



HSNC BOARD'S

**SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE
OF COMMERCE AND ECONOMICS**

**Vidyasagar Principal K.M. Kundnani Campus
Bandra (West), Mumbai – 50**

Re-Accredited 'A' Grade by NAAC (3rd Cycle – May 2017)

Affiliated to University of Mumbai

Bachelor of Vocation (B. Voc.) Degree Course

B.VOC. (WEALTH MANAGEMENT)

Choice Based Credit System (CBCS) Academic Year: 2020-21

Submitted to



University of Mumbai

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B.VOC (WEALTH MANAGEMENT)

1. INTRODUCTION:

The University Grants Commission has launched another scheme of B.Voc. Degree programme to expand the scope of vocational education and also to provide vertical mobility to the students admitted into Community Colleges for Diploma programmes to a degree programme in the Universities and Colleges. While these two schemes were being implemented, it was also realized that there is a need to give further push to vocational education on a even larger scale. Accordingly, 'Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood (KAUSHAL)' was also incorporated. Since all these three provisions serve a common purpose, all these schemes are merged into a single scheme for providing skill based education under National Qualification Framework.

The National Qualification Framework scheme intends to provide skills development based higher education as part of college or university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exit options such as Diploma or Advanced Diploma.

The B.Voc programme is focused on universities and colleges providing undergraduate studies which would also incorporate specific job roles along with broad based general education. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

2. OBJECTIVES:

- To provide judicious mix of skills relating to a profession and appropriate content of general education.
- To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- To provide flexibility to students by means of pre-defined entry and multiple exit points.
- To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- To provide vertical mobility to students coming out of:
 - 10+2 with vocational subjects
 - Community Colleges.

3. DEFINITIONS:

- **B.Voc:** Bachelor of Vocation- is a scheme introduced by UGC for skill development based higher education as part of college/university education.
- **NSQF:** National Skills Qualifications Framework
- **Programme:** A Programme refers to the entire course of study and examinations for the award of the B. Voc degree.
- **Semester:** A term consisting of a minimum of 450 contact hours distributed over 90 working days, inclusive of examination days.
- **Course:** Refers to the conventional paper, which is portion of the subject matter to be covered in a semester. A semester shall contain many such courses from general and skill development areas.
- **Credit:** B. Voc programme follows a choice based credit semester system and each Course has an associated credit.
- **Grade:** UGC – NSQF Guidelines has recommended the 10 point grade system to assess the students.

The proposed Bachelors of Vocational programme in Wealth Management will be a judicious mix of skills, professional education related Wealth Management and also appropriate content of general education. It is designed with the objective of equipping the students to cope with the emerging trends and challenges in the field of finance and particularly wealth and finance management.

4. ELIGIBILITY FOR ADMISSIONS:

Eligibility for admissions and reservation of seats for B.Voc (Wealth Management) shall be according to the rules framed by the University of Mumbai from time to time. No student shall be eligible for admission to B.Voc. (Wealth Management) unless he/she has successfully completed the examination conducted by a Board at the 10+2 level of schooling or its equivalent in any stream.

5. CURRICULUM:

The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components.

6. DURATION:

The duration of the B.Voc (Wealth Management) shall be three years consisting of six semesters. The duration of each semester shall be five months inclusive of the days of examinations. There shall be at least 90 working days in a semester and a minimum 540 hours of instruction in a semester.

7. PROGRAMME STRUCTURE:

The B.Voc (Wealth Management) shall include:

- ✓ Language courses (English)
- ✓ General Education Components
- ✓ Skill Components
- ✓ Project
- ✓ Industrial Training
- ✓ Soft Skills and Personality Development Programmes
- ✓ Industrial or Study tours

8. COURSE STRUCTURE:

As per the UGC guidelines, there are multiple exit points for a candidate admitted in this course. If he/she is completing all the six credits successfully, he/she will get B.Voc Degree in Wealth Management. If he/she is completing the first four semesters successfully, he/she will get an Advanced Diploma in Wealth Management. If he/she is completing the first two semesters successfully, he/she will get a Diploma in Wealth Management.

NSQF Level	General Education Credits	Skill Component Credits	Academic Duration	Exit Options / Awards
Year 1	24	36	Two Semesters	Diploma
Year 2	24	36	Four Semesters	Advanced Diploma
Year 3	24	36	Six Semesters	B.Voc Degree
Total	72	108		

9. SKILL COMPONENT WEIGHTAGE (60%):

- 1) As per the NSQF guidelines, for skills component, the model curriculum developed by the concerned Sector Skill Councils, wherever available, may be adopted or adapted in consultation with the industry partners.
- 2) Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry partners. While doing so, the institutions may work towards aligning the curriculum with the National Occupational Standards being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.
- 3) Accordingly, the curriculum developed by our college for B.Voc (Wealth Management) has been done with consultation from BFSI-Sector Skill Council of India and has been aligned with the curriculum proposed under National Occupational Standards.
- 4) The overall design of the skill development component along with the job roles selected has been done in such a manner that it leads to a comprehensive specialization in Accounting and Taxation domains.

