



St. Francis Institute of Management & Research
(SFIMAR)

1.1.1 Curriculum Planning and Delivery

- 1. BOS Minutes and AAC Minutes**
- 2. Sample Session Plans**

Academic Advisory Council (AAC) / Placement Advisory Council (PAC)
 Managing Committee Members
 Attendance for the Meeting Dtd. June 17, 2017

| S. No. | Name of the Member | Designation | Signature |
|--------|--------------------------|---|--------------|
| 1 | Bro. Alphonse Nesamony | Chairman, SFIMAR | |
| 2 | Dr. Subranshu.S. Mohanty | Director, SFIMAR | |
| 3 | Bro. Xavier Munda | Registrar, SFIMAR | Ab. |
| 4 | Dr. G. Ramesh | Programme Head – MMS, SFIMAR | |
| 5 | Dr. Sulbha Raorane | Programme Head – PGDM, SFIMAR | |
| 6 | Dr. Natika Podar | Programme Head – MMM-MFM, SFIMAR | Ab. |
| 7 | Dr. Dilip S Patil | Professor & Director, DLLE, University of Mumbai | |
| 8 | Dr. M G Shirahatti | Advisor, Sasmira Institute of Management, Mumbai | |
| 9 | Dr. Neerav Nagar | Faculty Member, IIM- Ahmadabad | |
| 10 | Mr. Nirmal Revaria | CEO and Co-Founder, FinPeace Technologies Private Limited | |
| 11 | Ms. Sangeeta Varma | Manager Corporate Relations & Placements ,SFIMAR | 17/06/17 |
| 12 | Ms. Navika Pednekar | Asst. Manager Corporate Relations & Placements ,SFIMAR | |
| 13 | Ms. Susan Josi | Managing Partner - Sorento Health Care Communications | Ab. |
| 14 | Mr. Anuj Nath Galgotia | Vice President & Head HR & Admin., RNA Group | |
| 15 | Mr. Dhvani Mehta | Director- Opportune Technologies | |
| 16 | Mr. Nirav Mehta | MD - Magnet Technologies | Ab. |

Special Invitee

| | | | |
|---|---------------------------------|---|--|
| 1 | Dr. Thomas Mathew | Member Advisory Board, SFIMAR | |
| 2 | Mr. Sandesh Dhawale (Alumni) | DGM Consumer Insights & Brand Development, Aditya Birla Group | |

SFIMAR

Academic Advisory Council (AAC) & Placement Advisory Council (PAC)

Meeting Schedule

Date of the Meeting: 17th JUNE, 2017

Time: 11.30 am to 1.30 pm

Venue: MDP Room 1st Floor

- 1. Welcome by Director**
- 2. Introduction**
- 3. Based on the Inputs of Previous Meeting**

Action Taken Report (ATR): AAC

Action Taken Report (ATR): PAC

4. Points of Discussion:

- a) *Vetting of Research policy*
- b) *Vetting of PGDM Syllabus (Finalized by BoS)*
- c) *New Syllabus for MMS Sem III & IV*
- d) *Introduction of New Subjects in the Part-time Program*
- e) *A.Y. 2016-17 - Placements*
- f) *Inputs on the Current Recruitment Trends in various*
- g) *Inputs on Raising the placement prospect /level of placement. sectors*
- h) *Any other matter with the permission of the Chair.*

- 5. Vote of thanks by Chairman**
- 6. Lunch & Networking**

MINUTES OF MEETING – PAC & AAC Meeting

Date: June 17, 2017

Day: Monday

Time: 11.30 am

19-06-2017

Attended By:

| AAC Members | | PAC Members | |
|----------------------|---------------------------|----------------------------------|---------------------------|
| S. No. | Name | S. No. | Name |
| 1. | Bro. Alphonse Nesamony | 1. | Bro. Alphonse Nesamony |
| 2. | Dr. Subhransu. S. Mohanty | 2. | Dr. Subhransu. S. Mohanty |
| 3. | Dr. G. Ramesh | 3. | Dr. G. Ramesh |
| 4. | Dr. Sulbha Raorane | 4. | Dr. Sulbha Raorane |
| 5. | Dr. M G Shirahatti | 5. | Ms. Sangeeta Varma |
| 6. | Dr. Dilip S Patil | 6. | Ms. Navika Pednekar |
| 7. | Dr. Neerav Nagar | 7. | Mr. Anuj Nath Galgotia |
| 8. | Mr. Nirmal Riveria | 8. | Mr. Dhvani Mehta |
| Special Guest | | | |
| 1. | Dr. Thomas Mathew | SFIMAR Governing Council Member | |
| 2. | Mr. Sandesh Dhawale | SFIMAR Alumni Association Member | |

Leave of Absence: Bro. Xavier Munda, Dr. Natika Poddar, Ms. Susan Josi & Mr. Nirav Mehta

Agenda

1. Welcome by Director
2. Members' Introduction
3. Minutes of the Previous Meeting (AAC & PAC)
4. **Agenda for discussion**
 - a) AAC: Action taken report on the inputs of the last meeting
 - b) PAC: Action taken report on the inputs of the last meeting
 - c) Discussion on the New Research policy
 - d) Discussion on the Board of Studies (BOS) - PGDM
 - e) Discussion on the New Syllabus for MMS Sem III & Sem IV
 - f) Discussion on New Subjects Introduction in the Part-time Programme
 - g) Report on the A.Y. 2016-17 - Placements
 - h) Current Recruitment Trends in various sectors
 - i) Inputs on raising the placement prospect /level of placement.
 - j) Any other matter with the permission of the Chair.
 - k) Concluding Remarks by Chairman
5. Vote of thanks
6. Lunch & Networking

