(✓)		4	(✓)			(✓)	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	22/2/2021	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Interest & Annuity Calculation	Types of Interest, Depreciation, Annuity	1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Matrix & determinant using R programming
2		Industrial Visit	
3		Class Tests – (other than IA)	Class Test on Derivatives

4	Test and Assessments	Mini Projects	
5		Pop Quiz	On each unit
6		Mobile App Based Quiz	Yes on each unit
7		Open Book Test	
8		Take Home Test	Topic: Matrices
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Topic: Formula Book
11		Students Seminar	Bridge course for business mathematics
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Perfect your Mathematics skills
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Swapna Kadam

Faculty Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about various social, economic and political issues that affect human lives daily.
Affective	What do you want students to think / care about?	To develop an understanding of fundamental human rights and economy, cultivate a sense of responsibility with regard to the environment, weaker sections of society and to also learn to manage stress and conflict
Behavioural	What do you want students to be able to do?	To develop themselves to be better-informed about their rights and role in society.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the concepts of liberalization, privatization and globalization and its effect on shaping Indian economy.	Unit 1
CO2	Comprehend the growth of information technology and communication and its impact on everyday life	Unit 1
CO3	Develop a brief understanding about issues related to constitutional rights and an insight into the fundamental rights with respect to social, economic and political rights	Unit 2
CO4	Recognizing the importance of environment and allied problems.	Unit 3
CO5	Identify the causes of stress and conflict and understand the problem of aggression and prejudice in society.	Unit 4
CO6	Develop effective methods to cope and manage individual stress and resolve conflicts.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12

CO 1													
CO 2													
CO 3													
CO 4													
CO 5													

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓			✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Foundation Course - II	75			2			2

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Foundation Course - II	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	2.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	2.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	2.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	2.5	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday		MS Teams
B	Tuesday		MS Teams
C	Wednesday		MS Teams
F	Friday		MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Globalization and Indian Society	7.6 hrs.	20%
2	Human Rights	7.6 hrs.	20%
3	Ecology	7.6 hrs.	20%
4	Understanding Stress and Conflict	7.6 hrs.	20%
5	Managing Stress and Conflict in Contemporary Society	7.6 hrs.	20%
* Insert rows for more modules in the Course		Total	38
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Foundation Course - I	Unit 1, 2, 3 and 4
2	2	Foundation of Human Skills	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	3	BMS, Semester III Foundation Course (Environmental Management) – III
2	1	M.Com, Semester I Business Ethics and Corporate Social Responsibility

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Stress and Conflict Management
2	Fundamental Rights Awareness
3	Duty towards protecting environment

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2020
Course Passing % – Average of 3 Divisions	100%	100%	100%
Marks Obtained by Course Topper (mark/100)			

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Human Rights	2	Continuous reading and written practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Impact of the policies of WTO on Indian agriculture	S. Nehru	Serial Pub. (2012)		01
2	Environmental Studies	Dr. Vijay Kumar Tiwari	Himalayan Pub. (2010)		03

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>A decade of economic reforms in India (The past, the present, the future)</i>	<i>Edited by Raj Kapila and Uma Kapila</i>	<i>Academic Foundation (2002)</i>		Requested
2	<i>Privatisation of public enterprises – Emerging dimensions</i>	Edited by G.S. Batra, Narinder Kaur	Anmol Pub. (1995)		Requested
3	<i>Economics of development</i>	Dwight Perkins, Steven Radelet, David Lindauer	Norton company (2006)		Requested
4	<i>Industrial Policy and economic development in India (1947 -2012)</i>	Anup Chatterjee	New Century Pub. (2012)		Requested

5	<i>Globalisation and development of backward areas</i>	Edited by G. Satyanarayana	New Century Pub. (2007)		Requested
6	<i>Contemporary issues in globalisation – An introduction to theory and policy in India</i>	Soumyen Sikder	Oxford University Press (2002)		Requested
7	<i>Ecology and environment</i>	Benu Singh	Vista International Pub. (2006)		Requested
8	<i>Universal Human Rights : In theory and practice</i>	Jack Donnelly	(2014)		Requested
9	<i>Foundation Course – II</i>	P.G.Shinde, Mahesh Bhagwat, Dr. Namita Nimbalkar & Meghna Shinde-Chakne	Sheth	2	1-5
10	<i>Stress Management</i>	Dr. N. Tejmani Singh	Maxford books (2011)		Requested

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.	Climate Change: A Silent Treat https://www.free-ebooks.net/ebook/Climate-Change-A-Silent-Threat	Sylvain Richer de Forges			3

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1.	What are the Universal Human Rights-Benedetta Berti https://www.youtube.com/watch?v=nDgIVseTkuE	2
2.	Economic and Political Weekly https://www.epw.in/tags/globalisation	1

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	Foundation Course II by P.G.Shinde, Mahesh Bhagwat, Dr. Namita Nimbalkar & Meghna Shinde-Chakne, Sheth Publications

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
-----	------------------	-------------

1	Digital Content (live.vsit.edu.in)	1-5
2	PPTs	1-5
3	Graded Questions	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2021		

	Lecture Topics / IA 1 and IA 2 /	Actual date	COs	Recommended

			BSA planned to be covered	of Completion		Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Understanding the concepts of liberalization and privatization		CO1		
	2	1	Understanding the concepts of liberalization and privatization		CO1		
	3	1	Globalization		CO2		
2	4	1	Globalization		CO1		
	5	1	Growth of information Technology & Communication		CO1		
	6	1	Impact of IT in everyday life		CO1		
3	7	1	Impact of globalization in industry		CO1 & CO2		
	8	1	Changes in employment & increasing migration		CO3		
	9	1	Changes in employment & increasing migration		CO3		
4	10	1	Changes in agrarian sector due to globalization		CO3		
	11	1	Rise in corporate farming & increase in farmer's suicides		CO3		
	12	1	Rise in corporate farming & increase in farmer's suicides		CO3		
5	13	4	Causes of stress & conflict in individuals & society		CO3		
	14	4	Agents of socialization		CO3		
	15	4	Agents of socialization		CO3		

6	16	4	Significance of values, ethics & prejudices		CO3		
	17	4	Stereotyping & prejudice in causing conflicts		CO3		
	18	4	Stereotyping & prejudice in causing conflicts		CO4		
7	19	4/5	Aggression & violence as the public expression of conflict/ Types of conflicts		CO4		
	20	5	Use of coping mechanisms for managing individual stress		CO4		
	21	5	Use of coping mechanisms for managing individual stress		CO4		
8	22	5	Maslow's theory of self-actualisation		CO4		
	23	5	Maslow's theory of self-actualisation		CO4		
	24	5	Different methods of responding conflicts in society		CO4		
9	25	5	Different methods of responding conflicts in society		CO4		
	26	5	Conflict- resolution & efforts towards peace & harmony		CO4		
	27	2	Concept of Human Rights		CO4		
10	28	2	Origin & evolution of the concept		CO5		
	29	2	UDHR		CO5		
	30	2	Human Rights constituents with special reference to Fundamental Rights stated in		CO5		

			the constitution				
11	31	2	Human Rights constituents with special reference to Fundamental Rights stated in the constitution		CO5		
	32	3	Importance of environmental studies		CO5		
	33		Revision		CO5		
12	34	3	Understanding concepts of Environment & Ecology and their interconnectedness		CO5		
	35	3	Understanding concepts of Environment & Ecology and their interconnectedness		CO5		
	36		Revision		CO5		
13	37	3	Environment as natural capital & connection to quality of human life		CO5		
	38	3	Environment as natural capital & connection to quality of human life		CO6		
	39	3	Revision		CO6		
14	40	3	Environmental Degradation-causes		CO6		
	41	3	Environmental Degradation-impact on human life		CO6		
	42		Pop Quiz		CO6		
15	43	3	Sustainable development-concept & components		CO6		
	44	3	Poverty & environment		CO6		

	45		Class test		CO6		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Case Study - Mohini Jain v. State of Karnataka	CO3	Lecture 12	
2	Case Study- Justice Verma Committee Report	CO3	Lecture 17	
3	Student sues company over racist crayon	C05	Lecture 34	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Lecture 12	✓			2					✓
2	Lecture 17				2					✓
3	Lecture 34				3					✓

4	Lecture 37				ALL		✓		✓	✓
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* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 8			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 6	II			
Open Book Test	Week 2	I			
Take Home Test	Week 9	III			
Class tests / prelims	Week 12	I and II			
Class tests / prelims	Week 8				
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Case Study - Mohini Jain v. State of Karnataka	Right to education	CO3	
2	2	Case Study- Justice Verma Committee Report	Violence against women	CO3	
3	4	Student sues company over racist crayon	Stereotypes and prejudice	C05	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	
6		Mobile App Based Quiz	Yes
7		Open Book Test	
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	-
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Head of Dept. (Sign.)

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Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Discuss and communicate the management evolution and how it will affect future managers.
Affective	What do you want students to think / care about?	Observe and evaluate the influence of historical forces on the current practice of management.
Behavioural	What do you want students to be able to do?	Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues. Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the basic concepts of Management	Unit 1
CO2	Practice the process of management's four functions: planning, organizing, leading, and controlling.	Unit 2
CO3	Evaluate leadership styles to anticipate the consequences of each leadership style.	Unit 2 & 3
CO4	Gather and analyze both qualitative and quantitative information to isolate issues and formulate best control methods.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	S	S									
CO 4	S	S	S									
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 01	POM	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
VSIT 01	POM	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Batch 2	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	10 to 11 am	MS teams
B	Tuesday	10 to 11 am	MS teams
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Nature of Management	12.5	25%
2	Planning & Decision making	12.5	25%
3	Organising	12.5	25%
4	Directing Leadership, Coordination and Controlling	12.5	25%
* Insert rows for more modules in the Course		Total	100%
		50 hrs	

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	HSC	OC	Management
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	3	Strategic Mangement
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Identify and evaluate social responsibility and ethical issues involved in business situations and logically articulate own position on such issues.
2	Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment.

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3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target 2021-22	2020-21	2019-20	2018-19
Course Passing % – Average of 3 Divisions	100	100	90.00	88.23
Marks Obtained by Course Topper (mark/100)	93	90	82	84

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2020	PJA	100%	PJA	100%	VRG	100%
2018						
2017						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Leadership	4	Assignment on Leadership & Bollywood

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management	Peter Drucker	Harper Business		1-4
2	Principles of Management	Ramesh B Rudani	Mc GrawHill		
3					
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Management:	M.Y. Khan	Tata McGraw Hill.		
2	Principles of Management	Ravi M Kishore	Prentice Hall		

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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Management https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/PrinciplesofManagement-OP.pdf	NA	OpenStax		
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian Journal of Management		1-4
2	Journal of Management and Economics		1-4
3	Global Journal of Finance and Management		1-4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓					Y		
2									
3									
4									
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://youtu.be/P_bqDgkZmuY	(1)
2	https://youtu.be/HBYwpqn1FMk	(3)
3	https://youtu.be/1SuHHul13nY	(3)

4	https://youtu.be/vo8RSnj0UOA	(4)
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/courses/search/?src=ukw&q=course+in+Management-	Udemy	7.5 hrs	Y
2.	https://www.coursera.org/learn/brand-management-in-digital-economy	Coursera	14hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/corporate-strategy	University of Illinois at Urbana-Champaign	4 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	31/1/22	April, 2022	15

Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
					Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	Introduction and Syllabus discussion		1		

2	1	Concept of Management - ^ M,s of Management		1		
3	1	Features , Significance and role of Management		1		
4	1	Management as Art , Science and Profession		1		
5	1	Levels of Management		1		
6	1	PODSCORB		1		
7	1	F W Taylor		1		
8	1	Henri Fayol		1		
9	1	Contingency		1		
10	1	Organisation Structure – Formal and Informal		1		
11	2	Line and Staff Organisation	Organisational chart of a company	1		
12	2	Matrix Organisation		1		
13	2	Departmentation		1		
14	2	Span of Control		1		
15	2	Delegation – Authority vs Responsibility		1		
16	2	Planning - introduction		2		
17	2	Elements of Planning – continuous		2		
18	2	Elements of Planning – Single use Plans	Role Play	2		
19	2	Planning Process				

20	2	Management by Objectives – Concept		2		
21	3	Management by Objectives – Process		3		
22	3	Decision Making – Introduction		3		
23	3	Process of Decision making		3		
24	3	Modern Techniques of Programmed Decision Making Linear programming - Probability Decision Theory		3		
25	3	- Payoff Matrix - Decision Tree	Mind Mapping	3		
26	3	Modern Techniques of Programmed Decision making - Game theory - Queuing Theory		3		
27	3	- Simulation - Network Techniques	Video	3		
28	3	Modern Techniques of Non Programmed Decision making Creative Techniques - Attribute Listing - Brain Storming		3		
29	3	- Delphi		3		
30	3	- Nominal group - Gordon Technique		3		
31	3	Modern Techniques of Non Programmed Decision making - Participative		3		
32	3	- Heuristic		3		
33	3	Leadership – Introduction		3		
34	3	Leadership style – Autocratic	Identification of Leadership style	3		

35	3	- Democratic		3		
36	3	- Free –rein		3		
37	3	- Functional		3		
38	3	- Bureaucratic		3		
39	3	Coordination - Introduction		3		
40	3	Steps in effective coordination		3		
41	4	Directing – Introduction		4		
42	4	Directing – Process		4		
43	4	Controlling – Introduction	Video	4		
44	4	Modern techniques of Control - CPM & PERT - Return on Investment - Management Audit		4		
45	4	- Management Information System - Self-control	Group discussion	4		
46	4	Green Management – Introduction		4		
47	4	Steps involved in using green management		4		
48	4	CSR – Introduction	CSR report of a company	4		
49	4	Arguments for and Against CSR		4		
50	4	CSR of Business		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture +	Assign-	Tutorial	Lab /	Lab Journal	Class	Class	Other	Total
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Practical (% Attendance) & Marks	ments		Practical Performance	Assessment	Tests (Other than IA)	participation	(2) specif y	
	Y				Y	05		05

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Patanjali – Growth and Decline			
2	Air India – A lost opportunity			
3	Time Bank – Madhya Pradesh			
4	Saregama Caravan – A case Study			
5	Future of Co-op Banks after PMC Bank Saga			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		Y			2		Y			Y
2		Y			3		Y			Y

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz		Yes			
Open Book Test		Yes			
Take Home Test		Yes			
Class tests / prelims	Mar	Yes			
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5		NA			
6					
7					
8					
9					

10					
----	--	--	--	--	--

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Brain storming – Revival of Air India by TATA group of companies	Decision making		
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	Yes

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 J. Gunasundari (Sign.)
(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Student should know different concepts like strike, industrial dispute, workmen compensation, provident fund, payment of wages, gratuity, Bonus etc. Knowledge of Industrial Law must for Corporate career
Affective	What do you want students to think / care about?	Understand the provisions involved in Industrial Dispute, Factory Act, Workmen Compensation Act, Provident Fund Act, Payment of wages, Bonus Act. The Knowledge will help the students to understand the currents Industrial scenario.
Behavioural	What do you want students to be able to do?	Implementation of all provisions in the practical Life. Correlate with the current issues in the Industrial scenario.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To study the procedure of solving industrial Dispute and Understand the importance of Trade Union.	Unit 1
CO2	To understand the Provisions under Factory Act and Need of Workmen Compensation.	Unit 2
CO3	To Study Social Legislation like Provident Fund, Employee state insurance Act	Unit 3
CO4	To understand the provisions about Payment of Wages, Bonus, Gratuity - Computation	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											

CO 2		S									
CO 3			S								
CO 4				S							
CO 5											

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
EC	Industrial Law	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
EC	Industrial Law	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)

A	Monday	11:00 a.m. – 12:00 p.m.	Staff room well
B	Saturday	11:00 a.m. – 12:00 p.m.	Staff room well

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Law related to Industrial Relations and Industrial Disputes	10	25
2	Laws related to Health, Safety and Welfare	10	25
3	Social Legislation	10	25
4	Law Related to Compensation Management	10	25
* Insert rows for more modules in the Course		Total	50
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Business Law	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA
2	I	LLB

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & its legality issues
2	To understand about provisions which will help them at the time of internship/projects/job

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019	Mar 2018
Course Passing % – Average of 3 Divisions	100%	94.39%	92.50%	94.42%
Marks Obtained by Course Topper (mark/100)	95	85	92	80

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2019	Chitra More	95.08%	Chitra More	89.83%	Chitra More	96.67%
Mar 2018	Ashwini Joshi	96.67%	Ashwini Joshi	90%	Chitra More	89.47%
Mar 2017	Ashwini Joshi	100%	Santosh Gupta	91.53%	Mohan Iyer	92.86%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Definitions, sections & Concepts	All	More Practical Case studies are to be solved

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Industrial Law	Mr. P.L. Mallick	Sultan Chand		1-3
2	Commercial and Industrial Law	S.K. Dasgupta	Sterling Publishers Pvt. Ltd		1-4
3	Industrial and Labour Laws	Dr. Sanjeev Kumar	Bharat Law HP Ltd		1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Industrial Law	Mr. N.D. Kapoor	Sultan Chand		1-4
2	Employee's Provident Fund	Chopra D.S	Labour Law Agency		2
3	Industrial Law	Mr. P.L. Mallick	Sultan Chand		1-3

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Labour & Industrial Law with Free eBook	Justice M.R. Mallick	Professional's Book		1 - 4
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Indian Law Journal	www.legal service India.com	
2		www.erlaws.com	
3		www.vakil.com/bareact.htm	
4			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						✓		
2		✓					✓		
3		✓					✓		
4		✓					✓		
5									

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Online Notes and PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Industrial Law https://onlinecourses.nujs.edu	Kolkatta	3 months	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	18/1/2021	31/3/2021	11

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus, Introduction and objective of Industrial Disputes act,				
	2	1	Meaning & Definitions of Industry, Dispute, Meaning of Authority, Awards and Settlement		1		
	3	1	Meaning of Strikes, Lockouts, Lay offs, Meaning of Retrenchment, closure		1		
2	4	1	Different agencies for solving industrial problem		1		
	5	1	Case studies on industrial dispute Act		1		
	6	1	Introduction and Definitions to Trade Unions Act, Rules of Trade Unions Act,		1		
3	7	1	Registration of Trade Unions Act, Benefits and Power of Registering trade union		1		
	8	1	General fund of Trade Unions Act		1		

	9	1	Political fund of Trade Unions Act		1		
4	10	1	Revision & Quiz will be conducted		1		
	11	2	Introduction and Definition of Factory, Provisions related to Licensing, Registration		2		
	12	2	Meaning & duties of Occupier		2		
5	13	2	Safety Provisions		2		
	14	2	Health Provisions		2		
	15	2	Welfare Provisions		2		
6	16	2	Workmen`s Compensation Act- Introduction		2		
	17	2	The doctrine of assumed risk, The doctrine of Common Employment		2		
	18	2	The doctrine of Contributory Negligence		2		
7	19	2	Definitions -Employers liability for compensation.		2		
	20	2	Definitions -Rules as to Compensation, Quiz will be conducted		2		
	21	3	Meaning & objectives of ESI Act,		3		
8	22	3	ESI Corporation		3		
	23	3	Committees councils and benefits of ESI		3		
	24	3	Contribution under Employee state insurance Act		3		
9	25	3	Benefits under Employee state insurance Act		3		
	26	3	Meaning & Objectives of Employee Provident Fund, Benefit of Employee Provident Fund,		3		

	27	3	Employee Provident Fund scheme, Recovery of Moneys.		3		
10	28	3	Objectives of Employees Deposit linked Insurance Scheme,1976, Rules & Provision under Employees Deposit linked Insurance Scheme,1976		3		
	29	3	Rules & Provision under Employees Deposit linked Insurance Scheme,1976		3		
	30	3	Case studies & Quiz will be conducted		3		
11	31	4	Definition, Purpose, objective of Payment of Wages Act		4		
	32	4	Rules relating to payment of Wages, Fixing of minimum rate of wages		4		
	33	4	Authorized deductions under Payment of Wages Act,		4		
12	34	4	Concept of Bonus, Computation and Payment of Bonus		4		
	35	4	Definitions & Objectives of Payment of gratuity Act		4		
	36	4	Provision under Payment of gratuity Act		4		
13	37	4	Nomination under Payment of gratuity Act		4		
	38	4	Calculation of Gratuity under Payment of gratuity Act		4		
	39	4	Revision of All Units & Quiz will be conducted		4		
14	40	4	Presentation		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
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	5 Assignment – 5 Marks							
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Industrial Dispute, Trade union Act	CO1	4 th Week	4 th Week
2	Factory Act, Workmen Compensation Act	CO2	6 th Week	7 th Week
3	Provident fund and Employee state insurance Act	CO3	8 th Week	9 th Week
4	Payment of Wages, Bonus Act	CO4	10 th Week	11 th Week
5	Gratuity Act	CO4	12 th Week	13 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓			1		✓			
2	6	✓			1		✓			
3	8	✓			3					✓
4	10	✓			4		✓			
5	12	✓			4		✓			

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.**Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details**

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 TH Week	1& 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a**Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b**Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)

1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture on Labour Law
2		Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	✓
5		Pop Quiz	NA
6		Mobile App Based Quiz	NA
7		Open Book Test	✓
8		Take Home Test	✓
9	Collaborative and Group Activity	Poster Presentation	✓
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	✓
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To study basic concepts in financial services
Affective	What do you want students to think / care about?	To critically analyse the concepts and understand the perspective to current financial industry in India.
Behavioural	What do you want students to be able to do?	To develop a professional and keen approach towards financial industry.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To Understand the Financial System in India	Unit 1
CO2	To develop a knowledge of the Financial Markets and Regulatory Framework	Unit 2
CO3	To learn about different Banking Institutions and RBI	Unit 3
CO4	To learn about development banks and Commercial Banks	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									
CO 4				S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Basics of Financial Services	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Basics of Financial Services	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	09:30 a.m. – 10:30 a.m.	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
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1	Financial System	10 hr	25
2	Financial Markets & Regulatory Framework	10 hr	25
3	Banking Institutions & RBI	10 hr	25
4	Development Banks & Commercial Banks	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYJC	Organisation of Commerce	I
2	SYJC	Organisation of Commerce	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	SYBMS	Financial Marketing Operations
2	TYBMS	Risk Management, Strategic Financial Management
3	MBA/MMS	Financial Management, Portfolio Management
4	M.com	Financial Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
	To understand different types of insurance Policies
2	To understand the different types of Banks Products and Services
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	100	99		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Mr Santosh Gupta	100%				
Oct 2018	Mr. Santosh Gupta	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Development Banks	IV	Do more casestudy of the same

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indian Financial System	Khan M.Y.	Tata McGraw Hill Publishing Company	-	All
2	Financial System	Varshney P.N. & Mittal MN	Sultan Chand & Co	-	All
3	Marketing of Financial Services	A. Avadhani	--	-	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Markets and Institutions	Bhole L. M	Tata McGraw-Hill Publishing Company		
2	Financial Management: Theory and Practice	Chandra Prasanna	Tata McGraw Hill, New Delhi		
3	Monetary Economics	Gupta Suraj B:	S. Chand and Co.		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Services - Google Books	2E - Gurusamy	Tata McGraw-Hill Education, 2009		All
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.freebookcentre.net/business-books-download/Management-of-Financial-Services.html		

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	YEs	yes	Yes				yes		
2	yes	Yes	yes				yes		
3	yes	Yes	yes				yes		
4	yes	Yes	yes				yes		
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2		

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	v	v	v	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction, Ice Breaking Activity, Syllabus sharing and introduction to Financial System		1		
	2	1	what is finance, financial systems, functions of financial system, types of financial markets		1		
	3	1	Types of Financial Services, Fund Based		1		
2	4	1	Non Fund Based Services, Types of Financial Intermediaries, Financial Intermediaries In Financial Markets		1		
	5	1	Financial Innovation, Functions of Financial System		1		
	6	1	Meaning of Financial Market, Classification of Financial Markets, types of Capital Market and Money Market instruments		1		

3	7	1	Revision , Factors responsible for growth of Capital Market in India, Role of Capital Market		1		
	8	1	RBI- Role , Different types of Functions of RBI		1		
	9	1	RBI- Financial Infrastructure regulated by RBI, SEBI- Meaning, objectives, composition, power and functions and Achievements		1		
4	10	1	Chap 3-Banking Institutions and RBI		1		
	11	1	Primary Functions of Commercial Bank		2		
	12	1	Primary Functions of Commercial Bank Part 2		2		
5	13	2	Balance Sheet of a Bank, Types of Corporate Loans, Investment Policies of Commercial Banks		2		
	14	2	Balance Sheet of a Bank, Types of Corporate Loans, Investment Policies of Commercial Banks Part 2		2		
	15	2	NPA, Internal & External Causes of NPA, Types of NPA- Gross NPA, Net NPA		2		
6	16	2	Case Study on NPA		2		
	17	2	Revision , Types of NPA, Asset Classification, Ways of Managing NPA		2		
	18	2	Revision, Prompt Corrective Actions, Risk Faced by Banks, Capital Adequacy Norms		2		
7	19	2	Revision, Capital Adequacy Norms and Presentation Instructions givens		2		

	20	2	Development Banks- Meaning, Characteristics, Need/ Role, Banking Functions, Development Functions		2		
	21	2	Insurance- Meaning, Characteristics, Primary Functions		3		
8	22	2	Insurance - Purpose for Individuals and Business and Society		3		
	23	2	Revision- Operation of Insurance		3		
	24	2	Procedure to obtain Life Insurance & General Insurance, Claim Settlement Procedure		3		
9	25	3	Principals of Insurance, Reinsurance, Double Insurance, Reinsurance V/s Double Insurance, Powers, duties and Functions of IRDA		3		
	26	3	Quiz and Interactive Session Covering various topics of General Insurance and Life Insurance		3		
	27	3	Showing of the Insurance Policy Cover		3		
10	28	3	Revision, Types of Life Insurance		3		
	29	3	Fire Insurance- meaning, Procedure to obtain insurance, types, Marine Insurance- Meaning, Procedure to insure,types, Procedure for Claim Settlement, Bancassurance		3		
	30	3	Mutual Funds- Meaning, Features,Origin and Growth, Functioning and Structure		3		
11	31	3	Revision, Advantages and Disadvantages of Mutual Funds, TYPes of Mutual Funds Charts		4		

	32	3	Types of Mutual Funds, Reasons of Slow Growth of Mutual Funds in India, Facilities and Rights of Investors in India		4		
	33	3	Analysis of Mutual Funds		4		
12	34	3	Paper Pattern and MCQ Expectation and Unit 1 Revision and Objective Discussion		4		
	35	3	Unit 1 Revision and Objective Discussion		4		
	36	3	Unit 2 Revision and Objective Discussion		4		
13	37	4	Unit 3 Revision and Objective Discussion		4		
	38	4	Unit 4 Revision and Objective Discussion		4		
	39	4	Sums on Treynors Ratio and Sharpes Ratio		4		
14	40	4	Open Book Exam Question Revision and Writing		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Assignment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				=100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

1	Understanding Fund Based and Fees Based Services	1	3 rd Week	4 th Week
2	Activity on Banks and Banking Products	2	6 th Week	7 th Week
3	Analysis of Mutual funds	3	9 th Week	10 th Week
4	Sums	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1					1	√	√			
2					2	√	√			
3					3	√	√			
4					4	√	√			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					

Any other test/exams					
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* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Mutual Fund Analysis			
2		Banking Products Loans and Deposits			
3		Banking Final Accounts			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Cash Flow Game – Understanding Financial Independence			
2		Understanding Cover Policy of Insurance			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Analysis of Mutual Funds			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	

5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	Watch former lectures captured in LMS at VSIT
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The students should understand the broad overview of Advertising as a Business requirement, its importance and correlation with other functions of management.
Affective	What do you want students to think / care about?	The students should be able appreciate the criticality of Advertising. They should be able to think responsibly in terms of utilizing advertisements so as to be able to contribute towards organizational objectives.
Behavioural	What do you want students to be able to do?	The students should be able to understand the Advertising concepts and be able to apply them to real life business scenarios and companies.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand and examine the growing importance of advertising	1
CO2	To understand the construction of an effective advertisement	2
CO3	To understand the role of advertising in contemporary scenario	3
CO4	To understand the future and career in advertising	4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	S	S									

CO 4	S	S	S								
CO 5											

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMS312	Advertising	✓			03			

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMS312	Advertising	20		20	75			05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3								
F	3								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)

B	Monday	11:30 am to 12:30 pm	
F	Thursday	11:30 am to 12:30 pm	

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Advertising	10	25
2	Strategy and Planning Process in Advertising	10	25
3	Creativity in Advertising	10	25
4	Budget, Evaluation, Current trends and careers in Advertising	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Principles of Marketing	Marketing Mix
2	2	Principles of Marketing	Segmentation, Targeting, Positioning & Differentiation

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1.	IV	Integrated Marketing Communication
2.	IV	Rural Marketing

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1.	Advertising strategies used by marketers to attract customers.

2.	Apply advertising strategies to maximize impact in real life situations like events, start-ups etc.
----	---

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%	98.88%	89%
Marks Obtained by Course Topper (mark/100)	100	100	84	89

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020			SBG	100%		
Oct 2019			SID	98.88%		
Oct 2018			MSR	89%		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NA		

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising and Promotion: An integrated marketing communications perspective	Belch, Michael	Tata Mcgraw Hill	2010	1,2,3,4
2	Advertising Management Concept and Cases	Mohan, Manendra	Tata Mcgraw Hill	2008	2,3
3	Advertising and promotion :An IMC Approach	Shimp, Terence	Cengage Learning	2007	1,2,3
4.	http://www.ddegjust.ac.in/studymaterial/pgdapr/pgdapr-101.pdf				

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising planning and Implementation	Sharma, Sangeeta and Singh, Raghuvir	Prentice Hall of India	2006	2,3,4
2	Advertising and Promotion: An integrated marketing communications perspective	Belch, Michael	Tata Mcgraw Hill	2010	All

3	Advertising Management Concept and Cases	Prentice Hall	Tata Mcgraw Hill	2008	All
4	Advertising Procedure	Kleppner,Rassell J;Thomac,Lane W	Prentice Hall	1999	All
5	Advertising and promotion :An IMC Approach	Shimp,Terence	Cengage Learning	2007	All
6	Advertising planning and Implementation	Sharma, Sangeeta and Singh, Raghuvir	Prentice Hall of India	2006	All
7	Inetgrated Advertising Promotion and Marketing Communication	Clow ,Kenneth E and Baack, Donald E	Pearson Edu	2014	All
8	Principles of Advertising and IMC	Duncan,Tom	Tata Mcgraw Hill Pub	2006	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising Creative	Tom Altstiel, Jean M. Grow	Sage	2015	1,2,3
2	Advertising Transformed	Fons Van Dyck			3 & 4
3	Advertising Planning Kit	Hubspot	Hubspot		2 & 3

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.journalofadvertisingresearch.com		All
2	https://www.tandfonline.com		All
3	http://scihub.co.in		All

4.	http://www.testmagazine.biz/	All
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4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√					√		All units
2	√	√					√		All units
3	√	√	√				√		All units
4	√	√					√		All units

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1.	http://www1.udel.edu/alex/chapt19.html	1 to 4
2.	https://www.studocu.com/en-gb/document/glasgow-caledonian-university/marketing/lecture-notes/online-advertising-revision-notes/1499025/view	1 to 4
3.	https://www.studocu.com/en-nz/document/massey-university/marketing-communication-and-advertising/lecture-notes/lecture-notes/1866000/view	1 to 4
4.	https://www.slideshare.net/utkristaacharya1/advertising-notes-65916425	1 to 4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/wharton-contagious-viral-marketing	Coursera (Free)	6 hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://onlinecourses.swyam2.ac.in/cec21_ge23/preview	Devi Ahilya Viswavidyalaya, Indore	12 Week	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	□	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21.06.2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended	
						Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus & Advertising, Definition,				
	2	1	Evolution of Advertising, Importance	Mentimeter			
	3	1	Scope, Features, Benefits of Advertising				
2	4	1	Five M's of Advertising, Types of Advertising	With AD Video			
	5	1	Theories of Advertising	With Software and Research			
	6	1	Hierarchy Effects Model, Means – End Theory,				
3	7	1	Visual Verbal Imaging, Cognitive Dissonance, Ethics and Laws in Advertising				
	8	1	Comparative Advertising Code of Ethics, Regulatory Bodies, Laws and Regulation – CSR,				
	9	1	Social, cultural and Economic Impact of Advertising	Case Study			
4	10	1	The impact of ads on Kids, Women and advertising	Case Study			
	11	2	Advertising Planning process & Strategy	Mentimeter			
	12	2	situational analysis related to Advertising issues, Marketing Objectives, Advertising Objectives	CAT & Assignment			

5	13	2	Target Audience, Brand Positioning (equity, image personality), creative Strategy,	Review on Selected Ads			
	14	2	Message strategy, media strategy,				
	15	2	Integration of advertising with other communication tools				
6	16	2	Role of Advertising in Marketing Mix, Product planning, product brand policy	Group Activity			
	17	2	price, packaging, distribution, Elements of Promotion, Role of Advertising in PLC	With PLC Example			
	18	2	Advertising Agencies – Functions, structure – types	Guest Lecture on Ad Agency			
7	19	2	Selection criteria for Advertising agency	CAT & Assignment			
	20	2	Maintaining Agency–client relationship, Agency Compensation				
	21	3	Introduction to Creativity – definition, importance				
8	22	3	creative process , Creative strategy development	Making Digital Ads			
	23	3	Advertising Campaign – determining the message theme/major selling ideas	Making Digital Ads			
	24	3	Introduction to USP, Positioning strategies, persuasion and types of advertising appeals	Making Digital Ads			
9	25	3	Role of source in ads and celebrities as source in Indian ads – execution styles of presenting ads.				
	26	3	Role of different elements of ads				
	27	3	Creating the TV commercial				
10	28	3	Copywriting: Elements of Advertisement copy- – Headline, sub-headline, Layout, Body copy, slogans. Signature, closing idea,	Making poster ads			
	29	3	Copywriting: Elements of Advertisement copy- – Headline, sub-headline, Layout, Body copy, slogans. Signature, closing idea,				
	30	3	Principles of Copywriting for print, OOH, essentials of good copy, Types of Copy, Copy Research	CAT & Assignment			
11	31	4	Advertising Budget – Definition of Advertising Budget	Case Study			
	32	4	Methods of Budgeting	Mentimeter			
	33	4	Evaluation of Advertising Effectiveness				
12	34	4	Pre-testing and Post testing Objectives, Testing process for Advertising effectiveness				
	35	4	Methods of Pre-testing and Post-testing, Concept testing v/s Copy testing	Research paper review			
	36	4	Current Trends in Advertising : Rural and Urban Advertising	Video			
13	37	4	Digital Advertising, Content Marketing (Advertorials),				

	38	4	retail advertising, lifestyle advertising, Ambush Advertising, Global Advertising – scope and challenges – current global trends				
	39	4	Careers in Advertising : careers in Media and supporting firms, freelancing options for career in advertising, role of Advertising Account Executives	CAT & Assignment			
14	40	4	Careers in Advertising : careers in Media and supporting firms, freelancing options for career in advertising, role of Advertising Account Executives				

***TOOLS : White Board, Mentimeter, Kahoot, Videos.**

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 01 on unit 1	CO 1	3 rd	5 th
2.	Assignment 02 on unit 2	CO 2	5 th	7 th
3	Assignment 03 on unit 3	CO 3	7 th	9 th
4	Assignment 04 on unit 4	CO 4	10 th	12 th

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
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		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3 rd	√			1	√				
2	5 th	√			2	√				
3	7 th	√			3	√				
4	10 th	√			4	√				
5										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				-	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz	Pop Quiz				
Open Book Test	Open Book Test				
Take Home Test	Take Home Test				
Class tests / prelims	Class tests / prelims				
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2,3	Preparing Advertisements for the products given under the specified situations			
2	1,2,3	Reviews on selected advertisement			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	Yet to decide

3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes (Kahoot)
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	Discussion on prominent ads
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Summary for teaching pedagogy:

1. Online workshop on theory development
2. Case study
3. Mentimeter
4. Kahoot
5. Guest Lecture
6. Assignment/Presentation/Mini Projects
7. IEF
8. Group Discussion
9. CAT
10. MOOC
11. White Board
12. Poster
13. Online Advertisement

Sidra Usmani

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Format of vertical P&L Account and Balance sheet
=Affective	What do you want students to think / care about?	Ways to interpret financial statement
Behavioural	What do you want students to be able to do?	Develop financial analysis skills

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Basic understanding about financial statements	Unit 1
CO2	Understanding different types of ratios and analysing it.	Unit 2
CO3	Learning of cash flow management in business. preparation of cash flow statement as per accounting standard 3 and interpretation from financial statement	Unit 3
CO4	Familiar with working capital management and receivables management. Understanding the importance of proper management of Working capital	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S	-	-	-	-	-	-	-	-	-
CO 2	S	M	S	-	-	-	-	-	-	-	-	-
CO 3	S	M	S	-	-	-	-	-	-	-	-	-

CO 4	S	M	S	-	-	-	-	-	-	-	-	-
CO 5	S	M	S	-	-	-	-	-	-	-	-	-

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	-	-	-	-
CO 2	-	-	-	-
CO 3	-	-	-	-
CO 4	-	-	-	-
CO 5	-	-	-	-

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Accountancy	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Accounting for Managerial Decisions	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Accounting for Managerial Decisions	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Doubt solving through MS Team meet and phone call		
B			
C			
F			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Analysis and Interpretation of Financial statements	10 hrs	25
2	Ratio analysis and Interpretation	10 hrs	25
3	Cash flow statement	10 hrs	25
4	Working capital	10 hrs	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Introduction to financial Accounting	All
2	12 th (Commerce)	Book keeping and accountancy	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Strategic Financial Management (Finance Specialisation)
2	MBA/MMS	Accounting for Managers
3	M.com	M com (advanced accountancy)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course

1	Reading corporate financial statements
2	Comparison of financial statements of listed companies (for investment purpose)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target Nov. 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing %	100%	100%	94.75%	100%
Marks Obtained by Course Topper (mark/100)	97	97	96	

Year	Division A		Division B/ C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Dec. 2020	Pooja K	100%	Vivek G	100%	Vivek G	100%
Nov 2019	Pooja K	98%	Chitra M	90% & 91%	Pooja K	100%
Nov 2018	Chitra M		Poonam M		Poonam M	100%
Mar 2017			Mohan Iyer		Poonam M	90.90%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Cash flow statement (Indirect method)	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Management Accounting	Pandey I M	Vikas Publishing	2010	1-4
2	Text book of cost and Management Accounting	PK Sinha	Vikas Publishing House, 2012	10 th Edition	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advanced management Accounting	Ravi M. Kishor	Taxmann	2008	All
2	Management and Cost Accounting	Maheshwari SN	Sultan Chand	2000	All
3	Essentials of Business Finance	Srivastava R M	Himalaya Publications		All
4					
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No.	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	http://www.icsi.in/Study%20Material%20Executive/CACMA.pdf		ICSI	Latest	3 rd
2	https://resources.saylor.org/wwwresources/archived/site/textbooks/Managerial%20Accounting.pdf	Kurt Heisinger, Sierra College Joe Hoyle, University of Richmond	Saylor Foundation	2012	4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Management Accounting Quarterly- https://www.imanet.org/insights-and-trends/management-accounting-quarterly?ssopc=1		
2	Management Accounting Research- https://www.sciencedirect.com/journal/management-accounting-research		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL

Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (V refer)	1-4
2	https://www.youtube.com/watch?v=ZTGiw8MuUds	1
3	https://www.youtube.com/watch?v=55af7cmyczo	2
4	https://www.youtube.com/watch?v=we2F9_dfg5c	3
5	https://www.youtube.com/watch?v=WZCYyYGI0fk	4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
	https://onlinecourses.nptel.ac.in/noc21_mg62/preview	Enrolment ends- 2 nd aug. IIT, Roorkey	26 th July to 15 th Oct.	Y
	https://www.mooc-list.com/course/accounting-decision-making-edx	IIMBx Indian Institute of Management, Bangalore	Self paced-4-5 hrs	Y
	https://alison.com/courses/introduction-to-modern-project-management-theory-and-practice-revised/content#event=login	Alison	Self paced	Certificate on scoring 80%

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Advance Excel for beginners- https://www.udemy.com/course/microsoft-excel-powerpoint-and-word-2016-course/	udemy	27 hrs	Y

4.i

Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21-6-2021	30/10/2021	14

Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion/BSA	COs	Recommended Prior Viewing / Reading	
					Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	Introduction to syllabus and relevance of subject in Practical life		1		
2	1	Format of Balance Sheet of Limited Companies		1		
3	1	Format of Balance Sheet of Limited Companies		1		
4	1	Practical Sum		1		
5	1	Vertical form of Profit and loss account (Format)	Memory game	1		
6	1	Practical Sum	Feedback	1		
7	1	Trend analysis		1		
8	1	Comparative Financial Statements		1		
9	1	Trend analysis	PBL-Trend analysis with Actual financial data	1		
10	1	Common Size Statements		1		
11	2	Ratio analysis and Interpretation: Introduction		1		
12	2	Balance sheet ratios		2		

13	2	Practical sums	Quiz- Kahoot	2		
14	2	Practical sums		2		
15	2	Revenue statement ratios		2		
16	2	Practical sums		2		
17	2	Practical sums		2		
18	2	Combined ratios	"Capital adequacy, Asset quality, Management, Earnings, Liquidity, and Sensitivity."(CAMEL)	2		
19	2	Practical sums		2		
20	2	Practical sums	Open Book test	2		
21	2	Cash flow statement: Introduction	Sharing of cashflow statement of the company	2		
22	2	Practical sums (Direct method)		3		
23	2	Practical sums (Indirect method)		3		
24	2	Cash from operating activities		3		
25	2	Cash from operating activities		3		
26	2	Cash from financing and investment activities		3		
27	2	Practical sums	Word search games	3		
28	3	Practical sums		3		

29	3	Practical sums			3		
30	3	Practical sums			3		
31	4	Working Capital : Meaning, Concepts, Estimations			4		
32	4	Operating Cycle	Memory Matrix		4		
33	4	Practical sums			44		
34	4	Practical sums			4		
35	4	Practical sums			4		
36	4	Receivable management: Meaning, Importance	Workshop – Analysis of impact of Working capital Management		4		
37	4	Methods of Credit Evaluation, Monitoring the Drs. Techniques			4		
38	4	Practical sums			4		
39	4	Practical sums			4		
40	4	Practical sums			4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
20	20		—	—	40		20(Mid term)	25/100

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
----------------	--------------------------------------	--------	----------------------------------	--------------------

1	Vertical financial statements	CO1	3 rd Week	4 th Week
2	Ratio analysis	CO2	5 th Week	6 th Week
3	Cash flow statements (direct and indirect method)	CO3	8 th Week	9 th Week
4	Working capital management and receivables management	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11	✓			4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	Unit 2	2	2		
Open Book Test	Unit 1	2	2		
Take Home Test	Unit III	3	3		
Class tests / prelims					
Class tests / prelims					

Any other test/exams					
----------------------	--	--	--	--	--

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2		NA			
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
---------------	------------	-------------------------------------	----------------------------	--------	-------------------------------

1	1	Trend analysis of a company Balance sheet	Analysis of actual financial statement	1	
2	2	Finding short term and long term solvency of the company by applying ratios		2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Guest lecture	Guest Lecture / Workshops	Workshop on working capital management
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	Comments on Cash flow statement of the company
5		Pop Quiz	All Units
6		Mobile App Based Quiz	Unit 2- Ratio analysis
7		Open Book Test	Yes-2
8		Take Home Test	Each unit (HW)
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	NA
11		Students Seminar	Advantages and limitations of ratio analysis
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14	Mock Interview	NA	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	https://onlinecourses.nptel.ac.in/noc21_mg62/preview
16		Value Added Courses	NA
17		Lecture Capture Usage	MS team video

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

J.Gunasundari

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

New Teaching Pedagogy:

CAMEL Analysis

Accounting for Managerial DM - Compatibility Mode - Saved to this PC

File Home Insert Design Layout References Mailings Review View Zotero Help Table Design Layout

Consolidated Academic Administration Plan for the Course
 VSIT 401 Accounting For Managerial Decisions - Sem. III -
 BMS - 2021 -2022- Odd Semester
 Asst. Prof. J. Gunasundari

Version 2017-2018

The academic resources available in VSIT -

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU and semester examination question papers and solutions (prepared by faculty)	MU and semester exam question paper & solutions - by faculty, hardcopy	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e-books mentioned in the syllabus & AAP	Waits for former lectures captured in LMS at VSIT
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical Journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.3 Course Objectives (write in detail - follow NBA guideline in this regard)

Cognitive	Affective	Behavioural
What do you want students to know?	What do you want students to think / care about?	What do you want students to be able to do?
Format of vertical P&L Account and Balance sheet	Ways to interpret financial statement	Develop financial analysis skills