- 5) The curriculum also focuses on work-readiness in terms of skills in each of the three years. Adequate attention has been given in curriculum design to practical work, on the job training, development of student portfolios and project work.

10. GENERAL EDUCATION COMPONENT WEIGHTAGE (40%):

- 1) As per the NSQF guidelines, for general education component, the curriculum developed adheres to the University of Mumbai norms as decided by the Board of Studies. It lays emphasis on offering courses that provide holistic development.
- 2) The general education component includes the courses which are supportive to core trade in addition to communication skills, soft skills, ICT skills, critical thinking, problem solving, environmental studies and value education.

11. COURSE OBJECTIVES:

The B. Voc. in Wealth Management is a three year full time undergraduate program spread across six semesters, an ideal mix of general education and skill development components. Skill component of the courses have a minimum of 60% of the total credits and may go up to a maximum of 70% of the total credits, and the balanced credits shall be of general education component. The broad objectives of B.Voc in Wealth Management will be as follows:

- i) To understand the financial environment and its functioning
- ii) To learn the practical aspect of the wealth management industry
- iii) To develop an objective thought-process and long term thinking
- iv) To sensitize the student to the current financial system scenario and pave the way to adopt ethical practices to ensure an efficient and responsible professional
- v) To get oriented to the different asset classes and the risk associated with each asset class
- vi) To review the life cycle of an investor
- vii) To understand and manage risks, understand their importance at the personal and institutional level
- viii) To suggest appropriate methods to assess an individual's personal financial position
- ix) To construct portfolio by asset allocation as per the client needs and the risk appetite.
- x) To assimilate and analyse micro-events in the financial sector based on macro-understanding of the financial system.

12. SALIENT FEATURES OF THE COURSE:

The B. Voc Program allows the learner the following:

- Mobility between vocational and general education by alignment of degrees with NSQF.
- Recognition of Prior Learning (RPL), allowing transition from non-formal to organized job market.
- Standardized, consistent, nationally acceptable outcomes of training across the country through a national quality assurance framework.

- Global mobility of skilled workforce from India, through international equivalence of NSQF.
- Mapping of progression pathways within sectors and cross-sectorally.
- Approval of NOS/QPs as national standards for skill training.
- It shall consist of 33 modules of 100 marks each & 3 projects of 100 marks each.
- Projects, case studies, presentations, moot courts, mock stock and industrial visits ensure a good blend of theory and practical in the course.
- Industry endorsed program that provides the exposure of working in the industry during the Summer Internship which is a compulsory component.
- The department also conducts various seminars and workshops to make the students well-versed in vocational courses.
- The subject combinations are better suited to current environments, industry requirements and employment opportunities
- The structure of the course is holistic and is aimed at making students not just successful wealth managers but aware and responsible too
- The subject matrix aims at building the pyramid of their knowledge with a steady base of general subjects with each higher level adding precise specialisation
- Through various practical sessions and simulations, students will be shown what the first few weeks at the first job will look like. So, when they actually are at their job, they will be better prepared to take on challenges.

13. LEARNING OUTCOMES:

The Financial system acts as a reflection of an economy. The increasing integration with the global markets has led to a swift rising of the financial sector in India. Wealth Management has developed into one of the most respected and highly compensated occupation in the financial services industry. Globally, the financial advisers have emerged as the most recent class of experts who either as entrepreneurs or as working professionals in banks or other investment advisory firms create financial plans for their clients and also help them to accomplish their financial goals. which covers all the different aspects of capital markets. While the course is primarily theoretical, there is a good blend of projects, case studies and industrial visits to enable a student to get well-versed with the functioning of the industry. There is also exposure to working in the industry during the Summer internship Programs. It helps the students to:

- To provide judicious mix of skills relating to a profession and appropriate content of General Education.
- To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
- To provide flexibility to the students by means of pre-defined entry and multiple exit points.
- To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
- To attain the skills, knowledge, morals and mind-set necessary to perform ethically and responsibly in the highly regulated financial services industry.

- To learn about the essential terms, concepts and theories of wealth management.
- To apply theoretical knowledge and skills in real-life practical situations for themselves as well as clients.
- To learn to establish and maintain long term client relationships.
- To be able to advise the client about what is suitable for them after understanding their individual situation.
- To fill the huge demand for well-skilled, responsible wealth managers in our country. Serve the general population, High Net Worth individuals and corporates who need employees who are ready to jump into challenging roles.
- To provide vertical mobility to students coming out of 10+2 with vocational subjects.