SY BMS -Mareting electiv... 01:43:29

Type here to search

32°C Haze 11:42 21-06-2021

SY BMS -Mareting elective- Induction &AMD

01:47:06

BT HL ED RM

Bhavano Thakur Devesh Pratap Singh Harsh Lokde

Dhiraj Yadav Eesh Divekar Mayurkumar Gupta

Rutuja Puppulwar Raj Mahodik Aryan Thorat

+32 AP AK GC AC NP JI JG

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Version 2019-2020

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Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To introduces Entrepreneurship to budding managers.
Affective	What do you want students to think / care about?	To prepare students & to make them think how to exploit opportunities
Behavioural	What do you want students to be able to do?	To develop entrepreneurs & to prepare students to take the responsibility of full line of management function of a company with special reference to SME sector.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the history, concepts and entrepreneurship theories	Unit 1
CO2	Develop entrepreneurship culture in any profession	Unit 2
CO3	Understand the concept of creativity and innovation, risk taking and fundamentals of business	Unit 3
CO4	Identify entrepreneurial opportunity in establishing new ventures and identify contemporary mechanism to participate in the field of entrepreneurship	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												

CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	M	M	M	M
CO 2	S	S	S	S
CO 3	M	M	M	M
CO 4	S	S	S	S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSV.13	Business Planning & entrepreneurship Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSV.13	Business Planning & entrepreneurship Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Batch 1 and Batch 2	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
C	Thursday	11:00am - 12:00noon	X- block library

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2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Foundations of Entrepreneurship Development	10hr	25
2	Types & Classification of Entrepreneurs	10hr	25
3	Entrepreneur Project Development & Business Plan	10hr	25
4	Venture Development	10hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Principle of Management	ALL

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	M.com	Sem III – Entrepreneurship Management part 1
2	MBA/MMS	Sem 1 - Entrepreneurship Management (1 st year)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students can start their own Start -up
2	They develop the qualities & skill to become an entrepreneur

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Nov	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100%	100%	96	96%
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Target (Nov 2021)	NKD	100%	NKD	100%	NKD	100%
Nov 2020	NKD	100%	NKD	100%	ABR	100%
Nov 2019	NKD	100%	NKD	90%	ABR	96%
Nov 2018	NKD	95%	NKD	90%	ABR	86 %

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theories of entrepreneur	1	Assignment & diagrams
Options available to entrepreneur	2	Practical examples
Business plan	3	PPT Presentations
Venture Funding	4	Guest lecture by Internal faculties

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Entrepreneurship & Management of small & medium Enterprises	Vasant Desai	Himalaya	1st	1- 4
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Entrepreneurship Development Small Business Enterprises	Vasant Desai	Dorling Kindersley	4 th	1-4
2	Indian Cases (Entrepreneurship Development)	Tata McGraw		1 st	1-4
3	Innovation & entrepreneurship	Ducker	Elsevier Ltd		1st
4					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Management & Entrepreneurship	N.V.R Naidu & T. Krishna Rao	I K International	1 st	1 to 4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	The Journal of entrepreneurship	Vol 25, No 2	All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Nirma Success story (https://www.youtube.com/watch?v=Yq90z-LFJWc)	1
3	Award winning short film ambani the investor (https://www.youtube.com/watch?v=DubdqpkKsPA)	3
4	KFC Success Story (https://www.youtube.com/watch?v=23SxwBLgQ5Q)	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	How to Start a Startup / Business Free Startup Tutorial - How to Start a Startup / Business Udemy	Udemy	1 Day	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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1	NA			
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2019	30/09/2019	

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus Discussion		1		
	2	1	Meaning Of Entrepreneurship , Need of Entrepreneurship Development		1		
	3	1	Definition of Entrepreneur, Entrepreneurship		1		
2	4	1	Importance and significance of growth of entrepreneurial activities		1		
	5	1	Characteristics and qualities of entrepreneur	Case study	1		
	6	1	Innovation Theory by Schumpeter		1		
3	7	1	Theory of High Achievement by McClelland		1		
	8	1	X-Efficiency Theory by Leibenstein, Theory of Profit by Knight		1		
	9	1	Theory of Social change by Everett Hagen		1		

4	10	1	External Influences on Entrepreneurship Development ,Socio-Cultural, Political, Economical, Personal.	Case study	1		
	11	1	Role of Entrepreneurial culture in Entrepreneurship Development.		1		
	12	1	Types & Classification Of Entrepreneurs	Examples in the class	1		
5	13	2	Intrapreneur – Concept and Development of Intrapreneurship		2		
	14	2	Women Entrepreneur – concept, Problems faced by Women Entrepreneurs		2		
	15	2	Development of Women Entrepreneurs with reference to Self Help Group		2		
6	16	2	Social entrepreneurship – concept – Meaning	Case study on Sulab Shochalaya	2		
	17	2	Social entrepreneurship – concept, development of Social Entrepreneurship in India		2		
	18	2	Social responsibility of NGO's. Importance of NGO's.		2		
7	19	2	Entrepreneurial development Program (EDP) – concept, factor influencing EDP		2		
	20	2	Option available to Entrepreneur. (Ancillarisation, BPO) (Franchise, M&A)	Xase study	2		
	21	3	Entrepreneur Project Development & Business Plan		3		
8	22	3	Innovation, Invention, Creativity, Business Idea		3		
	23	3	Opportunities through change.		3		
	24	3	Idea generation – Sources , Environmental Scanning & SWOT Analysis	Self SWOT	3		
9	25	3	Creating Entrepreneurial Venture, Entrepreneurship Development Cycle		3		
	26	3	Business Planning Process		3		

	27	3	The business plan as an Entrepreneurial tool		3		
10	28	3	Scope and value of Business plan Analysis		3		
	29	3	Elements of Business Plan, Objectives, Market and Feasibility		3		
	30	3	Critical Risk Contingencies of the proposal, Scheduling and milestones		3		
11	31	4	Venture Development		4		
	32	4	Steps involved in starting of Venture		3		
	33	4	Institutional Support to entrepreneur		3		
12	34	4	Problems of venture set up		3		
	35	4	Remedial Measures to solve the problems		3		
	36	4	Venture Funding – Fixed capital , Working Capital , Sources of finance	Visiting lecture	3		
13	37	4	Marketing – Meaning , Function		3		
	38	4	Marketing Mix, Marketing Segmentation	Case study	4		
	39	4	Channels of Marketing – Marketing Institutions & Assistance		4		
14	40	4	New Trends In entrepreneurship , E – Entrepreneur		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
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							5		5
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1 Case study on Tata Nano	CO1	3 rd Week	4 th Week
2	Unit II (Question bank/ PPT presentation)	CO2	5 th Week	6 th Week
3	Unit III (Question Bank/ Mini Project)	CO3	8 th Week	9 th Week
4	Unit IV (Question Bank/ Business Plan)	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz					
Open Book Test					
Take Home Test					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1				
2					
3					
4					
5					
6					
7					
8					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical	Module	Title of the PBL Experiments	Concepts to	CO	Audit / Quality
-----------	--------	-------------------------------------	-------------	----	-----------------

No.	No.		be highlighted	Map	(0 to 4)
1	1 & 2	Case lets		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes (By finance faculty)
2		Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	NA
4		Mini Projects	PPT presentation (Business Plan)
5		Pop Quiz	Yes for Module 2 & 4
6		Mobile App Based Quiz	NA
7		Open Book Test	NA
8		Take Home Test	Yes (5 question from each unit)
9		Collaborative and Group Activity	Poster Presentation
10	Minute Papers		NA
11	Students Seminar		NA
12	Students Debates		Yes
13	Panel Discussion / Mock GD		NA
14	Mock Interview		NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

- MOOC
- Guest Lecture
- Case study
- Business plan
- Caselets
- Assignment
- Presentation
- Mini Project
- IEF
- CAT

Nisha Dang

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

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Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop a conceptual frame work of finance function and to acquaint with the tools techniques and process of financial management in the realm of financial decision making
Affective	What do you want students to think / care about?	To understand technicalities of corporate finance especially how finance managers effectively manage financial resources in organization.
Behavioural	What do you want students to be able to do?	They should understand nature, importance, structure of corporate finance related areas and recognize sources of finance for a business organisation

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Basic understanding about corporate finance	Unit 1
CO2	Understanding capital structure theories, cost of capital and leverages	Unit 2
CO3	Students will be able to grasp time value of money, basics of capital budgeting and Risk & Return analysis	Unit 3
CO4	Help them to know about various sources of public finance	Unit 4

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	Strong	Strong	Strong	Strong	Strong							

CO 2	Moderate	Moderate	Moderate	Moderate	Moderate							
CO 3	Strong	Strong	Strong	Strong	Strong							
CO 4	Strong	Strong	Strong	Strong	Strong							
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSIII.2	Corporate Finance	75			75			75

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSIV.10	Corporate Finance	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A (Finance)	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			MS Teams (Online)

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction To Corporate Finance	10	25
2	Capital Structure and Leverage	10	25
3	Time Value of Money	10	25
4	Mobilisation of Funds	10	25
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	11 th & 12 th	Book Keeping & Secretarial Practice	
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Sem V – Strategic Financial Management, Investment Analysis & Portfolio Management, Wealth Management Sem VI- Innovative Financial Services, Risk Management in Banking Sector
2	MBA/MMS	Finance specialisation
3	M.com	Semester 1

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Management of day to day finances
2	Application of time value of money (Present value and future value)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing %	100%	100%	96.77%	88.52%
Marks Obtained by Course Topper (mark/100)	98	95	87	81

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	Pooja K	100%				
Nov 2019	Poonam M	96.77				
Nov 2018	Poonam M	88.52				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Capital Budgeting (IRR method)	3	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate Finance: Theory and Practice	Damodaran Aswath	Tata McGraw		All
2	Financial Management	Ravi Kishor			
3	Financial Management	Prasanna Chandra, Tulsian			
4	Financial Management: Theory and practice	Brigham EF			
	Financial Management: Text, problems and cases	Khan, Jain			

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Corporate finance	Pawan Jhabak	Himalaya	1 st	1
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			All
2			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	https://www.youtube.com/watch?v=Tdu0QPfoYZQ	1
3	https://www.youtube.com/watch?v=RZYuuX6FOBg	1
4	https://www.youtube.com/watch?v=jKCz36tPjsk	2
5	https://www.youtube.com/watch?v=QRh0tiG2IVk	3
6	https://www.youtube.com/watch?v=hnwY6tUAYDo	4
7	https://www.youtube.com/watch?v=jLEHrsknx7g	4
8	Corporate Finance – indiafreenotes	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books / Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Meaning , Importance and principles of Corporate finance		1		
	3	1	Meaning of Capitalisation Over Capitalisation; Meaning, causes, Effects		1		
	4	1	Under Capitalisation; Meaning, causes, Effects		1		
2	5	1	Fixed capital		1		

	6	1	Working Capital funds Types of Working Capital		1		
	7	1	Introduction to ownership securities		1		
	8	1	Creditor Ship Securities: Debentures and Types of Debentures		3		
3	9	1	Bonds and its types		2		
	10	1	Private Placement		1		
	11	2	Introduction to Capital Structure Capital Structure Theories		1		
	12	2	EBIT – EPS analysis		2		
4	13	2	Practical problems on EBIT – EPS analysis		2		
	14	2	Practical problems on EBIT – EPS analysis		2		
	15	2	Cost of Capital Cost of Debt & Cost of Preference Shares		2		
	16	2	Cost of Equity Shares and Cost of Retained Earnings		3		
5	17	2	Practical sums on Weighted average cost of capital		3		
	18	2	Introduction to concept of Leverage: Operating Leverage, Financial Leverage and Combined Leverage.		3		
	19	2	Practical sums on Operating Leverage & Financial Leverage		3		
	20	2	Practical sums on Combined Leverage		3		
6	21	3	Introduction to Time Value of Money compounding and discounting		3		
	22	3	Practical sums on compounding and Discounting		1		
	23	3	Practical sums on compounding and Discounting		3		

	24	3	Introduction to Capital Budgeting		3		
7	25	3	Practical sums on Capital Budgeting (NPV)		1		
	26	3	Practical sums on Capital Budgeting (NPV)		1		
	27	3	Practical sums on Capital Budgeting (IRR)		1		
	28	3	Practical sums on Capital Budgeting (IRR)		1		
8	29	3	Risk and Return analysis				
	30	3	Practical sums on Risk and Return analysis				
	31	4	Introduction to Public deposits		4		
	32	4	RBI regulations for corporate finance		4		
9	33	4	Introduction to Company deposits		1		
	34	4	SEBI Regulations for corporates		1		
	35	4	Role of RBI for Protection of depositors		1		
	36	4	Introduction to NBFC		1		
10	37	4	Public deposits with NBFC's		1		
	38	4	Foreign capital and collaborations		1		
	39	4	Foreign Direct investments		1		
	40	4	Foreign Portfolio Investment		1		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Types of ownership securities	CO1	3 rd Week	4 th Week
2	Sums on Leverages and cost of capital	CO2	5 th Week	6 th Week
3	Sums on time value of money and capital budgeting	CO3	8 th Week	9 th Week
4	Role of RBI as regulator	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓	E Book	✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓	E Book	✓	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
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1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interface with Finance World	Guest Lecture / Workshops	Importance of corporate finance
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Kavitha Mohan

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand various concepts of environment
Affective	What do you want students to think / care about?	To think about save environment
Behavioural	What do you want students to be able to do?	To be able to protect environment

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand environmental concepts	Unit 1
CO2	Detailed causes for environmental degradation	Unit 2
CO3	Latest learnings on sustainability and role of business	Unit 3
CO4	Innovations in business- an environmental perspective	Unit 4

s


1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	W	-	W									
CO 2	W	-	W									
CO 3	M	-	S									
CO 4	S	-	S									

1.d**Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)**

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	W	-	W	M
CO 2	W	-	W	-
CO 3	M	-	S	S
CO 4	S	-	S	S

1.e**Teaching and Examination Scheme (As specified by the University) for the Course**

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Environmental Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Environmental Management	20	05	25	75				100

1.f**Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course**

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
Batch 1	Monday	3pm to 4 pm	Online
Batch 2	Wednesday	3pm to 4 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Environmental Concepts	9 hr	25
2	Environment degradation	9 hr	25
3	Sustainability and role of business	8 hr	25
4	Innovations in business- an environmental Perspective	9 hr	25
* Insert rows for more modules in the Course Total		35hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	FC-I	ALL
2	II	FC-II	ALL
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Project Management (VI Semester)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Application in almost all industries

2	Self-change and more carefulness towards environment
---	--

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100%	100%	98%	94%
Marks Obtained by Course Topper (mark/100)		96	92	90

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	HPN	100%	HPN	100%	HPN	100%
Nov 2019	NR	97%	HPN	99.5%	HPN	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Sustainability & ISO standards	3	Practical examples and innovative case studies

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Environment Management	N.K. Uberoi	Excel Books, Delhi	8	All
2	Environment Management	Bala Krishnamoorthy	Prentice Hall of India	10	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Environment Management	Swapan C. Deb	JAICO	NA	All
2	Environment Management	Dr. Anand S. Bal	Himalaya Publishing House	7	All
3	Environmental Priorities in India	Khoshoo	Environmental Society (N.Delhi)	NA	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

2					
3					
4					

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.cengage.com/biology/discipline_content/es_weblinks.htm		All
2	https://academicearth.org/environmental-studies/		3 & 4

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		EM, Chap1&4 , Pg no: 1-24/46-55
2	✓	✓	✓				Y		EM, Chap 3& 6, Pg no:37-45/73-94
3	✓	✓	✓				Y		EM, Chap 8-19, Pg no.246- 630
4	✓	✓	✓				Y		

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

1	https://www.mooc-list.com/course/global-environmental-management-coursera	Coursera	1 WEEK	N
2	https://www.udemy.com/course/iso-140012015-awareness-on-environment-management-ems/	Udemy	30 MIN	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	JUNE 2021	OCTOBER 2021	12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Environment: Definition and composition		CO 1		
	2	1	Lithosphere, Atmosphere, Hydrosphere, Biosphere		CO 1		
	3	1	Biogeochemical cycles - Concept and water cycle		CO 1		

	4	1	Ecosystem & Ecology		CO 1	Plantation of Sapling	
2	5	1	Food chain, food web		CO 1	Assignment 1	
	6	1	Energy flow pyramid		CO 1		
	7	1	Resources: Meaning, classification (Renewable & non-renewable)		CO 1		
	8	1	Types & Exploitation of Natural resources in sustainable manner		CO 1		
3	9	2	Case Study – Bhopal Gas Tragedy		CO 2		
	10	2	Degradation -Meaning and causes and Degradation of land and forest Degradation of agricultural land and its remedies		CO 2		
	11	2	Pollution – meaning, types, causes and remedies (land, air, water and others)		CO 2		
	12	2	Global warming: meaning		CO 2		
4	13	2	Global warming: causes and effects		CO 2	Assignment 2	
	14	2	Disaster Management Cycle		CO 2		
	15	2	Waste Management: Definition and types		CO 2		
	16	2	and Solid waste management anthropogenic waste		CO 2		
	17	2	E-waste & biomedical waste (consumerism as a cause of waste)		CO 2		
5	18	2	Dumping Ground – Gorai or Chunna Bhatti** Or Sanjay Gandhi National park Class Test 2		CO 2		
	19	3	Sustainability: Definition, importance and Environment Conservation		CO 3		
	20	3	Environmental clearance for establishing and operating Industries in India		CO 3		

	21	3	Environmental Auditing		CO 3	
6	22	3	ISO 14001		CO 3	
	23	3	Salient features of Water Act, Air Act and Wildlife Protection Act		CO 3	Assignment 3
	24	3	Carbon bank		CO 3	
	25	3	Kyoto protocol		CO 3	
7	26	3	Carbon bank & Kyoto protocol		CO 3	
	27	4	Non-Conventional energy sources- Wind, Bio-fuel,		CO 3	
	28	4	Solar Energy		CO 3	
	29	4	Tidal and Nuclear Energy		CO 3	
	30	4	Innovative Business Models: Eco-tourism, Green marketing		CO 3	
8	31	4	Innovative Business Models: Eco-tourism, Green marketing		CO 4	
	32	4	Organic farming		CO 4	
	33	4	Eco-friendly packaging		CO 4	
	34	4	Waste management projects for profits		CO 4	
9	35	4	Other business projects for greener future Class test 2		CO 4	

10							

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
	4					5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Biogeochemical cycles	1		
2	Global warming: causes and effects	2		
3	Environmental Auditing & Organic farming	3and 4		
4	Plantation of Sapling	2		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment	Week No.	Type* (√)	Module No.	Based on #	Question Type (√)
------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓					✓			
2	5	✓					✓			✓
3	9	✓					✓			✓
4	11	✓					✓			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

3					
4					
5					
6					
7					
8					
9					
10					

9.b **Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c **Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case lets		1	
2	3	Case study & examples , videos		3	

10. **Beyond Syllabus Activities for Gap Mitigation**

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes

6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Harish Premrao Noula

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Courser etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know managerial decision-making and to develop perceptive of major functional area of MIS.
Affective	What do you want students to think / care about?	Students should care about Security aspects of IT in Business.
Behavioural	What do you want students to be able to do?	Students will able to use IT applications in Real Life.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To learn basic concepts of information technology its support and role in Management for Managers	Unit 1
CO2	Students will gain Practical knowledge about MS-Office Software.	Unit 2
CO3	Students will learn basic concepts of Email, Internet and websites, domains and security.	Unit 3
CO4	Students will recognize security aspects of IT in business, highlighting electronic transactions advanced features	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M	S								
CO 2	M	S	M	M								
CO 3	M	M	S	M								
CO 4	M	M	M	S								

CO 5											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USBMS 403	Information Technology in Business Management-I	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USBMS 403	Information Technology in Business Management-I	20	05	25	75				100

Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	2	2			N.A.	N.A.	N.A.	N.A.
B	3					N.A.	N.A.	N.A.	N.A.
C	3					N.A.	N.A.	N.A.	N.A.
F	3								

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	1 hr	MS Team
B	Saturday		MS Team
C	Saturday		MS Team
F	Saturday		MS Team

2.a Syllabus: Module Wise Teaching Hours and % Weight age in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weight age in University Question Papers
1	Introduction to IT Support in Management	12.5 hr	25
2	Office Automation using MS-Office	12.5 hr	25
3	Email, Internet and its Applications	12.5 hr	25
4	E-Security	12.5 hr	25
* Insert rows for more modules in the Total		50 hr	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	HSC	IT	Word, PowerPoint, Excel, E-commerce

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Information Technology in Business Management-II
2	1	MBA in IT

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Software Applications used in Banks / Shopping Malls / Educational Institutes uses Excel & PowerPoint
2	MIS Report Preparation Department wise in company
3.	Data Analysis using Excel will be used in Research Field.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Nov 2021	Nov 2020	Nov 2019	Target - Nov 2018	Nov 2017	Nov 2016	Nov 2015
Course Passing % – Average of 3 Divisions	100%	100%	99%	100%	98%	NA	NA
Marks Obtained by Course Topper (mark/100)	100	100	90	90	87	NA	NA

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	SSK3	100%	SSK3	100%	SSK3	100%
Nov 2019	SSK3	99%	SSK3	100%	SSK3	100%
Nov 2018	SSK3	100%	SSK3	100%	SSK3	95%
Nov 2017	SSK3	100%	SSK3	97%	SSK3	97%
Nov 2016	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Information Systems Security	4	More written Assignments to should be Given.
Advanced functions in Excel	3	More practical should be included for topic.

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Information Technology in Business Management-I	Dr.AmitNaik &Pankaj Brahmkankar	Tech-Max	1	1,2,3,4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Information Technology for Management	By Efraim Turban,	Dorothy Leidner	6TH ED	1 &2
2	Microsoft Office Professional 2013 Step by Step	By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch	Tata McGraw Hill		3
3	E-commerce An Indian Perspective	Joseph, P.T	Tata McGraw Hill		2 & 4
4	Computer Viruses and Related Threats: A Management Guide (Ch-2, Ch-3)	By John P. Wack, Lisa J. Carnahan			4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No.	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://play.google.com/books/reader?id=tsP15h9gr8MC&printsec=frontcover&output=reader&hl=en&pg=GBS.PR7.w.2.1.0				
2	https://play.google.com/books/reader?id=F1zbUaBtk7IC&printsec=frontcover&output=reader&hl=en&pg=GBS.PP1				
3	Microsoft Office Excel 2007	TorbenLage		1	2

4.d

Web Links and Names of Magazines, Journals, E-journals– [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://www.ebooks-for-all.com/		1
2			2
3			3
4			3
5			2

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								Computer Fundamentals
2	✓								https://www.gcfllearnfree.org/word2010/
3	✓	✓							https://www.gcfllearnfree.org/excel2010/
4	✓	✓							
5									

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Online Notes and PPTs (live.edu.vsit.in)/V-refer	1-4
2	https://www.gcflearnfree.org/	2-4
3	https://en.wikibooks.org/wiki/E-Commerce_and_E-Business/Concepts_and_Definitions	5
4	https://www.studytonight.com/computer-networks/overview-of-computer-networks	1-5
5	https://www.udemy.com/courses/development/e-commerce	1-3
6	https://www.gcflearnfree.org/	1-5

7

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/useful-excel-for-beginners/learn/lecture/304308#overview	www.udemy.com	9.5 hr	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Data Analysis using Advanced Excel	VSIT	20 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	<input type="checkbox"/>	✓ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021		15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of	Cos	Recommended Prior Viewing / Reading
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				Completion		Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus		1		
	2	1	Concept of Data, Information and Knowledge, Concept of Database		1		
	3	1	Types and Levels of Information systems, Main types of IT Support systems		1		
2	4	1	Computer based Information Systems (CBIS) Types of CBIS - brief descriptions and their interrelationships/hierarchies		1		
	5	1	Office Automation System(OAS)/Transaction Processing System(TPS)		1		
	6	1	Management Information System (MIS), Decision Support Systems (DSS)		1		
3	7	1	Expert Information System		1		
	8	1	Knowledge based system, Expert system		1		
	9	1	Failures of Nike and AT&T (case study) Major areas of IT Applications in Management (Case Study)		1		
4	10	1	Concept of Digital Economy and Digital Organization		1		
	11	1	Open Source Software-Concept and Applications. (Assignment)		1		
	12	1	Study of Different Operating Systems. (Windows / Linux/ DOS) (Practical)		1		
5	13	2	Learn Word: Creating/Saving of Document/Editing and Formatting Features Designing a title page, Preparing Index, Use of SmartArt (LAB)		2		
	14	2	Cross Reference, Bookmark and Hyperlink.		2		
	15	2	Mail Merge Feature, Creating/Saving and editing spread sheets Drawing charts. (Practical)		2		
6	16	2	Using Basic Functions: text, math & trig, statistical, date & time functions		2		
	17	2	Financial Function in Excel (Practical)		2		

	18	2	logical Function in Excel(Practical)		2		
7	19	2	Use of Vlookup & Hlookup(Practical)		2		
	21	2	Data analysis – sorting data, filtering data (AutoFilter , Advanced Filter), data validation		2		
	22	2	creating sub-totals and grand totals, pivot table table/chart, goal seek/solver function		2		
8	23	2	Creating a presentation with minimum 20 slides with a script. Presenting in different views(Practical)		2		
	24	2	Inserting Pictures, Videos, Creating animation effects on them Slide Transitions		2		
	25	3	Timed Presentations Rehearsal of presentation, Introduction to Email Writing professional emails/Creating digitally signed documents.		3		
9	26	3	Use of Outlook : Configuring Outlook. Introduction to Bulk Email software (Practical)		3		
	27	3	Understanding Internet Technology		3		
	28	3	Concepts of Internet, Intranet, Extranet		3		
10	29	3	Networking Basics Concepts (Hubs, Bridges, Routers, IP addresses)		3		
	30	3	Different types of networks, Study of LAN, MAN, WAN		3		
	31	3	DNS Basics. Domain Name Registration, Hosting Basics.(Case Study)		3		
11	32	3	Emergence of E-commerce and M-Commerce, Definition of E-commerce and M-Commerce		3		
	33	3	Business models of e-commerce: models based on transaction party (B2B, B2C,B2G, C2B, C2C, E-Governance) (Assignment)		3		
	34	3	Models based on revenue models		3		
12	35	3	Electronic Funds Transfer, Electronic Data Interchange.		3		
	36	4	Threats to Computer systems and control measures. (Case Study)		4		

	37	4	Types of threats		4		
	38	4	Threat Management		4		
13	39	4	IT Risk Definition, Measuring IT Risk,		4		
	40	4	Risk Mitigation and Management		4		
	41	4	Information Systems Security		4		
	42	4	Network and website security risks		4		
14	43	4	Website Hacking and Issues therein (Case study).		4		
	44	4	Firewall concept and component, Benefits of Firewall		4		
	45	4	Understanding and defining Enterprise wide security framework		4		
	46	4	Information Security Environment in India with respect to real Time Application in Business		4		
15	47	4	Types of Real Time Systems, Real Time Applications		4		
	48	4	Distinction between Real Time, On – line and Batch Processing System		4		
	49	4	Security measures in International and Cross Border financial transactions		4		
	50	4	Threat Hunting Software (Assignment)		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participat ion	Other (2) specify	Total
	5							5

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to IT Support in Management	1	3 rd week	4 th week
2	Office Automation using MS-Office	2	5 th Week	7 th week
3	Email, Internet and its Applications	3	8 th week	9 th week
4	E-Security	4	10 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3 rd	√			1	(√)				
2	5 th	√			2	(√)	(√)			
3	8 th	√			3	(√)	(√)			
4	10 th	√			4	(√)	(√)			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP—from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					

Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Study of Different Operating Systems	Operating Systems	CO 1	
2	2	MIS Report creation based on weekly, Monthly, Yearly Format	MIS Report Creation	CO1	
3	3	Microsoft Word – Resume Building	MS Word	CO2	
4	4	Microsoft Word – Letter Writing	MS Word	CO2	
5	5	Basic Functions of Microsoft Excel	Excel functions	CO2	
6	6	Advance Functions in Excel	Excel functions	CO2	
7	7	Pivot table & Pivot Chart Creation In Excel	Excel Table	CO2	
8	8	Graphical Representation Of Data In MS-Excel	Excel Graphs	CO2	
9	9	Creation Of PowerPoint Presentation In PowerPoint with Different Animation effect.	MS PowerPoint	CO2	
10	10	Practical on Outlook	MS Outlook	CO3	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate
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					(0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	MS Word, MS PowerPoint, MS Excel	Financial Functions	Co2	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes on topic E-Security
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	(Objective test on Each unit)
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Excel functions
11		Students Seminar	
12		Students Debates	Yes (E-commerce)
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Courser Videos	YES
16		Value Added Courses	Data Analysis Using Advanced Excel
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Ms. Swapna Kadam(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

J Gunsundari

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge of the leadership strategies for motivating people and changing organizations
Affective	What do you want students to think / care about?	To study how leaders facilitate group development and problem solving and work through problems and issues as well as transcend differences
Behavioural	What do you want students to be able to do?	To acquaint the students about practical approaches to Motivation and Leadership & its application in the Indian context

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To define the term Motivation and to appreciate different views of how people are motivated	Unit 1
CO2	To apply motivational theories to an individual's motivation.	Unit 2
CO3	To help students to utilize skills that are necessary for effective leadership including self-awareness, interpersonal skills, presentation skills, organization and time management, and critical thinking.	Unit 3
CO4	To develop leadership skills as related to effective management practices	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												

CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSV.	Motivation & leadership	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSV.	Motivation & leadership	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
C (HR)	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)

C	Friday	11:00am - 12:00noon	X- block library

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Motivation – I	10hr	25
2	Motivation – II	10hr	25
3	Leadership – I	10hr	25
4	Leadership – II	10hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Principle of Management	ALL
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Sem V – SHRM Sem VI – HRPIS Sem VI- HRM in Global Perspective
2	MBA/MMS	Human Resource specialisation
3	M.com	Sem1 (Human Resource Management)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of HR as HR specialist
2	HR & HR Manager for all sectors (IT, Bank, BPO etc.)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100	100%	97%	89%
Marks Obtained by Course Topper (mark/100)	99	99	94	92

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2017					ND	93%
Nov 2018					ND	89
Nov 2019					ND	97%
Nov 2020					ND	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theories Of motivation	1	Assignment & diagrams
Theories of leadership	4	Assignment

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Organizational behaviour	Stephen P. Robbins, Timothy A. Judge (Author)	Prentice Hall Publication	15th	1& 2
2	Organization Development, Behavioral Science Interventions for Organization Improvement.	French Wendell, Bell Cecil and Vohra Veena. (2004)		6th	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Human Resource Management	K.Ashwathappa	Tata Mc Graw hill	6	1 st
2	Effective Leadership in human Resource Management	Henry Clay		1st	3 rd & 4 th
3	Leadership Development	Reddy	Reddy	1st	3 rd

4	High Performance in leadership	Vijay R	Vijay R	1st	3 rd & 4 th

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Encyclopaedia of Leadership The Encyclopedia of Leadership: A Practical Guide to Popular Leadership Theories and Techniques Murray Hiebert, Bruce Klatt download (1lib.in)	Murray Hiebert, Bruce Klatt	McGraw-Hill	1	All
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Human Resource management Journal Human Resource Management Journal - Wiley Online Library	Wiley Online Library	All
2			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

Course Academic Administration Plan – UBMSFSV. Motivational & leadership – Sem III-HR (Bachelor of management studies)

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Five Levels of Leadership	3
3	Steve Job inspirational speech (https://www.youtube.com/watch?v=PA5867sz9oE Similar)	3
4	How Successful People think (https://www.youtube.com/watch?v=zCyB2DQFdA0)	1

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Management and Leadership - Modern Leaders Training Free Leadership Tutorial - Management and Leadership - Modern Leaders Training Udemey	Udemey	1 day	N
2	7 Proven Strategies for Self Motivation Free Motivation Tutorial - 7 Proven Strategies for Self Motivation Udemey	Udemey	1 day	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Organization Behaviour	Industry Person	30 hours	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2020	30/11/2020	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Concept of motivation / features of motivation		1		
	3	1	Ways of motivating employees, Benefits of Motivating	Case study of Tata Motors and ford	1		
2	4	1	Tools & Techniques of Motivation	Scrap Book	1		
	5	1	William Ouchi's Theory Z	Video	1		
	6	1	Equity Theory – Adams Theory	Video	1		
3	7	1	Victor Vrooms Theory		1		
	8	1	Valency four Drive Model		3		
	9	1	Case Study		2		
4	10	1	Revision Unit 1		1		
	11	2	Eastern & western Culture meaning ,	Video	2		
	12	2	Distinguish between Eastern & Western Culture		2		
5	13	2	Motivating Indian Culture		2		

	14	2	Work Life Balance Meaning		2		
	15	2	Importance of work life balance		2		
6	16	2	Measures for work life balance		2		
	17	2	Reasons for imbalance		2		
	18	2	Consequences for imbalance, Benefits of work life balance		2		
7	19	2	Tips for industry work life balance		2		
	20	2	Generation Differences		2		
	21	3	Meaning of Leadership, Traits of effective leader.	Video from Movie character	3		
8	22	3	Motives of leadership		3		
	23	3	Styles of leadership , Styles of Leadership		3		
	24	3	Leadership Theories – Trait Theory		3		
9	25	3	Behavioral Theory Meaning		3		
	26	3	A) Ohio state university Researches, B) University Of Michigan Research	Video	3		
	27	3	Path Goal Theory – Meaning		3		
10	28	3	Transactional leaders v/s transformational leaders		3		
	29	3	Strategic Leader, Charismatic leaders - Qualities		3		
	30	3	Characteristics of Charismatic, Types of Charismatic Leaders		3		

11	31	3	Meaning Of contemporary Leadership		4		
	32	3	Difference Between Contemporary & traditional Leadership		4		
	33	3	Qualities of contemporary Leader		4		
12	34	3	Issues in contemporary Leadership Series of Success Stories		4		
	35	3	Ratan Tata , Narayan Murthy,	Case study	4		
	36	3	Dhirubhai Ambani, Mark Zuckerberg, Donald Trump Bill Gates		4		
13	37	3	Steps in creative process		4		
	38	3	Characteristics of creative leader		4		
	39	3	Organizational Method to enhance Creativity		4		
14	40	3	Mentoring, Self-Leadership		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Financial & non financial Motivation Scrap Book	CO1	3 rd Week	4 th Week
2	Theories of motivation (Diagrams)	CO2	5 th Week	6 th Week
3	Theories of leadership/ Mini Project	CO3	8 th Week	9 th Week
4	PPT presentations on leaders	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					

Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2,3, & 4	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes (Archana Ma'am) for topic of mentoring & counselling
2		Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	PPT presentation
5		Pop Quiz	Yes for Module 2 & 4
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	NA (On the spot for visiting Library)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nisha Dang

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The student should learn the management policies and strategies at every Level to develop conceptual skills in this area as well as their application in the corporate world
Affective	What do you want students to think / care about?	The focus is to critically examine the management of the entire enterprise from the Top Management view points
Behavioural	What do you want students to be able to do?	Student should aims to developing conceptual skills in this area as well as their application in the corporate world

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand how the business policy and strategy is formulated	Unit 1
CO2	To study the different level of strategy formulation in the corporate level	Unit 2
CO3	The focus is to critically examine the management of the entire enterprise	Unit 3
CO4	This course deals with corporate level Policy & Strategy formulation areas.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S									
CO 2	S	S	S									
CO 3	M	M	S									
CO 4	M	S	M									

CO 5											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Strategic Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Strategic Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A/B/C	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students’ query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	2.00 to 3.00 pm	Online
B	Thursday	2.00 to 3.00 pm	Online
C	Saturday	2.00 to 3.00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Strategic Management	10 Hr	25
2	Strategy Formulation	10 Hr	25
3	Strategic Implementation	10 Hr	25
4	Strategic Evaluation & Control	10 Hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Principles of management	Theories and principles
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	SYBMS	Research Methodology
2	MBA/MMS	Marketing specialisation/ Strategic Management
3	M.com	Sem1
4		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	It will help to identify the strategies that a person can carry so as to achieve better performance and a competitive advantage for their personal and organisational growth.
2	It will help an individual in making and implementing decisions about future direction of an organization.
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – 2021	Oct 2020	Oct 2019	Oct 2018

Course Passing % – Average of 3 Divisions	100%	100%	100%	
Marks Obtained by Course Topper (mark/100)	95	100	87	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2021	Mangal Rawat		Mangal Rawat		Mangal Rawat	
Oct 2020	Abhijit/ Mangal	100	Abhijit/ Mangal	100	Abhijit/ Mangal	100
Oct 2019	Prachi A	100	Prachi A	100	Prachi A	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Strategic Management	2	Strategy formulation at different level
Strategic Management	3	Strategic Analysis& Choices &Implementation

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Policy & Strategic Management	Kazmi Azhar	Tata McGraw Hill		
2	Business Policy , Strategy , Planning and Management	P.K. Ghosh			
3	Business Policy- Text and Cases	Christensen , Andrews Dower			
4	Business Policy – Strategy Formation and Management Action	William F. Gkycj			
5	Concept of Corporate Strategy.	Bongee and Colonan			

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Strategic management concepts – A competitive advantage approach	Fred R David	Pearson	6	
2	Strategic Management, 7E Competitiveness And Globalization	Michael A. Hitt ,Robert E. Hoskisson	Cengage Learning, Inc		

3					
4					
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Strategic management	Neil Ritson	Bookboon.com		
2	Strategic Management Concepts and Cases	Fred R David	Pearson	13	
3	Strategic Management	C Appa Rao, B Paravathiswara Rao and K Sivaramakrishna	Excel books Pvt		
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			
2			
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		
2	✓	✓	✓				Y		
3	✓	✓	✓				Y		
4	✓	✓	✓				Y		

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.

1	Digital Content (live.vsit.edu.in)	1-4
2	Mod-01 Lec-01 Introduction to Strategic Management - YouTube – (Prof. R. Srinivasan – IISC- Bangalore)	1-4
3	Strategic Management INTRODUCTION OF STRATEGIC MANAGEMENT AKTU Digital Education - YouTube (AKTU Digital Education)	I
4		

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital Marketing - Course (swayam2.ac.in)	CEC	15 weeks	Y
	https://www.udemy.com/share/101EVEAEUYdVdURngF/	Udemy	1hr	Y
	https://www.udemy.com/share/101AjqAEUYdVdURngF/	Udemy	2hr	Y
	Free Business Strategy Tutorial - Foundations of Business Strategy Udemy	Udemy	4hr	Y
	Strategic Performance Management - Tome 1: Managing Strategy Udemy	Udemy	2hr	Y

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital Marketing	outsource	30hr	Y

4.i

Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
•	✓	✓	✓	✓	

5.

Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
--	------------------------	----------------------	-----------------------

Semester Duration	21/06/2021	/10/2021	10
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Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus		CO1		
	2	1	Nature, Importance of business policy		CO1		
	3	1	Strategy-Meaning, Definition		CO1		
2	4	1	Definition and meaning of Strategic Management		CO1		
	5	1	Importance, Strategic management		CO1		
	6	1	Process & Levels of Strategy		CO1		
3	7	1	Strategic Business Units (SBU's)		CO1		
	8	1	importance of Strategic Business Units (SBU's)		CO1		
	9	1	Strategic Intent Mission, Vision		CO1	Assignment-1	
4	10	1	Strategic Intent Goals, Objective, Plans		CO1		
	11	2	Environment Analysis and Scanning(SWOT)		CO2		
	12	2	Corporate Level Strategy (Stability, Growth,)		CO2		
5	13	2	Corporate Level Strategy (Retrenchment, Integration)		CO2		
	14	2	Corporate Level Strategy (Retrenchment, Integration)		CO2		
	15	2	Corporate Level Strategy (Integration and Internationalization)		CO2		

6	16	2	Corporate Level Strategy (Integration and Internationalization)		CO2	Case study	
	17	2	Business Level Strategy(Cost Leadership, Differentiation, Focus)		CO2		
	18	2	Business Level Strategy(Cost Leadership, Differentiation, Focus)		CO2		
7	19	2	Functional Level Strategy(R&D, HR, Finance, Marketing, Production)		CO2	Assign met-2	
	20	2	Functional Level Strategy(R&D, HR, Finance, Marketing, Production)		CO2		
	21	3	Strategic Implementation		CO3		
8	22	3	Models of Strategy making		CO3		
	23	3	Models of Strategy making		CO3		
	24	3	Strategic Analysis& Choices &Implementation BCG Matrix		CO3		
9	25	3	Strategic Analysis& Choices &Implementation: GE 9Cell,		CO3		
	26	3	Strategic Analysis& Choices &Implementation: 7S Frame Work		CO3	Case study	
	27	3	Strategic Analysis& Choices &Implementation: 7S Frame Work		CO3		
10	28	3	Steps and strategic implementation at Project		CO3	Assign ment-3	
	29	3	Steps and implementation at Project, Process,		CO3		
	30	3	Steps and implementation at Structural Behavioural „Functional level		CO3		
11	31	4	Strategic Evaluation & Control– Meaning, Steps		CO4		
	32	4	Strategic Evaluation & Control Techniques of Control		CO4		

	33	4	Strategic Evaluation & Control Techniques of Control		CO4		
12	34	4	Synergy concept and Types		CO4		
	35	4	Synergy concept and Types		CO4		
	36	4	Evaluation of Synerg		CO4	Assignment-4	
13	37	4	Synergy as a Component of Strategy & its Relevance.		CO4		
	38	4	Synergy as a Component of Strategy & its Relevance.		CO4		
	39	4	Change Management– Elementary Concept		CO4		
14	40	4	Change Management– Elementary Concept		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
3	2				20			25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	<ul style="list-style-type: none"> Process & Levels of Strategy Strategic Business Units (SBU's) Strategic Intent (of different organisations) 	1	3 rd week	4 th Week
2	<ul style="list-style-type: none"> Environment Analysis and Scanning(SWOT) Corporate Level Strategy Business Level Strategy Functional Level Strategy 	2	7 th week	8 th week

3	<ul style="list-style-type: none"> Strategic Analysis & Choices & Implementation: BCG Matrix, GE 9Cell, Porter's Forces, 7S Framework 	3	10 th week	11 th week
4	<ul style="list-style-type: none"> Synergy as a Component of Strategy & its Relevance. Change Management– Elementary Concept 	4	12 th week	13 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓				✓			✓	
2	4	✓				✓			✓	✓
3	7	✓				✓			✓	✓
4	9	✓				✓			✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Aug 2021	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	4	Case lets and Presentation by students		4	

2	2	Case study & examples , videos		2	
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	May Be - Strategy formulation in different level
2		Industrial Visit	YES
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Mangal singh Rawat

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	The objective is to familiarize the students with concepts and principles, procedure of Recruitment and Selection in an organization
Affective	What do you want students to think / care about?	To give an in-depth insight into various aspects of Human Resource management and make them acquainted with practical aspect of the subject.
Behavioural	What do you want students to be able to do?	Students will analyse Business/ Organizational problems using Understanding of subject.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	The objective is to familiarize the students with concepts and principles, procedure of Recruitment and Selection in an organization.	Unit 1
CO2	To give an in-depth insight into various aspects of Human Resource management and make them acquainted with practical aspect of the subject	Unit 2
CO3	To equip students to face the modern and innovative techniques and dynamics of recruitment and selection practices that prevail in the industry	Unit 3 & 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3
CO 1	S	S	M
CO 2	S	M	M
CO 3	S	M	M

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 403	Business Economics I	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
VSIT 403	Business Economics I	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	-	NA	NA	NA	NA	NA	NA	NA	NA
B	-	NA	NA	NA	NA	NA	NA	NA	NA
C	3.0	NA	NA	NA	NA	NA	NA	NA	NA
F	-	NA	NA	NA	NA	NA	NA	NA	NA

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	11.30 am to 12.30 pm	MS Team

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Recruitment	10	25%
2	Selection	10	25%
3	Induction	10	25%
4	Soft Skills	10	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYBMS	Principles of Management	Functions of management

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV, V & VI	BMS
2	I	MMS
3	I	M.Com

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Depth insight into various aspects of Human Resource management and make them acquainted with practical aspect of the subject
2	How individuals and businesses make decisions.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100	100	96.36	91.66
Marks Obtained by Course Topper (mark/100)	95	94	92	91

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

Oct 2020	-				NR	100
Oct 2019	-	-	-	-	NKD	96.36
Oct 2018	-	-	-	-	NKD	91.66

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Effective Interviewing Techniques	3	Mock Interview

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Human Resource Management	Dipak Kumar Bhattacharya	Jaico Publishing House	2019	All
2	Managing Human Resource	Arun Monappa	Jaico Publishing House	2018	All
3	Personnel Management	C.B. Memoria	Thomson South western	2017	All
4	Strategic Human Resource Management	Mello, Jeffrey A.	Thomson South Western Singapore	2013	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International HRM	Bell Cecil and Vohra Veena	Thomson South western	2009	All
2	Strategic HRM	Armstrong, Michael & Baron Angela	(Tata McGraw Hill)	Ed. 3	All
3	Personnel Management	Peter I. Dowling & Denice E.	(Tata McGraw Hill)	2016	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Assessment Methods in Recruitment, Selection & Performance	Robert Edenborough	Kogan Page	2005	All
2	The Wiley Blackwell handbook of the psychology of recruitment, selection and employee retention	Goldstein, Harold W., Passmore, Jonathan, Pulakos, Elaine Diane, Semedo,	Wiley Blackwell	2017	4

		Carla			
3	A Practical Guide to Assessment Centres and Selection Methods: Measuring Competency for Recruitment and Development	Ian Taylor M.B	Kogan Page	2007	1 & 4

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Recruitment and selection services: Efficiency and competitive reasons in the outsourcing of HR practices	https://booksc.org/book/21627267/641c28	2
2	Employer Brand Role in HR Recruitment and Selection	https://booksc.org/book/52004464/ae14cd	3

4.e Module Best Available in – Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Principles of Economics, Gregory Mankiw
2	✓	✓					Y		Principles of Economics, H. L Ahuja
3	✓	✓					Y		Principles of Economics, Gregory Mankiw
4	✓	✓					Y		Principles of Economics, H. L Ahuja

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Corporate Management – Recruitment and selection process – YouTube	1
2	(457) Using Leadership to resolve team conflicts – YouTube	2
3	https://www.youtube.com/watch?v=VW6ZFMreJK0	3
4	(457) Soft Skills – Business Negotiation Skills – YouTube	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/recruitment-as-a-part-of-your-corporate-brand/	udemy	4 hours	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Recruiting, Hiring, and Onboarding Employees Coursera	Coursera	20 hrs	N

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/> √	<input type="checkbox"/> √	<input type="checkbox"/> √	<input type="checkbox"/> √	<input type="checkbox"/> √	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	Oct, 2021	13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Meaning, Objectives, scope of Recruitment		1		
	3	1	Definition, Importance & Relevance of Recruitment		1		
2	4	1	Concept & Process of Job Analysis & Methods, uses of Job Analysis		1		
	5	1	Job Design – Introduction, Definition & factors affecting Job Design		1		

	6	1	Techniques of Job Design & issues in Job Design		1		
3	7	1	Sources of Recruitment – Internal Types of Recruitment-Traditional		1		
	8	1	Techniques of Recruitment – Traditional & Modern Sources – External & Types – External		1		
	9	1	Evaluation of Recruitment (People management)		2		
4	10	1	Outsourcing & Review of Unit		2		
	11	2	Introduction to Selection, Concept Criteria & Process of Selection		2		
	12	2	Advertisement & Application Blank		2		
5	13	2	Screening, Steps in selection		2		
	14	2	Interview – Types,		2		
	15	2	Guidelines – Interviewer		2		
6	16	2	Types of Selection tests		3		
	17	2	Effective interviewing techniques		3		
	18	2	Selection Hurdles		3		
7	19	2	Overcoming Hurdles		3		
	20	2	Revision of the unit		3		

	21	3	Introduction to Induction		3		
8	22	3	Types of Induction – formal & Informal		3		
	23	3	Advantages of Induction		3		
	24	3	Effective Induction		3		
9	25	3	Orientation – concept, types, program		3		
	26	3	Onboarding – Meaning, Process		3		
	27	3	Socialization – Meaning, types & concept		3		
10	28	3	Current trends in R & S		4		
	29	3	Strategies w.r.t service, Finance sector, Law, IT, mass media & Revision		4		
	30	3	Socialization types		4		
11	31	4	Preparing Biodata, Effective Bio-data		4		
	32	4	Preparing CV & Guidelines		4		
	33	4	Group Discussion		4		
12	34	4	Interview techniques		4		
	35	4	Video & tele conferencing		4		
	36	4	Presentation & Negotiation skills		4		
13	37	4	Etiquettes, Types & quitting techniques		4		

			(Teamwork and collaboration)				
	38	4	Exit Interviews		4		
	39	4	Meaning & importance				
14	40	4	Revision Unit				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1	1	01/07/2021	08/07/2021
2	Unit 2	2	31/07/2021	11/08/2021
3	Unit 3	3	10/08/2021	31/08/2021
4	Unit 4	All	30/08/2021	10/09/2021

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√		√			√		√	
2	8	√					√		√	

3	12	√				√		√	
4	16	√	√			√		√	

* Tick (√) the Type of the Assignment: Regular ®; Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ – 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
					IA is a Head of passing *
Pop Quiz		4	4		
Open Book Test		1	1		
Take Home Test		All	All		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Mock interview	interview		

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Role play on Recruitment	Recruitment	2	

2	3	Case study on selection	selection	3	
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9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Case study on selection		4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	Yes
3	Test and Assessments	Class Tests – (other than IA)	OBT
4		Mini Projects	Yes
5		Pop Quiz	Based on overall syllabus
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	Yes
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
(Prof. Abhijit Rane)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-21

The academic resources available in VSIT –

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Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know the importance of Macroeconomics
Affective	What do you want students to think / care about?	Students should think about various policies of nations such as monetary policy, Fiscal policy, etc.
Behavioural	What do you want students to be able to do?	Students should able to comment on various policies of nations such as monetary policy, Fiscal policy, etc.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To know the basic concept involved in Macroeconomics.	Unit 1
CO2	To understand the boarder terms like Monetary policy, etc	Unit 2
CO3	To get familiarise with various constituents of fiscal policy	Unit 3
CO4	To understand various economics theories.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '--': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	M								
CO 2	S	M	S	S								
CO 3	M	S	S	S								
CO 4	S	S	M	S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	M
CO 2	S	M	S	S
CO 3	M	S	S	S
CO 4	S	S	M	S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
VSIT 403	Business Economics	75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
VSIT 403	Business Economics	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.0	-	-	-	-	-	-	-	-
B	3.0	-	-	-	-	-	-	-	-
C	3.0	-	-	-	-	-	-	-	-
F	3.0	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	11.30 am to 12.30 pm	Staff Room

B			
C			

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview of Macroeconomics	60*50 MIN/60=12.5	25%
2	Money, Price and Inflation	60*50 MIN/60=12.5	25%
3	Introduction to Fiscal Policy	60*50 MIN/60=12.5	25%
4	Open Economy: Theory and Issues of International Trade	60*50 MIN/60=12.5	25%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Business Economics	All
2			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	I	MCOM
2	I	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students can able comment on important National level polices such as Budget, Monetary Policies.
2	

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	March 2021	March-2020	March- 2019	March 2018
Course Passing % – Average of 3 Divisions	100	100	89	87

Marks Obtained by Course Topper (mark/100)	94	93	88	86
---	----	----	----	----

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March-2020	ABR	100%	VF	87%	VF	88%
March-2019	ABR	92%				
March-2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
International Economics	4	Assignments and class test

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Principles of Macro Economics	Case & Fair,	Pearson Publication	2017	
2	Business Economics	H L Ahuja	Mc Graw Hill	2011	
3	Business Economics	Shiv Kumar Agarwal	Pooja Law	2008	
4	Managerial Economics	Pandya	Pearson	2005	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Macroeconomics	Dorbusch R : Fischer			All
2	Macroeconomics	Chakraborty,Suman			All
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.bu.edu/econ/files/2014/08/DLS1.pdf	Matthias Doepke, Andreas Lehnert	Palatino and Computer Modern	2	
2	https://openstax.org/details/books/principles-macroeconomics-2e	Andres Jauregui, Dan MacDonald	openstax	3	

3					
4					

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://librarymcc.weebly.com/uploads	http://librarymcc.weebly.com/uploads	ALL
2	http://www.economics-ejournal.org/	http://www.economics-ejournal.org/conception	
3			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		
2	✓	✓	✓				Y		
3	✓	✓	✓				Y		
4	✓	✓	✓				Y		

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=mjJmo5mN5yA&list=PL-uRhZ_p-BM52EbMG1NR1ZfG9tEvcxE4u	1
2	https://www.youtube.com/watch?v=2CStPH8Hq_M	2
3	https://www.youtube.com/watch?v=ghn4CZNHeNo	3
4	https://www.youtube.com/watch?v=Vvfzaq72wd0	4

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
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1	https://www.edx.org/course/economics-and-policies-in-a-biobased-economy	Wageningen University	80 hrs	YES
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input type="checkbox"/> √	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> √	<input type="checkbox"/> √	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	09/1/2020	March, 2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction to Syllabus & AAP Presentation		1		
	2	1	Macroeconomics: Meaning, Scope and Importance		1		
	3	1	Circular flow of aggregate income and expenditure: closed & open economy models		1		
	4	1	The Measurement of national product: Meaning and Importance		1		
	5	1	Conventional and Green GNP and NNP concepts		1		

2	6	1	Relationship between National Income and Economic Welfare		1		
	7	1	Short run economic fluctuations: Features		1		
	8	1	Short run economic fluctuations: Phases of Trade Cycles		1		
3	9	1	The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply		1		
	10	1	The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply		1		
	11	1	Consumption Function		1		
	12	1	Investment function		1		
4	13	1	Effects of Investment Multiplier on Changes in Income and Output		1		
	14	1	Money Supply: Determinants of Money Supply		1		
	15	2	Factors influencing Velocity of Circulation of Money		1		
	16	2	Demand for Money		2		
5	17	2	Classical and Keynesian approaches		2		
	18	2	Keynes' liquidity preference theory of interest		2		
	19	2	Money and prices : Quantity theory of money		2		
	20	2	Fisher's equation of exchange - Cambridge cash balance approach		2		
6	21	2	Inflation: Demand Pull Inflation and Cost Push Inflation, Effects of Inflation		2		
	22	3	Monetary policy :Meaning, objectives		2		
	23	3	Instruments of monetary policy, inflation targeting		2		

	24	3	Role of a Government to provide Public goods		2		
7	25	3	Principles of Sound and Functional Finance		2		
	26	3	Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy		2		
	27	3	Discretionary Fiscal Policy, Instruments of Fiscal policy		2		
	28	3	Canons of taxation - Factors influencing incidence of taxation		2		
8	29	3	Effects of taxation Significance of Public Expenditure - Social security contributions		2		
	30	3	Low Income Support and Social Insurance Programmes - Public Debt - Types, Public Debt and Fiscal Solvency, Burden of debt finance		2		
	31	3	Union budget -Structure		3		
	32	3	Deficit concepts-Fiscal Responsibility and Budget Management Act		3		
9	33	4	The basis of international trade :Ricardo's Theory of comparative cost advantage - The Heckscher – Ohlin theory of factor endowments		4		
	34	4	terms of trade - meaning and types Factors determining terms of trade - Gains from trade - Free trade versus protection		4		
	35	4	Foreign Investment : Foreign Portfolio investment- Benefits of Portfolio capital flows Foreign Direct Investment		4		
	36	4	Merits of Foreign Direct Investment - Role of Multinational corporations		4		
10	37	4	Balance of Payments: Structure -Types of Disequilibrium - Measures to correct disequilibrium in BOP		4		
	38	4	Foreign Exchange and foreign exchange market : Spot and Forward rate of Exchange		4		
	39	4	Hedging, Speculation and Arbitrage		4		

	40	4	Fixed and Flexible exchange rates- Managed flexibility		4		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit 1	1	25/01/2021	1/02/2021
2	Unit 2	2	10/02/2021	20/02/2021
3	Unit 3	3	25/02/2021	5/03/2021
4	Unit 4	All	05/03/2021	15/03/2021

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment	Week No.	Type* (v)	Module No.	Based on #	Question Type (v)
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		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	√		√			√		√	
2	8	√					√		√	
3	12	√					√		√	
4	16	√	√				√		√	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
Pop Quiz		4	4		
Open Book Test		1	1		
Take Home Test		All	All		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	Write BOP of India	BOP	3	
2	2	Write key point in Monetary policies of RBI	Monetary Policy	2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	OBT
4		Mini Projects	
5		Pop Quiz	Based on overall syllabus
6		Mobile App Based Quiz	

7		Open Book Test	Unit 2
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	Yes
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2019-2020

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus& AAP	Online courses from NPTEL, Courser etc. are pursued throughout the semester - Register for the course& get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know managerial decision-making and to develop perceptive of major functional area of MIS.
Affective	What do you want students to think / care about?	Understanding about emerging MIS technologies like ERP, CRM, SCM and trends in enterprise applications.
Behavioural	What do you want students to be able to do?	Implementation and planning of information technology projects, such as the expansion and updating of database systems, the installation of new company-wide platforms and, increasingly, the upgrading of information security technologies.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Students able understand managerial decision-making and to develop perceptive of major functional area of MIS.	Unit 1
CO2	Students will Learn conceptual study of Enterprise Resource Planning, Supply Chain Management, and Customer Relationship Management.	Unit 2
CO3	Students will learn and understand relationship between database management and data warehouse approaches, the requirements and applications of data warehouse	Unit 3
CO4	Students will learn outsourcing concepts. BPO/KPO industries, their structures, Cloud computing	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5												
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category		✓				✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USBMS 403	Information Technology in Business Management-II	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USBMS 403	IT	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	2.00	1 Hr				N.A.	N.A.	N.A.	N.A.
B	2.00	1 Hr				N.A.	N.A.	N.A.	N.A.
C	2.00	1 Hr				N.A.	N.A.	N.A.	N.A.
F	2.00	1 Hr				N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			Library
B			Library
C			Library
F			Library

2.a Syllabus: Module Wise Teaching Hours and % Weight age in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weight age in University Question Papers
1	Management Information system	13	25
2	ERP/E-SCM/E-CRM	12	25
3	Introduction to databases and data warehouse	13	25
4	Outsourcing	12	25
* Insert rows for more modules in the Course Total		50	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	HSC	IT	Database Management System Meaning (Chapter 5)
2	3	IT in Business management-I	MIS Meaning ,MIS Report (Unit 1)

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	1	MBA in IT
2	2	MCA sem 2

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Software Applications used in Banks / Shopping Malls / Educational Institutes uses DBMS
2	MIS Report Preparation Department wise in company

3	E-CRM improve customer relations those improved relations translate into increased brand loyalty and profits.
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3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%
Marks Obtained by Course Topper (mark/100)	90	82	

Year	Division A		Division B		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	JV	100	SV	100	SV	100
Mar 2019	LJ	100	LJ	100	LJ	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Data ware house Architecture	3	Video Explanation
Data mining Techniques	3	Video Explanation

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Information Technology for Management	By Efraim Turban,	Dorothy Leidner	6TH ED	1 &2

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Microsoft Office Professional 2013 Step by Step	By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch	Tata McGraw Hill		3
2	E-commerce An Indian Perspective	Joseph, P.T	Tata McGraw Hill		2 & 4
3	Computer Viruses and Related Threats: A Management Guide (Ch-2, Ch-3)	By John P. Wack, Lisa J. Carnahan			3

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Microsoft Office Professional 2013 Step by Step	By Beth Melton, Mark Dodge,	Tata McGraw Hill		3

		Echo Swinford, Andrew Couch			
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4.d Web Links and Names of Magazines, Journals, E-journals– [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	DBMS https://www.tutorialspoint.com/dbms	www.tutorialspoint.com	1
2	http://www.inderscience.com/jhome.php?jcode=ijecrm	http://www.inderscience.com	2
3	https://www.tutorialspoint.com/dbms/	DBMS tutorials	3
4	https://www.w3schools.in/dbms	DBMS tutorials	3
5	https://www.webopedia.com/TERM/E/ERP.html	ERP free weekly newsletter	2

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								
2	✓								
3	✓	✓							
4	✓	✓							
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.vsit.edu.in/vrefer	1-4
2	Microsoft Team	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

1	https://www.coursera.org/learn/advanced-excel	Edx	30 Hrs	Y
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4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Advance Excel	Ms. Snehal & Ms. Swapna	15 Hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>	<input type="checkbox"/> ✓	✓ <input type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus and its application in day today life		CO1		
	2	1	Overview of MIS Definition, Characteristics Subsystems of MIS (Activity and Functional subsystems)		CO1		
	3	1	Practical on MIS(Lab)		CO1		
2	4	1	Structure of MIS		CO1		
	5	1	Reasons for failure of MIS. (Case Study)		CO1		
	6	1	Marketing & Sales Systems		CO1		
3	7	1	Understanding Major Functional Systems		CO1		

	8	1	Manufacturing & Production Systems, Human Resource Systems (Lab)		CO1		
	9	1	Sub systems, description and organizational levels		CO1		
4	10	1	Decision support system Definition		CO1		
	11	1	Evolution of DSS		CO1		
	12	1	DSS Objectives		CO1		
5	13	1	Applications of DSS		CO1		
	14	2	Concepts of ERP & Architecture of ERP		CO2		
	15	2	Generic modules of ERP & Practical Session		CO2		
6	16	2	Applications of ERP		CO2		
	17	2	ERP lifecycle		CO2		
	18	2	Concept of XRP (extended ERP)		CO2		
7	19	2	Study of SAP, Oracle Apps, MS Dynamics		CO2		
	20	2	Concept of e-CRM		CO2		
	21	2	CRM Capabilities and customer Life Cycle		CO2		
8	22	2	Data Mining and CRM (Lab)		CO2		
	23	2	Concept of E-SCM(Lab)		CO2		
	24	2	Revision of Unit 1		CO2		
9	25	2	Revision of Unit 2		CO2		

	26	3	Concept of DBMS		CO3		
	27	3	Need for using DBMS.,		CO3		
10	28	3	Concepts of tables, records, attributes, keys		CO3		
	29	3	Concept of integrity constraints, schema architecture, data independence		CO3		
	30	3	Concepts of Data warehousing		CO3		
11	31	3	Importance of data warehouse for an organization		CO3		
	32	3	Characteristics of Data warehouse		CO3		
	33	3	Functions of Data warehouse		CO3		
12	34	3	Data warehouse architecture		CO3		
	35	3	Business use of data warehouse, Standard Reports and queries		CO3		
	36	3	Concept of Data Mining		CO3		
13	37	3	The scope and the techniques used in Data Mining		CO3		
	38	3	Business Applications of Data warehousing and Data mining		CO3		
	39	4	Introduction to Outsourcing		CO3		
14	40	4	Meaning of Outsourcing, Need for outsourcing		CO3		
	41	4	Scope of Outsourcing.		CO3		
	42	4	Business Process Outsourcing (BPO)		CO3		
15	43	4	How does BPO Work?		CO3		

	44	4	Project Management approach in BPO		CO3		
	45	4	BPO Business Model-Strategy for Business Process Outsourcing & Process of BPO		CO3		
16	46	4	Meaning of KPO & KPO vs BPO		CO4		
	47	4	KPO: Opportunity and Scope		CO4		
	48	4	KPO challenges & KPO Indian Scenario		CO4		
17	49	4	Outsourcing in Cloud Environment Cloud computing offerings		CO4		
	50	4	Traditional Outsourcing Vs. Cloud Computing		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20		20		40			100 (25)

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Management Information system	1	3 rd week	4 th week
2	ERP/E-SCM/E-CRM	2	5 th Week	7 th week
3	Introduction to databases and data warehouse	3	8 th week	9 th week
4	Outsourcing	4	10 th week	11 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3rd	√			1	(√)				
2	5th	√			2	(√)	(√)			
3	8th	√			3	(√)	(√)			
4	10th	√			4	(√)	(√)			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP–fromPoints4.a to4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT)Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	January	1,2	CO1, CO2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1.	Revision of MS Office	MIS decision Making	1	

2	2	Advance Excel Concepts Like Pivot Table, Vlookup & Hlookup, Data Validation		2	
3	2	Understand Various E-Commerce Models like B2B, B2C, C2C, etc		2	
4	2	Creating your own website (Wordpress) or business page on social networking site		2	
5	3	Understanding the concept of ERP		3	
6	3	Understanding the concept of CRM & SCM		3	
7	3	Creation of Employee Database in MS-Access		3	
8	3	Creation of Relationship in Database		3	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the PBL Experiments		Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	Creation of Query Design in Database		3		

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments		Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	3	Concept of Outsourcing (Case Study)			3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	IT Auditing
2		Industrial Visit	NA
3	Test and Assessments	Class Tests – (other than IA)	Each Unit
4		Mini Projects	
5		Pop Quiz	Unit 3
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative	Poster Presentation	NA

10	and Group Activity	Minute Papers	Yes
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Courser Videos	
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Teaching Methodology: -

- 1) Think Share
- 2) Gamification
- 3) Flip classroom

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

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Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint management learners with the different practical scenarios and basic management decisions with respect to Production and Quality Management
Affective	What do you want students to think / care about?	To make the learners understand and contemplate about the designing of the Production process, systems, and elements
Behavioural	What do you want students to be able to do?	To enable the learners to apply Practically what they have learnt theoretically

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To Understand the basic elements of Manufacturing systems and Product development	Unit 1
CO2	To Understand and learn the various aspects of Inventory Management of Raw Material and Finished Goods	Unit 2
CO3	To learn about the concept of Productivity and factors that affect Quality	Unit 3
CO4	To learn the different Quality Improvement Strategies and Quality Certifications	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									
CO 4				M								

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	NA			
CO 2		NA		
CO 3			NA	
CO 4				NA
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Performance and Total Quality Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Performance and Total Quality Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Monday	10.30 a.m. – 11:30 a.m.	Online and Reading Hall
F	Monday	11.30 a.m. – 12.30 p.m.	Online and Reading Hall

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Production Management	10 hr	25
2	Materials Management	08 hr	25
3	Basics of Productivity and Total Quality Management	10 hr	25
4	Theories, Capital Asset Pricing Model and Portfolio Performance Measurement	12 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Business Economics- I	Unit I, II & III
2	II	Principles of Marketing	Unit I & III

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		MBA in Operations Management
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Awareness about Quality Certifications applicable in daily FMCG Products
2	Understanding the importance of Production Element of Marketing Mix and controlling cost in manufacturing through optimum utilisation of resources

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – May 2022	May 2021	May 2020	May 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	100%
Marks Obtained by Course Topper (mark/100)	90	90		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2021	Yashoda Shetty	100%				
May 2020	Yashoda Shetty	100%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Quality Certification	IV	Quality Certification Technical words must be simplified and interest in the topic to be created

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Production and TQM	Chunnawala and Patel	Himalaya	1 st	1-5
2	Material Management	K. Aswathappa	Himalaya	2 nd	1-5
				-	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Productivity Management: Concepts and Technique	Sawhney S.C	Tata McGraw Hill		
2					
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://bit.ly/3rdVRgm	Dale H Besterfield	Pearson	3rd	Chapter 5 & 8
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	The TQM Journal	https://www.emeraldgrouppublishing.com/journal/tqm	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√						Y		
2	√	√					Y		
3	√		√				Y		
4	√		√				Y		
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://bit.ly/3rdVRgm	
2		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/total-quality-management-t/	Eric Yeboah – Udemy	1hour	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	None Identified			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Overview of Syllabus		1		
	2	1	Meaning of Production and Production Management		1		
	3	1	Manufacturing or Production System and its types Part 1		1		
2	4	1	Manufacturing or Production System and its types Part 2- Video Review		1		
	5	1	Manufacturing system: Intermittent and Continuous and choice of Manufacturing System		1		
	6	1	New Product Development- Group Activity on Innovative Thinking		1		
3	7	1	Classification of Product and Product Design		1		
	8	1	Plant Location		1		
	9	1	Plant Layout		1		
4	10	1	Purchase Management		1		

	11	2	Material Management		2		
	12	2	Integrated Material Management and Material Handling Systems		2		
5	13	2	Inventory Management and Inventory Control Technique- ABC Analysis		2		
	14	2	Inventory Control Technique- All other except ABC Analysis		2		
	15	2	Economic Order Quantity		2		
6	16	2	Sums on Economic Order Quantity – Surprise Test		2		
	17	2	Reorder Level and Safety Stock and Lead Time		2		
	18	2	Sums on Reorder Level , Safety Stock and Lead Time		2		
7	19	3	Concept of Productivity- Pop Quiz		2		
	20	3	Production V/s Productivity, Ways of Calculating Productivity		2		
	21	3	Sums on Calculating Productivity		3		
8	22	3	Factors Affecting Quality, Concept of Quality Management, Cost of Quality		3		
	23	3	Concept & Principles of Total Quality Management (TQM)		3		
	24	3	Philosophy of TQM- Edward Deming & J juran		3		
9	25	3	Philosophy of TQM – kaizen, PDCA Cycle , Philip Crosby		3		
	26	3	Product and Service Quality Dimensions, SERVQUAL Service Quality Model		3		
	27	3	Meaning & Dimensions of Quality, Quality Assurance		3		
10	28	3	Quality Circle		3		

	29	3	Ishikawa Fish Bone		3		
	30	4	Lean Thinking- Productivity Activity		3		
11	31	4	Kepner – Tregoe Methodology of Problem Solving		4		
	32	4	Six Sigma – Video on 6 Sigma		4		
	33	4	DMAIC , DMADV		4		
12	34	4	Taguchi's Quality Engineering		4		
	35	4	ISO 9000		4		
	36	4	ISO 14000		4		
13	37	4	QS 9000		4		
	38	4	Demings Application Prize		4		
	39	4	Malcolm Baldrige National Quality Award- Open Book Test		4		
14	40	1-4	Revision		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Assignment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				=100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
----------------	--------------------------------------	--------	----------------------------------	--------------------

1	Video Review on Production Management	1	3 rd Week	4 th Week
2	Inventory Management and EOQ	2	6 th Week	7 th Week
3	Philosophies of Total Quality Management	3	9 th Week	10 th Week
4	Quality Improvement Strategies	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3 rd Week	✓			1	✓			✓	
2	6 th Week	✓			2	✓	✓		✓	
3	9 th Week		✓		3	✓	✓		✓	
4	11 th Week	✓			4	✓			✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 th Week	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					

Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	4	Quality Improvement by Lean Thinking	Quality Improvement strategy	4	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Hetvi P. Dedhia (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To learn planning and execution of an effective Integrated Marketing Communication (IMC)
Affective	What do you want students to think / care about?	To equip the students with knowledge about the nature, purpose and complex construction in the IMC program.
Behavioural	What do you want students to be able to do?	To understand the various tools of IMC and the importance of co-ordinating them for an effective marketing communication program.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
--------	------------	------------------

CO1	Standard communication process	1
CO2	Advertising in IMC and sales promotion	2
CO3	Direct Marketing – Role and types	3
CO4	Evaluation and ethics in IMC	4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	M	M								
CO 2	M	S	M	M								
CO 3	S	S	M	S								
CO 4	M	M	M	M								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	M			
CO 2		M		
CO 3			M	
CO 4				M

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						√	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Integrated Marketing Communication	75						75

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
	Integrated Marketing Communication			25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A									
B & F	40								
C									
D									
E									

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Saturday	10 to 11 am	MS Teams
F	Saturday	10 to 11 am	MS Teams

2.a**Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper**

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Integrated Marketing Communication	10	25%
2	Elements of IMC – I	10	25%
3	Elements of IMC – II	10	25%
4	Evaluation & Ethics in Marketing Communication	10	25%
* Insert rows for more modules in the Course Total		40	100%

2.b**Prerequisite Courses**

No.	Semester	Name of the Course	Topic/s
1	I	Effective Communication – 1	Types of communication, speaking, listening, writing, basics of written business communication.
2	II	Business Communication – 2	Reports: Parts, Types, Feasibility Reports, Investigative Reports
3	III	Advertising	All

2.c**Relevance to Future Courses**

No.	Semester	Name of the Course
1	V	Services Marketing
2	V	CRM & e- commerce
3	V	Corporate Communication & Public Relations

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Sales Promotion activities

2	Advertising media and sales promotion knowledge
3	Marketing & sales profile jobs

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target (March 2022)	March 2021	March 2020	March 2019
Course Passing % – Average of 2 Divisions	100	100%	100%	91
Marks Obtained by Course Topper (mark/100)	100	89	86	87

Year	Division A		Division B/F		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Target (March 2022)			NKD	100		
March 2021			PJA	100	-	
March 2020	-		PJA	100		
March 2019			NR	91		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Dagmar	1	Assignments
Evaluation of IMC	4	Assignments

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Integrated Marketing Communication	Terence Shimp, Craig Andrews	Cengage		All
2					
3					
4					

5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Integrated Marketing Communication	Terence Shimp, Craig Andrews	Cengage	9th	All
2	"Integrated Marketing Communication"	Dutta, Kirti	Oxford University Press	2016	All
3	"Integrated Marketing Communication: Concepts and Cases	Gopalakrishnan, P S	ICFAI University Press	2008	All
4					
5					
6					
7					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.kobo.com/us/en/ebook/integrated-marketing-communication-5	Robyn Blakeman	Blakeman		All
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

8									
9									
10									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://greylifestyle.com/2018/07/integrated-marketing-communication-full-notes-mba-bba/	3
2		
3		
4		
5		
6		
7		
8		
9		
10		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/integrated-marketing-communications	Coursera	3 weeks	yes

1	1	1	AAP, Meaning and features of IMC	1		
	2	1	Evolution of IMC, Reasons for Growth of IMC	1		
	3	1	Promotional Tools for IMC Advt, direct selling, sales promotion	1		
2	4	1	IMC planning Process	1		
	5	1	Communication process and Role of IMC in Marketing	1		
	6	1	Traditional and alternative Response Hierarchy Models (AIDA, Information processing model)	1		
3	7	1	Establishing objectives and Budgeting and Determining Promotional Objectives	1		
	8	1	Sales vs Communication Objectives	1		
	9	1	DAGMAR (Defining Advertising goals for measured Advertising results)	1		
4	10	1	Problems in setting objectives ,Setting objectives for the IMC Program	1		
	11	2	Advertising , Role of Advertising in IMC , Advertising – Features	2		
	12	2	Advantages of Advertising and Disadvantages of Advertising	2		
5	13	2	Types of Media used for advertising (radio, television, newspaper, Magazines etc)	2		

	14	2	Reasons for the growth of Advertising		2		
	15	2	Sales promotion – Scope, Role of Sales Promotion as IMC tool		2		
	16	2	Advantages and Disadvantages of Sales Promotion , Types of Sales Promotion		2		
6	17	2	Objectives of consumer and trade promotion		2		
	18	2	Strategies of consumer promotion , Strategies of trade promotion		2		
7	19	2	Sales promotion campaign (Role Play with an object: - pen, umbrella, cell phones, etc.)		2		
	20	2	Sales promotion campaign and its evaluation		2		
	21	3	Direct Marketing - Role of direct marketing in IMC		3		
8	22	3	Objectives and Components of Direct Marketing , Tools of Direct Marketing (Direct Mail, Direct Response media, Online tools Etc.)		3		
	23	3	Public Relations and Publicity – Introduction, Role of PR in IMC		3		
	24	3	Advantages and Disadvantages of Public Relations		3		
9	25	3	Types of PR, Tools of PR		3		

	26	3	Managing PR – Planning, implementation, evaluation and Research		3		
	27	3	Publicity, Sponsorship – definition, Essentials of good sponsorship, event sponsorship, cause sponsorship		3		
10	28	3	Publicity, Sponsorship – definition, Essentials of good sponsorship, event sponsorship, cause sponsorship		3		
	29	3	Personal Selling – Features, Role of Personal Selling in IMC, Selling process, Advantages of Personal Selling		3		
	30	3	Disadvantages of Personal Selling , Importance of Personal Selling		3		
	31	4	Evaluating an Integrated Marketing program – Evaluation process of IMC				
	32	4	Message Evaluations, Advertising tracking research – copy testing,				
11	33	4	Emotional reaction test , Cognitive neuro science Piaget's Theory of Cognitive Development				
12	34	4	Behavioural Evaluation – sales and response rate, POPAI, Toll free numbers, QR codes and Facebook likes				
	35	4	Response cards, Internet responses, redemption rate, Test Markets – competitive responses, Scanner data, Purchase simulation tests				

	36	4	Ethics and Marketing communication – stereotyping				
13	37	4	Targeting vulnerable customers, Offensive brand messages – legal issues, Commercial free speech				
	38	4	Misleading claims, puffery, fraud, questionable B2B practices.				
	39	4	Current Trends in IMC – Internet & IMC, Advertising on internet, PR through Internet Banner, Sales promotion on Internet				
14	40	4	Direct marketing on internet.				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) Specify	Total
2	1	-	-	-	2	-		5

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Make an integrated marketing plan of your business and promote it on social media	Co 1,2		
2	Case study	All		
3	Videos on advertisement	All		
4	Activity on Communication	1		
5	Pop quiz	CO 1,2		
6	Sales Promotion and Role Play Activity	CO 3		
7	Debates related to Advertisement	CO 2		
8	Module wise test	All		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	1	✓	✓	✓	1	✓	✓	✓	✓	✓
2	3	✓	✓	✓	1	✓	✓	✓	✓	✓

3	4	√	√	√	2	V	√	√	√	√
4	5	√	√	√	2	V	√	√	√	√
5	7	√	√	√	3	V	√	√	√	√
6	9	√	√	√	3	V	√	√	√	√
7	13	√	√	√	4	V	√	√	√	√
8										
9										
10										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	January	1&2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks	No IA Re-test
2 nd IA Test		3&4		Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz					
Open Book Test		All			
Take Home Test	February	All			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Case studies		All	
2		Analysing marketing campaigns		1,2	
3					
4					
5					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Make an integrated marketing plan of your business and promote it on social media		All	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Case studies			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1		Guest Lecture / Workshops	

2	Interaction with Outside World	Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nisha Dang

Faculty 1 Name (Sign.)
(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name

External Industry Mentor (Sign.)
(Sign.)

External Academic Mentor

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop an understanding of the underlying concepts of Corporate Governance, business ethics and CSR which are relevant to the contemporary business environment.
Affective	What do you want students to think / care about?	To reviews different regulatory processes essential to the understanding of the principles of corporate governance
Behavioural	What do you want students to be able to do?	The course aims to develop a candidate's ability to critically analyse ethical issues in business

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand significance of ethics and ethical practices in businesses which are indispensable for progress of a country	Unit 1
CO2	To learn the applicability of ethics in functional areas like marketing, finance and human resource management	Unit 2
CO3	To understand the emerging need and growing importance of good governance and CSR by organisations	Unit 3
CO4	To study the ethical business practices, CSR and Corporate Governance practiced by various organisations	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												

CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSIV	FC 4	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFIVI	FC 4	20	20	20	75	5			100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
F	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	11:00 am – 12:00pm	Reading room
B	Thursday	11:00 am – 12:00pm	Reading room
C	Tuesday	11:00 am – 12:00pm	Reading room
F	Thursday	11:00 am – 12:00pm	Reading room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Ethics and Business Ethics	10	25
2	Ethics in Marketing, Finance and HRM	10	25
3	Corporate Governance	10	25
4	Corporate Social Responsibility (CSR)	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	FC 1	All topics
2	2	FC 2	All topics
3	3	FC 3	All topics

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MBA/MMS	Core Subject
2	M.com	Ethics & governance Part 1
3		
4		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Corporate Governance Analyst
2	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2021	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of 3 Divisions	100%	99.66%	100%	New Subject introduced
Marks Obtained by Course Topper (mark/100)	100	95	94	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	NKD	100	NKD	98.94 (1 fail)	NKD	100%
Mar 2020	NKD	100	SBG	100	NKD	100%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Models of Corporate Governance	3	Diagrams

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Laura P. Hartman, Business Ethics,	Joe DesJardins,	Mcgraw Hill	2 nd	1 -4
2	An Introduction to Business Ethics	Joseph DesJardins	ata McGraw Hill,	2 nd	1 – 4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Ethics and Corporate Governance Kindle Edition	A. C. Fernando	Pearson	2 edition	1 -4
2					

3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			3
2			
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		
2	✓						Y		
3		✓					Y		
4		✓					Y		
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Ehttps://www.youtube.com/watch?v=p9JUDjg0Cmk - Nature of Ethics - Introduction to Ethics - Ethics and Governance	2
3		1
4		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/corporate-social-responsibility-and-ethics/	UDEMY	2.5 hour	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	NA			

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	24/11/2021	30/03/2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended	
						Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Concept of ethics, Definition , Nature of ethics Personal, professional and Managerial		1		
2	3	1	Evolution of Ethics, Importance of Ethics, Objective and scope of ethics		1		
	4	1	Meaning of Business Ethics, Objectives		1		
3	5	1	Purpose of Business Ethics, Purpose and Scope of Business Ethics Towards Society , Stakeholders		1		
	6	1	Role of Government in Ensuring Business Ethics		1		
4	7	1	Principles of Business Ethics, 3 C of business ethics		1		

	8	1	Contribution & consequences		1		
5	9	1	Myths & business ethics ,		1		
	10	1	Ethical Performance in Businesses in India		1		
6	11	2	Ethical issues in Marketing Mix, Unethical Marketing Practices in India		2		
	12	2	Ethical Dilemmas in Marketing, Ethics in advertising		2		
7	13	2	Types of unethical advertising		2		
	14	2	Scope of Ethics in Financial Services		2		
8	15	2	Ethics of a Financial Manager – Legal Issues, Balancing Act and Whistle Blower, Ethics in Taxation		2		
	16	2	Legal Issues, Balancing Act, Whistle Blower, Ethics in Taxation		2		
9	17	2	Corporate Crime - White Collar Crime Organised Crime		2		
	18	2	Major Corporate Scams in India		2		
10	19	2	Role of SEBI in Ensuring Corporate Governance, Cadbury Committee Report, 1992		2		
	20	2	Importance of Workplace Ethics, Guidelines to Promote Workplace Ethics		2		
11	21	3	Corporate Governance Concept, History of Corporate Governance in India, Need for Corporate Governance		3		
	22	3	Significance of Ethics in Corporate Governance, Principles of Corporate Governance		3		
12	23	3	Benefits of Good Governance. Issues in Corporate Governance		3		
	24	3	Theories- Agency Theory, Shareholder Theory, Stakeholder Theory Stewardship theory ,		3		
13	25	3	Corporate Governance in India		3		
	26	3	Emerging Trends in Corporate Governance, Models of Corporate Governance, Insider Trading		3		
14	27	3	Role of Different Committees under corporate governance		3		
	28	3	Main Issues in Corporate Governance		3		
15	29	3	Seven Characteristic of Corporate Governance		3		
	30	3	Seven Characteristic of Corporate Governance				

16	31	4	Corporate Social Responsibility Meaning of CSR, Evolution of CSR	4		
	32	4	Types of Social Responsibility, Aspects of CSR- responsibility & accountability	4		
17	33	4	Sustainability & Social Contract. Need for CSR	4		
	34	4	CSR Principles and Strategies . Issues in CSR	4		
18	35	4	Social Accounting & Need for CSR, CSR principles & strategies	4		
	36	4	Tata Group's CSR Rating Framework	4		
19	37	4	Sachar Committee Report on CSR, Ethical Issues in International Business Practices	4		
	38	4	Society's Changing Expectations of Business With Respect to Globalisation	4		
20	39	4	Future of CSR	4		
	40	4	Revision	4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participati on	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Purpose of Business Ethics, Purpose and Scope of Business Ethics Towards Society , Stakeholders	1	3 rd Week	4 th Week

2	Ethical issues in Marketing Mix, Unethical Marketing Practices in India	2	5 th	7 th
3	Theories- Agency Theory, Shareholder Theory, Stakeholder Theory Stewardship theory	3	9 th	10 th
4	PPT Presentation On Scams in India	4	11 th	12 th

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√				√				
2	5	√				√				√
3	9	√				√				√
4	11	√				√				

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a**Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b**Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case lets		1	
2	3	Case study & examples , videos		3	

10.

Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	May Be
2		Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	May Be
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nisha Dang

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To extend and deepen the understanding of different research approaches and methodologies in order to prepare them for their own research projects in their business discipline.
Affective	What do you want students to think / care about?	To think and analyse relevant approaches and elements of undertaking a research enquiry specifically to provide insights to solving a relevant problem
Behavioural	What do you want students to be able to do?	To enable students in identifying, discussing and formulating a research problem, in selecting and applying appropriate research approaches and methods of inquiry (both quantitative and qualitative), and in presenting their results.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Will help students develop a foundational understanding of how to conduct business Research	UNIT 1
CO2	Will understand a range of qualitative and quantitative data collection and statistical techniques	Unit 2
CO3	Will enhance knowledge and understanding of data analysis and interpretation in relation to the research process	Unit 3
CO4	Will gain familiarity with research reports; and develop skills and knowledge to prepare research reports in academic and business	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
		75	--	--	3	-	-	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	SUM of IA1 and IA2					
	BRM	20	5	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3								
B	3.33								
C	3.33								

F	3.33								
----------	------	--	--	--	--	--	--	--	--

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	3pm to 4 pm Monday	Ms Team
B	Thursday	3pm to 4 pm Tuesday	Ms Team
C	Friday	3pm to 4 pm Monday	Ms Team
F	Saturday	3pm to 4 pm Tuesday	Ms Team

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Business Research Methods	10	25%
2	Data collection and Processing	10	25%
3	Data analysis and Interpretation	10	25%
4	Advanced techniques in Report Writing	10	25%
<i>* Insert rows for more modules in the Course</i>		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	BMS-Principles of marketing	Features, importance, types of research

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	Sem II	MCOM
2	Sem II	MMS

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To help appraise the value of information critically
2	To be able to question the basis of claims and to know how to analyse the evidence
3	Exposure to research methods gives decision makers new analytical approaches that can be applied to practical issues.
4	To clearly identify and analyse business problems; and identify appropriate and effective ways to answer those problems

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – March 2020	March-2019	March- 2018	March 2017
Course Passing % – Average of 3 Divisions	100%	98%		
Marks Obtained by Course Topper (mark/100)		92		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
March-2018	PA		PA		PA	
March-2017						
March-2016						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Testing of hypothesis	1	Frequent solving practice
Processing of data	2	Regular reading and writing practice

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Research Methods		Vipul		
2	Business Research Methods		Manan Prakashan		
3	Business Research Methods		Sheth		
4					
5					
6					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
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1	"Research Methodology – Methods & Techniques"	C.R. Kothari			1-4
2	"Research Methodology"	Krishnaswamy OR	Himalaya Publishing House		1-4
3	"Business Research Methods"	Donald R. Copper & Pamela S Schindler			1-4
4	"Research Methods in Business"	Nandagopal / Rajan			1-4
5	"Research Method for Business – A skin building approach"	Uma Sekaram,			1-4
6	"Research Methods"	Donald H Mc Burney,	CRC Press		1-4
7	"Statistics for Management"	Levin & Reuben	Prentee Hall		3
8	"Research methods for Management"	Dr. S. Shajahan	Jaico		1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Research Methods	Pashmeen Anand			1-4
2					
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			
2			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				✓		

2									
3									
4									

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		
2		
3		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration			

	↵	∑	○		COs	Recommended
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Week			Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion		Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Introduction to research, meaning and objectives		CO 1		
	2		Types of research- pure, applied, empirical		CO 1		
	3		Scientific, historical, exploratory		CO 1		
	4		Descriptive and casual		CO 1		
2	5		Concepts in research: variable, qualitative and quantitative		CO 1		
	6		Research process		CO 1		
	8		Characteristics of good research		CO 1		
3	9		Hypothesis- meaning , nature		CO 1		
	10		Significance and types of hypothesis		CO 1		
	11		Research design – meaning, definition, need and importance		CO 2		
	12		Steps in research design		CO 2		
4	13		Essentials and scope		CO 2		
	14		Types of research design		CO 2		
	15		Sampling- introduction, meaning		CO 2		
	16		Methods of sampling- Probability		CO 2		

5	17	Non-probability sampling	CO 2		
	18	Revision	CO 2		
	19	Types of data and sources- Primary and secondary	CO 2		
	20	Interview method	CO 2		
	21	Interview method	CO 3		
7	22	Survey method	CO 3		
	23	Survey method	CO 3		
	24	Types of questions	CO 3		
8					
	25	Scaling techniques	CO 3		
	26	Revision	CO 3		
9	27	Introduction to data analysis	CO 3		
	28	Processing of data	CO 3		
	29	Processing of data	CO 3		
	30	Analysis of data	CO 3		
10	31	Analysis of data	CO 4		
	32	Interpretation of data	CO 4		

11	33		Hypothesis		CO 4		
12	34		Testing of hypothesis		CO 4		
	35		Doubt solving Session		CO 4		
13	36		Report writing- meaning, importance		CO 4		
	37		Functions and content of report		CO 4		
	38		Steps in writing a report		CO 4		
	39		Types of report,		CO 4		
14	40		Footnotes & Bibliography		CO 4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	CLASS PARTICIPATION	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Case study on Types of research and research process	1	Lecture no 4	Same lecture

2	Video on research methodology	1	Lecture no16	Same lecture
3	PBL- small case lets on sampling methods	1	Lecture no17	Same lecture
4	Case study on questionnaire designing	2	Lecture no31	Same lecture
5	Guest Lecture on Testing of Hypothesis	3	Lecture no43	Same lecture
6	Video on report writing	4	Lecture no53	Same lecture
7	Assignment on graded question	All	Towards the end of each unit	After one week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1										
2										
3										
4										

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		2	1,2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test					

Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
---	--	--	--	--	--

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case study on research process and types of research	Types of research	CO1	
	1	PBL- small caselets on sampling methods	Sampling methods	CO1	
2	1	Case study on sampling methods	Types of sampling method	CO1	
3	2	Case study on questionnaire designing	Types of questionnaire and scaling techniques	CO2	
4	3	Guest Lecture on Testing of Hypothesis	Tools for testing of hypothesis	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	
4		Mini Projects	Yes
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	Yes
12		Students Debates	
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15		MOOC-NPTEL/Coursera Videos	

16	Co-curricular Courses	Value Added Courses	
17		Lecture Capture Usage	
18		Class Activity	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2017-2018

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop significant level of understanding of change-management literature: conceptual framework, theories, typologies, strategies and techniques.
Affective	What do you want students to think / care about?	To understand change-management phenomenon especially how managers successfully manage change in organization.
Behavioural	What do you want students to be able to do?	They can apply management skills in context of business organizations

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To provide adequate basic understanding about Change Management among the students	Unit 1 & 2
CO2	Understanding of the impact of change.	Unit 2
CO3	Students will be able to deal with resistance to change	Unit 3
CO4	Help them in effective implementation of change	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSIII.2	Change Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSIV.10	Change Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
C (HR)	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
C	Saturday	11:00am - 12:00noon	Main Staff Room well

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Change Management	10	25
2	Impact of the change	10	25
3	Resistance to change	10	25
4	Effective implementation of change	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Motivation & leadership	ALL
2	3	Recruitment & selection	Unit 1

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Sem V – SHRM & HR policies Sem VI- HRM in Global Perspective
2	MBA/MMS	Human Recourse specialisation
3	M.com	Sem1

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of HR as Change Agent
2	HR & Change manager for all sectors (IT, Bank, BPO etc.)

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

	Target April - 2021	April - 2021	April - 2020	April 2019	April 2018
Course Passing % – Average of 3 Divisions	100	100	95%	95%	96.25%
Marks Obtained by Course Topper (mark/100)	96	93	93	95	93

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021					NKD	100%
April 2020					NKD	95% (2 fail)
April 2019					NKD	95%
April 2018					NKD	96.25%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Models of change Management	1	Assignment & diagrams
OD intervention to overcome change	3	Practical examples, case study

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Human Resource Management	K.Ashwathappa	Tata Mc Graw hill	6	1 st
2	Organization behaviour	Harsh & Rajalakshmi	Excel Books	1	4
3	Organization behaviour	S.S. Khana	S. Chand	1	3
4	Organization behaviour	S. Khanka	S. Chand	1	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.amazon.in/International-Business-K-Aswathappa-ebook/.../B014DALH5...	K.Aswathappa	Tata McGraw hill		1-4
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Every Step You Change: A Process of Change and Ongoing Management. http://web.a.ebscohost.com/ehost/detail/detail?vid=7&sid=ee17d59b-89a0-481b-a27f		All
2	Journal of management – Available in Library		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	https://www.youtube.com/watch?v=_IIYNMdv9E	All
3	https://www.coursera.org/learn/management-skills-international-business/lecture/moEyS/key-concept-kurt-lewins-3-step-change-management-model	1
4	https://www.youtube.com/watch?v=hcz1aZ60k7w	3

5		
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4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/learn/change-management (leading Transformation: manage Change)	Coursera	4 week	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	CHANGE MANAGEMENT CERTIFICATION PROGRAM	Prosci	3 days	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/2021	March 2022	16

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	AAP Introduction		1		
	2	1	Meaning / Importance of Change management		1		
	3	1	Organizational Culture & change , Level of change		1		
2	4	1	Imperatives of change , Causes of change		1		

	5	1	Forces of change - Internal and External, Types of changes		1		
	6	1	Issues in Cultural Change / Steps in change management Model		1		
3	7	1	Kurt Lewin model of change,		2		
	08	1	A J leavitts Model (task, structure, people & technology)		1		
	09	1	Expanded process Model		1		
4	10	1	Action research Model of change		1		
	11	2	Need for individual change , Importance of individual change		2		
	12	2	Risk of not having individual perspective		2		
5	13	2	Team Change- concept , Need of team change		2		
	14	2	importance of team change / Limitation of team change		2		
	15	2	Resistance to change (meaning),		2		
6	16	2	Impact of resistance to change		2		
	17	2	Sources of individual resistance to change,		2		
	18	2	Sources of Organizational resistance to change		2		
7	19	2	Case study on individual resistance (caslets)		2		
	20	2	Revision 1 and 2		2		
	21	3	Methods for dealing Resistance to change		3		
8	22	3	Manifestation of resistance to change (Group discussion)		3		

	23	3	Weisbord Six box Model (focus on structure & culture)		3		
	24	3	Minimizing Resistance to change (Nokia Case study)		3		
9	25	3	Minimizing Resistance to change		3		
	26	3	OD intervention meaning		3		
	27	3	Team Intervention (PBL)		3		
10	28	3	Factors Affecting team effectiveness /		3		
	29	3	Importance of team		3		
	30	3	Role Analysis Technique (RAT),		3		
11	31	4	Coaching & Mentoring		4		
	32	4	T group , Job expectation Technique(reinforcement theory) ,		4		
	33	4	Behavior Modification		4		
12	34	4	Guidelines for effective implementation of change		4		
	35	4	Required attribute , skills & competencies , Change Agent , Characteristics of change agent		4		
	36	4	Types of change Agent – internal / external, Role of change Agent		4		
13	37	4	Key players in organization change – chief implementer, consultant, management etc		4		
	38	4	Systematic approach to change (No single approach)		4		
	39	4	Client Consultant Relationship – Neilson model , Classic skills for leader		4		
14	40	4	Leadership role in management of change (Case Study), Action research model – Cumming & Huse		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Models Of change	CO1	3 rd Week	4 th Week
2	Importance of Individual Change & team change	CO2	5 th Week	6 th Week
3	Overcome Resistance to change – Individual & Group	CO3	8 th Week	9 th Week
4	Change Agent	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Overcoming Resistance to change – Unit 1
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular	MOOC-NPTEL/Coursera Videos	NA

16	Courses	Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nisha Dang

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint management learners with the details of different types of risk and their measurement and management techniques
Affective	What do you want students to think / care about?	Students develop skills of identifying different types of risk, doing basic evaluation of risk
Behavioural	What do you want students to be able to do?	Students must be able to identify the type of risk in a situation and also determine the risk response strategy

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the basic types of Risk and principles of Risk	Unit 1
CO2	To become aware about Risk Hedging Instruments and Enterprise Risk Management	Unit 2
CO3	To understand Risk Governance, Risk Assurance and Stakeholders Expectation and Response to Risk	Unit 3
CO4	To update themselves with Insurance Industry its major players and how claims are settled	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									

CO 4				S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Investment Analysis & Portfolio Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Risk Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	02:00 p.m. – 03:00 p.m.	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction, Risk Measurement and Control	10 hr	25
2	Risk Avoidance and ERM	10 hr	25
3	Risk Governance and Assurance	10 hr	25
4	Risk Management in Insurance	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Business Environment	All
2	III	Basics of Financial Services	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA
2	Level 2 and 3	CA, ACCA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Learners will be able to identify many types of threats and risks for any future endeavour and also know how to measure, rank and tackle them
2	Learners will be able to understand the economy and business environment better
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	100	99		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Amit Kabra	100%				
Oct 2019						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Risk Hedging Instruments	II	More practical, graphical sums of how the strategies are built and how they help

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Quantitative Risk Management : A Practical Guide to Financial Risk	Thomas S. Coleman		-	All
2	Theory & Practice of Treasury Risk Management		Taxmann	-	All
3	Risk Management : Insurance and Derivatives	Dr. G Kotreshwar	Himalaya Publishing House	-	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Risk Management	Paul Hopkin	Kogan Page Limited	4 th	All
2	The Essentials of Risk Management	Michel Crouchy, Dan Galai, Robert Mark	Mc. Graw Hill Companies, Inc	-	All
3					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Fundamentals of Risk Management	Paul Hopkin	Kogan Page Limited	4 th	All
2	The Essentials of Risk Management	Michel Crouchy, Dan Galai, Robert Mark	Mc. Graw Hill Companies, Inc	-	All

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Scholarly Journal of Risk	https://scholar.google.co.in/scholar?q=The+Journal+of+Risk&hl=en&as_sdt=0&as_vis=1&oi=scholar	All
2	Scholarly Journal of Risk Research	https://scholar.google.co.in/scholar?q=Journal+of+Risk+Research&hl=en&as_sdt=0&as_vis=1&oi=scholar	All

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	Yes	yes	Yes			Yes	yes		All
2	yes	Yes	Yes			Yes	yes		All
3	yes	Yes	yes			Yes	yes		All
4	yes	Yes	yes			yes	yes		All
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.risk.net/journals	All
2	http://cf.rims.org/MGTemplate.cfm	

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	www.spokentutorial.org	IIT, Mumbai	20 lec	Yes

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
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1	Online course in Portfolio Management	Welingkars distance learning	3 wks	yes
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4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Risk Management Syllabus and Activity for ice breaking		1		
	2	1	Risk Management Process in brief and Types of Risks		1		
	3	1	Types of Risk Part 2		1		
	4	1	Types of Risk Part 3, Concept of Returns		1		
2	5	1	Risk Management V/s Risk Measurement, Risk Measure - Meaning, Objective, Goals. Quantitative Analysis, Tools of Quantitative Risk Analysis, Sensitivity Analysis		1		
	6	1	Tools of Quantitative Analysis of Risk Measurement - EMV Method, Decision Tree		1		
	7	1	Tools of Quantitative Analysis of Risk Measurement and Limitations of Quantitative Analysis		1		

	8	1	Sums Related to Quantitative Analysis		1		
3	9	1	Principles of Risk- Alpha, Beta and Rsquared		1		
	10	1	Principles of Risk- Standard Deviation and Risk Exposure		1		
	11	1	Principles of Risk - Risk Exposure, Risk Immunity, ALM in bank, Basel Norms II		1		
	12	1	<i>Principles of Risk - Simulation, Duration Analysis</i>		1		
4	13	1	<i>Principles of Risk - Macauley's Duration Analysis</i>		1		
	14	1	ERM - Steps of ERM, Integrated ERM, ERM Framework, ERM Process, SWOT		1		
	15	1	ERM Matrix, Sample Risk Register. Derivatives: Forwards.		1		
	16	2	Revision, Derivative : Futures		2		
5	17	2	Revision, Derivative : Options		2		
	18	2	Revision, Derivative : Options terminology and swaps		2		
	19	2	Revision, Interest Rate Swaps, Instruction for Presentation and MOOCs		2		
	20	2	Currency Swap, Equity Swap, Commodity Swaps, Swaptions, Advantages and Limitations of Swaps		2		
6	21	2	Arbitrage Techniques		2		
	22	2	Revision, Risk Return Trade Off, Markowitz Risk Return Trade Off, System Audit Signification in Risk Mitigation, Role of System Audit in Risk Mitigation		2		

	23	2	Diversification		2		
	24	2	Chapter Risk Governance		2		
7	25	2	Chapter Risk Assurance		2		
	26	2	Chapter Risk and Stake holder		2		
	27	2	Intoduction to Insurance Sector		2		
	28	2	Regulatory Framework of Insurance in India		2		
8	29	2	Global Perspective of Insurance, Role and Importance of Actuary, Life Insurance- Meaning, Types of Life Insurance, Non Life Insurance, Reinsurance, Types of Reinsurance		2		
	30	2	Revision, Alternative Risk Transfer Techniques, Insurance Securitisation		2		
	31	3	Revision, PRicing of Insurance Products, Single Presentation		3		
	32	3	Revision, Expected Claim Cost, Risk Classification, Claim Management - General Guideline, Life Insurance		3		
9	33	3	Revision, Maturity Claim, Death Claim, Fire Insurance Claim, Marine Insurance Claim, BMS Knowledge Bites Promotion		3		
	34	3	Revision, Claim Management in Motor Insurance, Calculation of Discounted Expected Claim Cost and Fair Premium, CEPR Internal Marks Distribution to Those Paid the fees		3		
	35	3	Unit 1 Revision and Unit 1		3		
	36	3	Unit 2 Revision and Unit 2		3		

10	37	3	Unit 2 Revision and Unit 3		3		
	38	3	Unit 2 Revision and Unit 4		3		
	39	3	Revision Sums		3		
	40	3	Revision Sums		3		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Presentation	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				=100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Types of Risk	1	3 rd Week	4 th Week
2	Risk - Return Relationship	2	6 th Week	7 th Week
3	Risk Management Strategies	3	9 th Week	10 th Week
4	Risk Govern	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1					1	√	√			√
2					2	√	√			√

3					3	V	V			V
4					4	v	v			v

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Identification of types of Risk from Case Study			
2	2	SWOT Analysis Case Study			
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate

					(0 to 4)
1		Risk Management Strategy Building			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Risk Management Strategy Graph			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	
17		Lecture Capture Usage	

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint management learners with what is the real essence of Performance Management
Affective	What do you want students to think / care about?	Students develop skills of identifying their strengths and weakness and assessing their improvement programme
Behavioural	What do you want students to be able to do?	Students must be able to effectively cultivate a good work ethics and also be able to plan career effectively and also plan progress improvement

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand what is performance management	Unit 1
CO2	To understand the performance Management process	Unit 2
CO3	To understand underperformance and key issues in performance and performance appraisal techniques and techniques to improve performance	Unit 3
CO4	To understand how to plan career and improvement steps towards growth in career	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									
CO 4				S								

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Performance Management and Career Planning	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Performance Management and Career Planning	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	10:30 a.m. – 11:30 a.m.	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Performance Management an Overview	10 hr	25
2	Performance Management Process	10 hr	25
3	Ethics, Under Performance and Key Issues in Performance Management	10 hr	25
4	Career Planning And Development	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYJC SYJC	Organisation of Commerce	
2	III	Human Resource Management	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA in Human Resource Management
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
	To understand how actual Performance Appraisal takes place
2	To understand about how to improve Performance based on the performance measurement
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	100	90		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Abhijeet Rane	100%				
Oct 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Ethics and use of technology in Performance Management	3	To give Writing practice of the same
Framing of Performance Appraisal forms	3	Make them frame more forms and see many forms

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Human Resource Management	Shashi K. Gupta, Rosy Joshi	Kalyani Publishers	-	All
2	Performance Management	Armstrong, Michael, Baron	Jaico Publishers	-	All
3	Performance Management	Robert Bacal	McGraw-Hill Education	-	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	cOmpetitiveness, Response books				
2	Performance Appraisal and Management	Davinder Sharma	Himalaya Publishing House		
3	Performance Management	A.S. Kohli, T. Deb	Oxford University Press.		

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Employee Performance Management	Jennifer V. Miller, Robin Schooling			All
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International Journal of Environment , Workplace and Employment	https://www.inderscience.com/info/ingeneral/forthcoming.php?jcode=ijewe	

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	yes	yes				Yes	yes		
2	yes		yes				yes		
3	yes		yes			Yes	yes		
4	yes		yes				yes		
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT-Lecture-Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture-Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.inderscience.com/info/ingeneral/forthcoming.php?jcode=ijewe	All
2		

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Creating a happy and meaningful career https://swayam.gov.in/nd2_imb19_mg13/preview	Indian Institute of Management Bangalore	12 weeks	Yes

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i**Study Material Distributed among Students**

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	v	v	v	

5.**Consolidated Course Lesson Plan**

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1		Introduction to the syllabus				
	2		Performance Management– Meaning, Features		CO 1		
	3		Components of Performance Management, Evolution, Objectives, Need and Importance & Scope		CO 1		

	4	Performance Management Process, Pre-Requisites of Performance Management		CO 1		
2	5	Linkage of Performance Management with other HR functions		CO 1		
	6	Performance Management , Performance Appraisal,		CO 1		
	7	Performance Management Cycle , Best Practices in Performance Management		CO 1		
	8	Future of Performance Management Role of Technology in Performance Management		CO 1		
3	9	Performance Planning – Meaning, Objectives, Steps for Setting Performance Criteria		CO 1		
	10	Performance Benchmarking Performance Managing – Meaning, Objectives		CO 1		
	11	Performance Appraisal – Meaning, Approaches		CO 1		
	12	Trait Approach, Behaviour Approach, Result Approach		CO 1		
4	13	Performance Monitoring–Meaning, Objectives, Process		CO 1		
	14	Performance Management Implementation, Strategies for Effective Implementation of Performance Management		CO 1		
	15	Linking Performance Management to Compensation		CO 1		
	16	Concept of High Performance Teams		CO 2		
5	17	Ethical Performance Management - Meaning, Principles		CO 2		
	18	Significance of Ethics in Performance Management, Ethical Issues in Performance Management		CO 2		

	19	Ethics in Performance Management, Building Ethical Performance Culture		CO 2		
	20	Future Implications of Ethics in Performance Management		CO 2		
6	21	Under Performers and Approaches to Manage Under Performers, Retraining		CO 2		
	22	Key Issues and Challenges in Performance Management		CO 2		
	23	Potential Appraisal: Steps, Advantages and Limitations		CO 2		
	24	Pay Criteria -Performance related pay		CO 2		
7	25	Competence related pay		CO 2		
	26	Team based pay, Contribution related pay. (Practically calculating pay scale)		CO 2		
	27	Revision		CO 2		
	28	Career Planning - Meaning, Objectives		CO 2		
8	29	Benefits and Limitations, Steps in Career Planning		CO 2		
	30	Factors affecting Individual Career Planning, Role of Mentor in Career Planning		CO 2		
	31	Requisites of Effective Career Planning		CO 2		
	32	Career Development – Meaning, Role of employer and employee in Career Development		CO 2		
9	33	Career Development Initiatives ,		CO 3		

	34	Role of Technology in Career Planning and Development	CO 3		
	35	Career Models – Pyramidal Model	CO 3		
	36	Obsolescence Model, Japanese Career Model	CO 3		
10	37	Role of Technology in Career Planning and Development	CO 3		
	38	New Organizational Structures and Changing Career Patterns	CO 3		
	39	Revision and Doubt solving session	CO 3		
	40	Revision and Doubt solving session	CO 3		

Lecture + Practical (% Attendance) & Marks	Unit Test 1	Unit Test 2	Midterms	Assignment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				=100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	performance Management Process	1	3 rd Week	4 th Week
2	Performance Appraisal Forms	2	6 th Week	7 th Week
3	Methods of Improving Performance	3	9 th Week	10 th Week
4	Ikigai and Career Planning	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment	Week No.	Type* (v)	Module No.	Based on #	Question Type (v)
------------	----------	-----------	------------	------------	-------------------

		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1					1	V	v			
2					2	V	v			
3					3	v	v			
4					4	v	v			

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	3	Performance Appraisal form Building			
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	4	Finding Purpose through Ikigai			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Understanding difference Perception through Activity			
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	No
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	No
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15		MOOC-NPTEL/Coursera Videos	

16	Co-curricular Courses	Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a

Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Student should know different concepts which are prevalent in Industrial Relations. Due to prominent presence of MNC's the knowledge of trends in Industrial Relations, Disputes, Redressal methods is essential.
Affective	What do you want students to think / care about?	To deliberate upon the latest issues & challenges in Industrial relations. The Knowledge will help the students to understand the current Industrial & Corporate scenario along with legal compliances.
Behavioural	What do you want students to be able to do?	Implementation of all provisions in the practical Life so as to prepare themselves to be in the race. To help in becoming a corporate citizen for promoting Industrial peace & harmony. Correlate with the current issues & challenges.

1.b

Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand about the concepts of Industrial Relations & its components	Unit 1
CO2	To understand causes of Industrial Disputes and ways of overcoming it	Unit 2
CO3	To understand the role & functions of Trade Union	Unit 3

CO4	To gain knowledge about various Industrial laws in India	Unit 4
-----	--	--------

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M									
CO 2	S	S	M									
CO 3	S	S	S									
CO 4	M	S	M									
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	M	M	
CO 2	S	S	M	
CO 3	S	S	S	
CO 4	M	S	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSV.15	Industrial Relations	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
	Industrial Relations	20		25	75			05	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A									

B									
C	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
C	Tuesday	2.00 pm to 3.00 pm	Online

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Industrial Relations	10 hr	25
2	Industrial Disputes	10 hr	25
3	Trade Union & Collective bargaining	10 hr	25
4	Industrial Relations related laws in India	10 hr	25
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	Recruitment & Selection, Leadership & Motivation	All
2	IV	Training & Development Change Management	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	VI	GHRM
2	III & IV	MBA
3		M.Com

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the current issues & challenges of Industrial Relations and overcoming challenges through Collective Bargaining & Workers Participation in Management
2	To understand about provisions in Industrial Relations which will help them at the time of internship/projects/job

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 3 Divisions	100%	100%	100%	97.77%
Marks Obtained by Course Topper (mark/100)	100	98	92	75

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020					Chitra More	100%
Nov 2019					AAJ	100%
Nov 2018					AAJ	97.87%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Authorities	1	Written Assignment, Diagram
Labour Laws	4	Written assignment, Diagram

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Labour Laws	Kumar K L	Universal law publishing Co.	-	1 -4
2	Labour Laws	Singh B D	Excel Books;	First edition	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Industrial Relation & Labour Laws	Arun Monappa	Tata McGraw-Hill Education	2 nd edition	1-4

2	Industrial Laws	Sinha P R N	Pearson	2 nd	1-4
3	Labour Laws	Taxman			
4					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Industrial Relations	Arun Monappa	Tata McGraw-Hill Education		1-4
2	Industrial Relations & Labour Laws	Singh	Pearson		1-4
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Books.google.com		All
2	Search.ebscohost.com		All
3	Directory of open access books		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Journals		Y	N	
	Text	Reference	E-Book	Maga-zine	Reg ular			
1	√	√	√			√	Y	
2	√	√	√			√	Y	
3	√	√	√			√	Y	
4	√	√	√			√	Y	

4.f Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.

1	Digital Content (live.vsit.edu.in)	1-4
2	Search.ebscohost.com	1-4
3	Books.google.com	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1.	https://nptel.ac.in/courses/122102007/21	NPTEL	5 Hrs	Y
2.	https://nptel.ac.in/courses/122105020/12	NPTEL	6 Hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	21/6/2021	30/9/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus), Meaning, Objectives of IR		1		

	2	1	Characteristics of IR, Principles of good & effective IR		1		
	3	1	Significance & need of IR	Video	1		
2	4	1	Major Stake holders, Factors affecting IR		1		
	5	1	Role of the State, Employers & employees	Case study on IR	1		
	6	1	Role of the Trade Union (OBT)		1		
3	7	1	Changing Dimensions of IR, Impact of LPG		1		
	8	1	Evolution of IR in India		1		
	9	1	Issues & challenges of IR		1		
4	10	1	Overcoming Challenges	Assignment 1	1		
	11	2	Industrial Dispute – Introduction, Meaning, causes, Forms		2		
	12	2	Effects, Methods of settling disputes		2		
5	13	2	Adjudication, strikes, Layoff		2		
	14	2	Lock out, Retrenchment (OBT)		2		
	15	2	Employee Discipline – meaning, determinant		2		
6	16	2	Causes of Discipline	Case study on Discipline	2		
	17	2	Works Committee, Conciliation		2		
	18	2	Grievance Handling – Meaning, causes	Video	2		

7	19	2	Guidelines for Grievance Handling		2		
	20	2	Grievance Redressal Procedure in India	Assignment 2	2		
	21	3	Trade Union – Introduction, Meaning & Features		3		
8	22	3	Objects, Role of a Trade Union		3		
	23	3	Functions of a TU, Types, Evolution of TU		3		
	24	3	Structure & Recognition of TU, Rights & Privileges of TU	Poster making Competition	3		
9	25	3	Impact of Globalization, Issues & Challenges		3		
	26	3	Collective Bargaining – Meaning, features, Growth		3		
	27	3	Importance, scope	Case study on Collective bargaining	3		
10	28	3	Process of CB, Pre-requisites		3		
	29	3	Types, Levels, Contracts		3		
	30	3	Issues & Problems	Assignment 3	3		
11	31	4	IR related laws in India – Introduction		4		
	32	4	Role of Judiciary in IR, Labour Court,		4		
	33	4	Industrial Tribunal	Video	4		
12	34	4	National Tribunal		4		

	35	4	TU Act			4		
	36	4	Standing Orders Act			4		
13	37	4	ID Act	Case study on industrial Dispute		4		
	38	4	Factories Act			4		
	39	4	Factories Act	Video		4		
14	40	4	Minimum Wages Act	Assignment 4		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
	5 Assignment – 5 Marks							5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	What is the meaning & scope of Industrial Relations?	CO1	3 rd Week	4 th Week
2	Write short Notes on – a) strikes b) Lay off c) Retrenchment d) Lock Out	CO2	5 th Week	6 th Week

3	Explain the role and importance of Trade Union.	CO3	7 th Week	8 th Week
4	What are the salient features of the Industrial Disputes Act?	CO4	9 th Week	10 th Week
5	Question Bank	CO1 - CO4	13 th Week	14 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓			✓
2	5	✓			1		✓			✓
3	7	✓			3					✓
4	9	✓			4		✓			✓
5	11	✓			4		✓			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	3 rd Week	1& 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	5 th week	1 & 2		MCQ	
Open Book Test	3 rd week 6 th week	1 2		1 long answer	
Take Home Test	4 th , 8 th & 15 th week	1-4		1 long answers	
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1 & 2	Case study	ID & IR		
2		(Maruti Suzuki & Tata Nano)			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1		Case study	Principles	1-4	
2		Case lets, Role play	Application of theory	1-4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	May be
2		Industrial Visit	NA
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes
9		Poster Presentation	Yes

10	Collaborative and Group Activity	Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	NA
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

* Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Teaching pedagogy

Fieldwork - Accounting Internships - Students get academic credit and real-world experience working in industry, government or public accounting

Group Learning – Teamwork - Students work together in teams, collaborating to complete a problem or project

Debates - Students work together in teams, collaborating to complete a problem or project

Problem-Based Learning – Cases - Students use knowledge, concepts, and skills relevant to a course to solve realistic business problems.

Role play

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Dr. Ashwini Joshi

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint management learners with investment environment, risk-return relationship, Portfolio Management & their performance.
Affective	What do you want students to think / care about?	Students develop skills of different analysis, skill Investment, skill of measurement of portfolio.
Behavioural	What do you want students to be able to do?	Students explaining the investment environment, different analysis and its importance in managing a business.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the basic idea about investment environment.	Unit 1
CO2	To develop risk-return relationship skills among learners.	Unit 2
CO3	To learn different investment analysis skill among learners	Unit 3
CO4	To learn theories of investment, portfolio performance measurement techniques.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M									
CO 2	S	S	M									
CO 3	S	M	S									
CO 4	S	M	M									

CO 5											
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1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	M	
CO 2	M	S	M	
CO 3	M	M	S	
CO 4	S	M	M	
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Investment Analysis & Portfolio Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Investment Analysis & Portfolio Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	2.00 pm to 3.00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Investment Environment	10 hr	25
2	Risk - Return Relationship	10 hr	25
3	Portfolio Management and Security Analysis	10 hr	25
4	Theories, Capital Asset Pricing Model and Portfolio Performance Measurement	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Introduction to Financial Accounting	I
2	III	Accounting for Managerial Decision	III

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	MBA, MMS
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
	To understand the current issues.
2	To understand about Investment standard which will help them at the time of internship/projects/job
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%	98%	98%
Marks Obtained by Course Topper (mark/100)	100	99	90	91

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	Chitra More	100%				
Oct 2019	Dr. Lakshmi K	98%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Theories of Investment	IV	Practical implementation is required

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Security Analysis & Portfolio Management	Prasanna Chandra	McGraw Hill Education	5 th	1
2	Security Analysis and Portfolio Management	Sudhindhra Bhatt	Excel Book	-	2
				-	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Security Analysis and Portfolio Management	Kevin. S			1-4
2	Security Analysis & Portfolio Management	Donald Fischer & Ronald Jordon			1-4
3	Investment Management	Avadhani	Himalaya P. H		1-4
4	Security Analysis and portfolio management	Punithavathy Pandian	Vikas P.H		1-4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	www.freebookcentre.net - Investment-Analysis-and-Portfolio-Management	Kristina Levišauskaite	Vytautas Magnus University Kaunas, Lithuania		All
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://Lib.mylibrary.com		

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	yes	yes	yes				yes		Practical sums with chap. 1-2-3-4
2	yes	Yes	yes		Yes		yes		
3	yes	yes	yes				yes		
4	yes	Yes	yes		Yes		yes		
5									

4.f**Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos**

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://drive.google.com/drive/folders/1n_1VwqXs2vZfBECDU51aF4U_cHleKFGx	All
2		

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	www.spokentutorial.org	IIT, Mumbai	20 lec	yes
2.	https://alison.com/topic/learn/113848/financial-accounting-learning-outcomes	Alison	4 hrs	N

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Online course in Portfolio Management	Welingkars distance learning	3 wks	yes

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	v	v	v	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	30/09/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Syllabus, AAP presentation, Process of Investment		1		
	2	1	Criteria for Investment, Types of Investment		1		
	3	1	Difference between Investment V/s Speculation V/s Gambling		1		
2	4	1	Investment Avenues	Mini project on making own portfolio	1		
	5	1	Factors Influencing Selection of Investment Alternatives		1		
	6	1	Concepts of Investment Banks its Role and Functions	Video	1		
3	7	1	Stock Market Index, The NASDAQ, SDL, NSDL		1		

	8	1	Benefits of Depository Settlement		1		
	9	1	Online Share Trading and its Advantages		1		
4	10	1	Concepts of Small cap, Large cap, Midcap and Penny stocks	Assignment 1	1		
	11	1	Meaning of Risk, Types of Risk		2		
	12	1	Systematic and Unsystematic risk		2		
5	13	2	Measurement of Beta		2		
	14	2	Meaning of Standard Deviation	PBL	2		
	15	2	Meaning of Variance		2		
6	16	2	Reduction of Risk through Diversification		2		
	17	2	Practical Problems on Calculation of Standard Deviation		2		
	18	2	Practical Problems on Calculation of Variance	Assignment 2	2		
7	19	2	Practical Problems on Calculation of Variance		2		
	20	2	Practical Problems on Calculation of Beta	PBL	2		
	21	2	Meaning and Concept of Portfolio Management, Process of Portfolio Management		3		
8	22	2	Objectives of Portfolio Management, Basic Principles of Portfolio Management		3		
	23	2	Factors affecting Investment Decisions in Portfolio Management		3		
	24	2	Portfolio Strategy Mix.		3		

9	25	3	Meaning of Fundamental Analysis, Economic Analysis	Video	3		
	26	3	Meaning of Industry Analysis, Company Analysis		3		
	27	3	Meaning of Technical Analysis	Case study on Technical analysis	3		
10	28	3	Basic Principles of Technical Analysis		3		
	29	3	Uses of Charts: Line Chart, Bar Chart, Candlestick Chart	Assignment 3	3		
	30	3	Mathematical Indicators: Moving Averages, Oscillators		3		
11	31	3	Learning of Dow Jones Theories, Learning of Elloit Wave Theory	Video	4		
	32	3	Leaning Efficient Market Theory, Assumptions of CAPM		4		
	33	3	Understanding CAPM Equation		4		
12	34	3	Meaning of Capital Market Line	CAT	4		
	35	3	Meaning of Security Market Line		4		
	36	3	Meaning of Portfolio Evaluation		4		
13	37	4	Basic Problems on Sharpe's Ratio	PBL	4		
	38	4	Basic Problems on Treynor's Ratio		4		
	39	4	Basic Problems on Jensen's Differential Returns	Assignment 4	4		
14	40	4	Practical Problems		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
					Total 4 Assignment			

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Introduction to Investment Environment	1	3 rd Week	4 th Week
2	Risk - Return Relationship	2	6 th Week	7 th Week
3	Portfolio Management and Security Analysis	3	9 th Week	10 th Week
4	Theories, Capital Asset Pricing Model and Portfolio Performance Measurement	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3				1	v				
2	6				2	v				
3	9				3		v			
4	11				4		v			

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.**Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details**

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	August 2021	1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz	September 2021	1,2,3	CO1, CO2 & CO3		
Open Book Test					
Take Home Test					

* IA failures will have to appear for re-test in next semester

9.a**Practical Activities – Regular Experiments**

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2	Problem solving – using different technique of risk & return management		CO2	
2					

9.b**Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Judgement & Decision making - Make a own portfolio as a portfolio manager	Portfolio Management	CO1	
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)

1	3	Practical sums on Ratio analysis	Ratio	CO3	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	YES
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Teaching pedagogy

Fieldwork - Accounting Internships - Students get academic credit and real-world experience working in industry, government or public accounting

Group Learning – Teamwork - Students work together in teams, collaborating to complete a problem or project

Debates - Students work together in teams, collaborating to complete a problem or project

Problem-Based Learning – Cases - Students use knowledge, concepts, and skills relevant to a course to solve realistic business problems.

Role play

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-22

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To learn practices, strategies and technologies that companies use to manage and analyse customer interactions and data throughout the customer's lifecycle
Affective	What do you want students to think / care about?	It assists in customer retention and driving sales growth
Behavioural	What do you want students to be able to do?	Direct communication with customers, interaction with other companies and partners. Also, students will be able to learn how to analyse key CRM data.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	CRM software unifies its customer interactions and provide a means to track customer information	Unit 1
CO2	CRM entails all aspects of interaction a company has with its customer, whether it is sales or service related	Unit 2
CO3	CRM is a combination of policies, processes, and strategies implemented by an organization	Unit 3
CO4	Manage liaison with call centre, Internet team sales force, customer service and resellers	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	M	M	S									
CO 2	M	S	S									
CO 3	M	M	S									
CO 4	S	S	S									

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	M	M	S	S
CO 2	M	S	S	S
CO 3	M	M	S	S
CO 4	S	S	S	S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Customer Relationship Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Customer Relationship Management	20	05	25	75				100

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Tuesday	3pm to 4pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Customer Relationship Management	10hr	25
2	CRM Marketing Initiatives, Customer Service and Data Management	10hr	25
3	CRM Strategy, Planning, Implementation and Evaluation	10hr	25
4	CRM New Horizons	10hr	25
* Insert rows for more modules in the Course Total		40hrs	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FY BMS	Principles of Marketing	CRM & digital marketing
2	SY Marketing	Consumer Behaviour	Data Gathering Strategies

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	BMS	Corporate Communications Sem VI

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Companies are able to create synergies between virtual and physical channels and reaching a very wide consumer base
2	Ability to retain loyal and profitable customers and channels
3	Acquiring the right customers, based on known characteristics

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing % – Average of 1 Division	100%	100%	98%	95%
Marks Obtained by Course Topper (mark/100)	97	95	90	86

Division TY MARKETING		
Year	Initials of Teacher	% Result
Nov 2020	HPN	100%
Nov 2019	NR	98%
Nov 2018	NR	95%

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Types of Data Analysis: Online Analytical Processing (OLAP), Clickstream Analysis,	2	Practical examples and innovative videos

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Customer Relationship Management	Jia Makhija	Vipul	1	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Customer Relationship Management	Ed Peelen	Pearson Education	15	All
2	Customer Relationship Management	Bhasin Jaspreet Kaur (2012)	Dreamtech Press	N.A	All
3	Customer Relationship Management Getting it Right	Gupta Suraj B: 5. Judith W. Kincaid (2006)	Pearson Education	1	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Sugar CRM	Unknown	https://www.sugarcrm.com/about	7	2

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	"CUSTOMER RELATIONSHIP MANAGEMENT"	https://www.collierpickard.co.uk/crm-resource-centre/crm-ebooks/	All

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		Customer Relationship Management, Chap1&4, Pg no: 1-24/46-55
2	✓	✓	✓				Y		Customer Relationship Management, Chap 3& 6 Pg no:37-45/73-94
3		✓	✓				Y		Customer Relationship Management, Chap 8-19. Pg no.246- 630
4		✓	✓				Y		Customer Relationship Management, Chap 5, Pg no 77-102

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	https://www.collierpickard.co.uk/crm-resource-centre/crm-ebooks/	All

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
---------	------------------	--	-----------------	---------------------

1	https://www.udemy.com/cart/subscribe/course/2651014/	Udemy	1.5 hrs	N
2	https://www.udemy.com/cart/subscribe/course/640940/	Udemy	1 hr	N

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Diploma in CRM	WELINGKAR INSTITUTE	6 MONTHS	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	June 2021	October 2021	12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Concept, Evolution of Customer Relationships: Customers as strangers, acquaintances, friends and partners		CO 1		
	2	1	Objectives, Benefits of CRM to Customers and Organisations		CO 1		
	3	1	Components of CRM: Information, Process, Technology and People, Barriers to CRM		CO 1		
	4	1	Relationship Marketing and CRM		CO 1		
2	5	1	Organizational Pervasive Approach, Managing Customer Emotions		CO 1		

	6	1	Brand Building through Relationship Marketing		CO 1		
	7	1	Service Level Agreements		CO 1	Assignment 1	
	8	1	Relationship Challenges		CO 1		
3	9	1	Customer Profitability segments		CO 1		
	10	1	Relationship Development Strategies and Classroom Test – Unit 1		CO 1		
	11	2	CRM Marketing Initiatives: Cross-Selling and Up-Selling, Customer Retention, Behaviour Prediction		CO 2		
	12	2	Customer Profitability and Value Modelling, Channel Optimization, Personalization and Event-Based Marketing		CO 2		
4	13	2	Contact Center Sales-Support, Web Based Self Service, CRM and Customer Service: Call Center and Customer Care: Call Routing		CO 2		
	14	2	Call-Scripting, Cyber Agents and Workforce Management ,		CO 2		
	15	2	Types of Data: Reference Data, Transactional Data, Warehouse Data and Business View Data, Identifying Data		CO 2		
	16	2	Quality Issues, Planning and Getting Information Quality		CO 2		
5	17	2	Using Tools to Manage Data and Types of Data Analysis: Online Analytical Processing (OLAP),		CO 2		
	18	2	Clickstream Analysis		CO 2	Assignment 2	
	19	2	CRM and Data Management and customer satisfaction measurement		CO 2		
	20	2	Personalisation and Collaborative Filtering, Data Reporting and CLASS ROOM TEST 2		CO 2		
6	21	3	Understanding Customers: Customer Value, Customer Care Company Profit Chain: Satisfaction, Loyalty, Retention and Profits		CO 3		

	22	3	Company Profit Chain: Satisfaction, Loyalty, Retention and Profits		CO 3		
	23	3	Objectives of CRM Strategy and The CRM Strategy Cycle: Acquisition, Retention and Win Back		CO 3		
	24	3	Complexities of CRM Strategy and Planning and Implementation of CRM: Business to Business CRM		CO 3		
7	25	3	Sales Process/ Activity Management, Sales Territory Management		CO 3	Assign ment 3	
	26	3	Sales Process/ Activity Management, Sales Territory Management		CO 3		
	27	3	Contact Management, Lead Management,		CO 3		
	28	3	Configuration Support, Knowledge Management		CO 3		
8	29	3	CRM Implementation: Steps- Business Planning, Architecture and Design,		CO 3		
	30	3	Objectives of CRM Strategy and Technology selection, Development, delivery and measurement		CO 3		
	31	4	CRM Evaluation: Basic Measures: Service Quality, customer satisfaction and loyalty		CO 4		
	32	4	Company 3E Measures: Efficiency, Effectiveness and Employee Change		CO 4		
9	33	4	e-CRM: Concept, Different Levels of E-CRM, Privacy in E-CRM , Classroom Test – Unit 3		CO 4		
	34	4	Software App for Customer Service: Activity Management, Agent Management, Case Assignment,		CO 4		
	35	4	Contract Management, Customer Self Service, Email Response Management		CO 4		
	36	4	Escalation, Inbound Communication Management, Invoicing , Outbound Communication Management		CO 4		
10	37	4	Inbound and Outbound Calling , social networking and CRM, Queuing and Routing, Scheduling		CO 4		
	38	4	Mobile-CRM , CRM Trends, Challenges and Opportunities ,		CO 4	Assign ment 4	

	39	4	Ethical Issues in CRM Classroom Test – Unit 4		CO 4		
	40	4	Revision		CO 4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participat ion	Other (2) Specify	Total
0	1	0	0	0	1	2	1	5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Components of CRM: Information, Process, Technology and People	1		
2	Clicking and Analysing the Advertisements	2		
3	Sales and Territory Management	3		
4	Mobile CRM	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking

1	3	✓					✓			
2	5	✓					✓			✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2nd IA Test					
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					

6					
7					
8					
9					
10					

9.b **Practical Activities – Newly Added Experiments**

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c **Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case lets	Data Analysis	1	
2	3	Case study & examples, videos	Software	3	
3	2	Activity – Role Play	Brand Building through Relationship Marketing	2	
4	4	Activity – Survey through Interactive Marketing	Marketing Research	4	

10. **Beyond Syllabus Activities for Gap Mitigation**

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	-
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	-
6		Mobile App Based Quiz	-
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	-
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	-
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Harish Premrao Noula

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the provisions of Income Tax Act 1961
Affective	What do you want students to think / care about?	Various heads of income, deductions from total income, computation of total taxable income
Behavioural	What do you want students to be able to do?	They should know about direct tax, scope of total income, different heads of income, application of deductions and computation of total income

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the provisions of determining residential status of individual	Unit 1
CO2	To study various heads of income	Unit 2
CO3	To study deductions from total income	Unit 3
CO4	To compute taxable income of Individuals	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	M									
CO 2	S	S	M									
CO 3	S	S	M									
CO 4	S	S	M									
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Direct Taxes	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Direct Taxes	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A (Finance)	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Friday	4:00pm - 5:00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module	Module Title and Brief Details	Teaching	% Weightage in
--------	--------------------------------	----------	----------------

No.		Hrs. for each module	University Question Papers
1	Definitions and Residential Status	8 hrs	15
2	Heads of Income – I	12 hrs	30
3	Heads of Income – II	8 hrs	30
4	Deductions under Chapter VI A	4 hrs	10
5	Computation of Taxable Income of Individuals	8 hrs	15
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		NA	
2		NA	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Indirect Tax - GST
2	MBA/MMS	Finance specialisation
3	M.com	Advanced Accountancy Specialisation

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Annual Tax planning (application of exemptions and deductions)
2	Assessment of income tax

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019	Nov 2018
Course Passing %	100%	100%	98%	93%
Marks Obtained by Course Topper (mark/100)		98	97	91

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	PHM	100%	NA	NA	NA	NA
Nov 2019	PHM	98%				
Mar 2018	PHM	93%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Computation of taxable income of individuals	4	More class room practice, Assignments (Dummy cases of tax assessment) and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Direct Tax	Rajiv S			All
2	Direct Tax planning and management	Sharma, BR			All
3	Direct taxes	Rajwani Rinky			Module 1
4	Direct taxes: Law and Practice with special reference to tax planning	Singhania			Module 4 & 5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Income Tax Act 1961	Income Tax Department	Gol		
2	Direct Taxes Law & Practice – Professional Edition	Dr. Vinod K. Singhania & Dr. Kapil Singhania	Taxmann	Professional Edition	All
3	Public Finance and Policy in India (Module 21-26)	SWAYAM UGC Sources	National Digital Library of India	(Module 21-26)	All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.journalpressindia.com/vision-journal-of-indian-taxation	https://www.magzter.com/IN/abc-publication/Income-Tax-&-Investments/Investment/#:~:text=Income%20Tax%20and%20Investments%20magazine,%26K%20to%20Kerala%20in%20India.	All
2	https://www.scimagojr.com/journalsearch.php?q=19900193627&tip=sid		All

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in) (TYBMS Direct Tax)	1-5
2	Residential Status Revision Full Chapter In 13 Minutes with Mind Map https://www.youtube.com/watch?v=I3jK1f9qjRo	1
3	How to calculate income under the Heads of income Income tax computation under heads of income https://www.youtube.com/watch?v=k7KYhq7hkEE	2
4	INCOME TAX CALCULATION FOR SALARIED INDIVIDUAL 2019 https://www.youtube.com/watch?v=ERXXaqvXpEM	2
5	INCOME TAX AY 2019-20 CLASS-21 INCOME FROM HOUSE PROPERTY CA IPCC CA INTER	2

	https://www.youtube.com/watch?v=V9dCpF-MQyY	
6	Capital Gains AY 2019-20 https://www.youtube.com/watch?v=3eMJgEDU_LQ	3
7	PGBP Head How to compute taxable profit for Business or Profession https://www.youtube.com/watch?v=jh0MXfQP9c	3
8	Deductions from Gross total Income https://www.youtube.com/watch?v=EJ-8gQ-Jick	4
9	https://incometaxindia.gov.in/	All Modules

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Direct Tax - Laws and Practice	SWAYAM	8 Weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/21		13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	1	Introduction to Syllabus and AAP Disucussion		1		
	2	1	Definitions: Person, Income, Assessee, Assessment, Previous Year Assessment Year		1		
	3	1	Determination of Residential Status: Provisions		1		
2	4	1	Determination of Residential Status: Practical sums		1		
	5	1	Determination of Residential Status: Practical sums		1		
	6	1	Scope of Total Income		1		
3	7	1	Practical sums on Scope of total income		1		
	8	1	Exclusions from Total Income (S.10)		1	Assignment1	
	9	2	Introduction to Income From Salary : Meaning, Basis of Charge		2		
4	10	2	Deduction from Salary U/S16		2		
	11	2	Problems on Income From Salary		2		Open Book Test: Income from salary- Basis of charge & Deductions
	12	2	Problems on Income From Salary		2		
5	13	2	Introduction to Income From House Property, Basis of Charge, Determination Annual Value		2		
	14	2	Problems on Income From House Property		2		
	15	2	Problems on Income From House Property		2		
6	16	2	Problems on Income From House Property		2	Assignment2	
	17	2	Profit & Gain from Business and Profession: Definitions: Business, Profession		2		

	18	2	Problems based on income from business & Profession		2		Take home Test: Income from HP- Basis of charge and deductions
7	19	2	Problems based on income from business & Profession		2		
	20	2	Problems based on income from business & Profession		2		
	21	3	Income from Capital Gains: Short term capital gains and long term capital gains		2		
8	22	3	Sums on Capital Gains		2		
	23	3	Sums on Capital Gains		2		
	24	3	Sums on Capital Gains		2		
9	25	3	Sums on Capital Gains		2		
	26	3	Income from Other Sources: theory		2	Assignment 3	
	27	3	Practical sums on income from other sources		2		
10	28	3	Practical sums on income from other sources		2		Open Book Test- Capital Gains Theory
	29	4	Deductions from Total Income: Section 80C		3		
	30	4	Deductions from Total Income: Section 80CCC		3		
11	31	4	Deductions from Total Income: 80D, 80DD		3		
	32	4	Deductions from Total Income: 80E, 80U, 80TTA		3		
	33	5	Computation of Total Income of an Individual		4		Take home Test: Chapter VIA Deductions
12	34	5	Sums on Computation of Total Income of an Individual		4		
	35	5	Sums on Computation of Total Income of an Individual		4		Guest Lecture / Workshops
	36	5	Sums on Computation of Total Income of an Individual		4	Assignment 4	

13	37	5	Sums on Computation of Total Income of an Individual		4		
	38	5	Sums on Computation of Total Income of an Individual		4		
	39	5	Sums on Computation of Total Income of an Individual		4		
	40	5	Sums on Computation of Total Income of an Individual		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other Specify Mid Term Exam	Total
20%	20%				40%		20%	25 Marks

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Residential status & scope of total of total income	CO1	3 rd Week	4 th Week
2	Income from salary, house property and business/ profession	CO2	5 th Week	6 th Week
3	Income from capital gains and other sources	CO3	8 th Week	9 th Week
4	Computation of gross total income	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking

1	3	✓			1		✓	E Book	✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4&5		✓	E Book	✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	4 th week 10 th week	1 3 & 4			
Take Home Test	6 th week 11 th week	2 5			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					

5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	5	Online filing of Income Tax of an Individual (Dummy)	Gross Total Income	4	
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case studies (hypothetical cases for computation of income under different heads)		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Computation of Tax Liability	Guest Lecture / Workshops	Session by an Industry expert (practising chartered accountant) on how to calculate tax liability (With Deductions and Without Deductions) for AY 2021-22
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Unit Test
4		Mini Projects	NA
5		Pop Quiz	
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes

8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	NA
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Dr. Poonam Mirwani

Faculty Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Consolidated Academic Administration Plan for the Course
UBMSFSV.10 Sales and Distribution Management
TY B.M.S– 2021-2022 – Odd Semester
Mr. Sagar Gaikwad

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a

Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Students should know basics of selling & distribution management.
Affective	What do you want students to think / care about?	Students should think about effective and latest trends in selling and distribution management.
Behavioural	What do you want students to be able to do?	Students should be able to frame selling and distribution strategy.