The Scheme of Teaching and Examination is as under:
FIRST Year Semester – I
Summary

Course	Module	Course Code	Credits	Hours	Hrs./ Week	CIA	EXT	Total
General Component (core paper)	1.1 Micro Economics	WM-101	4	60	4	40	60	100
General Component (core paper)	1.2 Business Management	WM-102	4	60	4	40	60	100
General Component (Core paper)	1.3 Financial Accounting	WM-103	4	60	4	40	60	100
Vocational Component (skill based)	1.4 Introduction to Wealth Management	WM-104	4	60	4	40	60	100
Vocational Component (skill based)	1.5 Indian Financial System	WM-105	4	60	4	40	60	100
Vocational Component (skill based)	1.6 Personal and Corporate Finance	WM-106	4	60	4	40	60	100
Vocational Component (skill based)	1.7 Experiential/ E- learning	WM-107	6	90	6	40	60	100
TOTAL			30					700

Unit wise syllabus

S.N	Subject Code	Subject Unit Title		No. Of Lectures
1.	WM-101	Micro-economics		15
		I	Micro-economics basic concepts and its applications	15
		II	Economic Unions	15
		III	Demand and Supply	15
		IV	Markets	15
		V	National Income, Inflation, interest rate and Balance of payment	15
2.	WM-102	Business Management		
		I	Business and its environment	15
		II	Nature of Management	15
		III	Elements of Management	15
		IV	Entrepreneurship	15
3.	WM-103	Financial Accounting		
		I	Introduction to Accounting	15
		II	Preparation of Final Accounts	15
		III	Reading and Interpretation of Accounts	15
		IV	Accounting Policies and Standards	15
4.	WM-104	Introduction to Wealth Management		
		I	Wealth Management: Introduction and Economic environment	15
		II	Wealth Management Process and investment planning	15
		III	Wealth Management Products	15
		IV	Asset Allocation, advising right and ethics	15
5.	WM-105	Introduction to Financial System		
		I	Overview Of Financial System	15
		II	Financial Markets	15
		III	Financial Regulators	15
		IV	Financial Instruments	15
6.	WM-106	Personal and Corporate Finance		
		I	Personal Finance	15
		II	Needs and career opportunities in personal finance	15
		III	Corporate Finance	15
		IV	Needs and career opportunities in corporate finance	15

WM-101 Micro – Economics

Objectives

The objective of this course is to develop the ability to apply the concepts, tools and techniques of economics in analysing and interpreting business decisions and investment decisions.

Micro economics helps to analyze goods or services and make business decisions from the analysis. This form of studying can help identify themes and trends that could be the cause and effect of good and bad business decisions.

Learning Outcomes

- To give knowledge to the learners regarding demand and changes in response to changes in price.
- To introduce the concept of consumer is supply and forecasting their purchases.
- To avail of different market structure and pricing of different goods including stock market.
- To impart proficiency in revenue and cost conditions of the firm and breakeven point.
- To introduce the concept of profit and run the business in a sound footing.
- To apply economic concepts to investment decisions

Detailed Syllabus

Unit	MODULE/UNITS	No. of Lectures
1	Introduction To Micro- Economics	15
	<ul style="list-style-type: none">• Scope and importance of business• Basic tools: Opportunity Cost Principle, Incremental and Marginal concepts, Present and Future value, production possibility curve. Basic Economic Relations functional relations use of Marginal Analysis in decision making.• Difference Between Micro and Macroeconomics	
2	Demand And Supply Analysis	15
	<ul style="list-style-type: none">• Demand function: Meaning, significance determinants types. Variation and change in demand. Measurement of elasticity of demand (price elasticity, income, cross and promotional) Uses of elasticity. Relationship between elasticity of demand and revenue concepts. Consumer surplus• Supply function Meaning, significance determinants types. Variation and change in supply. Producer Surplus.• Demand Estimation and forecasting Meaning and Significance methods of demand estimation survey and statistics method (only theory)• Case Studies and numerical on Elasticity.	
3	Production decisions, Cost of Production and Revenue	15
	<ul style="list-style-type: none">• Production Function: Meaning, types<ol style="list-style-type: none">a. Short Run Analysis with law of Variable Proportion.b. Isoquants, ridge lines and least cost combination of inputs.c. Long Run Production Function: Law of Returns to scale expansion path. Economics and Diseconomies of scale. Economics of scope.• Cost Concepts Accounting and economics cost, implicit and explicit cost, fixed and variable cost. Total, average, and marginal cost. Cost output relationship in the short run and long run. LAC and learning curve. Break Even Analysis• Revenue concepts: Types Average, marginal, and total revenue (under perfect and imperfect competition)	

	<ul style="list-style-type: none"> • Profit concepts Supernormal, Normal, loss. • Numerical on output, cost, revenue, and profit. 	
4.	Market Structure: Short run and Long equilibrium of a complete line firm and of industry	15
	<ul style="list-style-type: none"> • Monopoly Short run and long equilibrium of the firm. Price Discrimination. Dumping (only theory) • Monopolistic competition Equilibrium of the firm in short run and long run, role of advertisement • Oligopoly Features, collusive and Non collusive Oligopoly. Price rigidity, kinked demand curve, cartel, and price leadership models. • Perfect Competition Equilibrium of the firm in short run and long run 	

WM-102 Business Management

Objectives:

The main objective of management is to secure maximum outputs with minimum efforts & resources. Management is basically concerned with thinking & utilizing human, material & financial resources in such a manner that would result in best combination. This combination results in reduction of various costs. Management serves as a tool for the upliftment as well as betterment of the society.

Learning Outcomes:

- Learn about the various schools of thought that exist in management.
- Understand functions of management and utilizing them for better productivity
- Learn to assess business environment and adapt to dynamic situations
- Importance of Entrepreneurship and Factors contributing to growth of Entrepreneurship

Unit	MODULE/UNITS	No. of Lectures
1.	Business and its environment	15
	<ul style="list-style-type: none"> • Introduction to Business: concepts • Functions of Business • Scope and significance of Business • Objectives of Business • Dynamics of business and its environment. • Types of business environment. • Factors of Environmental analysis • PESTEL • SWOC • Latest Trends in Business 	
2.	Nature of Management	15
	<ul style="list-style-type: none"> • Management Concepts (POSDCORB) • Managerial skills • Levels of management • Managerial Roles by Henri Mintzberg • modern management theory-Peter Drucker • Planning : Meaning • Importance of Planning • Process of Planning • MBO,MBE, OGSM model • Decision Making –Meaning and Importance • Technique of Decision making. 	
3.	Elements of Management	15
	<ul style="list-style-type: none"> • Organising: Concepts and Meaning Structure of an Organization(formal and informal, line and staff and matrix) • Departmentation : Meaning Basis and significance of Departmentation Centralization v/s Decentralization Delegation, Authority and responsibility relationship • Staffing: Importance of Staffing • Directing: Meaning of Directing Process of Directing • Leadership and motivation: Meaning of Leadership 	

	<p>Qualities of good leader Styles of Leadership Meaning and significance of Motivation</p> <ul style="list-style-type: none"> • Co-ordination: Concept and importance • Controlling: Meaning, Techniques of Controlling 	
4.	Entrepreneurship	15
	<ul style="list-style-type: none"> • Concepts in Entrepreneurship • Importance of Entrepreneurship • Factors contributing to growth of Entrepreneurship • Entrepreneur vs Intrapreneur • Qualities and skills of Entrepreneur • Micro, Small and Medium Enterprise Development (MSMED) • Entrepreneurial ecosystem- Introduction to concepts - bootstrapping, Venture capitalists, Angel investors, crowd funding, incubation center. 	

WM-103-Financial Accounting

Objectives:

The main objective of financial accounting is to accurately prepare an organization's financial accounts for a specific period, otherwise known as financial statements. The primary objective of financial accounting and analysis is to understand and diagnose the information contained in financial statement with a view to judge the profitability and financial soundness of the firm, and to make forecast about future prospects of the firm.

Learning Outcome:

- State the uses and users of accounting information
- Explain and apply accounting concepts, principles and conventions
- Record basic accounting transactions and prepare annual financial statements
- Analyse, interpret and communicate the information contained in basic financial statements and explain the limitations of such statements.

Unit	MODULE/UNITS	No. of Lectures
1	Introduction to Accounts	15
	<ul style="list-style-type: none">• Definition of book keeping and accounting• Preparation of journal and ledgers • Preparation of trial balance • Preparation of bank reconciliation statement.	
2	Preparation of Final Accounts	15
	<ul style="list-style-type: none">• Treatment of capital and revenue • Adjustment and closing entries• Final accounts for sole proprietary/partnership• Introduction to company accounts	
3	Reading and interpretation of company accounts	15
	<ul style="list-style-type: none">• Reading of 5 company's final accounts and assessment of the same-- calculation of ratios and understanding annual reports • Financial Ratios and measures	
4	Accounting policies and Standards.	15
	<ul style="list-style-type: none">• Introduction to Indian Accounting Standards.• IND AS 1, 2 and 8	

WM-104 Introduction to Wealth Management

Objectives

Understanding wealth management, the process and steps to do the same. To understand the concept of wealth and its creation and the need for management. Career opportunities and impact of a wealth manager on society. Wealth managers are the pillars of a sound economy, they are the ones who will help the citizens to conserve and enhance the wealth that they earn. This is a job of great responsibility and this subject will sensitise students towards the same.