1.b

Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To develop understanding of the sales & distribution processes in organizations	Unit 1 and 2
CO2	To get familiarized with concepts, approaches and the practical aspects of the key decision-making variables in sales management and distribution channel management	Unit 3 and 4

1.c

Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSV.10	Sales and Distribution Management	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSV.10	Sales and Distribution Management	20	05	25	75	--	--	--	75

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	12.00 pm	-
B			
C			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction	10	25
2	Market Analysis and Selling	10	25
3	Distribution Channel Management	10	25
4	Performance Evaluation, Ethics and Trends	10	25
	Total	40	100
* Insert rows for more modules in the Course			

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Principles of Management	All units
2	4	Consumer Behaviour	All Units

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MMS SEM III	Marketing Management
2		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Students can join marketing firm as sales manager.
2	
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018

Course Passing % – Average of 3 Divisions	100	100%	97%	-
Marks Obtained by Course Topper (mark/100)	90+			

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	NA	NA	SBG	100%	NA	NA
Nov 2019	NA	NA	SBG	97%	NA	NA
Nov 2018	NA	NA	NA (Syllabus revised)	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NA		

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Sales and Distribution Management	A. Nag,	Mcgraw Hill	2013	All
2	Sales Management	Richard R. Still, Edward W. Cundiff, Norman A.P. Govoni	Pearson Education	5th	All
3	Sales and Distribution Management – Text & Cases	Krishna K. Havaladar, Vasant M. Cavale	Mcgraw Hill Education	2nd Edition, 2011	All
4	Sales and Distribution Management	Dr.Matin Khan	Excel Books	1st	All
5	Principles Of Marketing	Kotler & Armstrong	Pearson Education	13th	All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Sales and Distribution Management	A. Nag,	Mcgraw Hill	2013	All
2	Sales Management	Richard R. Still, Edward W. Cundiff, Norman A.P. Govoni	Pearson Education	5th	All

3	Sales and Distribution Management – Text & Cases	Krishna K. Havaladar, Vasant M. Cavale	Mcgraw Hill Education	2nd Edition, 2011	All
4	Sales and Distribution Management	Dr.Matin Khan	Excel Books	1st	All
5	Principles Of Marketing	Kotler & Armstrong	Pearson Education	13th	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Marketing Management	P Kotler	Millenium	3	All
2	Global Brand Strategy	Jan-bendict Steenkamp	Springer Nature	2017	4
3	Lets get Engaged crossing the threshold of Marketing Engagement Era	Michael Obel & all	Springer Nature	2015	2 & 3
4	https://gurukpo.com/Content/MBA/Marketing%20Management.pdf	Megha Maheshwari			All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.8freebooks.net/download-marketing-management-philip-kotler-pdf/		1 to 4
2	https://journals.sagepub.com/home/jmx		1 to 4
3	https://journals.sagepub.com/home/mre		1 to 4

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓							
2	✓	✓							
3		✓							
4	✓	✓							
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	http://nptel.ac.in/course.php	Overall
2	http://arts.brainkart.com/subject/marketing-management-7/	Overall
3	https://examupdates.in/mba-marketing-management/	Overall
4	https://www.studocu.com/in/document/guru-gobind-singh-indraprastha-university/marketing-management/lecture-notes/marketing-management-notes-unit-1/3372388/view	Overall
5	https://www.businessmanagementideas.com/notes/notes-on-marketing/notes-on-marketing-complete-notes-lecture-notes-short-notes-and-study-notes/18365	Overall
6	https://gurukpo.com/Content/MBA/Marketing%20Management.pdf	Overall

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Business, Management & Leadership Fundamentals (https://www.udemy.com/course/free-course-business-management-leadership-fundamentals/)	Udemy	2 Hrs	Yes

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Marketing Research and Analysis http://nptel.ac.in/courses/110107080/	NPTEL	12 Weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21.06.2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended	
						Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to Syllabus				
	2	1	Introduction to Sales	Mentimeter			
	3	1	Role of sales dept. and evolution of sales management				
2	4	1	Interface of sales with other management function	IEF			
	5	1	Qualities of a Sales Manager				
	6	1	Developments in Sales Management				
3	7	1	Effectiveness to Efficiency				
	8	1	Multidisciplinary Approach	CS			
	9	1	Internal Marketing, Increased Use of Intern				
4	10	1	CRM, Professionalism in Selling	CAT and Assignment			
	11	2	Structure of Sales Organization				
	12	2	Importance, Role of Distribution				
5	13	2	Integration of Marketing, Sales and Distribution				
	14	2	Market Analysis and Sales Forecasting	Workshop			
	15	2	Methods of Sales Forecasting, Types of Sales Quotas	Practical's with software			
6	16	2	Factors Determining Fixation of Sales Quota				
	17	2	Assigning Territories to Salespeople	CS			
	18	2	Process of Selling, Methods of Closing a Sale				
7	19	2	Reasons for Unsuccessful Closing, Theories of Selling, Selling Skills				
	20	2	Selling Strategies, Difference Between Consumer Selling and Organizational Selling	CAT and Assignment			
	21	3	Difference Between National Selling and International Selling				
8	22	3	Management of Distribution Channel – Meaning & Need				

	23	3	Channel Partners- Wholesalers, Distributors and Retailers & their Functions	CS			
	24	3	Difference Between a Distributor and a Wholesaler				
9	25	3	Difference Between a Distributor and a Wholesaler				
	26	3	Choice of Distribution System	Guest Lecture			
	27	3	Factors Affecting Distribution Strategy –				
10	28	3	Factors Affecting Effective Management Of Distribution Channels				
	29	3	Channel Design, Channel Policy, Channel Conflicts, Resolution of Conflicts				
	30	3	Motivating Channel Members	CAT and Assignment			
11	31	4	Selecting Channel Partners	Mentimeter			
	32	4	Evaluating Channels				
	33	4	Channel Control				
12	34	4	Evaluation & Control of Sales Performance				
	35	4	Sales Performance – Meaning				
	36	4	Methods of Supervision and Control of Sales Force				
13	37	4	Methods of Supervision and Control of Sales Force	CS			
	38	4	Sales Performance Evaluation Criteria-Key Result Areas (KRAs)				
	39	4	Sales Performance Evaluation Criteria-Key Result Areas (KRAs)				
14	40	4	Sales Performance Evaluation Criteria-Key Result Areas (KRAs)	CAT and Assignment			

***TOOLS : White Board, Mentimeter, Kahoot, Videos.**

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specifying	Total
	2.5					2.5		05

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment 01 on unit 1	1		
2	Assignment 02 on unit 2	2		
3	Assignment 03 on unit 3	3		
4	Assignment 04 on unit 4	4		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√			1		√		√	
2	5	√			2		√		√	
3	7	√			3		√		√	
4	9	√			4		√		√	
5										

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 – MCQ - 10 Marks Q2 – 1 Theory 5 Marks	No IA Re-test

2 nd IA Test				Q3 – 1 Theory/numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz					
Open Book Test	4 th or 5 th week	2	S		
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	Team Building activity on Process of selling	Process of selling	1	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Case Study on Marketing Management	Sales Management	1	
2	2	Case study on Assigning Sales Territory	Sales Territory	2	

3	3	Case study on Sales Evaluation Strategy	Sales Evaluation	3	
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Guest Lecture
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Unit 3
4		Mini Projects	Yes
5		Pop Quiz	Yes (Kahoot)
6		Mobile App Based Quiz	Unit 1 and Unit 3
7		Open Book Test	Unit 2
8		Take Home Test	Unit 4
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Yes
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Summary for teaching pedagogy:

1. Online workshop on Sales Forecasting
2. Case study
3. Mentimeter
4. Kahoot
5. Guest Lecture
6. Assignment/Presentation/Mini Projects
7. IEF
8. Group Discussion
9. CAT
10. MOOC
11. White Board

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand distinctive features of service and key element in service marketing
Affective	What do you want students to think / care about?	To provide insight in to way to improve service quality and productivity
Behavioural	What do you want students to be able to do?	To understand marketing of different services in Indian context

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the scope , nature and characteristics of service Marketing	Unit 1
CO2	To find the role of different service mix element and impact of branding in standirization of services.	Unit 2
CO3	To study the way to improve the service quality with the help of different models	Unit 3
CO4	To study the new trends of service wrt different service industry	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S									
CO 2	S	M	S									
CO 3	S	M	M									
CO 4	s	M	S									

CO 5												
------	--	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Service marketing	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Service Marketing	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Wednesday	2.00 pm to 3.00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	Introduction of Services Marketing	10 hr	25
2	Key Elements of Services Marketing Mix	10 hr	25
3	Managing Quality Aspects of Services Marketing	10 hr	25
4	Marketing of Services	10 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	II	Principle of marketing	All units
2	II	Principles of Management	All units
3	III	Consumer Behaviour	All units

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MBA/MMS	Marketing specialisation/ Retail Management/ Logistics and SCM/
2	M.com	Sem1
3		
4		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Find the right way how to make the customer satisfied
2	What are the key element of different level of service
3	

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100 %	100%	98	92
Marks Obtained by Course Topper (mark/100)	95	99	88	85

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020			MSR	100		
Oct 2019			MSR	98		
Oct 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Service marketing Mix	2	In this unit students don't know how to write and how much to write for the questions and case study (Notes to be provided to the student in question and answer format)

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Service Marketing	Valarie A. Zeuhaml & Mary Jo Bitner	Tata McgrawHill	6th Edition	1-3
2	Service Marketing People, Technology, Strategy	Christoper Lovelock, JochenWirtz, Jayanta Chatterjee,	A South Asian Perspective , Pearson Education	7th Edition	2
3	Services Marketing- Concepts And Practices	Ramneek Kapoor, Justin Paul & Biplab Halder	McgrawHill, 2011		1-4
4	Services Marketing Text & Cases	Harsh V. Verma	Pearson Education,	2nd Edition	2
5	Services Marketing	K. Ram Mohan Rao	Pearson Education,	2nd Edition, 2011	1-4

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Service Sector Management	C. Bhattacharjee	Jaico Publishing House	Mumbai, 2008	1-4
2	Services Marketing	Govind Apte	Oxford Press,	2004	1-4
3					
4					
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Service marketing	Christopher H. Lovelock Sandra Vandermerwe Barbara Lewis Suzanne Fernie	Heriot-Watt university	2016	1
2	Service Marketing (Text and cases in Indian context)	Dr. K. Karunakaran	Himalaya Publishing House	2014	
3					
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Journal of Services Marketing Emerald Insight		
2			
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓	✓				Y		
2	✓	✓	✓				Y		
3	✓	✓	✓				Y		
4	✓	✓	✓				Y		
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	Introduction - YouTube (NPTEL Video- Prof Biplab Datta (IIT – Kharagpur)	1-4
3	SLM-MCom-SERVICE MARKETING.pdf (sdeuoc.ac.in) (Calicut University)	1-4
4	Service Marketing.pdf (gurukpo.com) (Biyani Institute of Science and Management)	1-4

4.g **Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Services Marketing - Course (swayam2.ac.in)	IIMB	6 weeks	Y
2	Services Marketing : Integrating People, Technology, Strategy - Course (nptel.ac.in)	NPTEL	8 weeks	Y
3	Free Leadership Tutorial - Service Management and Complaint Handling Udemu	Service Marketing – Service management and complaint handling - Udemu	2hr	Y
4	Services Marketing In Totality Udemu	Service recovery strategies, Service failure, Service encounters, customer role in service delivery - Udemu	2hr	Y
5	https://www.udemy.com/course/learn-digital-marketing-course/	The complete Digital marketing course – 12 course in one - Udemu	22.5 hr	Y

4.h **Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Digital marketing		30 hr	Y

4.i **Study Material Distributed among Students**

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
•	✓	✓	✓	✓	

5. **Consolidated Course Lesson Plan**

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	/10/2021	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction to syllabus		CO1		
	2	1	Services Marketing Concept, Distinctive Characteristics of Services		CO1		
	3	1	Services Marketing Triangle		CO1		
2	4	1	Purchase Process for Services		CO1		
	5	1	Marketing Challenges of Services		CO1		
	6	1	Role of Services in Modern Economy, Services Marketing Environment		CO1		
3	7	1	Consumer Behaviour, Positioning a Service in the Market Place, Services Continuum		CO1		
	8	1	Variations in Customer Involvement, Impact of Service Recovery Efforts on Consumer Loyalty		CO1	Case study	
	9	1	Type of Contact: High Contact Services and Low Contact Services		CO1	Assignment-1	
4	10	1	Sensitivity to Customers' Reluctance to Change		CO1		
	11	2	Elements of Services Marketing Mix, The Service Product comparing with the different service industry		CO2		
	12	2	Elements of Services Marketing Mix, The Service Product comparing with the different service industry		CO2		
5	13	2	Pricing Mix comparing with the different service industry		CO2		
	14	2	Promotion & Communication Mix comparing with the different service industry		CO2		

	15	2	Place/Distribution of Service comparing with the different service industry		CO2		
6	16	2	People comparing with the different service industry		CO2	Case study	
	17	2	Physical Evidence comparing with the different service industry		CO2		
	18	2	Process-Service Mapping Flowcharting, Service Delivery		CO2		
7	19	2	Branding of Services – Problems and Solutions		CO2	Assignment-2	
	20	2	Case study on different service industry		CO2		
	21	3	Improving Service Quality and Productivity		CO3		
8	22	3	Service Quality GAP Model		CO3		
	23	3	GAP Model and its application in service industry		CO3	Case study	
	24	3	Benchmarking and its impact in service quality		CO3		
9	25	3	Measuring Service Quality -Zone of Tolerance		CO3		
	26	3	Improving Service Quality		CO3		
	27	3	The SERVQUAL Model		CO3		
10	28	3	The SERVQUAL Mode and its implementation in service industry		CO3	Assignment-3	
	29	3	Defining Productivity – Improving Productivity		CO3		
	30	3	Demand and Capacity Alignment wrt different service industry		CO3		
11	31	4	International and Global Strategies in Services Marketing		CO4		

	32	4	Services in the Global Economy- Moving from Domestic to Transnational Marketing		CO4	Case study	
	33	4	Factors Favouring Transnational Strategy, Elements of Transnational Strategy		CO4		
12	34	4	Recent Trends in Marketing Of Services in tourism		CO4		
	35	4	Recent Trends in Marketing Of Services in Banking and insurance		CO4		
	36	4	Recent Trends in Marketing Of Services in IT and entertainment industry		CO4	Assignment-4	
13	37	4	Recent Trends in Marketing Of Services in IT and entertainment industry		CO4		
	38	4	Ethics in Services Marketing: Meaning, Importance		CO4		
	39	4	Case Study		CO4		
14	40	4	Unethical Practices in Service Sector		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
3	2				20			25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	<ul style="list-style-type: none"> Characteristics of Services, Customer involvement Type of contacts 	1	3 rd week	4 th Week

2	<ul style="list-style-type: none"> Options for Service Delivery Case study on service marketing mix on different service industry 	2	7 th week	8 th week
3	<ul style="list-style-type: none"> GAP Model /(SERVQUAL Model) Benchmarking Measuring Service Quality -Zone of Tolerance Demand and Capacity Alignment 	3	10 th week	11 th week
4	<ul style="list-style-type: none"> Transnational Strategy Factors Favouring and elements Recent Trends in Marketing Of Services (ppt presentation by the students) Ethics and un ethical practices in Services Marketing 	4	12 th week	13 th week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2	✓					✓		✓	
2	4	✓					✓		✓	✓
3	7	✓					✓		✓	✓
4	9	✓					✓		✓	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Aug 2021	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					

Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c**Practical Activities – PBL Experiments**

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Case lets and Presentation by students		4	
2	4	Case study & examples , videos		2	

10.**Beyond Syllabus Activities for Gap Mitigation**

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	May Be - Marekting Mix
2		Industrial Visit	YES
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Mangal singh Rawat

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021–

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To study basic concepts in financial services
Affective	What do you want students to think / care about?	To critically analyse the concepts and understand the perspective to current financial industry in India.
Behavioural	What do you want students to be able to do?	To develop a professional and keen approach towards financial industry.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Financial statement analysis, Wealth management individual & Companies	Unit 1
CO2	Investments & Insurance management system	Unit 2
CO3	Real estate management & Reduction in tax liability	Unit 3
CO4	Tax saving schemes & retirement planning	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	S	W	M	M						
CO 2	S	M	S	M	M	M						
CO 3	S	M	S	W	M	M						
CO 4	S	M	M	M	M	M						
CO 5	S	M	M	M	M	M						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
UBMSFSV.6	Wealth Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
UBMSFSV.6	Wealth Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B									
C									
F									

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	02: 00 pm to 05:00 pm	Online

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction	10:00 hrs	25
2	Insurance Planning and Investment Planning	10:00 hrs	25
3	Financial Mathematics/ Tax and Estate Planning	10:00 hrs	25
4	Retirement Planning/ Income Streams & Tax Savings Schemes	10:00 hrs	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	SYBMS	Basics of Financial Services
2	IV	SYBMS	Corporate Finance
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMS	Risk Management, Strategic Financial Management
2	MBA/MMS	Financial Management, Portfolio Management
3	M.com	Financial Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Banking Industry
2	Insurance Industry
3	Stock Market Operations
4	Taxation

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – Nov 2020	Nov 2019	Nov 2018	Nov 2016
Course Passing % – Average of 3 Divisions	100 %	98 %	100 %	
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	NR	100				
Nov 2019	NR	98				
Nov 2018	NR	100				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Financial Mathematics	3	Practical examples and sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Market and Services	E, Gordon and K. Natrajan	Himalaya Publishing House		I
2	Financial Services	Khan M.Y	Mc Graw Hill Education.		II & III
3	Financial Management	IM Pandey	Vikas Publishing House Ltd		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Wealth Management modules	NCFM, CFP, IIBF, etc		15	All
2	Wealth Management	Harold Evensky	McGraw Hill Publication	N.A	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.celestialwealthmanagement.com/ebooks/	Unknown	Zest sms		All
2	https://www.nyif.com/online-professional-certificate-in-wealth-management.html		www.nyif.com		1&3
3	https://www.swislearninginstitute.com/wealth_management.html		swislearninginstitute		All
4					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	http://jwm.iiijournals.com/content/by/year		2
2			
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						Y		Wealth Management, Chap1&4 , Pg no: 1-24/46-55
2	✓						Y		Wealth Management, Chap 3& 6 Pg no:37-45/73-94
3		✓					Y		Wealth Management, Chap 8-19. Pg no.74- 630
4		✓					Y		Wealth Management, Chap 5, Pg no 82-102
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
	Become a financial Analyst	Linkedin	40 hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
	Advance /excel		30 hrs	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Mock Interview and Introduction To Wealth Management		CO1		
	2	1	Financial Services and Meaning of WM, Scope of WM		CO1		
	3	1	Components of WM & Process of WM		CO1		

	4	1	WM Needs & Expectation of Clients		CO1		
	5	1	Code of Ethics for Wealth Manager		CO1		
	6	1	Financial Literacy, financial goals & planning		CO1		
	7	1	Cash Flow Analysis – Analysis of Financial Statements		CO1		
	8	1	Building Financial Plans & Life Cycle Management		CO1		
4	9	1	Real Return, Key Indicators-Leading, Lagging & Concurrent		CO1		
	10	1	Revision of Unit 1		CO1		
	11	2	Meaning of Insurance & Basic Principles of Insurance, Functions and Characteristics of Insurance		CO2		
	12	2	Rights and Responsibilities of Insurer and Insured, Types of life Insurance Policies		CO2		
	13	2	Types of General Insurance Policies & Health Insurance – Mediclaim		CO2		
	14	2	Calculation of Human Life Value - Belth Method/CPT		CO2		
	15	2	Types of Investment Risk		CO2		
6	16	2	Risk Profiling of Investors & Asset Allocation (Life Cycle Model)		CO2		
	17	2	Asset Allocation Strategies (Strategic, Tactical, Life-Cycle based)		CO2		
	18	2	Goal-based Financial Planning, Active & Passive Investment Strategies		CO2		
	19	2	Calculation of Returns (CAGR ,Post-tax Returns etc.)		CO2		
7	20	2	Calculation of Returns (CAGR ,Post-tax Returns etc.)		CO2		
	21	2	Total Assets and Net Worth Calculations		CO2		

8	22	3	Tax Planning Concepts, Assessment Year, Financial Year		CO3		
	23	3	Income Tax Slabs, TDS, Advance Tax, LTCG, STCG		CO3		
	24	3	Carry Forward & Set-off		CO3		
	25	3	Estate Planning Concepts		CO3		
9	26	3	Types of Will – Requirements of a Valid Will		CO3		
	27	3	Trust – Deductions – Exemptions		CO3		
	28	3	Understanding of different Salary Components		CO3		
	29	4	Introduction to Retirement Planning		CO4		
10	30	4	Purpose & Need of Retirement Planning		CO4		
	31	4	Life Cycle Planning		CO4		
	32	4	Financial Objectives in Retirement Planning		CO4		
	33	4	Wealth Creation (Factors and Principles)		CO4		
11	34	4	Retirement (Evaluation & Planning)		CO4		
	35	4	Pre & Post-Retirement Strategies - Tax Treatment		CO4		
	36	4	Pension Schemes, Annuities- Types of Annuities		CO4		
	37	4	Annuities- Types of Annuities		CO4		
12	38	4	Various Income Tax Savings Schemes		CO4		
	39	4	University paper solving		CO4		

	40	4	Revision		CO4		
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6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
	1				2	1		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Test	1	3 rd Week	4 th Week
2	Test and financial statement analysis	2	5 th	7 th
3	Guest lecture	3	9 th	10 th
4	Open book test	4	11 th	12 th

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	√					√			
2	5	√					√			√
3	9	√					√			√
4	11	√					√			

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	4 th week	1		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	7 th week	2			
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					

7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	2	Financial Statement Analysis		2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	No
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	Yes
6		Mobile App Based Quiz	No
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	No
10		Minute Papers	Yes

11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	No
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Pooja Jogu

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-21

Consolidated Academic Administration Plan for the Course
UBMSFSVI.8 International Marketing – Sem. VI – BMS– 2020-2021 – Even Semester
Mr. Abhijit Rane

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions – hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a

Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Student should know and Understand Concepts of International Marketing to explore opportunity in global world.
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USIT401	Brand Management	75	-	--	4	-	--	4
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Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA 1 and IA2					
USIT401	International Marketing	20	05	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
B	3.0	2.5	2.5	2.5	2.5	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
B	Thursday	2:30 P.M. – 3:30 P.M.	Staff room well

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to International Marketing & Trade	12.5%	25
2	International Marketing Environment & Marketing Research	12.5%	25
3	International Marketing Mix	12.5%	25
4	Developments in International marketing	12.5%	25
* Insert rows for more modules in the Course Total		50	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	FYBMS - Semester II	Trends In Marketing
2	3 & 4	SYBMS- Semester III & IV	Rural Marketing Strategies Trends and Challenges in Event Marketing

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	All	M COM – Management
2	All	MBA

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Students will be able to prepare themselves for International Marketing Advantages and Challenges
2	Students undertake research of International Marketing Environment.

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target - April 2020	April 2020	April 2019	April 2018
Course Passing % – Average of 3 Divisions	100	100	98.53%	NA
Marks Obtained by Course Topper (mark/100)	95	92	89	NA

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2019	NA	NA	Abhijit Rane	100 %	NA	NA
April 2019	NA	NA	Abhijit Rane	98.53%	NA	NA
April 2018	NA	NA	NA	NA	NA	NA
April 2017	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Developments in International Marketing	4	Reading of current affairs and News Papers

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA	NA	NA	NA	NA

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International Marketing	Dr. Shakeel Ahmad Siddiqui	Dreamtech press	Edition 2011	All
2	International Marketing Analysis and Strategy	<i>Sak Onkvisit, John J. Shaw</i>	<i>Pearson Publication</i>	<i>Third Edition</i>	3
3	<i>International Marketing and Export Management</i>	<i>Gerald Albaum, Edwin Duerr, Jesper Strandskov</i>	<i>Pearson Publication</i>	<i>Fifth Edition</i>	4
4	<i>International Marketing</i>	<i>Philip R. Cateora,</i>	<i>Tata Mcgraw</i>	<i>Twelfth</i>	All

		<i>John L. Graham</i>	<i>Hill</i>	<i>Edition</i>	
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4.c
List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International Marketing	Franklin R	Rai Technology University	2 nd	1-2
2	International Marketing	Pervez Ghauri, Philip Cateora	Heriot-Watt University	4 th	3-4

4.d
Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	journals.ama.org/loi/jimk	https://www.workfront.com/blog/the-best-print-magazines-for-marketing-managers	1-4
2	https://www.ama.org/publications/JournalOfInternationalMarketing	www.world-newspapers.com > Business Magazines	1-4

3	https://www.sciencedirect.com/journal/international	https://napkinmarketing.com/canadian-us-uk-marketing-magazines	1-4
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4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
All		√	√	√	√	√	√		All

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	journals.ama.org/loi/jimk	1-4
2	https://www.ama.org/publications/JournalOfInternationalMarketing	1-4

4.g**Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.**

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.class-central.com/tag/international-marketing	Indian Institute of Management Bangalore edx	6 weeks	Y
2	https://www.mooc-list.com/tags/international-marketing	Coursera	6weeks	Y

4.h**Recommended Value Added Courses (VAC)**

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Marketing strategy antecedents of value adding by foreign subsidiaries https://www.emeraldinsight.com/doi/10.1108/02651330910950402	A Pehrsson	12 weeks	Y
2	International Marketing & Brand Management https://www.lunduniversity.lu.se/lubas/i-uoh-lu-EAGIB	Lund University	32 hours.	Y

4.i**Study Material Distributed among Students**

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)

√	√	√	√	√	
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5.

Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	11/01/ 2021	March	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	AAP and Syllabus Discussion				
	2	1	Meaning, features and Need of International Marketing, Process,				
	3	1	Phases of International Marketing & Benefits, and challenges of International Marketing				
	4	1	Difference between domestic and International Marketing, orientation of International Marketing				
	5	1	EPRG Framework				
2	6	1	Modes of entry into international market				

7	1	Concept of international trade & Barriers to trade				
8	1	Entering International Markets & Mergers and Acquisition				
9	1	Concept of international trade & Barriers to trade & Trading Blocs				
10	1	International Marketing Environment				
11	1	International Economic Institution				
12	1	Political and legal environment-political intervention, common law, civil law				
13	1	Political intervention, common law, civil law & Anti Dumping Law and Import License				
14	1	Cultural environment-elements, HOFSTEDE's 6 dimension of culture, Elements of Culture				
15	1	Manners and Customs Cultural Values				
16	2	Individualism v/s Collectivism				
17	2	International Marketing Research				
18	2	IT in Marketing Research				

	19	2	Marketing Research Process				
	20	2	Scope of International Marketing				
	21	2	International Marketing Mix				
	22	2	International Product Decision				
	23	2	Product Standardization v/s Adaptation				
	24	2	International Product Life Cycle				
	25	2	Role of Packaging and Labeling in International Markets,				
	26	2	Branding Decisions in International Markets, Concept of International Pricing				
	27	2	International Pricing Decision, International Pricing Methods & Issues				
	28	2	International Distribution Decisions				
	29	2	Factors Influencing Selection of International Distribution Channel				
	30	3	International Promotion Decisions				
	31	3	International Promotional Tools/Elements				

	32	3	Introduction -Developing International Marketing Plan				
	33	3	Controlling International Marketing Operations				
	34	3	Devising International Marketing Plan & International strategies				
	35	3	Need for International Strategies, Types of International Strategies				
	36	3	International Marketing of Services				
	37	3	Concept of International Service Marketing				
	38	3	Features of International Service Marketing				
	39	3	Need of International Service Marketing & Drivers of Global Service Marketing				
	40	3	Global Service Marketing & Service Cultur				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
05	03				02			10 (Scale down 05)

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Trading Blocs	CO1	January First week	
2	International Economic Institution	CO2	February second week	
3	Factors Affecting International Pricing	CO3	March First week	
4	International Marketing Plan	CO4	March second week	

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OB T		Text Book	Referenc e Book	Other Learning Resource	MU EQ	Thought Provoking
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	February	1 & 2	CO1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test	January	1,2	CO1 & 2		
Take Home Test	March	1,2 & 3	CO1,2 & 3		
Class tests / prelims					
Class tests / prelims	April	All	CO1,2,3 & 4		
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	1	World Map	Trading Blocs	CO1	
2	2	Case Study	Negotiation	CO2	
3	3	Company Review	International Distribution Channels	CO3	
4	4	Business Plan	International Marketing Plan	CO4	

9.b

Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c

Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
---------------	------------	-------------------------------------	----------------------------	--------	--------------------------

1		NA			
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	YES
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	YES
4		Mini Projects	YES
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	YES
8		Take Home Test	YES
9	Collaborative and Group Activity	Poster Presentation	YES
10		Minute Papers	YES
11		Students Seminar	
12		Students Debates	YES

13		Panel Discussion / Mock GD	
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	YES
16		Value Added Courses	YES
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)
(Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name

External Industry Mentor (Sign.)
Academic Mentor (Sign.)

External

VSIT Cluster Mentor Name (Sign.)
(Sign.)

Head of Dept.

Version 2020-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the concepts, theoretical framework and issues of HRM in Global Perspective
Affective	What do you want students to think / care about?	To find out the impact of cross culture on Human Resource Management
Behavioural	What do you want students to be able to do?	To provide information about Global Workforce Management

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To introduce the students to the study and practice of HRM	1
CO2	To understand the concepts, theoretical framework and issues of HRM in Global Perspective	2
CO3	To find out the impact of cross culture on Human Resource Management	3
CO4	To study International HRM Trends and Challenges	4


1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	H	H	H	H	H	H	H	H	H	H	H	H
CO 2	H	H	H	H	H	H	H	H	H	H	H	H
CO 3	H	H	H	H	H	H	H	H	H	H	H	H
CO 4	H	H	H	H	H	H	H	H	H	H	H	H
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	S	S	S
CO 2	S	S	S	S
CO 3	S	S	S	S
CO 4	S	S	S	S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	HRM in Global Perspective	100						100

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
	HRM in Global Perspective	20	5		75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A									
B									
C	40								
D									
E									
F									

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Saturday	11a. m to 12 p. m	Library or reading room
B			
C			

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	International HRM – An Overview	10	25
2	Global HRM Functions	10	25
3	Managing Expatriation and Repatriation	10	25
4	International HRM Trends and Challenges	10	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	V	BMS	Strategic Human Resource Management & HR Policies
2	V	BMS	Finances for HR Professional and Compensation Management
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	MMS / MBA
2		
3		

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Cross Culture Management
2	Knowledge Management
3	Managing Diversity in Workforce

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target - March 2021	March 2020	March 2019	March 2018
Course Passing % – Average of 3 Divisions	100	100	100	
Marks Obtained by Course Topper (mark/100)	90	89	90	

	Division A		Division B		Division C	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021					NR	100
Mar 2020					NR	100
Mar 2019					NR	100

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Repatriate	4	Videos and practical demonstration

4**All the Learning Resources – Books and E-Resources****4.a****List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	HRM in Global Perspective	Dr. Sunny Fernandes	Rishabh		All

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	International Human Resource Management	S C. Gupta - Text and Cases	MacMillan Publishers		All

2	International Human Resource Management	P. L. Rao - Text and Cases	Excel Books		All
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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Global Perspectives - HRM	Randall S. Schuler	Kindle	VII	ALL

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Kobo.com	https://www.kobo.com/us/en/ebook/human-resource-management-69	3

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		All mentioned above
2	√	√	√				√		All mentioned above
3	√	√	√				√		All mentioned above
4	√	√	√				√		All mentioned above
5									
6									
7									
8									
9									

10									
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VSIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VSIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.kobo.com/us/en/ebook/human-resource-management-69	3
2	https://www.youtube.com/watch?v=jUix2o---3U	2
3	https://www.youtube.com/watch?v=r04e8YLhbJw	4
4	https://www.youtube.com/watch?v=m7YNsgs0HcE	1

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.udemy.com/course/how-to-network/	Udemy	15 hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	-	-	-	-

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	04/01/2021	31/03/2021	12

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	International HRM- Meaning and Features; Objectives, Evolution of IHRM				
	2	1	Reasons for Emergency of IHRM. Significance of IHRM in International Business.				
	3	1	Scope/Functions • Difference between International HRM and Domestic HRM. Approaches to IHRM- Ethnocentric, Polycentric, Geocentric and Regio-centric.				
	4	1	Limitations to IHRM and Qualities of Global Managers. Organizational Dynamics and IHRM.				
2	5	1	Components of IHRM- Cross Cultural Management and Comparative HRM.				

	6	1	Cross Cultural Management- Meaning, Features, Convergence of Cultures. Role of IHRM in Cross Culture Management.				
	7	1	Problems of Cross-Cultural Issues in Organizations. Importance of Cultural Sensitivity to International Managers				
	8	1	Importance of Cultural Sensitivity to International Managers				
3	9	1	Comparative HRM- Meaning, Importance, Difference between IHRM and Comparative HRM				
	10	1	Managing Diversity in Workforce & Dealing with Cultural Shock				
	11	1	Unit 1 Test				
	12	2	International Recruitment and Selection- Meaning- Sources of International Labour Market				
4	13	2	Global Staffing, Selection Criteria, Managing Global Diverse Workforce				
	14	2	Components of International Compensation Program, Approaches to International Compensation				
	15	2	HRM Perspectives in Training and Development - Meaning, Advantages				
	16	2	International Performance Management – Meaning, Factors Influencing Performance				
5	17	2	Criterion used for Performance Appraisal of International Employees & Problems Faced in International Performance Management				

	18	2	Motivation and Reward System- Meaning, Benchmarking Global Practices				
	19	2	International Industrial Relations – Meaning, Key Issues in International Industrial Relations				
	20	2	Test on Unit 2				
6	21	3	Concepts of PCNs (Parent-Country Nationals)				
	22	3	TCNs(Third-Country Nationals) and HCNs(Host-Country Nationals)				
	23	3	Expatriation- Meaning, Reasons for Expatriation, Factors in Selection of Expatriates				
	24	3	Advantages of Using Expatriates, Limitations of using Expatriates				
7	25	3	Trade Union and International IR				
	26	3	Role of Family, the Role of Non-expatriates. Reasons for Expatriate Failure, Women and Expatriation				
	27	3	Factors affecting Repatriation Process. Role of Repatriate, Challenges faced by Repatriates				
	28	3	Test on Unit 3				
8	29	3	Emerging Trends in IHRM. Off Shoring – Meaning, Importance, Off Shoring and HRM in India				
	30	3	International Business Ethics and IHRM – Meaning of Business Ethics,				

	31	4	International Corporate Code of Conduct and Criminalization of Bribery				
	32	4	Global Values – Operationalizing Corporate Ethics of HR in Overall Corporate Ethics Programme				
9	33	4	Managing International Projects and Teams-Meaning				
	34	4	How Projects are Managed across the World and Challenges in Managing International Projects across the World				
	35	4	HR in MNCs – Industrial Relations in MNCs				
	36	4	HRM and Virtual Organization- Meaning and Features of Virtual Organization,				
10	37	4	IHRM Difference between Virtual Organization and Traditional Organization				
	38	4	Role of Technology on, Managing HR in Virtual Organization				
	39	4	Growth in Strategic Alliances. Cross Border Mergers and Acquisitions				
	40	4	Impact on IHRM & Knowledge Management and IHRM				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
20	2				2			5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Videos			
2	Presentations on Cross Border Mergers and Acquisitions			
3	Module wise test			
4	Open book test			
5	Global Values – Activity on Trading Blocks			
6				
7				
8				
9				
10				

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2				1					√
2	5				2			√		
3	7		√		1 & 2					
4	8				3					√
5	10			√	3					
6	11				4			√		
7	14				4			√		
8	15		√		All	√			√	
9										
10										

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	22 nd Feb, 2022	1&2	1&2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	20 th March, 2022	3&4	3&4		IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test	21 st March, 2021				
Class tests / prelims					

Class tests / prelims	After every unit				
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	
5		Pop Quiz	
6		Mobile App Based Quiz	
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	
11		Students Seminar	
12		Students Debates	
13		Panel Discussion / Mock GD	
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Nikita Raut

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To acquaint learners with the Latest GST Regime Basic Laws
Affective	What do you want students to think / care about?	To develop in the learners the skills of interpretation of the legal clauses and understand how the Taxation works in generating timely revenue for the Government
Behavioural	What do you want students to be able to do?	To enable Learners to be able to calculate and pay the GST Tax Liability under simple circumstances

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the Terminology used in GST Act and Occurrence of Taxable event	Unit 1
CO2	To Identify the time, place of supply and Calculate the Value of supply and Input Tax Credit	Unit 2
CO3	To familiarise with the process of registration and payment of Tax Liability Computed	Unit 3
CO4	To Acquaint the learner with the process of return filling and maintenance of documentary records	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										
CO 3			S									
CO 4				S								

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	NA			
CO 2		NA		
CO 3			NA	
CO 4				NA
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Indirect Taxes	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA	IA 2	Sum of IA1 and IA2					
	Indirect Taxes	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students’ query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Tuesday	10:30 a.m. – 11:30 a.m.	Online and Reading Hall

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Indirect Taxation and GST	14 hr	25
2	Concept of Supply	08 hr	25
3	Registration and Computation of GST	04 hr	25
4	Filling of Returns	14 hr	25
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	V	Direct Taxation	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	IV	Mcom
2		MBA
3		CA, CS, CFA, ACCA , CPA

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To understand the legal provisions of GST for taking benefit of input tax credit in business and proper tax payment, understanding the effect of GST Taxation on Inflation in the country
2	To be a responsible citizen and buying genuine products by paying appropriate tax
3	To be up to date with recent statutory or juridical updates of GST and understanding GST Related Matters

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – May 2022	May 2021	May 2020	May 2019
Course Passing % – Average of 3 Divisions	100%	100%	100%	100%
Marks Obtained by Course Topper (mark/100)	90	84	89	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
May 2021	Shreyas Bondre	100%	NA	NA	NA	NA
May 2020	Pooja Kesharwani	100%	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Taxable Event and Supply, Exemptions	1	Use of Interpretative Summary Flowcharts for Provisions
Computation of Tax Liability	3	More Practice of Sums

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Goods and Service Tax, 2017	Bare Act			
2	GST Law and Practice	V. S Datey	Taxmann		
3	GST Laws	National Academy of Customs, Indirect Tax		-	

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Indirect taxation	CA Jimit Doshi			All
2	GST Ready Reckoner	V. S. Datey	Taxmann		All
3	Indirect Taxation	CA Yashvant Mangal			All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	https://www.icai.org/post.html?post_id=17758	ICAI			All
2	Finapp for case Laws and articles				

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.