Learning Outcomes

- Learning about the components of the Indian Financial System
- Understanding the relation between Financial Entities
- Understanding the Indian Financial Markets' structure
- Understand the regulatory environment and roles of intermediaries
- Understand the various instruments of raising and investing funds available

Unit	MODULE/UNITS	No. of Lectures
1.	Introduction to Wealth Management and economic environment	15
	<ul style="list-style-type: none">• Scope and components of wealth management• Outlook of the Wealth management industry• World wealth reports• Types of wealth firms• Interest rate and yield curve analysis• Inflation and real rate of return• Key indicators	
2.	Wealth management process and investment planning	15
	<ul style="list-style-type: none">• Developing a wealth management plan• Essentials of a comprehensive wealth management plan• Components of a plan• Investment risks and its types• Risk profiling and asset allocation• Life cycle model, asset allocation strategies, goal based financial planning• Active and passive strategies	
3.	Wealth Management Products	15
	<ul style="list-style-type: none">• Portfolio Management services-players, regulations, types• Structured products-types, features, risk/return tradeoff• REITs-features, companies,etc• Other avenues-mutual funds, small case,etc	
4.	Asset allocation, advising right and ethics	15
	<ul style="list-style-type: none">• Mis-selling in financial services• Financial Literacy-initiatives and regulators• Ethical issues in financial advisory• Code of ethics• Regulatory changes• Ethical standards	

WM-105 Indian Financial System

Objectives

The goal of studying the Indian Financial System is to understand the structure of the financial system in India. Various organisations, markets, intermediaries, securities together make the Indian Financial System as robust as it is. To understand the components that make it up is critical in evaluating various investment opportunities, sources of raising funds, economic health of the nation. A thorough knowledge of these components will enable the student to soak in the universe of wealth management opportunities that exist in the country.

Learning Outcomes

- Learning about the components of the Indian Financial System
- Understanding the relation between Financial Entities
- Understanding the Indian Financial Markets' structure
- Understand the regulatory environment and roles of intermediaries
- Understand the various instruments of raising and investing funds available

Unit	MODULE/UNITS	No. of Lectures
1.	Overview Of Financial System	15
	<ul style="list-style-type: none">• Introduction and overview and functions• Evolution of financial systems• Structure of Indian financial system and financial c-sectors reforms in India International financial• Overview on Risk and Returns	
2.	Financial Markets	15
	<ul style="list-style-type: none">• Introduction• Classification of financial markets (money + capital)• Money market(meaning, role, participants, features, components, reforms)• Capital markets (content same as MM)	
3.	Financial Regulators	15
	<ul style="list-style-type: none">• Introduction, features, functions• RBI-introduction, objectives and functions and structure, credit control measures• IRDA-introductions, objectives, functions and structure• SEBI-introduction, power, role in primary and secondary market• NABARD-introduction functions	
4.	Financial Instruments	15
	<ul style="list-style-type: none">• Introduction, Types(money markets, debit instruments, capital markets)• Money markets-T-bills, commercial paper, certificate of deposits call money, commercial bills, gilts, bankers acceptance, inter corporate deposits, bill discounting mutual funds, REPO & REVERSE RATE and, TREPs• Debt instruments-government securities, bonds and debentures• Equity capital/instrument-equity, preference, derivatives• Mutual funds-features, advantages, disadvantages	

WM 106-Personal and Corporate Finance

Objectives:

Personal finance is about meeting personal financial goals, whether it's having enough for short-term financial needs, planning for retirement, or saving for your child's college education. It is about matching individual financial needs with the investing and funding opportunities available.

The objective of corporate finance is to enable the firm is to maximize the value of the firm. A narrower objective is to maximize stockholder wealth. When the stock is traded and markets are viewed to be efficient, the objective is to maximize the stock price.

This subject is intended to make students understand the distinction between personal and corporate finance and the various opportunities available in each field.

Learning outcome:

- Understanding what personal finance entails and what impact personal finance professionals have on their clients.
- Understanding the field and meaning of corporate finance and understanding career opportunities therein
- To identify suitability of various jobs and orient oneself with what suits their own aptitude.

Detailed Syllabus

Unit	MODULE/UNITS	No. of Lectures
1.	Personal Finance	10
	<ul style="list-style-type: none">• Income, expense and budget- how individual finance works• Owned and borrowed funds- leverage and the advantages/disadvantages• Credit needs, behavior and credit score- are loans always bad?• Human life value and earning capacity- income replacement & risk management strategies	
2	Needs and career opportunities in personal finance	10
	<ul style="list-style-type: none">• Problem areas and services needed• Banking business opportunities• Insurance industry and the roles of underwriter, actuaries, agents,etc• Depository and broking services-Impact of technology• Investment Advisory & wealth management-regulatory challenges & employment	
3	Corporate Finance	15
	<ul style="list-style-type: none">• Corporate finance overview-finance and its role in business• Planning corporate finance activity-capitalisation and theories• Capital Structure-owned and borrowed funds, break-even analysis• Sources and methods of raising corporate finance• Capital structure, corporatisation of debt, securities• NPV,IRR, pay back period and other modes of evaluation	
4	Needs and career opportunities in corporate finance	15
	<ul style="list-style-type: none">• Roles, opportunities and professions• Career scope• Education and regulations- sell side/buy side roles• Impact of individual professionals on corporate finance	

Semester II

The Scheme of Teaching and Examination is as under:

FIRST Year Semester – II Summary

Course	Module	Course Code	Credits	Hours	Hrs./ Week	CIA	EXT	Total
General Component (Core paper)	2.1 Environmental Studies	WM-201	4	60	4	40	60	100
General Component (Core paper)	2.2 Foundation Course	WM-202	4	60	4	40	60	100
General Component (Core paper)	2.3 Business Communication	WM-203	4	60	4	40	60	100
Vocational Component (Skill based)	2.4 Indian Capital markets	WM-204	4	60	4	40	60	100
Vocational Component (Skill based)	2.5 Applied statistics In Finance	WM-205	4	60	4	40	60	100
Vocational component (Skill based)	2.6 Internship based project	WM-206	10	90	6	40	60	100
TOTAL			30					600

Unit wise syllabus

S.N	Subject Code	Subject Unit Title		No. Of Lectures
1.	WM-201		Environmental Studies	15
		I	Environment and Ecosystem	15
		II	Natural Resources and Sustainable Development	15
		III	Populations and Emerging Issues of Development	15
		IV	Urbanisation and Environment, Reading of thematic maps and Map filing	15
2.	WM-202		Foundation Course	
		I	Overview of Indian Society	15
		II	Indian Constitution and Human Rights	15
		III	Understanding Of Human Nature and Group Behavior	15
		IV	Organizational Structure	15
3.	WM-203		Business Communication	
		I	Theory of communication	15
		II	Corporate grooming and Etiquettes	15
		III	Personality Enhancement:	15
		IV	Business writing and Language	15
4.	WM-204		Indian Capital markets	
		I	Investment Overview	15
		II	Instruments Classification	15
		III	Investment Analysis	15
		IV	Investment Process	15
5.	WM-205		Applied statistics In Finance	
		I	Introduction to Statistics	15
		II	Measures of Dispersion, Co-relation & Linear regression	15
		III	Time Series and Index Number	15
		IV	Time Value Of Money	15

WM-201 Environmental Studies

Objectives:

To sensitise students towards the environmental issues and problems persisting today. Sustainable development and environmental conservation are the key to ensuring survival productivity. Professionals of tomorrow should be aware of the role that they need to play to create a greener and cleaner tomorrow.

Learning outcomes:

- To understand current environmental and ecological issues
- To assess the source of these issues
- To understand alternative and sustainable options available as a replacement to existing processes, methods and lifestyles

Unit	MODULE/UNITS	No. of Lectures
1.	Environment and Ecosystem	15
	<ul style="list-style-type: none"> • Environment: Meaning, definition, scope • Components of the environment • Concept of an ecosystem: definition, Characteristics, components and types, functioning and structure • Food Chain and Food Web- Ecological Pyramids • Man and environment relationship • Importance and scope of Environmental Studies. 	
2.	Natural Resources and Sustainable Development	15
	<ul style="list-style-type: none"> • Meaning and definitions • Classification and types of resources • Factors influencing resource utilisation • Resource conservation- meaning and methods- conventional and non-conventional resources • Problems associated with and management of water, forest and energy resources • Resource utilization and sustainable development 	
3.	Populations and Emerging Issues of Development	15
	<ul style="list-style-type: none"> • Population explosion in the world and in India and arising concerns- • Demographic Transition Theory - pattern of population growth in the world and in India and associated problems • Measures taken to control population growth in India • Human population and environment • Environment and Human Health • Human Development Index – The World Happiness Index 	
4.	Urbanisation, Reading of Thematic Maps and Map Filling	15
	<ul style="list-style-type: none"> • Concept of Urbanisation – Problems of migration and urban environment • Changing land use, crowding and stress on urban resources, degradation of air and water, loss of soil cover impact on biodiversity • Urban heat islands • Emerging Smart Cities and safe cities in India - Sustainable Cities • Reading of Thematic Maps • Located bars, Circles, Pie charts, Isopleths, Choropleth, and Flow map, Pictograms - Only reading and interpretation. • Map Filling: Map filling of World (Environmentally significant features) using point, line and polygon segment. 	