1	Goods and Service Tax Cases – The GST Weekly by Taxmann	https://www.taxmann.com/virtualbooks/journal/product/6663-virtual-journal-goods-and-services-tax-cases-the-gst-weekly	
2.	Bombay Chartered Accountants Journal (BCAJ)	https://bcajonline.org/contentsd.php?Id=263	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	√	√	√				√		Chapter 1-3
2	√	√	√				√		Chapter 4-7
3	√	√	√				√		
4	√	√	√				√		
5									

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.icai.org/post.html?post_id=17758	All
2		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1.	https://www.udemy.com/course/gst-in-india/	Raja Natarajan - Udemey	12hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1.	None identified			

4.i Study Material Distributed among Students

Tick if distributed among students

GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
√	√	√	√	√	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	04/12/2021		

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Overview of Syllabus		1		
	2	1	Introduction to GST and Input Tax Credit Mechanism of taxation		1		
	3	1	Legislative Framework of GST, Scope and Applicability		1		
2	4	1	Basics Definitions and Terminologies- Short Quiz on the basics term		1		
	5	1	Taxable Event and Meaning of Supply		1		
	6	1	Illustration based on Supply		1		
3	7	1	Supply of Neither Good nor Services, Composite Supply, Mixed Supply		1		
	8	1	Levy of GST		1		
	9	1	Collection of GST – Activity to identify GST Payment details through Bills		1		
4	10	1	Composition Scheme		1		
	11	1	Exemptions from GST		1		

	12	1	Illustrations based on Exemption of GST		1		
5	13	1	Illustrations based on Exemption of GST		1		
	14	1	Illustrations based on Exemption of GST		1		
	15	2	Time of Supply – Making a Flowchart for Time of Supply		2		
6	16	2	Illustrations based on Time of Supply		2		
	17	2	Place of Supply		2		
	18	2	Illustrations on Place of Supply		2		
7	19	2	Value of Supply		2		
	20	2	Illustrations based on Value of Supply		2		
	21	2	Input Tax Credit		2		
8	22	2	Illustrations based on Input Tax Credit- - Flip Class room		2		
	23	3	Registration under GST		3		
	24	3	Compulsory Registration, Casual Taxable Person		3		
9	25	3	Procedure for Registration		3		
	26	3	Deemed Registration and Cancellation of Registration		3		
	27	4	Electronic Payment of GST and Electronic Ledgers		4		
10	28	4	TDS and TCS under GST and penalty for late payment		4		
	29	4	Computation of Tax Liability		4		

	30	4	Computation of Tax Liability- Open Book Test		4		
11	31	4	Computation of Tax Liability		4		
	32	4	Computation of Tax Liability		4		
	33	4	Computation of Tax Liability		4		
12	34	4	Documentation		4		
	35	4	Debit Note, Credit Note and Eway Bill		4		
	36	4	GST Returns Filling Part 1		4		
13	37	4	GST Returns Filling Part 2		4		
	38	1-4	Revision		4		
	39	1-4	Revision		4		
14	40	1-4	Revision – surprise Test		4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Mark	Mini-projects	Unit Test 1	Midterms	Unit Test 2	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
20	20	20	20	20				100/4 =25

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Taxable Event of Supply	1	3 rd Week	4 th Week

2	Value of Supply	2	6 th Week	7 th Week
3	Computation of GST Liability	3	9 th Week	10 th Week
4	Return Filling under GST	4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3 rd Week	✓			1	✓			✓	
2	6 th week			✓	2		✓		✓	
3	9 th Week	✓			3		✓		✓	
4	11 th week	✓			4			✓	✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 to 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1-4	Discussion of Caselaw	Matters under question in caselaws		
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise Test
4		Mini Projects	
5		Pop Quiz	Yes
6		Mobile App Based Quiz	

7		Open Book Test	Yes
8		Take Home Test	
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Asst. Prof. Hetvi P.Dedhia (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-21

resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the financial services provided by various banking and non-banking financial institutions
Affective	What do you want students to think / care about?	To know about the regulatory framework in various financial markets and also understand the role of different regulatory authorities
Behavioural	What do you want students to be able to do?	To understand the process of Public Issue of securities and acquire the skills necessary to work in a financial firm.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To describe the various financial products, services, and strategies offered by the variety of financial services institutions.	Unit 1
CO2	To evaluate financial products offered by the variety of financial services institutions for suitability and appropriateness in meeting consumer needs.	Unit 2 & 3
CO3	To be able to understand the various technologies adopted in the operations of financial services	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S											
CO 2		S										

CO 3			S									
CO 4				S								
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S			
CO 2		S		
CO 3			S	
CO 4				S
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
EC	Industrial Law	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Average of IA1 and IA2					
EC	Industrial Law	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	11:00 a.m. – 12:00 p.m.	Staff room well

2.a Syllabus : Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Traditional Financial Services	10 hr	25
2	Issue Management and Securitization	10 hr	25
3	Financial Services and its Mechanism	10 hr	25
4	Consumer Finance and Credit Rating	10 hr	25
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	12th Junior College	SYJC	Secretarial Practice

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	III SY BAF	Financial Market Operations
2	III MMS	Financial Services Management

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Awareness about various services like working of online banking services, payment mechanisms etc
2	Awareness about the regulatory framework of financial system

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2020	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of 3 Divisions	100%		100 %	97.01 %
Marks Obtained by Course Topper (mark/100)	95		98	95

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2019	Santosh Gupta					
Mar 2018	Santosh Gupta					
Mar 2017	Santosh Gupta	98.43%				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Securitisation, Factoring & Forfeiting	2 & 3	Making them understand the topics practically and continuous revision of the topics

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	IM Pandey	Vikas Publishing House Ltd.		All
2	Financial Services	Khan M.Y.	Mc Graw Hill Education.		All
3	Financial Services	Dr. S. Gurusamy	Vijay Nicole Imprints		All
	Financial Market and Services	Gordon and K. Natarajan	Himalaya Publishing House		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial markets and Institutions	E. Gordon and K. Natarajan	Himalaya Publishing House		ALL
2	Financial Markets, Institutions and Financial Services	Clifford Gome	PHI Learning		ALL
3	Financial Markets and Financial Services in India	Benson Kunjukunja, S. Mohanan	New Century		ALL
	Financial Markets and Institutions	Anthony Saunders and Marcia Millon Cornett	Mc Graw Hil		ALL

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No.	E- Book Titles	Author/s	Publisher	1. Edition	Module Nos.
1	https://ebookcentral.proquest.com/lib/vsitm/detail.action?docID=5138898&query=financial+markets	Francesca Taylor	Pearson Education UK	1	https://ebookcentral.proquest.com/lib/vsitm/detail.action?docID=5138898&query=financial+markets
2					

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.journals.elsevier.com/journal-of-financial-markets/		All
2			
3			
4			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓						✓		
2		✓					✓		
3		✓					✓		
4		✓					✓		
5									

4.f

Web Links for Online Notes/YouTube/VIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=MbJLof3fyi4 (introduction to financial system)	All

2	https://www.youtube.com/watch?v=28HpCMWfc7k	All
3	https://www.youtube.com/watch?v=28HpCMWfc7k	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.coursera.org/specializations/digital-transformation-financial-services	Coursera	4 weeks	Y
2	Stock Trading & Investing for Beginners	Udemy	9hrs	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Money & Banking	Swayam	30 days	Y
2	Business Environment	Swayam	90 Days	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	From (date/month/year)	Total Number of Weeks
Semester Duration	11/01/2021	31/3/2021	11

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site

1	1	1	Introduction of the syllabus: a) Financial Services: Concept, Objectives/Functions	1		
	2	1	Characteristics, Financial Service Market Financial Service Market Constituents	1		
	3	1	Growth of Financial Services in India, Problems in Financial Services Sector	1		
2	4	1	Banking and Non-Banking Companies Regulatory Framework	1		
	5	1	b) Factoring and Forfaiting: Introduction, Types of Factoring	1		
	6	1	Theoretical Framework, Factoring Cost, Advantages and Disadvantages of Factoring.	1		
3	7	1	Factoring in India, Factoring v/s Forfaiting, Working of Forfaiting.	1		
	8	1	Benefits and Drawbacks of Forfaiting	1		
	9	1	Introduction, Framework of Bill Discounting	1		
4	10	1	Bill market Scheme & MCQ test on unit I	1		
	11	2	Issue Management and Securitization	2		
	12	2	Issue Management and Intermediaries	2		
5	13	2	Underwriters, Bankers to an Issue, Brokers to an Issue	2		
	14	2	b) Stock Broking: Introduction, Stock Brokers, Sub-Brokers, Foreign Brokers	2		
	15	2	Trading and Clearing/Self Clearing Members	2		
6	16	2	Stock Trading (Cash and Normal) Derivative Trading	2		
	17	2	Securitization: Definition, Securitization v/s Factoring	2		
	18	2	Pass Through Certificates, Securitization Mechanism.	2		

7	19	2	Special Purpose Vehicle, Securitisable Assets, Benefits of Securitization		2		
	20	2	New Guidelines on Securitization & MCQ test on unit 2		2		
	21	3	Financial Services and its Mechanism a) Lease and Hire-Purchase: Meaning		2		
8	22	3	Types of Lease - Finance Lease, Operating Lease, Advantages and Disadvantages of Leasing		2		
	23	3	Housing Finance Institutions in India, National Housing Bank (NHB)		2		
	24	3	Problems of Hire Purchase. Market of Housing Finance		2		
9	25	3	Housing Finance in India- Major Issues, Growth factors		2		
	26	3	Guidelines for Asset Liability Management System in HFC		2		
	27	3	Fair Trade Practice Code for HFC's, Housing Finance Agencies		2		
10	28	3	Venture Capital: Introduction, Features of Venture Capital, Types of Venture Capital		2		
	29	3	Financing Stages, Disinvestment mechanisms		2		
	30	3	Venture Capital Investment process, Indian Scenario and MCQ test on unit 3		2		
11	31	4	Consumer Finance: Introduction, Sources, Types of Products, Consumer Finance Practice in India		3		
	32	4	Mechanics of Consumer Finance, Terms, Pricing, Marketing and Insurance of Consumer Finance		3		
	33	4	Consumer Credit Scoring, Case for and against Consumer Finance		3		
12	34	4	b) Plastic Money: Growth, Types of Plastic Cards- Credit card Debit Card- Smart card- Add-on Cards		3		
	35	4	Performance of Credit Cards and Debit Card, Dangers of Debit Cards, Prevention of Frauds and Misuse, Consumer Protection		3		
	36	4	Indian Scenario. Smart Cards- Features, Types, Security Features and Financial Applications		3		

13	37	4	Credit Rating: Meaning, Origin, Features Advantages of Rating, Regulatory Framework		3		
	38	4	Credit rating agencies, credit rating process.		3		
	39	4	credit rating symbols, credit rating agencies in India, limitations of rating.		3		
	40	4	Revision and MCQ test on unit IV		3		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
	4 Assign- ment – 4Marks							

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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Different types of services provided by various institutions			
2	Initial Public Offer process			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	4	✓			1		✓			
2	6	✓			1		✓			
3	8	✓			3					✓
4	10	✓			4		✓			
5	12	✓			4		✓			

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 TH Week	1 & 2		Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1		Guest Lecture / Workshops	Guest Lecture on Labour Law

2	Interaction with Outside World	Industrial Visit	May be
3	Test and Assessments	Class Tests – (other than IA)	✓
4		Mini Projects	✓
5		Pop Quiz	NA
6		Mobile App Based Quiz	NA
7		Open Book Test	✓
8		Take Home Test	✓
9		Collaborative and Group Activity	Poster Presentation
10	Minute Papers		NA
11	Students Seminar		NA
12	Students Debates		✓
13	Panel Discussion / Mock GD		NA
14	Mock Interview		NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	Contemporary issues related to financial management
Affective	What do you want students to think / care about?	Needs of current market scenario
Behavioural	What do you want students to be able to do?	Upgrade financial learning skills and knowledge for long term sustainability

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related
--------	------------	---------

		Module/s
CO1	To match the needs of current market scenario and upgrade the learner's skills and knowledge for long term sustainability	All
CO2	To acquaint learners with contemporary issues related to financial Management	Unit 1 & 2
CO3	To know importance of corporate governance, corporate restructuring and determination of shareholder value	Unit 3
CO4	Changing scenario in Banking Sector and the inclination of learners towards choosing banking as a career option has made study of financial management in banking sector inevitable	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	S	S									
CO 4	S	S	S									
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronic	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary

		s					
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Strategic Financial Management	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Strategic Financial Management	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A			

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Dividend Decision and XBRL	10hr	25

2	Capital Budgeting and Capital Rationing	11	25
3	Shareholder Value and Corporate Governance/ Corporate Restructuring	9	25
4	Financial Management in Banking Sector and Working Capital Financing	10	25
* Insert rows for more modules in the Course Total		40hr	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	III	Corporate Finance	All
2	III	Accounting for Managerial decisions	Module 4 (Working capital management)

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MBA/MMS	Advanced Financial Management (Finance specialisation)
2	M.com	M com (advanced accountancy)

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Up gradation of financial knowledge
2	Inclination of learners towards choosing banking and finance as a career option

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - April 2022	April 2021	April 2019
Course Passing %	100%	100%	100%
Marks Obtained by Course Topper (mark/100)			

Year	Division A		Division B/ C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Capital Budgeting	2	More class room practice, Assignments and homework sheets

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Financial Management	IM Pandey,			
2	Financial Management	Khan & Jain			
3	Strategic Financial Management	Prasanna Chandra			

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advanced management Accounting	Ravi M. Kishor	Taxmann		All
2	Management and Cost Accounting	Maheshwari SN	Sultan Chand		All
3	Essentials of Business Finance	Srivastava R M	Himalaya Publications		
4	Management Accounting	Pandey I M	Vikas Publishing		All
5	Management Accounting	PK Sinha			All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.d

Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	journals.elsevier.com/journal-of-multinational-financial-management		All
2			

4.e

Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f

Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4

2	https://www.youtube.com/watch?v=ZTGiW8MuUds	1
3	https://www.youtube.com/watch?v=55af7cmycz0	2
4	https://www.youtube.com/watch?v=we2F9_dfg5c	3
5	https://www.youtube.com/watch?v=WZCXyYGI0fk	4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.linkedin.com/learning/financial-modeling-and-forecasting-financial-statements/projecting-the-financial-future?autoAdvance=true&autoSkip=false&autoplay=true&resume=true	Linked in Jim stice and Kay stice		Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	Practical problems worksheets

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	6/12/2021	20/4/2022	14

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1&2		
	2	2	Risk and Uncertainty in Capital Budgeting:		1&3		
	3	2	Risk Adjusted Cut off Rate		1&3		
2	4	2	Probability Technique		1&3		
	5	2	Certainty Equivalent Method		1&3		
	6	2	Sensitivity Technique		1&3		
3	7	2	Sensitivity Technique		1&3		
	8	2	Standard Deviation & Co-efficient of Variation Method		1&3		
	9	2	Decision Tree Analysis		1&3		
4	10	2	Construction of Decision Tree		1&3		
	11	2	Meaning, Advantages & Disadvantages capital rationing		1&3		

	12	1	Meaning and Forms of Dividend, Factors determining Dividend Policy and Types of Dividend Policy		1&2		
5	13	1	Dividend-Modigliani and Miller's Approach		1&2		
	14	1	Practical sums		1&2		
	15	1	Walter Model		1&2		
6	16	1	Practical sums		1&2		
	17	1	Gordon Model		1&2		
	18	1	Practical sums		1&2		
7	19	1	Introduction to XBRL and its features		1&2		
	20	1	Users of XBRL, Advantages and Disadvantages		1&2		
	21	3	Shareholder Value and Corporate Governance: Financial Goals and Strategy, : Traditional and modern goals		1&2		
8	22	3	Shareholder Value Creation: EVA and MVA Approach (Theory and formula)		1&2		
	23	3	Practical sums on EVA		1&2		
	24	3	Practical sums on EVA		1&2		
9	25	3	Practical sums on MVA		1&2		
	26	3	Practical sums on MVA		1&2		

	27	3	Introduction & Theories of Corporate Governance		1&2		
10	28	3	Meaning and Types of corporate restructuring, Limitations of Merger, Amalgamation, Acquisition, Takeover		1&2		
	29	3	Determination of Firm's Value : practical sums		1&2		
	30	3	practical sums		1&2		
11	31	4	Introduction to financial management in banking sector and Classification of Investments		1&4		
	32	4	NPA & their Provisioning		1&4		
	33	4	practical sums		1&4		
12	34	4	Classes of Advances and Capital Adequacy Norms		1&4		
	35	4	Rebate on Bill Discounting, Treatment of Interest on Advances		1&4		
	36	4	Practical sums		1&4		
13	37	4	Practical sums		1&4		
	38	4	Working Capital Financing: Maximum Permissible Bank Finance (Tandon Committee)		1&4		
	39	4	Practical sums		1&4		
14	40	4	University Paper Solution		1&3		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of

semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Dividend Decision and XBRL	CO1	6 th Week	15 th February 2022
2	Capital Budgeting and Capital Rationing	CO2	3 rd Week	7 th January 2022
3	Shareholder Value and Corporate Governance/ Corporate Restructuring	CO3	9 th Week	2 nd March 2022
4	Financial Management in Banking Sector and Working Capital Financing	CO4	12 th Week	30 th March 2022

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	

2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11	✓			4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 &2	1,2&3	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
Pop Quiz	4 th week	1	1,2		
Open Book Test	9 th week	3	3		
Take Home Test	11 th week	4	4		
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets	Business Planning , Financial Management	All	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Guest	Guest Lecture /	

	lecture	Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	
8		Take Home Test	Yes (5 question from each unit)
9		Collaborative and Group Activity	Poster Presentation
10	Minute Papers		NA
11	Students Seminar		
12	Students Debates		Yes
13	Panel Discussion / Mock GD		NA
14	Mock Interview		NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand and analyse some of the present day environmental, political, economic and social concerns and issues .
Affective	What do you want students to think / care about?	To highlight the importance of human rights and its implementation in India.
Behavioural	What do you want students to be able to do?	To understand the present day problems and challenges and its implications on development Developing a perspective towards issues related to the marginalized sections of the society

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
--------	------------	------------------

CO1	To examine the growing importance of ecology	Unit 1
CO2	To understand the issues in society related to human rights	Unit 2
CO3	To understand the role of advertising in contemporary issues	Unit 3
CO4	understanding future scope of contemporary issues	Unit 4

S

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary

Tick suitable category							
------------------------	--	--	--	--	--	--	--

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Contemporary issues	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks		IA Test	End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Contemporary Issues	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
F (Marketing)	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
F	Friday	3 to 4 p.m.	MS teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers

1	SOCIAL MOVEMENTS AND PROGRESS FOR SOCIETY	12	25
2	ECONOMIC GROWTH AND DEVELOPMENT	12.5hr	25
3	POLITICS AND SOCIETY	12.5hr	25
4	Social Welfare schemes by the Govt. of India	12.5hr	25
* Insert rows for more modules in the Course Total		60	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Advertising	ALL
2	3	Journalism	all

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MAEMA	Advertising/ Journalism
2	MBA/MMS	Specialisation in Environmental Mgmt.
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Advertising and Journalism
2	Environmental campaign and awareness

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2018	Mar 2017	Mar 2016	Mar 2015
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	88%	85%		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2017						
Mar 2016					NA	NA
Mar 2015						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Laws	1	Assignment
	3	Practical examples, case study, campaign, ad making

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Introduction to Contemporary issues	Mohini.S. Arora	Himalaya		
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Conflict, Terrorism and Media in Asia	Coleman Benjamin		6	1 st

2	Indian media in a Globalised World	Ranganathan Maya; Rodrigues Usha	Sage Publications	1	1&2
3	Human Rights: Principles and practices	Dr. B Ramaswamy and Nitin Shrirang Mane, (2013)	Alfa Publication	1	3
4	Indian social Problems	Ram Ahuja	Rawat Publications.	1	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1		Down to Earth: Science and Environment Fortnightly	All
2		Economic and Political Weekly	
3		Yogana	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √					Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)	
	Book			Magazine	Journals		Y		N
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y	Unit 1-4	

2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		
2	https://www.youtube.com/watch?v=_IIYNMdv9E	All
3	https://www.youtube.com/watch?v=hcZ1aZ60k7w	1
4		3
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.amnesty.org/en/latest/education/2015/11/transform-yourself-into-an-agent-of-change/	Amnesty international	5 weeks	Y
2	https://www.futurelearn.com/courses/environmental-management	Futurelearn.com	5	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Human Rights	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓		✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	13/12/2021	31/3 /2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus) Define Social Movements, Elements, Types (10)		1		
	2	1	Stages of Social Movements.		1		
	3	1	Social Movements with reference to Tribal,		1		
					1		
2	4	1	Social Movements with reference to Women		1		
	5	1	Social Movements with reference to Farmers		1		
	6	1	Social Movements with reference to Untouchability		1		

					3		
3	7	1	Cultural		2		
	8	1	Environmental (with special reference to "Swachh Bharat Abhiyaan")		1		
	9	1	Developmental issues- displacement		1		
					1		
4	10	1	Developmental issues- Rehabilitation		1		
	11	2	GROWTH AND DEVELOPMENT Economic issues in India.		1		
	12	2	Industry and Economic Growth – Factors, challenges		1		
					1		
5	17	2	industrial robots and employment,		1		
	18	2	Agriculture and economic development-Factors, challenges and measures.		2		
	19	2	New age skills – Make in India, trends and challenges.		2		
					1		
6	21	2	Entrepreneurship and its relevance.		2		
	22	2	Tourism-trends and challenges		2		
	23	2	Regional aspects- Role of MIDC in economic development of Maharashtra, Special Economic Zone, Food Security Act'2013		2		

7	24	3	Crime and Politics		3		
	25	3	Role of whistle blower		3		
	26	3	Corruption- causes and remedial measures		3		
8	27	3	ULFA, Nagas, Manipur issue				
	28	3	AFSPA and its impact.				
	29	3	Manipur issue		3		
9	30	3	Role of political parties and its impact on political system		1		
	31	3	Changing trends in politics- Functions, features, agendas, majority vs coalition government.		3		
	32	3	majority vs coalition government.		3		
10	33	3	Terrorism – causes, consequences, remedial measures		1		
	34	4	SOCIAL WELFARE SCHEMES With reference to women and child (any5)		1		
	35	4	With reference to women and child (any		2		
11	36	4	With reference to women and child (any		1		

	37	4	Commerce and Industry (start-up India) hub, scheme for IPR creative India and innovative India		1		
	38	5	Smart Cities, skill to save life, save a life initiative, national strategic plan and mission (2017-2024) "SAMPARK".		2		
12	39	5	Rural (any three Schemes)				
	40	5	Rural (any three Schemes)		4		

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Conflict, Terrorism and Media in Asia	CO1	3 rd Week	4 th Week

2	Indian media in a Globalised World	CO2	5 th Week	6 th Week
3	Human Rights: Principles and practices	CO3	8 th Week	9 th Week
4	Terrorism	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	MCQ - 40 Marks Mid term- 20 marks Presentation- 20 marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					

Class tests / prelims					
Any other test/exams	Documentary				

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Ad making (TVC) print ads etc. or documentary/ E -poster making			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Environment and US
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	yes
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	yes
16		Value Added Courses	yes
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic

Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept.

(Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand and examine the growing importance of advertising in Global scenario
Affective	What do you want students to think / care about?	To study the construction of an effective advertisement
Behavioural	What do you want students to be able to do?	To understand the role of Global advertising To understand the future and career in advertising

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the environment of Advertising in Contemporary Society	Unit 1 & 2
CO2	To understand Liberalization and its impact on the economy and other areas of Indian society	Unit 3
CO3	To compare and analyse the advertising environment of different countries	Unit 4
CO4		

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Advertising in Contemporary Society	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Advertising in Contemporary Society	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Advertising	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
C	Saturday	11:00am - 12:00noon	X- block library

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2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Change in Environment	8	
2	Effect of Advertising, factors: Criticism of advertising, social implication of advertising	8	
3	Types of Advertising Internet Advertising and Digital Advertising	6	
4	The analysis of Advertising, environment of India and other foreign countries	10	
5	Social Marketing	8	
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Advertising	ALL
2	3	Media Studies	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	MAEMA	Specialisation in Advertising
2	MBA/MMM	Specialisation in Advertising
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Advertising
2	Ad agency

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2020	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)	85	90		

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result		% Result
Mar 2020	ABB					
Mar 2019	ABB				NA	NA
Mar 2018	ABB					

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Advertising	1	Assignment & diagrams,
International & Global Advertising & Marketing	3	Practical examples, case study

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising Mgmt. Concepts & cases	Manendra Mohan	Pearson	1	
2					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising	Amita Shankar	Tata Mc Graw hill		4
2	Advertising	London & Britta			5
3	Advertising Ramaswamy & Namakeeman	Ramaswamy & Namakeeman		1	3
4					

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4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Ebesco. online Database	Advertising Age	All
2	International journal on Marketing and trade policy	Campaign India	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓		✓		✓	Y		Unit 1-4
2	✓	✓		✓		✓	Y		Unit 1-4
3	✓	✓		✓		✓	Y		Unit 1-4
4	✓	✓		✓		✓	Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		1-4
2	https://www.youtube.com/watch?v= I1YNMdv9E	All
3	https://www.coursera.org/learn/management-skills-international-business/lecture/moEyS/key-concept-kurt-lewins-3-step-change-management-model	1

4	https://www.youtube.com/watch?v=hcZ1aZ60k7w	3
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://swayam.gov.in/course/3993-advertising	Advertising	5 weeks	y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital advertising	ZIMA	5	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	10 th June 2019	17/10/2019	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction (Syllabus)		1		
	2	1	Policy post independence		1		
	3	1	Policy 1990 onwards Liberalization Privatization, Globalization Policy		1		

2	4	1	Effects of Liberalisation on Economy		1		
	5	1	Effects of Liberalisation on Business		1		
	6	1	Effects of Liberalisation on Employment		1		
3	7	1	Effects of Liberalisation on Life Style		2		
	8	1	Effects of Liberalisation on Advertising		1		
	9	2	The use and effect of Advertising on the following 1. Women		1		
4	10	2	Children		1		
	11	2	Old people		1		
	12	2	youth		1		
5	13	2	Criticism of Advertising: Controversial		1		
	14	2	Advertising; Gender Bias Advertising and Popular culture;		2		
	15	2	Social implication of advertising;		1		
6	16	2	The effect of advertising on market and economy.				

	17	3	Types of Advertising: Political advertising, B to B,				
	18	3	Consumer advertising, Retail advertising,				
7	19	3	Industrial advertising, Financial advertising				
	20	3	Internet Advertising and Digital Advertising :				
	21	3	Upcoming different ways in New Media				
8	22	3	Revision				
	23	4	The environmental analysis of India				
	24	4	The environmental analysis of USA				
		4	The environmental analysis of UK (Group discussion)				
9	25	4	The environmental analysis of France				
	26	4	The environmental analysis of China				
	27	4	The environmental analysis of Japan				
10	28	4	The environmental analysis of Brazil				
	29	4	The environmental analysis of UAE				
	30	4	The environmental analysis of Thailand				

11	31	4	The use of this analysis in marketing and Advertising. (CASE STUDY)				
	32	4	Presentations				
	33	5	Social Marketing: Definition, Need for Social				
12	35	5	The difficulties of Social Marketing;				
	36	5	The various subjects for Social Marketing;				
	37	5	Effects of social marketing. (CASE STUDY)				
13	39	5	Designing and campaign presentation on social marketing✓				
	40	5	revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Change in Environment	CO1	3 rd Week	4 th Week
2	International & Global Advertising & Marketing	CO2	5 th Week	6 th Week
3	Social Marketing	CO3	8 th Week	9 th Week
4	Advertising and Types of advertising	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz	✗				
Open Book Test	✗				

Take Home Test	↯				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Ad campaign-social marketing			

2		Presentation on culture and brands of different countries			
---	--	---	--	--	--

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Ad making/ Ad agency
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e-books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To hone verbal/written and visual, as both need different skills-sets to master them.
Affective	What do you want students to think / care about?	To use the power of creativity for a commercial/business reason
Behavioural	What do you want students to be able to do?	In an ad agency, as a copywriter, one cannot “Just be creative and express self” – here one is in a ‘creative professional’, and have to be able to use the power of creativity for a commercial/business reason – as someone is paying you to get a problem solved, using your creativity

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
--------	------------	------------------

CO1	To familiarize the students with the concept of copywriting as selling through writing	Unit 1
CO2	To learn the process of creating original, strategic, compelling copy for various mediums	Unit 2
CO3	To train students to generate, develop and express ideas effectively	Unit 3
CO4	To learn the rudimentary techniques of advertising headline and body copywriting, the economy of words and thought peculiar to this type of writing, and the necessity of creative thinking in written expression.	Unit 4

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5	S	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT /	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary

		Electronics					
Tick suitable category							√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC DRGA-501	Copywriting	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMC DRGA-501	Copywriting	25		25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
TYBMM (A)	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
TYBMM (A)	Friday	3 to 4 p.m.	MS teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	INTRODUCTION TO COPYWRITING	8hr	25
2	WRITING FOR ADVERTISING	8hr	25
3	CURRENT ADVERTISING CAMPAIGNS	8 hr	15
4	MEDIA AND AUDIENCES	8hr	15
5	WRITING COPIES, APPEALS, EXECUTION 08 STYLES AND EVALUATION	8 hr	20
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Advertising	All
2	3	Media Studies	All
3	1	Mass Communication	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Advertising
2	MBA/MMS/MAEMA	Specialisation in Advertising Mgmt.
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
-----	---

1	In field of Advertising in Ad agency or Media Professional, freelancing etc.
2	Creating campaign and awareness of product, ideas and cause.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct 2020	Oct 2019	
Course Passing % – Average of 3 Divisions	100%	100%	100	
Marks Obtained by Course Topper (mark/100)		97%	90%	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	ABB	100%				
Mar 2019	Harish Iyer	97%			NA	NA
Mar 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Creativity	1	Assignment
	3	Practical examples, case study, campaign, ad making

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Copywriter's Handbook: A Step-By-Step Guide To Writing Copy	Robert Bly			
2					

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Looking Away	Harsh Mandar			1 st
2	Copywriting	J.Jonathangabay Frsa			1&2
3	Copywriting: Successful Writing For Design, Advertising And Marketing	Mark Shaw			3
4	The Adweek Copywriting Handbook: The Ultimate Guide To Writing Powerful Advertising And Marketing Copy From One Of America'S Top Copywriters Paperback	By Joseph Sugarman			4

4.c**List of E - Books (E – Symbol for E-Books) to be Referred by Students**

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The ABC of copywriting	Tom Albrighton			
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.campaignlive.co.uk/the-work/agency/ogilvy/8525	Advertising Age	All
2		Campaign India	
3			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √			Available In VSIT Library?	Details of the Resource
	Book		Journals		

	Text	Reference	E-Book	Magazine	Regular	E-Journal	Y	N	(i.e. Name, Chapter & Page No., etc.)
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=_IIYNMdv9E	All
2	https://www.youtube.com/watch?v=hcZ1aZ60k7w	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course Duration	Certificate (Y / N)
1	https://www.inst.org/copy/	5 weeks	Y
2	https://coursesity.com/course-detail/free-copywriting-tutorial-copywriting-fundamentals-for-beginners	5 weeks	
3	https://alison.com/occupation/copywriter		

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital advertising	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	In progress	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	31/10 /2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	INTRODUCTION TO COPYWRITING		1		
	2	1	Basics of copy writing		1		
	3	1	Responsibility of Copy writer CREATIVE THINKING a. How to inculcate a 'creative thinking attitude'.		1		
2	4	1	The idea incubation process		1		
	5	1	What's the Big Idea? - How to get to the ONE BIG IDEA that will inspire creative		1		
	6	1	Crafting the reasons why consumers should believe your brand and act		1		

3	7	1	IDEA GENERATION Idea generation techniques: TECHNIQUES eg. Brainstorming, Triggered brainwalking, Questioning assumptions, Picture prompts,		2		
	8	1	Scamper, Observation, Referencing, Interaction, Imagination, Dreams, and Creative Aerobics		1		
	9	2	TRANSCREATIVITY WRITING FOR ADVERTISING Marketing Brief		1		
4	10	2	Creative Brief WRITING PERSUASIVE COPY a. Tone of Voice What's the Tone? c. Tonality and character matters		1		
	11	2	How to make your Writing, walk, Talk, and breathe		1		
	12	2	Creating Breakthrough Writing		1		
5	13	2	How to Control the "Command Center" in Your Prospect's Mind How to Change Perception		1		
	14	2	i. Emotionality, Storytelling		2		
	15	3	CURRENT ADVERTISING CAMPAIGN Two current campaigns for each of the following agencies including TVC, Print, Outdoor and digital should be studied, and analyzed in the class room JWT a.Copy writing style b. Idea and concept c.How copy is varied for differ media		2		Times Spark - A Salaam To Kalam Himalayan sparkling

6	16	3	JWT d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling	2		Voxi (I am endless even in isolation
	17	3	Ogilvy a.Copy writing style b. Idea and concept c.How copy is varied for differ media d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z	2		
	18	3	Ogilvy e. Advertising appeals f. Tone of Voice g. Story telling Lowe Lintas a.Copy writing style b. Idea and concept c.How copy is varied for differ media	2		
7	19	3	Lowe Lintas d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling FCB Ulka a.Copy writing style b. Idea and concept c.How copy is varied for differ media	3		
	20	3	FCB Ulka d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling	3		
	21	3	DDB Mudra a.Copy writing style b. Idea and concept c.How copy is varied for differ media	3		
8	22	3	DDB Mudra d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling Publicize Worldwide			

			a.Copy writing style b. Idea and concept c.How copy is varied for differ media			
	23	3	Publicize Worldwide d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling			
	24	4	MEDIA AND AUDIENCE WRITING COPY FOR VARIOUS MEDIA a. Print: Headlines, sub headlines, captions, body	3		
9	25	4	Television: Storyboard, Storyboarding Power of silence, formats of TV's	1		
	26	4	Techniques, Balance between words and visuals	3		
	27	4	Radio	3		
10	28	4	Digital copy for social media like facebook Instagram etc f. Copy for web Outdoor posters	1		
	29	4	WRITING COPY FOR VARIOUS AUDIENCES a. Children	1		
	30	4	Youth, c. Women, d. Senior citizen and e. Executives	2		
11	31	5	Executives f. Baby Boomers, Gen X, Gen Y (Millennials), Gen Z WRITING COPIES, APPEALS, EXECUTION 08 STYLES AND EVALUATION	1		
	32	5	a.Direct mailer, COPY FOR b. Classified, c. Press release, d. B2B, e. Email copy f. Advertorial, g. Infomercial	1		

	33	5	APPEALS AND Music Rational appeals b. Emotional appeals: Humor, Fear, Sex		2		
12	34	5	Various advertising execution techniques The techniques Evaluation of an Ad Campaign				
	35	5	Evaluate the ad in terms of its efficacy, that is, to what extent the campaign has achieved its set objectives;		4		
	36	5	Learn to appreciate the aesthetic aspects of the ad – how the ad looks layout		4		
13	37	5	colour scheme, typography, balance etc.		1		
	38	5	Corruption issues faced by the common man		1		
	39	5	Challenges faced by senior citizens and the physically/ mentally challenged.		1		
14	40		revision				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	INTRODUCTION TO COPYWRITING	CO1	3 rd Week	4 th Week
2	WRITING FOR ADVERTISING	CO2	5 th Week	6 th Week
3	CURRENT ADVERTISING CAMPAIGNS	CO3	8 th Week	9 th Week
4	MEDIA AND AUDIENCES	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	MCQ - 40 Marks Mid term- 20 marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz	3 rd week				
Open Book Test	6 th week				
Take Home Test	9 th week				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Ad making (TVC) print ads etc. or documentary/ E -poster making			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Art of Copywriting
2			
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	TVC & print ad
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	Maybe
12		Students Debates	Yes
13		Panel Discussion / Mock GD	yes
14		Mock Interview	NA

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	yes
16		Value Added Courses	Maybe
17		Lecture Capture Usage	Yes

New Pedagogy

- I. Picture Prompts- Guess who?
- II. Triggered Brainwalking- On the spot Slogan Writing
- III. TVC/Print
- IV. SCAMPER- Challenge the stalwarts (Re positioning an existing brand)

√* **Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To analyze individual media and understand the Economic drivers of the economy.
Affective	What do you want students to think / care about?	Role of News media in society and Journalism as an agent of change
Behavioural	What do you want students to be able to do?	To develop hands-on experience as content marketers using journalistic and digital techniques.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To make students aware about the responsibilities, structure and functioning of an organization.	Unit 1 & 2
CO2	Students will be able to analyze individual media businesses and understand the Economic drivers of the media economy.	Unit 3
CO3	Students will have developed hands-on experience as content marketers using journalistic and digital techniques.	Unit 4
CO4	Students will have gained a perspective on the evolution of media in the last 25 years and on key current trends.	All units

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
--	------	------	------	------	------	------	------	------	------	-------	-------	-------

CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC EJNM 1B506	News Media mgmt..	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMC EJNM 1B506	News Media mgmt..	25		25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
Journalism	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
----------	-----	----------------------------------	-------------------------

C	Saturday	11:00am - 12:00noon	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction-Making News, Legacy Media	8	20
2	Organizational Structure	10	25
3	Resource and supply chain, and marketing techniques.	10	25
4	Disruptive Technology and Media Business Models	8	20
5	Case studies	4	10
6			
7			
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	3	Intro to Journalism	ALL
2	3	Media Studies	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Sem VI- Journalism
2	MBA/Masters in Comm. Journalism	Specialisation in Journalism
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Media & Journalism
2	News agency /channels

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2022	Mar 2020	Mar 2019	Mar 2018
Course Passing % – Average of 3 Divisions	100%	100%	100%	
Marks Obtained by Course Topper (mark/100)			70%	

					Division	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result		% Result
Mar 2020	Sidra Usmani	100				
Mar 2019	Raju Korti	100			NA	NA
Mar 2018	Raju Korti	100				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Financial mgmt	1	Assignment & Guest lecture Practical examples, case study

4 All the Learning Resources – Books and E-Resources**4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	News Media Management	Mr P.K Ravindranath			
2	Print Media Communication and Management	Aruna Zachariah			

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Understanding Company Law	, (Alstair Hudson)		1	2

2	Advertising and Integrated Marketing Communications	Kruti Shah		1	3
3	Newspaper organization and Management	(Rucket and Williams)		1	2
4				1	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	http://keralamediaacademy.org/wp-content/uploads/2015/02/Handbook-of-Journalism-Studies.pdf	THE HANDBOOK OF JOURNALISM STUDIES Edited by Karin Wahl-Jorgensen Thomas Hanitzsch			
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.thequint.com/	http://www.outlookindia.com/	All
2	http://www.financialexpress.com/		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓		✓		✓	Y		Unit 1-4
2	✓	✓		✓		✓	Y		Unit 1-4
3	✓	✓		✓		✓	Y		Unit 1-4
4	✓	✓		✓		✓	Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=Kfbtnlj08JA&ab_channel=TEDxTalksTEDxTalksVerified	1-4
2	http://www.bloomberg.com/	All
3		1
4		3
5		

4.g

Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://www.classcentral.com/course/swayam-society-and-media-2021-14291	Swayam	15 weeks	yes

4.h

Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i

Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓		✓	✓	

5.

Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021	31/10/2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Introduction		1		

			Making News: Truth, Ideology and News work				
	2	1	Legacy Media Broadcast Media Overview		1		
	3	1	Broadcast Media Overview		1		
	4	1	Print Publishing Overview		1		
2	5	1	A Comparative Analysis with Electronic Media		1		
	6	1	Contemporary Elements, Dimensions and Image of Print Media		1		
	7	1	News media as business enterprise Types of ownership		1		
	8	1	Proprietary concerns		3		
3	9	2	Organizational Structure		2		
	10	2	Hierarchy		1		
	11	2	Decision making		1		
	12	2	Inter-relationship between departments		1		
4	13	2	Human Resource Specialized training for skilled workers development		1		
	14	2	Financial Management Costing classification and allocation Nature of cost Factors affecting cost • Fixed and variable costs		1		Guest lecture
	15	2	Challenges of Globalization and Liberalisation a) Foreign Direct Investment		1		
	16	2	b) Cross Media Ownership		1		
5	17	2	c) Commercialization of Media		1		

	18	2	Understanding Company Press and Registration of Books Act Law • Relevant aspects of Company Law		2		
	19	3	Resource and supply chain, and marketing techniques.		1		
	20	3	Resource and supply chain <ul style="list-style-type: none"> • Newsprint • Technology • Production process 				
6	21	3	Advertising revenue building and maintenance • Circulation revenue Managing Resources				
	22	3	Ways to cut cost and boost revenue				
	23	3	Marketing techniques				
	24	3	Brand building • Public Relations i. Newspaper's relation to its community ii. Understanding the target audience				Campaign for Print media
7	25	3	iii. Building goodwill iv. Promoting the newspaper's / site's services				
	26	3	Sales promotional activities				
	27	3	Role of research and readership surveys				
	28	3	Sales forecasting and planning				
8	29	3	Advertising the newspaper / website I channel • Becoming a digital media brand				
	30	4	Disruptive Technology and Media Business Models:				
	31	4	The role of advertising				
	32	4	From Web 1.0 to 2.0				
9	33	4	Yahoo, Craigslist,				

	34	4	Google, Facebook,				
	35	4	Twitter, Whats App, Pinterest				
	36	4	Case studies – Eenadu and Network 18				News anchor Creation of Mobile News: 5 one minute news stories or 5 minutes news bulletin
10	37	5	Expansion of Sky Network [Star Network in India]				
	38	5	Channels along with IRS Studies				
	39	5	Relevance of TAM Ratings in News				
	40	5	Revision				
11			Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign- ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participati on	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	News media as business enterprise	CO1	3 rd Week	4 th Week
2	Cost and Profitability	CO2	5 th Week	6 th Week
3	Sales promotional activities • Role of research and readership surveys	CO3	8 th Week	9 th Week
4	From Web 1.0 to 2.0	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 20 Marks	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz	3rd week	Module 1			
Open Book Test	5th week	Module 2			
Take Home Test					

Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Podcast , News anchoring ,documentary			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Financial mgmt
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	Documentary
5		Pop Quiz	Yes for Module 1
6		Mobile App Based Quiz	yes
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Maybe
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	Yes
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	yes
16		Value Added Courses	Yes (Podcast)
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)



The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand tools and techniques of writing and editing.
Affective	What do you want students to think / care about?	To acquaint learners with the art of narration and storytelling strictly within the contours of journalistic principles.
Behavioural	What do you want students to be able to do?	This course should help students to learn how media has become digital from being a printed word on paper.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	As an important segment of newspaper production, editing is a vital function. The syllabus lays stress on language skill improvement .	I
CO2	It aims at orienting students to gain more practical knowledge in the print media scenario. The syllabus encompasses the current trends of digital media as well as writing for e editions of papers.	All
CO3	The syllabus tackles editing from various beats points of view.	II & III
CO4	Editing of editorials, columns, etc is included to acquaint the students about responsible journalism.	IV
CO5	With global media and changing advertising concepts lay-outs in modern times can be imparted.	V

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not

mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S			S								
CO 2	S											
CO 3					S							
CO 4				S								
CO 5						S						

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1		S		
CO 2	S		S	
CO 3				M
CO 4	S			
CO 5				S

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
EJWS 1B502	Writing & Editing Skills	75	--	--	3	-	--	3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
EJWS 1B502	Writing & Editing Skills	25	05	Scaled to 15 + 10 Class Participation	75	--	--	--	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
TYBAMMC (J)	4	N.A	N.A	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
TYBAMMC (J)	Pending	Pending	Microsoft Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Tools and Techniques of Editing	08	20%
2	Crisp writing	08	20%
3	Resume writing : Telling your story	08	20%
4	Feature Writing	08	20%
5	Interviews	08	20%
* Insert rows for more modules in the Course		Total	40
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	FYBAMMC	Effective Communication Skills-II	Editing, summarizing, precis writing etc.

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	All	Master in Communication & Journalism and Content Writing

2		Content Developer
---	--	-------------------

2.d

Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	To grasp the most essential and interesting elements of a story and create an impactful narrative.
2	To understand the challenges of creativity of the learner.
3	To acquaint learners with the art of narration and storytelling strictly within the contours of journalistic principles.

3.

Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Dec 2021	Dec 2020	Dec 2019
Course Passing % – Average of 3 Divisions	100%	New subject	
Marks Obtained by Course Topper (mark/100)	-		

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4

All the Learning Resources – Books and E-Resources

4.a

List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b

List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.

1	The Editor's Toolbox	Buck Ryan and Michael O' Donnell,	Surjeet Publication		
2	Writing for the Mass Media	James Glen Stovall			
3	The Copyeditor's Handbook	Amy Einsohn	University of California Press, 2011	3rd ed.	
4	The Chicago Manual of Style				

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Art of Writing and Speaking the English language	Sherwin Cody			

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	
2		✓						✓	
3		✓						✓	
4		✓						✓	

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://siped.org/tybmm/journo-semester-5/editing/	All

2		
---	--	--

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓		✓		

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21 st June 2021		13

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Subject Induction				
	2	1	Tools & Techniques of Editing (Brevity & Functional Grammar)		CO1		

	3	1	Tools & Techniques of Editing (Word power & Punctuations)		CO1		
2	4	1	Exercise on Tools & Techniques of Editing		CO1		
	5	1	Style book (use of numbers, abbreviations, names & terms)		CO1		
	6	1	Style book (use of numbers, abbreviations, names & terms)				
3	7	1	Activity #1 on Style book		CO1		
	8	1	Revision of Module I		CO1		
	9	2	Finding the right story angle		CO1		
4	10	2	News Sense		CO1		
	11	2	Writing headlines & captions		CO1		
	12	2	Writing leads & intros		CO1		
5	13	2	Podcast & Net cast		CO1		
	14	2	Web writing		CO2		
	15	2	Activity #2 on crisp writing		CO2		
6	16	2	Class Test on Unit I & II		CO1		
	17	3	Building a narrative		CO1		
	18	3	Assimilating facts & details		CO2		
	19	3	Layout & page design		CO1		
7	20	3	Layout & page design		CO2		
	21	3	Activity #3 on pictorial resume		CO2		
	22	3	Credible voice		CO2		
8	23	3	Credible voice		CO2		
	24	3	Revision		CO1		
	25	4	Human interest stories				
9	26	4	Columns (Analytical & interactive)		CO2		
	27	4	Columns (Analytical & interactive)		CO2		
	28	4	Agony Aunt		CO2		
10	29	4	Editorials		CO2		
	30	4	Editorials		CO2		
	31	4	Activity #4 on reviews				
11	32	4	Revision				
	SS	4	Obituaries				
	33	5	Preparing for interviews		CO2		
	34	5	Preparing for interviews		CO2		
12	35	5	Questionnaire		CO2		
	36	5	Protocol & Ethical Issues		CO2		
	37	5	Protocol & Ethical Issues		CO2		
13	38	5	Writing interview copy		CO2		
	39	5	Activity #5 on mock interview		CO2		
	40	5	Class Test on all the units				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks	-	-			-	IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks	-	75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Editing of passages	CO1	2 nd Week	3 rd Week
2	Creation of stories	CO1	4 th Week	4 th Week
3	Writing headlines and captions for advertisements	CO1 & 2	5 th Week	6 th Week
4	Prepare a creative resume for print and also an audio-visual version	CO1 & 2	12 th Week	13 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	2nd	<input checked="" type="checkbox"/>			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2	4th	<input checked="" type="checkbox"/>			2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
3	5th	<input checked="" type="checkbox"/>			3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

4	12th	<input checked="" type="checkbox"/>			4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
---	------	-------------------------------------	--	--	---	--	-------------------------------------	--	-------------------------------------	--

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Others Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1st IA Test				Q1 – MCQ - 10 Marks	No IA Re-test
2nd IA Test				Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			
2					
3					
4					

5	
6	
7	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
NA					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
Style Book					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	NA
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	NA
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	NA
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	NA
14		Mock Interview	Yes

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	Yes
16		Value Added Courses	NA
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write ‘NA’ for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Rumeli Sharma

Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji

Head of Dept. (Sign.)

Teaching Methodology:

The acronym **PPTT** is an effective way to remember some of the main reasons for starting a new paragraph:

Person - e.g. a new person is talking or character is introduced

Place - e.g. if the setting has changed

Topic - e.g. a new topic is explored

Time - e.g. a shift in time has occurred.

**a copy of a well-written text that is laid out in well-structured paragraphs will be provided to students. They will work in groups to identify the reason the author decided to start a new paragraph in each instance.

When students can identify good reasons to start new paragraphs, they will be better able to edit their own work in this regard.