WM-202 Foundation Course

Objectives:

To support the academic mission of the nation by producing good citizens with healthy body and sound mind having human values with civic responsibility. Sensitising them to ethics, opinions, social causes, etc

Learning outcomes:

- Understanding the social fabric of India
- Understanding the constitution
- Understanding Human behavior, interpersonal relationships and impacts
- Organisational structure, dynamics, conflicts and resolution

Unit	MODULE/UNITS	No. of Lectures
1.	Overview Of Indian Society	15
	<ul style="list-style-type: none"> • Understanding the diversity of Indian society as difference: Culture , Religion , Caste. Linguistic, Regional variations according to rural, urban and tribal characteristics, Inter-group conflicts • Communalism • Regionalism • Linguism • Gender inequality • Inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities • Social issues in the society: Case Studies 	
2.	Indian Constitution And Human Rights	15
	<ul style="list-style-type: none"> ➤ Indian Constitution • Basic features of the Constitution • Philosophy of the constitution as set out in the Preamble. • Structure of the constitution: Preamble, main body, schedule • Fundamental duties of the indian citizens • 73rd and 74th Amendment and their implications for inclusive politics • Role and Significance of Women in Politics ➤ Human rights • Concepts of human rights • UDHR • Fundamental rights <p>Significant aspects of Indian politics</p>	
3.	Understanding Of Human Nature And Group Behaviour	15
	<ul style="list-style-type: none"> • Individual Behavior:- Concepts of a man, pre and post-natal environment, individual difference, factors affecting individual differences, influence of environment • Personality and attitude:- Determinants of personality, personality traits theory, personality traits important for organizational behavior like authoritarianism, locus of control, Machiavellianism, introversion risk taking, self- monitoring and type A and through JOHARI WINDOWS , nature and components of attitude , reading emotions . • Thinking, learning and perceptions:- Thinking skills, thinking styles and thinking hat, learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), intelligence , type (IQ,EQ,SQ,at work place) , perception features and factor influencing individual perception, efforts of perceptual error in managerial decision making at work place. (Errors such as halo effect, stereotyping, prejudice attributional) • Group dynamics:- nature, types, group behavior model (role norms , status , structures) 	

	<ul style="list-style-type: none"> • Team effectiveness:- nature, types of team , ways of forming an effective team • Power politics: - nature, bases of power, politics nature, types, causes of organizational politics, political games. 	
4.	Organizational Culture	15
	<ul style="list-style-type: none"> • Organizational culture: - characteristics of organizational culture, types, functions and barriers of organizational culture, ways of creating and maintaining effective organizational culture. • Conflicts: - conflicts features, types, causes leading to organizational conflicts , levels of conflicts , self- conflicts. • Conflict management: - settlement of conflicts, ways to resolve conflicts, through five conflicts resolution strategies with outcomes. • understanding and managing stress: Types of stress, Cause of stress, Effects of stress, Coping method/ stress management, Maslow’s theory of self-actualization, Agents of socialization and the role played by them in developing the individual • Motivation at work place: - concept of motivation, theories of motivation in an organizational set up. A. maslow need heir achy, F. Hertzberg Dual Factor, Mcgregor theory x and theory William Ouchi’ theory Z., ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at work place. 	

WM-203 Business Communication

Objectives:

Supporting technical skills with complementing soft skills and well rounded personality elevates the career opportunities and quality of work manifold. Through this course, students will be taught to communicate better so that what they know is shares in an effective manner and as per corporate standards and accepted level of soft skills. Appearance, body language, etc also play an important role in shaping the professional of tomorrow.

Learning Outcome:

- To learn the essential basics of English grammar and communication skills.
- To study the roles and functions of customer service management.
- To know the importance of personal hygiene and basic etiquettes.

Unit	MODULE/UNITS	No. of Lectures
1.	Theory Of Communication	15
	<ul style="list-style-type: none"> • Concept of communication: Meaning definition, objectives, process, Feedback, emergence and impact of technological advancements on communication • Channels of communication: Intrapersonal, interpersonal, formal and informal, vertical, horizontal, diagonal, grapevine • Objectives of Communication- Information, Motivation, Order, Education & Training, Suggestion, Counselling Persuasion, Warning • Methods and modes of communication: verbal and non- verbal • Characteristics of Non-verbal Communication – Body Language, Posture, Gestures, Expressions, Dress & Grooming, Space and proxemics • Style of Communication – Passive, Aggressive, Passive Aggressive and Assertive components of a message & impact on receiver • Barriers to communication: physical barriers, language barriers, socio-cultural barriers, psychological barriers, technological barriers • Listening: importance of listening skills, cultivating good listening skills • Paraphrasing, Summarizing and questioning skills 	
2.	Corporate Grooming And Etiquettes	15
	<ul style="list-style-type: none"> • Powerful speaking and making and impression, Self-management and personality management, and Elevator Pitch • Presentation: principals of effective presentation, effective use of various aids • Objectives of a Presentation – 3 W's – Why, What, Who – Structuring the presentation –Verbal, Vocal & Visual Skills • Interviews: types of interviews, group discussion, preparing for an interview. • Meetings and Conferences: need and importance of meetings and conference, role of chairperson and participants , draft of notice , minutes, agenda and resolution • Corporate Etiquettes: Dining Etiquette, telephone etiquette, office etiquette, Meeting Etiquette, business card etiquette. 	15
3.	Personality Enhancement	15
	<ul style="list-style-type: none"> • The art of Public Speaking • Voice modulation 	

	<ul style="list-style-type: none"> • Grooming • Personal Branding • Overcoming Phobia • Social relations and Presence • First Impressions – Power of Personal Appearance • Vocabulary Enhancement 	
4.	Business Writing And Language	15
	<ul style="list-style-type: none"> • Resume Writing and job application • Parts, structure, layout of letters- (full block , modified block , semi- modified block), Personnel correspondence , Statement of purpose, Types of letters, letter under right to information act (RTI) act • Reports: parts, types, feasibility report, investigate reports • Summarizations: identification of main and supporting sub points, presenting these in a cohesive manner • Email Writing 	

WM-204 Indian Capital markets

Objectives-

Students will gain an overall view of the structure of capital markets that exist in India.
Students will get to learn the roles and functions of intermediaries like SEBI, IRDA and AMFI.

Learning outcomes:

- Understanding the primary and secondary markets in detail.
- Understanding the various instruments used to analyse the financial and capital markets.
- Understanding about the regulatory in Indian Capital markets.
- Role of intermediaries and learn the practical applications of the same.

Unit	MODULE/UNITS	No. of Lectures
1	Investment Overview	15
	<ul style="list-style-type: none">• Introduction to investment• Investment Avenues• Investment Goals• Securities Market & its types• IPO Process & role of Different participants in IPO Process• Secondary market & role of Different participants• Equity investments & its different types• Terminologies	
2	Investment Classification	15
	<ul style="list-style-type: none">• Types of Investments instruments• Economy – Sector – Industry – Company Segmentation (top down and bottom up approach)• Value picking approach (introduction to Value investment)• Golden Rules of Investments: Asset Composition and Liability Composition, Asset-Liability Mismatch , Difference between Trading and Investment; Institutional and Individual investing, and the Principle of Safety-Liquidity-Yield . Trading with borrowed money and its pitfalls• Investment Strategies	
3	Investment Analysis	15
	<ul style="list-style-type: none">• Risk and Return Analysis• Different types of Returns (HPR, Harmonic, Geometric etc)• Ratio Analysis• Time Value of Money	
4.	Investment Process	15
	<ul style="list-style-type: none">• Risk profiling of investor Investment Research• Portfolio Allocation• Introduction to Portfolio theories: CAPM curve, IC Curve, Global Minimum variance frontier etc• Calculating returns on portfolio• Performance Ratios: Sharpe Ratio, Treynor Ratio, Jensen's Alpha• Asset valuation	

WM-205-Applied Statistics In Finance

Objectives –

To learn the basic concepts of time value of money and practical examples and learn the applications of time value of money. Use functions in excel to study the time value of money.

Learning Outcomes-

- To understand the practical applications of time value of money.
- Learning the statistical measures of risk, return, volatility, etc
- Calculation and practical application of these concepts
- Use of excel and calculators

Unit	MODULE/UNITS	No. of Lectures
1	Introduction to Statistics	15
	<ul style="list-style-type: none"> • Introduction: Function /Scope, Importance, limitation • Data: Primary & Secondary (Sources & Meaning) Presentation of data: Classification – • Frequency distribution – discrete and continuous tabulation, graph (Frequency polygon and curve, bar diagrams(3types), pie chart, histogram, ogives) • Measures of Central tendency: Mean (AM, weighted, combined), Median (Calculation & graphical using ogives), Mode (calculation & Graphical using histogram), Comparative analysis of all measures of tendency. Empirical formula 	
2	Measures of dispersion, Co-relation & Linear regression	15
	<ul style="list-style-type: none"> • Measures of dispersion: absolute and relative measures. Range & Co-efficient of range, Quartile deviation & coefficient of QD, MD and co-efficient of MD, Standard deviation, co-efficient of variation, combined standard deviation, skewness and kurtosis (concept only) • Co-relation: Karl Pearson coefficient of correlation, spearman's coefficient of correlation (rank correlation) • Linear regression: Least square method 	
3	Time Series and Index Number	15
	<ul style="list-style-type: none"> • Time Series: Moving averages method, fitting trend line using least square method • Index numbers: Simple (unweighted), aggregate method, weighted aggregate method, Simple average of price relatives, chain base index numbers, base shifting, splicing and deflating, cost of living index number, Real income 	
4	Time Value Of Money	15
	<ul style="list-style-type: none"> • Concept of TVM--simple and compound interest, present and future value calculations for lumpsum as well as cashflows-- Doubling period. • Practical applications examples--sums--finding out rate and time period • Financial functions in excel and financial calculators 	