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All textbooks, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop an interest and awareness about media laws.
Affective	What do you want students to think / care about?	To learn about the moral issues that afflict the society and the role of media.
Behavioural	What do you want students to be able to do?	To discern the nature of ethics and morality in media and be aware of the legal provisions pertaining to the same.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To provide the learners with an understanding of laws those impact the media	I, II and III
CO2	To sensitize them towards social and ethical responsibility of media.	IV and V

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				

CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category				✓			✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC MLE-403	Media Laws and Ethics	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMC MLE-403	Media Laws and Ethics	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	TBA	TBA	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Constitution and Media	09	20%
2	Regulatory Bodies	10	20%
3	Media Laws	10	20%

4	Media Laws	10	20%
5	Media Ethics and Social Responsibility	09	20%
* Insert rows for more modules in the Course		Total	48
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Current Affairs	Polity and governance
2	I	Foundation Course - I	Philosophy and Structure of the Constitution
3	II	Foundation Course - II	Fundamental Rights and duties, Values and Ethics

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	5	Reporting
2	5	Advertising in Contemporary Society

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Print and Broadcast Journalism
2	Advertising

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2022	Mar 2021	Mar 2019
Course Passing % – Average of 3 Divisions	100	100	-
Marks Obtained by Course Topper (mark/100)	95	91	-

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2021	SU	100%	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Press Laws</i>	Basu, D.D.	Prentice Hall	2005	III and IV
2	<i>Mass Media Laws and Regulations in India</i>	Iyer, V.	AMIC Publication	2000	II and III
3	<i>Media Ethics</i>	Thakurta, P.G.	Oxford University Press	2009	I and V
4	<i>Cyber law in India</i>	Duggal, P.	Saakshar Law Publications	2002	III
5	<i>Advertising Laws and Ethics</i>	P. B. Sawant and P.K. Bandhopadhyaya	Law Publishing Co		V
6	<i>Media Laws</i>	Dr S R Myneni	Asian Law		III and IV

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Media Laws and Ethics</i>	Saher Rajani	Vipul Prakashan	First 2021	All
2.	<i>Introduction to Media Laws and Ethics</i>	Juhi P Pathak	Shipra Publications	First 2014	I, II, III and IV

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	Economic and Political Weekly	

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
All		✓						✓	<i>Media Laws and Ethics</i> by Saher Rajani, Vipul Prakashan, 2021

I - IV		✓					✓		<i>Introduction to Media Laws and Ethics</i> by Juhi P Pathak, Shipra Publications, 2014
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4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
2	PPTs	I - V
3	Graded Questions	I - V

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓			✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	25/11/2021		

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site

1	1	1	Refreshing Preamble, unique features of the Indian Constitution		CO1		
	2	1	Article 19 (1) (a)		CO1		
	3	1	Article 19(2)		CO1		
2	4	1	Hierarchy of the courts, Independency of the judiciary		CO1		
	5	1	Legal terminologies		CO1		
	6	1	Social Responsibility Theory		CO1		
3	7	1	Emerging Issues in Social Responsibility Theory in today's era		CO1		
	8	1	Threat of Fake News and facts verification		CO1		
	9	1	Social media decorum		CO1		
4	10	2	Press Council of India: Brief history: Statutory status and Structure		CO1		
	11	2	Press Council of India: Powers and limitations		CO1		
	12	2	Role of Telecom Regulatory Authority of India		CO1		
5	13	2	Role of Telecom Regulatory Authority of India		CO1		
	14	2	Indian Broadcasting Foundation, Broadcasting Content Complain Council		CO1		
	15	2	Broadcasting Audience Research Council		CO1		
6	16	2	Advertising Standard Council of India (ASCI): Mission and Structure		CO1		
	17	2	ASCI: Consumer Complaint Council		CO1		

	18	2	News Broadcasters Association: Structure and Mission		CO1		
7	19	2	News Broadcasters Association: Role		CO1		
	20	3	Copyright and IPR exceptions		CO1		
	21	3	Copyright and IPR: Major Amendments and Case studies		CO1		
8	22	3	Defamation: definition, civil and criminal, exceptions		CO1		
	23	3	Defamation: Case studies		CO1		
	24	3	IT Act 2000, Amendment 2008, Section 66 A and 67		CO1		
9	25	3	IT Act: case studies		CO1		
	26	3	Contempt of Court		CO1		
	27	3	Contempt of Parliament		CO1		
10	28	3	Drugs and Magic Remedies (Objectionable Advertisements) Act,		CO1		
	29	3	Emblems and Names (Prevention of Improper Use) Act		CO1		
	30	4	Right to Privacy: Evolution		CO2		
11	31	4	Right to Privacy a Fundamental Right		CO2		
	32	4	Indecent Representation of Women's Act 19,2, IPC 292 , 293		CO2		

	33	4	Change in perception with time		CO2		
12	34	4	Unfair Trade Practices and the Competition Act 2002		CO2		
	35	4	Unfair Trade Practices and the Competition Act 2002		CO2		
	36	4	Official Secrets Act and Controversies		CO2		
13	37	4	Official Secrets Act: Case studies		CO2		
	38	4	Right To Information Act 2005: Brief History		CO2		
	39	4	Right To Information Act 2005: Current Status		CO2		
14	40	5	What is ethics? And why do we need ethics?		CO2		
	41	5	Code of conduct for journalist Conflict of Interest		CO2		
	42	5	Misrepresentation and Shock Value		CO2		
15	43	5	Post -truth and challenges of fighting fake news		CO2		
	44	5	Techniques of fact verification		CO2		
	45	5	Violation of ethical norms by advertisers		CO2		
16	46	5	Violation of ethical norms by advertisers: Case Studies		CO2		

	47	5	Stereotyping of minorities, women, senior citizens, regions, LGBT		CO2		
	48	5	Stereotyping of minorities, women, senior citizens, regions, LGBT		CO2		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
	Assignment questions for each unit	All	Second lecture of each unit	Second lecture of each unit

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		✓								✓
2		✓								✓
3		✓								✓

4		✓							✓	✓
---	--	---	--	--	--	--	--	--	---	---

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 8			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 6	I and II			
Open Book Test	Week 2	II			
Take Home Test	Week 9	III			
Class tests / prelims	Week 12	I and II			
Class tests / prelims	Week 8				
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	NA			
2	2	NA			

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	No
5		Pop Quiz	Yes
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	-
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji
Head of Dept. (Sign.)

Consolidated Academic Administration Plan for the Course
Mass Media Research (mention elective if appl.) – Sem. IV–
BAMMC. – 2021-2022 –Even Semester
Asst. Prof. Anindita Banerji

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To introduce students to debates in Research approaches and equip them with tools to carry on research.
Affective	What do you want students to think / care about?	To understand the scope and techniques of media research, their utility and limitations.
Behavioural	What do you want students to be able to do?	To understand role of research in media. To analyse the scope and techniques of media research and understand impact of media on society

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To provide adequate basic understanding about media research among the students	Unit 1 & 2
CO2	Understanding the impact of research on media	Unit 2
CO3	Students will be able to understand media and audience analysis	Unit 3
CO4	Help students in understanding the future scope of media research and its role.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC MMR-404	Mass Media Research	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Mass media research	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
SYBAMMC	3:00	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
SYBMM	Friday	2:00pm – 3:00 p.m.	MS teams/X-018

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to mass media research	12lects	15
2	Research designs	04	20
3	Data – collection methodology	18lects	20
4	Content analysis	05	20
5	Application of research in mass media	5 lects	15
6.	The Semiotics of the Mass Media.	4	10
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/
1	3	Intro to Media Studies	ALL
2	1	Fundamentals of Mass Communication	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Sem V – Advertising in Contemporary society Sem V- Media planning and Buying Sem Vi- Advertising and media research
2	MBA/MMM	Specialisation in Advertising Event Management
3	MAEMA	Advertising Media research

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course

1	In field of Ad agency
2	Media

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2019	Mar 2018	Mar 2017	Mar 2016
Course Passing % – Average of 3 Divisions	100%	98.18		
Marks Obtained by Course Topper (mark/100)	88%	89.5		

Year	Division A		Division B		Division A	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2021	ABB	100				
					NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
	1	Assignment & diagrams, Practical examples, case study

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	. Research Methodology;	Kothari: Wiley Eastern Ltd	: Wiley Eastern Ltd		All
2	Mass media research	Prof. Kishwar Panna	Himalaya		All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	A Handbook Of Social Science Research	Dixon, Bouma, Atkinson	OUP	3	2
2	Analysing Media Message:	Reffe, Daniel; Lacy, Stephen And Fico,	Lawrence Erlbaum associates.	1	4

		Frederick (1998)			
3	Media Research Methods	: Gunter, Brrie; (2000);	Sage	1	3
4					
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	9.pdf (euacademic.org)	Dr. Prabhat Pandey Dr. Meenu Mishra Pandey			
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International journal on Marketing and trade policy	Advertising Age	All
2	Journal of management – Available in Library	Campaign India	All
3	International journal on Marketing and research		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓							Unit 1-4
2	✓	✓							Unit 1-4
3	✓	✓							Unit 1-4
4	✓	✓							Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT-Lecture-Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=RQChgmWhQ-0&ab_channel=cec	1-4
2	https://www.youtube.com/watch?v=w_Ujkt83i18&ab_channel=ArpitaKarwa	2
3		1
4		3
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://alison.com/course/data-journalism-and-media-standards-revised Data Journalism and Media Standards	NPTEL	1 week	y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	22/11/21	28/02/2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading

						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)			1	
	2	1	Relevance, Scope of Mass Media Research			1	
	3	1	Role of research in the media I	10		1965	
2	4	1	Steps involved in the Research Process Qualitative Research			1	
	5	1	Quantitative Research			1	
	6	1	Discovery of research problem			1	
3	7	1	identifying dependent and independent variables			2	
	8	1	developing hypothesis			1	
	9	1	revision			1	
4	10	1	Unit test 1			1	
	11	2	Research designs Concept, types and uses				
	12	2	Research Designs: Exploratory			1	
5	13	2	Descriptive and Causal			1	

	14	3	Data – collection methodology a. Primary Data – Collection Methods I. Depth interviews		1	
	15	3	II. Focus group		1	
6	16	3	III. Survey		1	
	17	3	IV. Observations		1	
	18	3	v. Experimentation		1	
7	19	3	Secondary Data Collection Methods Literature review		1	
	20	3	Designing Questionnaire Types and basics of questionnaire		1	
	21	3	types and basics of questionnaire		1	
8	22	3	Projective techniques		1	
	23	3	Attitude measurement scales		1	
	24	3	Sampling process (assignments)		3	
9	25	3	Data Tabulation GL by Dr. Lakshmi Kavitha (CAO)		1	

	26	3	Internal test		3		
	27	4	Content analysis Definition and uses		3		
10	28	4	Quantitative approach		1		
	29	4	Qualitative approach		1		
	30	4	Steps in content analysis		2		
11	31	4	Presentations		1		
	32	4	Devising means of a quantification system		1		
	33	4	Limitations of content analysis	New media	2	06	
12	34	4	Application of research in mass media				
	35	4	Presentations		4		
	36	5	Readership and Circulation survey		4		
13	37	5	TRP		1		
	38	5	RRP		1		
	39	5	Audience Research		1		

14	40	5	Exit Polls				
	41	5	Advertising Consumer Research				
	42	6	The Semiotics of the Mass Media.				
15	43	6	a.What is semiotics in media				
	44	6	b. Why is semiotics important?				
	45	6	c.What are codes in semiotics?				
16	46	6	d. Semiotics and media				
	47		Revision				
	48		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Research designs Concept, types and uses	CO1	3 rd Week	4 th Week
2		CO2	5 th Week	6 th Week

	Quantitative and Qualitative approach Quantitative and Qualitative approach			
3	Mini project	CO3	8 th Week	9 th Week
4		CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test		1 & 2	1 & 2	Q1 – MCQ - 40 Marks Mini project-20 marks Mid- term test -20 marks	No IA Re-test IA is a Head of passing *
2 nd IA Test					
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Mini Research on different topics			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	All	Case lets		1	

2	2			3	
---	---	--	--	---	--

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Research analysis
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Internal tests
4		Mini Projects	yes NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	yes
11		Students Seminar	yes NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	Yes NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NYESA
16		Value Added Courses	
17		Lecture Capture Usage	NYesSA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Dr. Lakshmi Kavitha

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To hone verbal/written and visual, as both need different skills-sets to master them.
Affective	What do you want students to think / care about?	To use the power of creativity for a commercial/business reason
Behavioural	What do you want students to be able to do?	In an ad agency, as a copywriter, one cannot “Just be creative and express self” – here one is in a ‘creative professional’, and have to be able to use the power of creativity for a commercial/business reason – as someone is paying you to get a problem solved, using your creativity

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
--------	------------	------------------

CO1	To familiarize the students with the concept of copywriting as selling through writing	Unit 1
CO2	To learn the process of creating original, strategic, compelling copy for various mediums	Unit 2
CO3	To train students to generate, develop and express ideas effectively	Unit 3
CO4	To learn the rudimentary techniques of advertising headline and body copywriting, the economy of words and thought peculiar to this type of writing, and the necessity of creative thinking in written expression.	Unit 4

S

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S	S								
CO 2	S	S	S	S								
CO 3	S	S	S	S								
CO 4	S	S	S	S								
CO 5	S	S	S	S								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT /	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary

		Electronics					
Tick suitable category							√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC DRGA-501	Copywriting	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMC DRGA-501	Copywriting	25		25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
TYBMM (A)	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
TYBMM (A)	Friday	3 to 4 p.m.	MS teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	INTRODUCTION TO COPYWRITING	8hr	25
2	WRITING FOR ADVERTISING	8hr	25
3	CURRENT ADVERTISING CAMPAIGNS	8 hr	15
4	MEDIA AND AUDIENCES	8hr	15
5	WRITING COPIES, APPEALS, EXECUTION 08 STYLES AND EVALUATION	8 hr	20
* Insert rows for more modules in the Course Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	2	Advertising	All
2	3	Media Studies	All
3	1	Mass Communication	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Advertising
2	MBA/MMS/MAEMA	Specialisation in Advertising Mgmt.
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course

1	In field of Advertising in Ad agency or Media Professional, freelancing etc.
2	Creating campaign and awareness of product, ideas and cause.

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct 2020	Oct 2019	
Course Passing % – Average of 3 Divisions	100%	100%	100	
Marks Obtained by Course Topper (mark/100)		97%	90%	

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	ABB	100%				
Mar 2019	Harish Iyer	97%			NA	NA
Mar 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Creativity	1	Assignment
	3	Practical examples, case study, campaign, ad making

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The Copywriter's Handbook: A Step-By-Step Guide To Writing Copy	Robert Bly			
2					

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Looking Away	Harsh Mandar			1 st
2	Copywriting	J.Jonathangabay Frsa			1&2
3	Copywriting: Successful Writing For Design, Advertising And Marketing	Mark Shaw			3
4	The Adweek Copywriting Handbook: The Ultimate Guide To Writing Powerful Advertising And Marketing Copy From One Of America'S Top Copywriters Paperback	By Joseph Sugarman			4

4.c**List of E - Books (E – Symbol for E-Books) to be Referred by Students**

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	The ABC of copywriting	Tom Albrighton			
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.campaignlive.co.uk/the-work/agency/ogilvy/8525	Advertising Age	All
2		Campaign India	
3			

4.e**Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details**

Module No.	Category (Please Tick Mark) - √			Available In VSIT Library?	Details of the Resource
	Book		Journals		

	Text	Reference	E-Book	Magazine	Regular	E-Journal	Y	N	(i.e. Name, Chapter & Page No., etc.)
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	https://www.youtube.com/watch?v=__IIYNMdv9E	All
2	https://www.youtube.com/watch?v=hcZ1aZ60k7w	All

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course Duration	Certificate (Y / N)
1	https://www.inst.org/copy/	5 weeks	Y
2	https://coursesity.com/course-detail/free-copywriting-tutorial-copywriting-fundamentals-for-beginners	5 weeks	
3	https://alison.com/occupation/copywriter		

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital advertising	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	In progress	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	21/06/2021	31/10 /2021	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	INTRODUCTION TO COPYWRITING		1		
	2	1	Basics of copy writing		1		
	3	1	Responsibility of Copy writer CREATIVE THINKING a. How to inculcate a 'creative thinking attitude'.		1		
2	4	1	The idea incubation process		1		
	5	1	What's the Big Idea? - How to get to the ONE BIG IDEA that will inspire creative		1		
	6	1	Crafting the reasons why consumers should believe your brand and act		1		

3	7	1	IDEA GENERATION Idea generation techniques: TECHNIQUES eg. Brainstorming, Triggered brainwalking, Questioning assumptions, Picture prompts,		2		
	8	1	Scamper, Observation, Referencing, Interaction, Imagination, Dreams, and Creative Aerobics		1		
	9	2	TRANSCREATIVITY WRITING FOR ADVERTISING Marketing Brief		1		
4	10	2	Creative Brief WRITING PERSUASIVE COPY a. Tone of Voice What's the Tone? c. Tonality and character matters		1		
	11	2	How to make your Writing, walk, Talk, and breathe		1		
	12	2	Creating Breakthrough Writing		1		
5	13	2	How to Control the "Command Center" in Your Prospect's Mind How to Change Perception		1		
	14	2	i. Emotionality, Storytelling		2		
	15	3	CURRENT ADVERTISING CAMPAIGN Two current campaigns for each of the following agencies including TVC, Print, Outdoor and digital should be studied, and analyzed in the class room JWT a.Copy writing style b. Idea and concept c.How copy is varied for differ media		2		Times Spark - A Salaam To Kalam Himalayan sparkling

6	16	3	JWT d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling	2		Voxi (I am endless even in isolation
	17	3	Ogilvy a.Copy writing style b. Idea and concept c.How copy is varied for differ media d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z	2		
	18	3	Ogilvy e. Advertising appeals f. Tone of Voice g. Story telling Lowe Lintas a.Copy writing style b. Idea and concept c.How copy is varied for differ media	2		
7	19	3	Lowe Lintas d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling FCB Ulka a.Copy writing style b. Idea and concept c.How copy is varied for differ media	3		
	20	3	FCB Ulka d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling	3		
	21	3	DDB Mudra a.Copy writing style b. Idea and concept c.How copy is varied for differ media	3		
8	22	3	DDB Mudra d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling Publicize Worldwide			

			a.Copy writing style b. Idea and concept c.How copy is varied for differ media			
	23	3	Publicize Worldwide d. Copy for children, youth, women, Senior citizens, executives millenials, Baby Boomers, Gen X, Gen Y, Gen Z e. Advertising appeals f. Tone of Voice g. Story telling			
	24	4	MEDIA AND AUDIENCE WRITING COPY FOR VARIOUS MEDIA a. Print: Headlines, sub headlines, captions, body	3		
9	25	4	Television: Storyboard, Storyboarding Power of silence, formats of TVS's	1		
	26	4	Techniques, Balance between words and visuals	3		
	27	4	Radio	3		
10	28	4	Digital copy for social media like facebook Instagram etc f. Copy for web Outdoor posters	1		
	29	4	WRITING COPY FOR VARIOUS AUDIENCES a. Children	1		
	30	4	Youth, c. Women, d. Senior citizen and e. Executives	2		
11	31	5	Executives f. Baby Boomers, Gen X, Gen Y (Millennials), Gen Z WRITING COPIES, APPEALS, EXECUTION 08 STYLES AND EVALUATION	1		
	32	5	a.Direct mailer, COPY FOR b. Classified, c. Press release, d. B2B, e. Email copy f. Advertorial, g. Infomercial	1		

	33	5	APPEALS AND Music Rational appeals b. Emotional appeals: Humor, Fear, Sex		2		
12	34	5	Various advertising execution techniques The techniques Evaluation of an Ad Campaign				
	35	5	Evaluate the ad in terms of its efficacy, that is, to what extent the campaign has achieved its set objectives;		4		
	36	5	Learn to appreciate the aesthetic aspects of the ad – how the ad looks layout		4		
13	37	5	colour scheme, typography, balance etc.		1		
	38	5	Corruption issues faced by the common man		1		
	39	5	Challenges faced by senior citizens and the physically/ mentally challenged.		1		
14	40		revision				

6.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	INTRODUCTION TO COPYWRITING	CO1	3 rd Week	4 th Week
2	WRITING FOR ADVERTISING	CO2	5 th Week	6 th Week
3	CURRENT ADVERTISING CAMPAIGNS	CO3	8 th Week	9 th Week
4	MEDIA AND AUDIENCES	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	MCQ - 40 Marks Mid term- 20 marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *

Pop Quiz	3 rd week				
Open Book Test	6 th week				
Take Home Test	9 th week				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Ad making (TVC) print ads etc. or documentary/ E -poster making			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2					

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Art of Copywriting
2			
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	TVC & print ad
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	Maybe
12		Students Debates	Yes
13		Panel Discussion / Mock GD	yes
14		Mock Interview	NA

15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	yes
16		Value Added Courses	Maybe
17		Lecture Capture Usage	Yes

New Pedagogy

- I. Picture Prompts- Guess who?
- II. Triggered Brainwalking- On the spot Slogan Writing
- III. TVC/Print
- IV. SCAMPER- Challenge the stalwarts (Re positioning an existing brand)

√* **Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand and examine the growing importance of media
Affective	What do you want students to think / care about?	To understand the impact of media
Behavioural	What do you want students to be able to do?	To understand the role of media in contemporary scenario To understand the future and career in media

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To provide adequate basic understanding about media among the students	Unit 1 & 2
CO2	Understanding the impact of media on society	Unit 2
CO3	Students will be able to understand media and its dynamic scenario	Unit 3
CO4	Help learners in understanding the future scope of media and its function.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	S	S									
CO 4	S	S	S									

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMC MS-303	Media Studies	75			3			3

Subject Code	Subject Name	Examination Scheme							Total
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMC MS-303	Media Studies	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
SYBAMMC	3:00	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students’ query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
SYBMM	Friday	11:00am - 12:00noon	MS teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Eras, relevance, connection to culture, Literature	10lects	15
2	Propaganda and propaganda theory- Scientific perspectives to limited perspectives	12	20
3	Various Schools Media & Identity	10lects	20
4	Theories on Media Effects	04	20
5	Meaning Making Perspectives	04	15
* Insert rows for more modules in the Course		Total	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/
1	3	Introduction to Advertising	ALL
2	3	Fundamentals of Mass Communication	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Sem V – Advertising in Contemporary society Sem V- Media planning and Buying Sem Vi- Advertising and media research
2	MBA/MMM	Specialisation in Advertising Event Management/Journalism & Communication

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2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Ad agency
2	Media /News agency

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Oct 2021	Oct 2020	Oct 2019	Oct 2018
Course Passing % – Average of 3 Divisions	100%	100%		
Marks Obtained by Course Topper (mark/100)		97		

Year	Division A		Division B		Division A	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Oct 2020	ABB	100			Anindita B	98.18%
Oct 2019	ABB	97			NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NA	NA	NA
NA	NA	NA

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Marshall McLuhan – Understanding Media: the extension of man p8 11 & 15-21, 31-3, 68-9.	Marshall McLuhan	Excel Books		All
2					All

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Media Studies – - Media & Diaspora Pg. 363 and 369. - Media Power and Political Culture – Four factors of change pg. 216	Eoin Devereux	Tata Mc Graw hill	3	2
2	Advertising and Media Planning	Jack Z. Sissors& Roger Baron	McGraw Hill	1	1
3	Television and Post Modernism, media studies	Jim Collins	(Edinburgh University Press	1	3
4	Television and Women’s Culture P.117 – 33	M.E. Brown		1	4
5					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	https://www.campaignlive.co.uk/the-work/agency/ogilvy/8525	Advertising Age	All
2		Campaign India	All
3			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - v						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓					Y		Unit 1-4
2	✓	✓					Y		Unit 1-4
3	✓	✓					Y		Unit 1-4
4	✓	✓					Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.talentedge.in/MICA/Advertising-PR	1-4
2	https://www.youtube.com/watch?v=_IIYNMdv9E	All
3	www.scdl.net/about-symbiosis-center-for-distance-learning.aspx	1
4		3
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://swayam.gov.in/course/3993-advertising	MHRD	5 weeks	y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital Advertising	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	04/12/2017	17/03/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading
------	-------------	------------	--	---------------------------	-----	-------------------------------------

					Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Introduction (Syllabus)		1	
	2	1	Relevance of Media Studies in Contemporary Times		1	
	3	1	Era of Mass Society and culture – till 1965	10	11965	
					1	
2	4	1	Era of Mass Society and culture – till 1965	10	11965	
	5	1	Normative theories-Social Responsibility theory		1	
	6	1	Normative theories-Social Responsibility theory		1	
					3	
3	7	1	Development media theory		2	
	8	1	Media Theories Propaganda		1	
	9	2	propaganda theory- Origin and meaning of Propaganda		1	
					1	
4	10	2	Origin and meaning of Propaganda		1	
	11	2	Hypodermic Needle		1	

	12	2	Magic bullet		1		
					1		
5	13	2	Harold Lasswell		1		
	14	2	Scientific perspectives to limited perspectives		1		
	15	2	Paul Lazarsfeld-Two step flow		1		
6					1		
	16	2	Carl Hovland and Attitude Change		1		
	17	2	Cultural Perspectives Various schools Toronto school (McLuhan)		1		
	18	2	Schools- Birmingham(Stuart Hall)		1		
7					1		
	19	3	Frankfurt- Theodor Adorno and Max Horkheimer		1		

	20	3	Raymond Williams- Technological Determinism		1		
	21	3	Harold Innis- Bias of Communication		1		
8	22	3	Media and Identity		1		
	23	3	Feminism (case study- # Me Too campaign) Ethnicism		1		
	24	3	Racism(Movie- The Help)		3		
9	25	3	class (India examples)		1		
	26	4	tribal/ (India examples) Media effects and behavior		3		
	27	4	Agenda Setting Theory		3		

06
Effects

10	28	5	Cultivation Theory		1		
	29		Politics and Media studies-media bias,				
11	31		Politics and Media				
	32		media bias,				
	33		media decency				
12	34		media consolidation.				
	35		New media				
	36		Henry Jenkins-Participatory culture				
13	37		Internet as Public sphere-Habermas to Twitter				
	38		McLuhan 's concept of Global village in the age of Netflix				
	39		Uses and Gratification in the age of Internet				
14	40		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
--	-------------	----------	-----------------------------	------------------------	-----------------------------	---------------------	-------------------	-------

							5		5
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7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Eras, relevance, connection to culture, Literature	CO1	3 rd Week	4 th Week
2	Propaganda and propaganda theory- Scientific perspectives to limited perspectives	CO2	5 th Week	6 th Week
3	Various Schools Media & Identity	CO3	8 th Week	9 th Week
4	Theories on Media Effects	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	MCQ - 20 Marks Descriptive -20 marks	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test	6 th week				
Take Home Test	8 th week				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Short film on social issues			
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Media and its impact
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	yes NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	yes NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15		MOOC-NPTEL/Coursera Videos	NYESA

16	Co-curricular Courses	Value Added Courses	
17		Lecture Capture Usage	NYessA

*** Short film on social issues**

Picture prompts

Apply theories of media in modern context

Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)
Anindita Banerji

Faculty 1 Name (Sign.)

Version 2020-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the importance of effective communication, its role in business, the use of technology and new methods to enhance communication.
Affective	What do you want students to think / care about?	To realise the role of effective communication its importance in business correspondence.
Behavioural	What do you want students to be able to do?	To communicate effectively with ease, verbally and non-verbally and to present themselves with confidence.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Introduce aspects of communication essential for business communication.	Unit 1
CO2	Train learners in written aspects of organizational communication i.e., business messages and documents requisite for career building.	Unit 2
CO3	To enhance learners’ oral communication and prepare them for business interviews and professional group communication.	Unit 3
CO4	To familiarize them with specific communication needs of an organization.	Unit 4
CO5	To enable use of ICT and communication aids.	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5											
------	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
USIT105	Communication Skills	75	50	-	2	2	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
USIT105	Communication Skills	20	05	25	75	-	50	-	150

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
B	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
C	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
D	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
E	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

F	4	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
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1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3 p.m. – 4 p.m.	Faculty Staff Room
B	Tuesday	3 p.m. – 4 p.m.	Faculty Staff Room
C	Wednesday	3 p.m. – 4 p.m.	Faculty Staff Room
D	Thursday	3 p.m. – 4 p.m.	Faculty Staff Room
E	Friday	3 p.m. – 4 p.m.	Faculty Staff Room
F	Saturday	3 p.m. – 4 p.m.	Faculty Staff Room

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	The Seven Cs Of Business Communication and Understanding Business Communication.	08	20%
2	Writing Business Messages and Documents and Developing Oral Communication Skills for Business.	08	20%
3	Developing Oral Communication Skills for Business and Understanding Specific Communication Needs.	08	20%
4	Understanding Specific Communication Needs.	08	20%
5	Presentation Process.	08	20%
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	SYJC	English (HSC)	Letter, essay and report writing

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		Masters in Business Administration
2	I	Masters in Computer Applications

2.d**Real Life Application Mapping – Mention Application from Very Common Day to Day Life**

No.	Real Life Application Mapping with the Course
1	Group Discussions
2	Interviews
3	Meetings and Conferences
4	Written business correspondence such as letters and reports

3.**Past Results – Division-Wise and Topic-Wise Result Based Analysis**

Details	Target – Oct/Nov 2021	Oct 2019	Nov 2018
Course Passing % – Average of 6 Divisions	100%	89.32	88
Marks Obtained by Course Topper (mark/100)			

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	RSS/LP	90.38	RSS/LP	83.05	RSS/LP	94.64	RSS/LP	87.72	RSS/LP	84.78	RSS/LP	97.44
Nov 2019	LP	90.38	LP	83.05	LP	94.64	RSS	87.72	LP	84.78	RSS	97.44

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Corporate Communication	IV	Case Studies
Business Correspondence	II	Practice

4**All the Learning Resources – Books and E-Resources****4.a****List of Text Books (T – Symbol for Text Books) to be Referred by Students**

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Communication	Meenakshi Raman & Prakash Singh	Oxford University Press		1-4
2	Professional communication	Aruna Koneru	Tata McGraw Hill		1-4

3	Professional communication	A.K. Jain			2
4	Business Communication	Leisikar and Raymonds	Tata McGraw Hill		5
5	Business Communication	R.C Bhatia			5
6	Business Communication	Halder and Ritwik			3
7	Business Communication	J.M. Penrose			2
8	Business Communication	Urmila Rai			1
9	Business Communication – II	Rhoda A. Doctor, Aspi H. Doctor, Dr. Sanobar Hussaini, Meghna Shinde-Chakne	Sheth	2	1-5

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Effective Communication http://www.free-management-ebooks.com/dldebk/dlcm-effective.htm	Paul Newton and Helen Bristoll	Free Management Books		1 and 3

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course
1	Communication Today	lib.mylibrary.com

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1-4		✓					✓		Business Communication By Meenakshi Raman and Prakash Singh

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-5
2	PPTs	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	LibreOffice Writer on BOSS Linux (8) https://spoken-tutorial.org/tutorial-search/?search_foss=LibreOffice+Writer+on+BOSS+Linux&search_language=English	Spoken Tutorial IIT B	2.5 hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certificate Course in Business English Skills	VSIT	8 days	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Nature and Scope of Communication		CO1		
	2	1	Non-Verbal Communication		CO1		
	3	1	Non-Verbal Communication		CO1		

	4	1	Cross-Cultural Communication		CO1		
	5	1	Cross-Cultural Communication		CO1		
	6	1	The Seven Cs of Effective Communication: Completeness and Correctness		CO1		
	7	1	The Seven Cs of Effective Communication: Clarity and Conciseness		CO1		
	8	1	Revision		CO1		
	SS	1	Technology-Enabled Communication Self-Study		CO2		
	9	2	Business writing		CO2		
	10	2	Business Correspondence		CO2		
	11	2	Career building & Resume writing		CO2		
	12	2	Interviews		CO2		
	13	2	Interviews		CO2		
	14	2	Effective Listening		CO2		
	15	2	Communication across Functional Areas		CO2		
	16	2	Communication across Functional Areas		CO2		
	SS	2	Instructions, Business Reports and Proposals Self-Study		CO2		
	SS	2	Public Speaking & Conversations Self-Study		CO3		
	17	3	Organizational Meetings		CO3		
	18	3	Organizational Meetings		CO2		

	19	3	Conferences		CO2		
	20	3	Conferences		CO1		
	21	3	Group Discussions		CO3		
	22	3	Communication across functional areas		CO3		
	23	3	Communication across functional areas		CO3		
	24	3	Revision		CO3		
	SS	3	Team Presentations Self-Study		CO3		
	SS	3	Team Briefing Self-Study		CO3		
	25	4	Corporate Communication		CO3		
	26	4	Corporate Communication		CO3		
	27	4	Persuasive Strategies in Business Communication		CO3		
	28	4	Persuasive Strategies in Business Communication		CO4		
	29	4	Ethics in Business Communication		CO4		
	30	4	Ethics in Business Communication		CO4		
	31	4	Revision		CO4		
	32	4	Class Test on Unit II and III		CO4		
	SS	4	Business Communication Aids Self-Study		CO5		
	33	5	Planning stage: Brainstorming, Mind maps and Concept maps; Executing Stage: Chunking theory, Creating Outlines		CO5		

	34	5	Use of Templates; Adding graphics to your presentation, Visual Communication, and Impress Stage: font, colour, and layout		CO5		
	35	5	Executing the Presentations		CO5		
	36	5	Impressing the Audience		CO5		
	37	5	Revision of Unit 4 &5		CO5		
	38	5	Revision of the remaining units (1,2 & 3)		CO5		
	39	5	Class Test of Unit IV & V		CO5		
	40	5	Viva		CO5		
	SS	5	Importance of practice and performance		CO5		
					CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

1	Seven C's of Communication and its application in business; case study in cross-cultural communication	CO1		
2	Layouts and types of business letters	CO2		
3	SWOT and Barriers and Ways to Overcome to Effective Listening	CO3		
4	Case study on surrogate advertising; CSR	CO4		
5	Presentation on a given topic from the syllabus	CO5		

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (v)			Module No.	Based on #			Question Type (v)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		<input checked="" type="checkbox"/>			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2		<input checked="" type="checkbox"/>			2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
3		<input checked="" type="checkbox"/>			3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4		<input checked="" type="checkbox"/>			4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
5		<input checked="" type="checkbox"/>			5		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (v) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 10 Marks Q2 10 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					

Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	I	Communication and Technology		CO1	
2	II	Letter Writing		CO2	
3	II	Report Writing		CO3	
4	III	Interviews		CO4	
5	III	Group Discussion		CO5	
6	V	Presentation Skills		CO5	
7	IV	Marketing		CO4	

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Ethical implication of communication			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Application based practical activities Debates	Argumentative and oratory skills	CO3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	-
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	Y
4		Mini Projects	-
5		Pop Quiz	Y
6		Mobile App Based Quiz	-
7		Open Book Test	Y
8		Take Home Test	Y
9	Collaborative and Group Activity	Poster Presentation	-
10		Minute Papers	
11		Students Seminar	Y
12		Students Debates	Y
13		Panel Discussion / Mock GD	Y
14		Mock Interview	Y
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Y
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature) L

Rumeli Sharma

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Umesh Koyande

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

The academic resources available in VSIT –

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Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e-books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand and examine the growing importance of advertising To develop significant level of understanding of advertising literature: conceptual framework, theories, typologies, strategies and techniques
Affective	What do you want students to think / care about?	To understand media, advertising agency especially how successfully it is managed and how to deal with client and the industry To understand the construction of an effective advertisement
Behavioural	What do you want students to be able to do?	Learners can apply management and advertising skills in context of ad creation and media management To understand the role of advertising in contemporary scenario To understand the future and career in advertising

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To give a brief insight about advertising & its different aspects to the students of Media	Unit 1 & 2
CO2	To understand the functions of an Ad agency	Unit 2
CO3	To study contemporary advertising and society	Unit 3
CO4	To be aware of different ad campaigns. To practically know creation of ads	Unit 4

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				

CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned		
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial
	Advertising	75					

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Advertising	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
F	Friday	2 p.m. -3 p.m.	MS teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	1. Introduction to advertising	18 hr	
2	Integrated marketing communication and tools	10 hr	
3	Creativity in advertising	14 hr	
4	Types of advertising agency, department, careers and latest trends in advertising	06 hr	

* Insert rows for more modules in the Course		Total	48
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	1	Media Studies	ALL
2	1	Effective Communication	Unit 1
3	1	Visual Communication	All

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	TYBMM	Sem V -Ad design, Advertising in contemporary society, Brand Building Sem VI- Agency Mgmt., Direct Marketing
2	MBA/MMM	Specialisation in Advertising
3	MAEMA	Specialisation in Advertising

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Advertising as Advertising Manager, Brand Manager, Client servicing, Agency management etc.
2	Digital Marketing and Advertising

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2020	Mar 2019	Mar 2018	Mar 2017
Course Passing % – Average of Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020						
Mar 2019					NA	NA
Mar 2018						

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Introduction to Advertising	1	Assignment & diagrams

Creativity in Advertising	3	Practical examples, case study, campaign, ad making
---------------------------	---	---

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising		Pearson Education		
2	Introduction to Advertising – Amita Shankar	Amita Shankar			

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising and Media Planning	Jack Z. Sissors & Roger Baron	McGraw Hill	6	1 st
2	Adv. Promotion & other aspects of IMC	Shimp & Adrems	Cengage	1	1&2
3	Advertising Mgmt. Concepts & cases	Manendra Mohan	Pearson	1	3
4	Advertising Management	Batra Meyers & Aaker		1	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	In Defense of Advertising	Jerry Kirkpatrick	TLJ books	1	

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	International journal on Marketing and trade policy	Advertising Age	All
2	Journal of management – Available in Library	Campaign India	
3	International journal on Marketing and finance		

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓		✓			Y		Unit 1-4
2	✓	✓		✓			Y		Unit 1-4

3	✓	✓		✓			Y		Unit 1-4
4	✓	✓		✓			Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	www.talentedge.in/MICA/Advertising-PR	
2	https://www.youtube.com/watch?v=_IIYNMdv9E	All
3	www.scdl.net/about-symbiosis-center-for-distance-learning.aspx	1
4	https://www.youtube.com/watch?v=hcZ1aZ60k7w	3

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	https://swayam.gov.in/course/3993-advertising	MHRD	5 weeks	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Digital Advertising	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	1/02/2022	May 2022	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	Cos	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site

1	1	1	Introduction (Syllabus) Evolution , importance, Features , benefits , limitation , effects and 5M's of advertising	1		
	2	1	limitation , effects and 5M's of advertising	1		
	3	1	Consumer, Industrial, Retail, Classified, Corporate ,Public service, ,	1		
2	4	1	,Generic, National, Global, International, Social (CSR) and Advocacy 3. Ethics and Laws in Advertising Puffery, Subliminal	1		
	5	1	Weasel claim, Surrogate,	1		
	6	1	Shocking ads , Controversial	1		
3	7	1	Debate: advertising : a boon or a bane (assignment) 4. Social, Cultural and Economic impact of Advertising	2		
	8	1	Women and advertising	1		
	9	1	, Children and advertising, Senior citizen	1		
4	10	1	Pop Culture and advertising 5. Theories Stimulus theory, AIDA,	1		
	11	1	Hierarchy	1		
	12	1	MeansEnd Theory	1		
5	13	1	AIDA Revision	1		
	14	2	Integrated marketing communication and tools	2		
	15	2	1. Integrated marketing communication	2		
6	16	2	Emergence, Role, Tools Communication process, The IMC Planning Process	2		
	17	2	3.Print Media and Out-of Home Media	2		
	18	2	Basic concepts, Types of Newspapers advertising , advantages and disadvantage of News paper advertising ,Magazines, Factors to consider for magazine advertising,	2		

7	19	2	Out-of-home Advertising, On- premise advertising , Transit advertising , Posters , Directory advertising 3. Broadcast Media		3		
	20	2	Case study- Pepsi, Mcdonald's etc.		3		
	21	2	Radio advertising Advantages and Disadvantages of Radio advertising , Television advertising and its Advantages and Disadvantages		3		
8	22	2	Film advertising and Product placement - Advantages and Disadvantages				Movie: What Women Want
	23	2	4. Public Relation Meaning of Public Relations, Types of public relations Difference between public relations and advertising		4		
	24	2	g, Difference between Publicity and Advertising, , Advantages and Disadvantages of Public Relations, Advantages and Disadvantages of Publicity		4		
9	25	2	Sales Promotion and Direct marketing Growth and Types of Sales promotion, Advantages		1		
	26	2	Growth of Direct marketing and its tools Advantages and disadvantages Presentation- ad- making competition Print & TVC		3		
	27	3	3.Creativity in advertising 1. 1. Introduction to Creativity		3		
10	28	3	Importance of creative process Creative strategy development		1		
	29	3	Big idea		1		
	30	3	positioning strategies		2		
11	31	3	Types of appeals 2. Role of different elements in ads		1		
	32	3	Logo, Jingle, Company signature, Slogan, tagline, illustration , Creating Radio commercial – Words, sounds , clarity , coherence etc		1		
	33	3	Slogan, tagline, illustration		2		
12	34	3	Creating Radio commercial Words, sounds, clarity , coherence				
	35	3	3. Elements of copy Headline, Sub headline , Layout , Body copy , Types of copy and slogan , creating story board				
	36	4	Types of advertising agency, department, careers and latest trends in advertising				

13	37	4	Full service, Creative boutique, Media buying agency, In- house agency				
	38		Specialized Agencies and others Department		1		
	39		latest trends in advertising-Rural advertising ,Ambush advertising, Internet advertising , email advertising Advertainment, advertorial, mobile advertising				
	40		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
05	4				2			10 scale down to 5 5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Ethical Issues in advertising	CO1	3 rd Week	4 th Week
2	Advertising Agency	CO2	5 th Week	6 th Week
3	Role of advertising	CO3	8 th Week	9 th Week
4	Budget, Evaluation, Current trends in Advertising	CO4	11 th Week	12 th Week

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking

1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1		Ad making (TVC) print ads etc.			
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9.c
Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10.
Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Advertising
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	yes Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	Yes
11		Students Seminar	Yes NA
12		Students Debates	Yes
13		Panel Discussion / Mock GD	N yes A
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	yes NA
16		Value Added Courses	yes
17		Lecture Capture Usage	N yes A

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2020-2021

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e - books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To help media students to acquaint themselves with an influential medium of journalism that holds the key to opinion formation & to create awareness.
Affective	What do you want students to think / care about?	This will enable students to have their own opinion about the news that are present and can speak their heart out.

Behavioural	What do you want students to be able to do?	This will not only be reflected through their words but in their behaviour also.
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1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	This unit will equip students with history of Journalism from Guttenberg to new media	Unit 1
CO2	This unit will equip students with news & process of it.	Unit 2
CO3	To help media students to acquaint themselves with an influential medium of journalism that holds the key to opinion formation & to create awareness	Unit 3
CO4	What careers can be perused taking journalism as a subject	Unit 4
CO5	Covering an event	Unit 5

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												

CO 5												
---------	--	--	--	--	--	--	--	--	--	--	--	--

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category						✓	

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Introduction to Journalism	75			3			3

	Subject Name	Examination Scheme					
		Theory Marks	IA Test		TW	Practical	Oral

Subject Code		IA 1	IA 2	Sum of IA1 and IA2	End Sem. Exam Marks				
	Introduction to Journalism	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
(FYBAMMC)	40	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A and B	Friday	3 pm – 4 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	History of Journalism in India	8	20%
2	News and its process	8	20%

3	Principles and format	8	20%
4	Career in journalism	8	20%
5	Covering an event (flip class)	8	20%
<i>* Insert rows for more modules in the Course</i> Total		40	100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1.			
2			
3			

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1.	5	Indian Regional Journalism
2.	5	Journalism & Public opinion

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	This will help in becoming a Journalist and covering the story on field

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2018	Nov 2017	Nov2016	Mar 2015
Course Passing % – Average of the class	100%	NA		

Marks Obtained by Course Topper (mark/100)	NA	NA		
---	----	----	--	--

	Division A		Division B	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result
2020-21	SU	100%	-	-

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
NA	-	-
NA	-	--

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					
3					
4					
5					

4.b**List of Reference Books (R – Symbol for Reference Books) to be Referred by Students**

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Writing and Reporting News	Carole Rich; Thomson Wadsworth			
2	Journalism : Principles and Practice	Tony Harcup	Sage Publication	2011 edition	
3	On Indian TV	Nalin Mehta			
4	Behind the by-line' journalist's Handbook, Professional Journalism	M V Kamath			
5.	Introduction to Journalism: Essential Technique	Richard Rudin			
6.	Introduction to Journalism:	Carole Fleming			
7.	Introduction to Journalism	James glen stowal			

4.c**List of E - Books (E – Symbol for E-Books) to be Referred by Students**

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1					
2					

4.d**Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]**

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr · No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1			
2			

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga- zine	Journals		Y	N	
	Text	Reference	E- Book		Regular	E- Journal			
1	✓	✓	✓				Y		Unit 1-4
2	✓	✓	✓				Y		Unit 1-4
3	✓	✓	✓				Y		Unit 1-4
4	✓	✓	✓				Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2		
3		

4		
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1				
2				

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	14/06/2020	15/11/2020	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
	1	1	Changing face of journalism from Guttenberg to new media				
	2	1	Journalism in India				
	3	1	Earliest publications				
	4	1	The rise of nationalist press ,Post 1947				
	5	1	The emergency 1975 ,Post Emergency				
	6	1	Post liberalization of the economy boom in magazines niche journalism				
	7	1	How technology advancement has helped media				
	8	1	New media with special reference to rise the Citizen Journalism				
	9	2	Definition of the news & The news process from the event to the reader				

	10	2	What makes a good story				
	11	2	Anatomy of a news story				
	12	2	Types of Beats- Crime, Environmental, Entertainment, Educational, Agricultural, Sports etc				
	13	2	Types of Beats- Crime, Environmental, Entertainment, Educational, Agricultural, Sports etc				
	14	2	Types of Beats- Crime, Environmental, Entertainment, Educational, Agricultural, Sports etc				
	15	2	Types of Beats- Crime, Environmental, Entertainment, Educational, Agricultural, Sports etc				
	16	2	Types of Beats- Crime, Environmental, Entertainment, Educational, Agricultural, Sports etc				
	17	3	What makes a great journalist: Objectivity, Accuracy,				
	18	3	Difference between a PR and a journalist				
	19	3	Without fear or favour Balance Proximity				
	20	3	Difference between a PR and a journalist				
	21	3	Criteria for news worthiness				
	22	3	Hard News / Soft News and blend of the two				
	23	3	News Reports				

	24	3	Features Editorials				
	25	4	Reporter				
	26	4	Feature Writer				
	27	4	Mojo,				
	28	4	Real time journalist				
	29	4	investigative journalist				
	30	4	rural journalist				
	31	4	In-depth journalist				
	32	4	lifestyle journalist, Data Journalist				
	33	5	Background research				
	34	5	Background research				
	35	5	Finding a news angle				
	36	5	Finding a news angle				
	37	5	Capturing the right pictures for a photo feature				
	38	5	Capturing the right pictures for a photo feature				
	39	5	Writing Headline				

	40	5	captions and lead				
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4

46.

Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assign-ments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
NA	NA	NA	NA	NA	20	5		5

7.

Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	•			
2	•			
3	•			

4	•			
---	---	--	--	--

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓		✓	2		✓		✓	
3	8	✓			3		✓		✓	
4	11	✓		✓	4		✓		✓	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – *from Points 4.a to 4.d*

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – Questions 5 Marks Q3 – Questions 5 Marks	No IA Re-test
2 nd IA Test				20 marks each for IA 1 & 2	IA is a Head of passing *
Pop Quiz	5 th week	1-2			

Open Book Test	6 th week	1-2			
Take Home Test	15 th week	1-4			
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

*** IA failures will have to appear for re-test in next semester**

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
----	--	--	--	--	--

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1					
2					

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1-2			1-4	
2	1-2			1-4	
3	3			1-4	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	May be
2		Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	NA
5		Pop Quiz	Yes
6		Mobile App Based Quiz	NA

7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	NA
11		Students Seminar	NA
12		Students Debates	NA
13		Panel Discussion / Mock GD	yes
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	NA

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic

Mentor (Sign.)

Ms Anindita Banerji

VSIT Cluster Mentor Name (Sign.)

Head of Dept.

(Sign.)

Version 2020-21

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To be aware of various social, cultural, economic and political practices and representation of gender.
Affective	What do you want students to think / care about?	To detect the symbolic representation of different cultural groups and social conditioning that governs group behaviour.
Behavioural	What do you want students to be able to do?	To unlearn social reinforcement through a strategic recognition and evaluation of representation in the media and to develop an empathetic view on ideas of gender and culture.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements
CO1	To discuss the significance of culture and the media industry.
CO2	To understand the association between the media, gender and culture in the society.
CO3	To stress on the changing perspectives of media, gender and culture in the globalised era.
CO4	To sensitize the learners to varied cultural practices and depictions of gender and culture, erroneous and otherwise.

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			√				√

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMMGC-206	Media, Gender and Culture	75	-	-	3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	Class participation	Sum of IA1 and IA2					
BAMMMGC-206	Media, Gender and Culture	20	05		75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	-	-	-	-	-	-	-	-

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	Monday	3 pm – 4 pm	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
I	Evolution, Need, Concepts and Theories	12 lectures x 1 hour	25

II	Construction, Commodification, Import and Recent trends	12 lectures x 1 hour	25
III	Role and Influence of Media Global, Local, Consumer and the Recent Trends	12 lectures x 1 hour	25
IV	Global, Local, Consumer and the Recent Trends	12 lectures x 1 hour	25
* Insert rows for more modules in the Course		Total	48
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	I	Fundamentals of Mass Communication	Impact of Mass Communication

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1		Masters in Mass Communication
2		Masters in Arts

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Journalism and Advertising
2	Creative Writing
3	Counselling
4	Emotional Intelligence

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target – April 2022	April 2021	April 2020	April 2019
Course Passing % – Average of 6 Divisions	100%			
Marks Obtained by Course Topper (mark/100)				

Year	Division A		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
April 2021	LP	100%	-	-	-	-	-	-	-	-	-	-

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Media and Cultural Studies</i>	Meenakshi Gigi Durham and Douglas M. Kellner	Blackwell		I and III
2	<i>Cultural Studies - Theory and Practice</i>	Chris Barker	SAGE		II
3	<i>An Introduction to Cultural Studies</i>	Pramod K. Nayar	Viva		I
4	<i>Culture Change in India- Identity And Globalisation</i>	Yogendra Singh	Rawat		IV
5	<i>Indian Media in A Globalised World</i>	Maya Ranganathan and Usha M. Rodrigues	SAGE		IV
6	<i>Media Gender and Popular Culture In India - Tracking Change And Continuity</i>	Sanjukthe-Dasgupta	SAGE		IV

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Cultural Studies: A Critical Introduction</i>	Simon During	Routledge		I, II and III
2	<i>The Cultural Studies Reader</i>	Simon During	Routledge		I, II and III
3	<i>The Advertising and Consumer Culture Reader</i>	Joseph Tarrow and Matthew P McAllister	Routledge		I, II and III

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	A Study of Culture, Belief, and Social Structure https://www.free-ebooks.net/general-non-fiction/A-Study-of-Culture-Belief-and-Social-Structure	Tahir Iqbal		2008	I, II and III

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course
1		Feminism in India (e-zine) https://feminisminindia.com/

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1 and 2	✓						✓		<i>An Introduction to Cultural Studies</i>
3 and 4	✓							✓	<i>Media Gender and Popular Culture in India - Tracking Change and Continuity</i>

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	PPTs	1-4

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	Introduction to Media and Culture - Revised	Saylor Foundation	2 – 3 hours	Y
2	The Rise of Superheroes and Their Impact On Pop Culture	SmithsonianX	6 weeks	Y
3	Media Studies - Gaming, the Internet and Social Media - Revised	Saylor Foundation	2 – 3 hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	-

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	November 18, 2019		16

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	1	Evolution, features, need and significance of cultural studies and media				
	2		Evolution, features, need and significance of cultural studies and media				
	3		Acculturation, enculturation				
2	4		Ethnocentrism and Cultural relativism				
	5		Culture shock and its relevance on media				
	6		Stuart Hall: Encoding and Decoding				
3	7		Stuart Hall: Circuit of culture				
	8		John Fiske: culture and industry				
	9		Feminism				
4	10		Post-Feminism				
	11		Technoculture and risk - Ulrich Beck				
	12		Revision				
5	13	2	Construction of culture- social, economic, political, religion and technology				
	14		Construction of culture- social, economic, political, religion and technology				
	15		Construction of culture- social, economic, political, religion and technology				

6	16		Culture, industry and media - commodification				
	17		Representation and articulation				
	18		Popular Culture				
7	19		Cyber Culture				
	20		Ideology				
	21		Power				
8	22		Power				
	23		Culture industry and communication - with reference, to film, TV, social media, advertisements etc Media and its impact on the cultural aspect of the society.				
	24		Memes				
9	25	3	Hegemony				
	26		Hegemony				
	27		Stereotyping				
10	28		Influence of media on gender				
	29		Influence of media on gender				
	30		Role of media in social construction of gender				
11	31		Role of media in social construction of gender				
	32		Hegemonic masculinity				

	33		Gender issues in news media				
12	34		Gender issues in news media				
	35		Gender issues in news media				
	36		Revision				
13	37	4	Media imperialism				
	38		Media imperialism				
	39		Globalisation and Local culture- Issues and Perspectives				
14	40		Threat to regional and local identities				
	41		Impact of global culture				
	42		Consumer culture and media w.r.t globalisation				
15	43		Digital Media culture: Recent trends and challenges				
	44		Global economic and cultural flows				
	45		Homogenization and fragmentation				
16	46		Glocalization, creolization				
	47		Globalization and power				
	48		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance)	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other	Class participation	Other (2) Specify	Total
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& Marks					than IA)			
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1, 2, 3 and 4	Expected Questions (5 questions per unit)	All	Week 2, 5, 9 and 12	Week 3, 6, 10, 13
5	Film review <i>Angry Indian Goddesses/ Soni/ Game Over/ Padmavaat/ Raazi/ Highway/ Pride and Prejudice/ Bend it Like Beckham/ The Pursuit of Happiness/ I am Mother/ Ex-Machina</i>	CO2	Week 5	Week 8
6	Prepare a short film	CO3	Week 1	Week 9

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1		<input checked="" type="checkbox"/>			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
2		<input checked="" type="checkbox"/>			2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
3		<input checked="" type="checkbox"/>			3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4		<input checked="" type="checkbox"/>			4		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)
 # Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 10 Marks Q2 10 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		-			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		-			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	III	Case Study – Mythological depictions of gender and race	Ideology, soft power and representation	CO3	

2	III	Case Study – Food fads	Ideology, soft power and representation	CO3	
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10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Y
4		Mini Projects	
5		Pop Quiz	Y
6		Mobile App Based Quiz	
7		Open Book Test	
8		Take Home Test	Y
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Y
13		Panel Discussion / Mock GD	Y
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	Y
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature) L

Lakshmi Pillai

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji

Anindita Banerji

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To develop an interest and awareness about national polity and governance.
Affective	What do you want students to think / care about?	To learn about social, economic and political issues that occur in the country
Behavioural	What do you want students to be able to do?	To discern information on current affairs as students of mass media and its relevance to news and information distribution

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To provide learners with overview on current developments in various fields.	Unit 1
CO2	To generate interest among the learners about burning issues covered in the media	Unit 2
CO3	To equip them with basic understanding of politics, economics, environment, and technology so that students can grasp the relevance of related news.	Unit 3
CO4	To inculcate an awareness about political issues in Maharashtra	Unit 4
CO5	To enable students a sense of familiarity with technological applications available	Unit 5

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’:not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMCA 105	Current Affairs	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMCA 105	Current Affairs	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
A	3	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	TBA	TBA	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Current Politics	10	20%

2	Polity and Governance	08	20%
3	International Affairs	10	20%
4	Maharashtra Issues	10	20%
5	Technology	10	20%
* Insert rows for more modules in the Course		Total	48
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		None	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	5	Reporting
2	5	Advertising in Contemporary Society

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Print and Broadcast Journalism
2	Advertising

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100	100	
Marks Obtained by Course Topper (mark/100)			

Year	Division A		Division B		Division C		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2020	HN	100%	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Manorma Yearbook</i>		Malayala Manorma		
2	<i>Competition Success Review</i>				
3	<i>Competition Master</i>				
4	<i>Yogana</i>		Publication Division, Ministry of Information and Broadcasting		
5	<i>Understanding Augmented Reality: Concepts and Applications</i>		Alan B Craig		

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1.					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	Economic and Political Weekly	

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓								

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content	
2	PPTs	1-5
3	Graded Questions	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site

1	1	-	Introduction to the course		-		
	2	1	Three political stories of national importance		CO1		
	3	1	Three political stories of national importance		CO1		
2	4	1	Three political stories of national importance		CO1		
	5	1	Political Leader		CO1		
	6	1	Political Leader		CO1		
3	7	1	One dominating economic/ business news		CO1		
	8	1	Business news		CO1		
	9	1	Dominating environment news stories		CO1		
4	10	1	One story of current importance		CO1		
	11	2	Ministries of Government of India Autonomous government bodies		CO2		
	12	2	Ministry of Home Affairs Enforcement Organizations Internal Security Police		CO2		
5	13	2	Communal tensions		CO2		
	14	2	Review of latest episodes of communal tensions		CO2		
	15	2	The tensions in J&K Background		CO2		
6	16	2	Political players Update on the current situation		CO2		

	17	2	Review of any three Central Government projects and policies		CO2		
	18	2	Review of any three Central Government projects and policies		CO2		
7	19	3	Security Council Structure and role		CO3		
	20	3	Issues that currently engage the SC		CO3		
	21	3	Role of United Nations, General Assembly		CO3		
8	22	3	Other main organs of the UNO		CO3		
	23	3	Issues that currently engage the UNO		CO3		
	24	3	Issues that currently engage the UNO		CO3		
9	25	3	Four conflicts/ issues of international importance		CO3		
	26	3	Four conflicts/ issues of international importance		CO3		
	27	3	Four conflicts/ issues of international importance		CO3		
10	28	3	Four conflicts/ issues of international importance		CO3		
	29	4	Political parties reach and challenges		CO4		
	30	4	Political leaders		CO4		

11	31	4	An update on the current political dynamics of Maharashtra		CO4		
	32	4	An update on the current political dynamics of Maharashtra		CO4		
	33	4	News relating to the marginalized		CO4		
12	34	4	Displaced tribes		CO4		
	35	4	The latest news on floods and drought,		CO4		
	36	4	unemployment, health issues		CO4		
13	37	4	Update two ongoing state projects		CO4		
	38	4	Update two ongoing state projects		CO4		
	39	5	Mobile apps help in content creation		CO5		
14	40	5	Mobile apps used by journalists worldwide		CO5		
	41	5	Introduction to AI and data science		CO5		
	42	5	Introduction to Content Automation tools Examples of content automation tools in content creation		CO5		
15	43	5	Introduction to Augmented Reality		CO5		
	44	5	Introduction to Virtual Reality		CO5		
	45	5	Introduction to Digital Gaming Industry		CO5		
16	46	5	Introduction to Digital Gaming Industry		CO5		

	47	5	Overview of Indian digital gaming		CO5		
	48	5	Overview of Indian digital gaming		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Assignment questions for each unit	All	Second week of each unit	Second Week of next unit

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Lecture 12	✓			2					✓
2	Lecture 17	✓			2					✓
3	Lecture 34	✓			3					✓

4	Lecture 37	✓			ALL				✓	✓
---	---------------	---	--	--	-----	--	--	--	---	---

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 8			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 6	II			
Open Book Test	Week 2	I			
Take Home Test	Week 9	III			
Class tests / prelims	Week 12	I and II			
Class tests / prelims	Week 8				
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Room 101: Democracy	Governance and ideology	CO1	
2	2	Maharashtra and the pandemic	An analysis of political response to crisis	CO2	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	No
5		Pop Quiz	
6		Mobile App Based Quiz	Yes
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14		Mock Interview	
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	-
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji
Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand the importance of effective communication, its role in the media, the use of technology and new methods to enhance communication.
Affective	What do you want students to think / care about?	To realise the role of effective communication its importance in business correspondence.
Behavioural	What do you want students to be able to do?	To communicate effectively with ease, verbally and non-verbally and to present themselves with confidence.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Introduce aspects of communication essential for business communication.	Unit 1
CO2	Train learners in reading writing translation.	Unit 2
CO3	To enhance learners’ oral communication and prepare them for quick thinking and presentation.	Unit 3
CO4	To familiarize them with translation in communication.	Unit 4

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	M	M	M								
CO 2	S	M	S	M								
CO 3	S	M	S	M								
CO 4	M	M	M	M								

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1	S	M	M	M
CO 2	S	M	S	M
CO 3	S	M	S	M
CO 4	M	M	M	M

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓				

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMEC-1-101	ECS-I	75	-	-	3	1	-	4

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMEC-1-101	ECS-I	20	05	25	75	-	-	-	100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
FYBAMMC	4	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
FYBAMMC	Pending	Pending	Microsoft Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Introduction to Communication	10	25

2	Reading – English, Hindi, OR Marathi	10	25
3	Thinking and Presentation	10	25
4	Translation	10	25
* Insert rows for more modules in the Course		Total	40 lectures
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	HSC	English subject	Paragraph writing/Letter writing/ Comprehension paragraphs

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	II	Effective Communication Skills
2	V	Writing & Editing Skills

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Group Discussions
2	Interviews
3	Meetings and Conferences
4	Written business correspondence such as letters and reports

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Nov 2021	Nov 2020	Nov 2019
Course Passing % – Average of 6 Divisions	100%	100%	88.89%
Marks Obtained by Course Topper (mark/100)	-	95	pending

Year	FYBAMMC		Division B		Division C		Division D		Division E		Division F	
	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
Nov 2020	RA	100%										
Nov 2019	RA	88.89%										

Nov 2018	RA											
----------	----	--	--	--	--	--	--	--	--	--	--	--

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1					

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Business Communication	Meenakshi Raman & Prakash Singh	Oxford University Press		1-4
2	Professional communication	Aruna Koneru	Tata McGraw Hill		1-4
3	Business Communication	Urmila Rai			1

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Effective Communication http://www.free-management-ebooks.com/dldebk/dlcm-effective.htm	Paul Newton and Helen Bristoll	Free Management Books		All

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	
1	Communication Today	lib.mylibrary.com	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e., Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1-4		✓					✓		Business Communication By Meenakshi Raman and Prakash

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4
2	PPTs	1-4
3	https://youtu.be/E6NTM793zvo https://youtu.be/T1vTofBM_uA	1

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1	LibreOffice Writer on BOSS Linux (8) https://spoken-tutorial.org/tutorial-search/?search_foss=LibreOffice+Writer+on+BOSS+Linux&search_language=English	Spoken Tutorial IIT B	2.5 hours	Y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value-Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Certificate Course in Business English Skills	VSIT	8 days	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	-

5. Consolidated Course Lesson Plan

I	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration			10

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	I	Subject Induction		CO1		
	2	I	Communication, its concepts, process, importance in Media		CO1		
	3	I	a) Importance of Communication in Media b) Differences between Technical & General Communication		CO1		
	4	I	Activity #1 Communication process on a given situation (diagrammatical representation)		CO1		
2	5	I	Barriers to Communication		CO1		
	6	I	Barriers to Communication		CO1		
	7	I	Overcome the Barriers to Communication Types of Communication		CO1		
	8	I	Non-verbal Communication		CO1		Video
3	9	I	Anchoring, voice modulation, interview & public speaking		CO1		Video
	10	I	Activity #2 panel discussions, voice over, elocution & debates		CO1		
	SS	I	Listening Process				
	11		Viva on "Listening Process"				
	12	II	Types of Reading (of students' choice)		CO2		
4	13	II	Types of Reading (of students' choice)		CO2		

	14	II	Various aspects of Language		CO2		
	15	II	Various aspects of Language		CO2		
	16	II	Grammar & usage		CO2		
5	17	II	Grammar & usage		CO2		
	18	II	Activity #3 100 Vocabulary media words and make sentences		CO2		
	19	II	Quiz on change the voice, spelling, idioms, homophones & homonyms		CO2		
	20		Class Test on Module I & II				
6	21	III	Types of thinking Rational & logical		CO3		
	22	III	Types of thinking Critical & lateral		CO3		
	23	III	Errors in thinking & Partialism		CO3		
	24	III	Time scale & Egocentricity		CO3		
7	25	III	Prejudices & Adversary Thinking		CO3		
	26	III	Quiz on types of thinking		CO3		
	27	III	Presentation & its importance		CO3		
	28	III	Steps in Making a Presentation (tutorial)		CO3		
8	29	III	Delivering a Presentation		CO3		
	30	III	Activity #4 Students' Presentation		CO3		
	31	IV	Concept, importance & need for translation		CO4		

	32	IV	Meaning, difference between interpretation & translation		CO4		
9	33	IV	Meaning, difference between interpretation & translation		CO4		
	34	IV	Activity #5 Translation of few excerpts of a book or an article		CO4		
	35	IV	Translator & role in media		CO4		
	36	IV	Translator & role in media		CO4		
10	37	IV	Qualities & Importance of Translator		CO4		
	38	IV	Qualities & Importance of Translator		CO4		
	SS	IV	a) Challenges in translation & Challenges faced by translator b) Importance of Information and Technology in translation		CO4		
	39	All	Revision of all modules		CO4		
	40	All	Class Test of all modules		CO4		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Other (1) specify	Other (2) specify	Total
75% Attendance, Active Participation – 10 Marks						IA 1 (Descriptive) - 20 Marks, IA 2 (MCQ + Viva) – 20 Marks Scaled to 15 Marks -		75

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission

1	SWOT and Barriers and Ways to Overcome to Effective Listening	CO1	Week 3	Week 4
2	Presentation	CO2 & CO3	Week 7	Week 8
3	Translation of any famous short story or folk or fable	All	Week 9	Week 10

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (√)			Module No.	Based on #			Question Type (√)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	<input checked="" type="checkbox"/>			1		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	7	<input checked="" type="checkbox"/>			2		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	9	<input checked="" type="checkbox"/>			3		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

* Tick (√) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ); Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test				Q1 10 Marks Q2 10 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test					IA is a Head of passing *
Pop Quiz					
Open Book Test					
Take Home Test					
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	1	Application based practical activities	Argumentative and oratory skills	1	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	Yes
2		Industrial Visit	-
3	Test and Assessments	Class Tests – (other than IA)	-
4		Mini Projects	-
5		Pop Quiz	-
6		Mobile App Based Quiz	-
7		Open Book Test	Yes
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	Yes
10		Minute Papers	-
11		Students Seminar	No
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes

14		Mock Interview	No
15		MOOC-NPTEL/Coursera Videos	No
16	Co-curricular Courses	Value Added Courses	Yes
17		Lecture Capture Usage	Yes

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature) L

Rumeli Sharma

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji

VSIT Cluster Mentor Name (Sign.)

Anindita Banerji

Head of Dept. (Sign.)

Teaching Methodology

1. **Title: Communication Origami:** To demonstrate how the same instructions are interpreted differently by different people and highlights the importance of clear communication and the necessity of feedback.
2. **Guessing Game:** To establish the difference between open and closed questions and understand which is effective in different situations.
3. **Guessing the Emotion:** To make participants more aware of and sensitive to feelings or emotions by decoding and exhibiting the appropriate non-verbal communication.

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The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Watch former lectures captured in LMS at VSIT
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To gain knowledge about various social, economic, and political issues that affect citizens in India.
Affective	What do you want students to think / care about?	To develop an empathetic understanding towards social causes and a heightened awareness and sensitivity towards human emotions, choices, and perceptions.
Behavioural	What do you want students to be able to do?	To develop themselves to be better-informed about their duties and responsibilities as members of the human society.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference.	Unit 1
CO2	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities.	Unit 2
CO3	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences.	Unit 3
CO4	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution.	Unit 4

CO5	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics.	Unit 5
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1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash '-': not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1												
CO 2												
CO 3												
CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category			✓		✓		

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
BAMMFC-101	Foundation Course - I	75			2			2

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
BAMMFC-101	Foundation Course - I	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4

A	2	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
---	---	------	------	------	------	------	------	------	------

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
A	TBA	TBA	MS Teams

2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Overview of Indian Society	05	20%
2	Concept of Disparity 1	10	20%
3	Concept of Disparity 2	10	20%
4	The Indian Constitution	10	20%
5	Significant Aspects of Political Processes	10	20%
* Insert rows for more modules in the Course		Total	45
			100%

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1		None	

2.c Relevance to Future Courses

No.	Semester	Name of the Course
1	2	BAMMC, FC-II, Semester II
2	1	BAMMC, Current Affairs, Semester I

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	Political process
2	Awareness of disparity

3	Inculcating an attitude of inclusivity
---	--

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2021	Mar 2020	Mar 2019
Course Passing % – Average of 3 Divisions	100	100	
Marks Obtained by Course Topper (mark/100)			

	Division A		Division B		Division C		Division F	
Year	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result	Initials of Teacher	% Result
2020	RSS	100%	NA	NA	NA	NA	NA	NA

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
The Indian Constitution	4	Continuous class assessment

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Social and Economic Problems in India</i>	Naseem Azad	R Gupta	2011	1, 2 and 3
2	<i>Indian Society and Culture</i>	Vinita Padey	Rawat	2016	1
3	<i>The Constitution of India</i>	P M Bakshi		2011	4
4	<i>Politics in India: structure, Process and Policy</i>	Subrata Mitra	Routledge	-	5
5	<i>Politics in India</i>	Rajani Kothari	Orient Blackswan	-	5
6	<i>Urbanisation in India: Challenges, Opportunities & the way forward</i>	J Ahluwalia, Ravi Kanbur, P K Mohanty	SAGE	2014	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	<i>Foundation Course – I</i>	P.G. Shinde, Mahesh Bhagwat et al	Sheth	2019	All

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.

1.				
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4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No.	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Module Nos.
1	Economic and Political Weekly https://www.epw.in/tags/globalisation	3

4.e

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Magazine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1		✓						✓	Foundation Course I by P.G.Shinde, Mahesh Bhagwat, Dr. Namita Nimbalkar & Meghna Shinde-Chakne, Sheth Publications

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1		
2	PPTs	1-5
3	Graded Questions	1-5

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1				

4.i Study Material Distributed among Students

Tick if distributed among students

GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	18/01/2021		

Week No.	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos./ Books/ Web Site
1	1	-	Introduction to the Course, culture and multiculturalism		-		
	2	1	Demographic composition		CO1		
	3	1	Religious diversity		CO1		
2	4	1	Religious diversity		CO1		
	5	1	Regional variation		CO1		
	6	1	Regional variation		CO1		
3	7	2	Concept of disparity		CO2		
	8	2	Gender disparity -violence		CO2		
	9	2	Gender disparity - violence		CO2		
4	10	2	Gender disparity - violence		CO2		
	11	2	Gender disparity – portrayal of women in Indian media		CO2		

	12	2	Gender disparity – portrayal of women in Indian media		CO2		
5	13	2	Problems of the disabled		CO2		
	14	2	Problems of the disabled		CO2		
	15	2	Problems of the disabled		CO2		
6	16	1 & 2	Class test on Module 1 and 2		CO1 CO2		
	17	3	Caste system and inequalities		CO3		
	18	3	Caste system and inequalities		CO3		
7	19	3	Intergroup conflictions: caste		CO3		
	20	3	Intergroup conflictions: caste		CO3		
	21	3	Intergroup conflictions: communalism		CO3		
8	22	3	Intergroup conflictions: communalism		CO3		
	23	3	Intergroup conflictions: regionalism		CO3		
	24	3	Intergroup conflictions: regionalism		CO3		
9	25	3	Intergroup conflictions: linguistic differences		CO3		
	26	3	Class test		CO3		
	27	4	History of the Indian constitution		CO4		
10	28	4	Philosophy of the Indian constitution		CO4		

	29	4	Preamble		CO4		
	30	4	Preamble		CO4		
11	31	4	Features		CO4		
	32	4	Structure		CO4		
	33	4	Structure		CO4		
12	34	4	Fundamental duties		CO4		
	35	4	Tolerance, peace and harmony		CO4		
	36	4	Class Test		CO4		
13	37	5	The party system		CO5		
	38	5	Local self-government: rural		CO5		
	39	5	Local self-government: rural		CO5		
14	40	5	Local self-government: urban		CO5		
	41	5	Local self-government: urban		CO5		
	42	5	73 rd amendment		CO5		
15	43	5	74 th amendment		CO5		
	44	5	Significance of women in politics		CO5		
	45	5	Class Test		CO5		

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Module-wise assignment	All	Second lecture of each module	Second lecture of the succeeding module

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week/Lecture No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	Lecture 12	✓			2					✓
2	Lecture 17				2					✓
3	Lecture 34				3					✓
4	Lecture 37				ALL		✓		✓	✓

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8. Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	Week 8			Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test
2 nd IA Test	-				IA is a Head of passing *
Pop Quiz	Week 6	II			
Open Book Test	Week 2	I			
Take Home Test	Week 9	III			
Class tests / prelims	Week 12	I and II			
Class tests / prelims	Week 8				
Any other test/exams	-				

* IA failures will have to appear for re-test in next semester

9.a Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		NA			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1	2 & 3	Room 101	Disparity	CO2 & CO3	

2	5	Concept mapping	Political process	CO5	
3	5	Essay on one Indian female politician	Political process	CO5	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1	Interaction with Outside World	Guest Lecture / Workshops	
2		Industrial Visit	
3	Test and Assessments	Class Tests – (other than IA)	Yes
4		Mini Projects	Yes
5		Pop Quiz	
6		Mobile App Based Quiz	Yes
7		Open Book Test	
8		Take Home Test	Yes
9	Collaborative and Group Activity	Poster Presentation	
10		Minute Papers	
11		Students Seminar	
12		Students Debates	Yes
13		Panel Discussion / Mock GD	Yes
14	Mock Interview		
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	
16		Value Added Courses	-
17		Lecture Capture Usage	

*** Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.**

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Lakshmi Pillai
Faculty 1 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

Anindita Banerji
Head of Dept. (Sign.)

Version 2021-2022

The academic resources available in VSIT –

VMIS (ERP)	V-Refer and V-Live	VSIT Library	VAC & MOOC Courses
Institute & Department Vision and Mission	Former IA question papers and solutions (prepared by faculty)	Former IA question papers solutions - hardcopy	Value Added Courses (VAC) are conducted throughout the semester & in the semester break - Enrol for the VACs
Program Educational Objectives (PEO)	MU end semester examination question papers and solutions (prepared by faculty)	MU end semester exam question paper & solutions - by faculty, hardcopy	
Program Specific Outcome (PSO)	Class notes and Digital Content for the subject (scanned / typed by faculty)	All text books, reference books, e -books mentioned in the syllabus & AAP	Online courses from NPTEL, Coursera etc. are pursued throughout the semester - Register for the course & get certified
Program Outcome (PO)	Comprehensive question bank, EQ, GQ, PPT, Class Test papers	Technical journals and magazines for reference	
Departmental Knowledge Map	Academic Administration Plan & Beyond Syllabus Activity report	VSIT library is member of IIT Bombay Library	Watch former lectures captured in LMS at VSIT

1.a Course Objectives (write in detail – follow NBA guideline in this regard)

Cognitive	What do you want students to know?	To understand and examine the growing importance of Mass communication
Affective	What do you want students to think / care about?	To study the evolution of Mass Media as an important social institution.
Behavioural	What do you want students to be able to do?	To understand the development of Mass Communication models. To develop a critical understanding of Mass Media.

1.b Course Outcome (CO) Statements and Module-Wise Mapping (follow NBA guideline)

CO No.	Statements	Related Module/s
CO1	To understand the mass communication in Contemporary Society	Unit 1 & 2
CO2	To understand mass media and its impact on the economy	Unit 3
CO3	To understand the concept of New Media and Media Convergence and its implications	Unit 4
CO4		

s

1.c Mapping of COs with POs (mark S: Strong, M: Moderate, W: Weak, Dash ‘-’: not mapped)

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1	S	S	S									
CO 2	S	S	S									
CO 3	S	S	S									

CO 4												
CO 5												

1.d Mapping of COs with PSOs (mark S: Strong, M: Moderate, W: Weak, Dash '-':not mapped)

	PSO 1	PSO 2	PSO 3	PSO 4
CO 1				
CO 2				
CO 3				
CO 4				
CO 5				

1.e Teaching and Examination Scheme (As specified by the University) for the Course

Categories	Mathematics	Computing / IT / Electronics	Humanities & Soft Skill	Social Sciences	Commerce	Management	Multidisciplinary
Tick suitable category							✓

Subject Code	Subject Name	Teaching Scheme			Credits Assigned			
		Theory	Practical	Tutorial	Theory	TW/Practical	Tutorial	Total
	Fundamentals of mass communication	75			3			3

Subject Code	Subject Name	Examination Scheme							
		Theory Marks IA Test			End Sem. Exam Marks	TW	Practical	Oral	Total
		IA 1	IA 2	Sum of IA1 and IA2					
	Fundamentals of mass communication	20	05	25	75				100

1.f Faculty-Wise Distribution of all Lecture-Practical-Tutorial Hours for the Course

Divisions	Lecture (Hrs.)	Practical (Hrs.)				Tutorial (Hrs.)			
		Batch 1	Batch 2	Batch 3	Batch 4	Batch 1	Batch 2	Batch 3	Batch 4
FYBAMMC	3.33	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

1.g Office Hours (Faculty will be available in office in this duration for solving students' query)

Division	Day	Time (at least 1 Hr. / Division)	Venue (Office Room No.)
C	Friday	2:00am - 3:00 p.m.	MS Teams

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2.a Syllabus: Module Wise Teaching Hours and % Weightage in University Question Paper

Module No.	Module Title and Brief Details	Teaching Hrs. for each module	% Weightage in University Question Papers
1	Unit – I Mass Communication Introduction and overview	10	25
2	Unit – II History of Mass Media	10	25
3	Unit – III Major forms of mass media	10	25
4	Unit-IV Impact of Mass Media on Society	5	15
5	Unit – V The New Mass Media & media Convergence	5	10
6			
7			
* Insert rows for more modules in the Course		Total	40
			100

2.b Prerequisite Courses

No.	Semester	Name of the Course	Topic/s
1	NA	NA	NA
2	NA	NA	NA

2.c Relevance to Future Courses

No.	Semester	Name of the Course
	SYBMM	Media studies
1	TYBMM	Sem IV, V and VI- Advertising
2	MBA/MMM	Specialisation in Advertising
3		

2.d Real Life Application Mapping – Mention Application from Very Common Day to Day Life

No.	Real Life Application Mapping with the Course
1	In field of Advertising
2	Ad agency
3	Mass Media

3. Past Results – Division-Wise and Topic-Wise Result Based Analysis

Details	Target - Mar 2018	Mar 2017	Mar 2016	Mar 2015
Course Passing % – Average	100%	91.55	93.33	
Marks Obtained by Course Topper (mark/100)		90%	91	

Year	Details		FYBMM	
	Initials of Teacher	% Result	Initials of Teacher	% Result
Mar 2020	ABB	100%		
Mar 2019	ABB	93.33		NA
Mar 2018				

Topics which affect results negatively	Module Number	Recommendations to overcome these issues & improve result in future
Advertising	1	Assignment & diagrams,
International & Global Advertising & Marketing	3	Practical examples, case study

4 All the Learning Resources – Books and E-Resources

4.a List of Text Books (T – Symbol for Text Books) to be Referred by Students

Sr. No	Text Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising	Amita Shankar	Tata Mc Graw hill		4
2	Advertising Mgmt. Concepts & cases	Manendra Mohan	Pearson	1	3

4.b List of Reference Books (R – Symbol for Reference Books) to be Referred by Students

Sr. No	Reference Book Titles	Author/s	Publisher	Edition	Module Nos.
1	Advertising Management	Batra Myers & Aaker	Pearson	Fifth	4

2	Mass Communication in India	Keval J. Kumar	Jaico		All
3	Advertising Ramaswamy & Namakeeman	Ramaswamy & Namakeeman		1	3
4	Advertising Mgmt. Concepts & cases	Manendra Mohan	Pearson	1	4

4.c List of E - Books (E – Symbol for E-Books) to be Referred by Students

Sr. No	E- Book Titles	Author/s	Publisher	Edition	Module Nos.
1	NA				
2					

4.d Web Links and Names of Magazines, Journals, E-journals – [VIT is member of IIT Bombay Library]

Refer online journals subscribed in VIT library. You can also access IIT Bombay online library for journals from IITB campus.

Sr. No	Web-Links and Names of Journals and E-Journals Recommended to Students for this Course	Web-Links and Names of Magazines Recommended to Students for this Course	Module Nos.
1	Ebesco. online Database	Advertising Age	All
2	International journal on Marketing and trade policy	Campaign India	

4.e Module Best Available in - Tick the best resource [from 4.a to 4.d in this AAP] & give details

Module No.	Category (Please Tick Mark) - √						Available In VSIT Library?		Details of the Resource (i.e. Name, Chapter & Page No., etc.)
	Book			Maga-zine	Journals		Y	N	
	Text	Reference	E-Book		Regular	E-Journal			
1	✓	✓		✓	✓		Y		Unit 1-4
2	✓	✓		✓	✓		Y		Unit 1-4
3	✓	✓		✓	✓		Y		Unit 1-4
4	✓	✓		✓	✓		Y		Unit 1-4

4.f Web Links for Online Notes/YouTube/VSIT Digital Content/VIT Lecture Capture/NPTEL Videos

Students can view lectures by VSIT professors, captured through LMS 'Lecture Capture' in VIT campus for previous years.

No.	Websites / Links	Module Nos.
1	Digital Content (live.vsit.edu.in)	1-4

2	https://www.youtube.com/watch?v=IYINMdV9E	All
3		1
4	https://www.youtube.com/watch?v=hcZ1aZ60k7w	3
5		

4.g Recommended MOOC Courses like Coursera / NPTEL / MIT-OCW / edX etc.

Sr. No.	MOOC Course Link	Course conducted by – Person / University / Institute / Industry	Course Duration	Certificate (Y / N)
1		MHRD	5 weeks	y

4.h Recommended Value Added Courses (VAC)

Sr. No.	Name of the Value Added Course	Conducted by – Person / Institute / Industry	Course Duration	Certificate (Y / N)
1	Film making	ZIMA	5 weeks	Y

4.i Study Material Distributed among Students

Tick if distributed among students					
GQ	Notes	Digital Content	PPT	EQ (updated till the Last Exam)	Other (Write Details)
✓	✓	✓	✓	✓	

5. Consolidated Course Lesson Plan

	From (date/month/year)	To (date/month/year)	Total Number of Weeks
Semester Duration	04/12/2017	10/10/2018	15

Week	Lecture no.	Module No.	Lecture Topics / IA 1 and IA 2 / BSA planned to be covered	Actual date of Completion	COs	Recommended Prior Viewing / Reading	
						Lecture No. (on LMS)	Chapter No. / Page Nos. / Books/ Web Site
1	1	1	Unit – I Mass Communication (12) Introduction (Syllabus)		1		

	2	1	Meaning and need for Mass Communication		1		
	3	1	Forms of Communication: Intra Personal Communication, Interpersonal Communication		1		
	4	1	Group Communication, Public Communication,		1		
2	5	1	Mass Communication: Electronic, Satellite, Interactive, Digital Communication etc.		1		
	6	1	Elements and process of communication		1		
	7	1	Models of Mass Communication: Gerber's Model, Sociological Model		1		
	8	1	Gatekeeping Model, Defleur's Model of the Taste-differentiated Audience Model, Hub Model		3		
3	9	1	Functions of MassCommunication		2		
	10	1	Barriers of Mass Communication		1		
	11	1	Media Quiz		1		
	12	1	Revision		1		
4	13	2	Unit – II Impact of Mass Media (12) Introduction to Mass Media		1		
	14	2	Content and Nature of Mass Media		1		
	15	2	Impact & Influence of Mass Media - The Indian Context:		1		
	16	2	reach, access and nature of audience		1		
5	17	2	Differentiate between Mass Communication & Mass Media		1		
	18	2	Means &Tools of Mass Communication: 1. Traditional & Folk Media: Types, importance of traditional media		2		

	19	2	2. Print: Books, Newspapers, Magazines		2		
	20	2	Broadcast: Television, Radio		1		
6	21	2	Films		2		
	22	2	Internet		2		
	23	2	Advertising, Public Relations (Assignment)		2		
	24	2	Other outdoor media		3		
7	25	3	Unit – III Mass Communicators (06) Political reformers		3		
	26	3	Political reformers		3		
	27	3	Social reformers		3		
	28	3	Social reformers		3		
	29	3	Religious Reformers				
	30	3	Religious Reformers (Presentation/ Assignment)				
	31	4	Unit – IV The New Mass Media (10) Media Convergence: conceptual framework		3		
	32	4	technological dimension, economic dimension, (Group discussion)		3		
9	33	4	socio-cultural dimension and its implications to 'Mass Communication'.		1		
	34	4	Developments in the Economy,		3		
	35	4	Developments in the Society,		3		
	36	4	Developments in Culture and its impact on current communication media		1		

10	37	4	Unit V Impact of mass media on society		1		
	38	4	Political impact		1		
	39	4	Economic impact		2		
	40	4	Developmental impact		1		
11	41	5	Social impact (social reformers)		1		
	42	5	Education		1		
	43	6	Children		2		
	44	6	Women				
12	45	6	Culture				
	46	6	Youth		4		
	47	7	Development		4		
	48	7	Revision		1		
13	49	7	Unit V		1		
	50	7	Elements of new media				
	51		Elements of new media				
	52		Features of new media				
14	53		Technologies of new media				
	54		Challenges of new media				

	55		Acquisition- Personal				
	56		Social				
15	57		National				
	58		Future prospects				
	59		Revision				
	60		Revision				

6. Rubric for Grading and Marking of Term Work (inform students at the beginning of semester)

Lecture + Practical (% Attendance) & Marks	Assignments	Tutorial	Lab / Practical Performance	Lab Journal Assessment	Class Tests (Other than IA)	Class participation	Other (2) Specify	Total
						5		5

7. Assignments / Tutorials Details (must attach print out of all questions together with AAP)

Assignment No.	Title of the Assignments / Tutorials	CO Map	Assignments given to Students on	Date of Submission
1	Unit – I Mass Communication	CO1	3 rd Week	4 th Week
2	Unit – II Impact of Mass Media	CO2	5 th Week	6 th Week
3	Unit – III Mass Communicators	CO3	8 th Week	9 th Week
4	Unit – IV The New Mass Media	CO4	11 th Week	12 th Week
5	Unit-V Impact of Mass Media on Society			

Analysis of Assignment / Tutorial Questions and Related Resources

Assignment No.	Week No.	Type* (✓)			Module No.	Based on #			Question Type (✓)	
		R	UQ	OBT		Text Book	Reference Book	Other Learning Resource	MU EQ	Thought Provoking
1	3	✓			1		✓		✓	
2	5	✓			2		✓		✓	
3	8	✓			3		✓		✓	
4	11			✓	4		✓		✓	

* Tick (✓) the Type of the Assignment: Regular (R); Unannounced Quiz (UQ) ; Open Book Test for TY/SY/MASTERS (OBT)

Write number for Text book, reference book, other learning resource from this AAP – from Points 4.a to 4.d

8.

Internal Assessment / Other Class Test / Open Book Test (OBT)/Take Home Test (THT) Details

Tests	Test Dates	Module No.	CO Map	IA Question Paper Pattern	Policy
1 st IA Test	7 or 8 th Week	1 & 2	1 & 2	Q1 – MCQ - 10 Marks Q2 – 1 numerical 5 Marks Q3 – 1 numerical 5 Marks 20 marks each for IA 1 & 2	No IA Re-test IA is a Head of passing *
2nd IA Test					
Pop Quiz					
Open Book Test	6 th week				
Take Home Test	10 th week				
Class tests / prelims					
Class tests / prelims					
Any other test/exams					

* IA failures will have to appear for re-test in next semester

9.a

Practical Activities – Regular Experiments

Practical No.	Module No.	Title of the Regular Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)

1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

9.b Practical Activities – Newly Added Experiments

Practical No.	Module No.	Title of the Newly Added Experiments	Concepts to be highlighted	CO Map	Audit / Quality Rate (0 to 4)
1		Short film			
2		Presentation on music/ film/dance etc.			

9.c Practical Activities – PBL Experiments

Practical No.	Module No.	Title of the PBL Experiments	Concepts to be highlighted	CO Map	Audit / Quality (0 to 4)
1	All	Case lets		1	
2	2	Role Play		3	

10. Beyond Syllabus Activities for Gap Mitigation

No.	Type of the Activity	Activities	Details – no of attendees, guest, feedback, mark sheet, report
1		Guest Lecture / Workshops	Film making

2	Interaction with Outside World	Industrial Visit	May Be
3	Test and Assessments	Class Tests – (other than IA)	Surprise test
4		Mini Projects	short film
5		Pop Quiz	Yes for Module 2
6		Mobile App Based Quiz	NA
7		Open Book Test	Yes
8		Take Home Test	Yes (5 question from each unit)
9	Collaborative and Group Activity	Poster Presentation	yes
10		Minute Papers	NA
11		Students Seminar	yes
12		Students Debates	Yes
13		Panel Discussion / Mock GD	NA
14		Mock Interview	NA
15	Co-curricular Courses	MOOC-NPTEL/Coursera Videos	NA
16		Value Added Courses	NA
17		Lecture Capture Usage	yes

* **Short film**

Creative aerobics

Presentation on dance/music/film etc.

Do not delete any activity. Give details for planned events. Write 'NA' for activity Not Planned.

Consolidated Academic Administration Plan Prepared by (mention all theory teaching faculty names with signature)

Anindita Banerji

Faculty 1 Name (Sign.)

Faculty 2 Name (Sign.)

Faculty 3 Name (Sign.)

External Industry Mentor (Sign.)

External Academic Mentor (Sign.)

VSIT Cluster Mentor Name (Sign.)

Head of Dept. (Sign.)