MINUTES OF MEETING – PAC & AAC Meeting

Date: June 17, 2017

Day: Monday

Time: 11.30 am

Minutes of Meeting:

1. The meetings started with Peace prayer.
2. Director welcomed all.
3. All the members from industry as well as academia introduced themselves.
4. Dr. G. Ramesh read the ATR on the highlights of minutes of previous AAC meeting.
5. Ms. Sangeeta Varma read ATR on the highlights of minutes of previous PAC meeting.

The following was discussed while reading of the ATR

1. **Mr. Nirmal Reveria** said that it is very important for faculty members to meet the industry guides during Summer Internships. He enquired if at SFIMAR we practice the same. **Dr. M G Shirahatti** suggested that once in 15 days the faculty guide should meet the industry guide which is important as they can understand technical requirements of the organization and can assist the students in the projects accordingly and thus increasing the number of PPOs.
2. **Chairman** said that it has been advised to the faculty to do so.
3. **Director** said there are a few industries who want 6 months internship. **Dr. Shirahatti** said that even 4 months of internship extension is not approved hence the summer is of 2 months only.
4. **Dr. Shirahatti** also suggested to have corporate diagnostic clinic i.e. 4-5 companies to come with the problem, and our few students and faculty can work on that project along with them. **Director** mentioned that the students are sent to the company site to provide new insights into management and operational issues during their internships and they can recommend their findings for the purpose of implementation. **Dr Shirahatti** said, if the company hires one or two students, then only it's worth doing it.
5. **Dr. Thomas Mathew** said if it can be of flexible hours keeping the guidelines in mind & following it., then it can be incorporated
6. **Dr. Shirahatti** spoke about the Alumni Interaction & suggested to the alumni member **Mr. Sandesh Dhawle** present that an Alumni coming to the Alma Mater for interaction is always welcome, but Alumni members should also invite current students to come and visit their company so the students will get motivated to see and understand the corporate culture. **Ms. Sangeeta Varma** mentioned that many students are being invited by Alumni for summer internships and even final placements. **Director** mentioned that the number of Alumni coming for Alumni Connect programme has increased and through this programme, the Alumni provide job profiles, coaching and prepare the students to perform well in the aptitude tests and personal interviews.
7. **Dr. Thomas Mathew** asked about the Branding initiatives. **Director** explained that we are doing many activities for branding in indirect way by improving visibility through faculty and student participations in national and international research and award competitions.
8. **Dr. M G Shirahatti** said that we should increase our visibility so much that any student who thinks about doing management should think of St. Francis Institute of Management & Research and approach. Also involve more and more people from Industry

MINUTES OF MEETING – PAC & AAC Meeting

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9. **Dr. Neerav Nagar** suggested that our teaching should be based more on Case / Data Analytics / Business Analytics. He suggested to identify the faculty and connect with the promotion & Incentive. He also suggested to create ABDC list.
10. **Dr. Neerav Nagar** shared his views for all the PG programmes as below:
 - Circulate the syllabus with the faculty
 - Use case but don't mix it with case lets
 - Best cases are selected by Harvard team review and post it on Harvard University website.
 - Observe other senior faculty-giving lecture;
 - Give teaching material to the students in advance so that they prepare and come to class.
 - Two faculty members who teach same subject should sit in each other's lecture
 - Conduct Qualitative & Quantitative feedback & circulate the grades to the faculty.
 - He also mentioned about an article in Mint by Alumni of IIM on the same.
11. **Director** suggested each faculty can create their session-wise teaching material kit for sharing with students
12. **Dr. Ramesh** said that we are focusing on ABDC listed, SCOPUS listed and UGC listed journals.
13. **Mr. Nath** said to come out with Centre of Excellence- Specialization-wise maybe we can choose one topic or any field e.g. Digital Marketing, project management etc.
14. **Dr. Thomas Mathew** suggested collaborative efforts by Academic & Placement departments will help to increase the placement of our students.
15. **Dr. M G Shirahatti** said that institute should work for the Research Centre at the earliest. No necessity for PG approval as ours is PG Institute affiliated to University of Mumbai & approved by AICTE. All our faculty are PG approved.
16. **Director Dr. Mohanty** explained about the vetting of PGDM syllabus (Finalized by BOS) & **Dr. Sulbha** explained the syllabus trimester-wise.
Dr. Shirahatti appreciated the PGDM syllabus and it was approved by the members AAC.
17. **Dr. G. Ramesh** elaborated on the new syllabus for MMS & also elaborated on the new subjects included in the Part-Time programmes
18. **Dr. Ramesh** explained about the new Initiatives for this academic year:
 - 1) "Youth Leadership & People skill" programme By TISS for the students.
 - 2) SFIMAR was nominated as 'Facilitation Centre' for MMS admission for the year 2017
19. **Mr. Anuj Nath** enquired if we are preparing the students to stand at the edge when the economy is not in proper shape. In the realm of e-commerce, many companies have created their online stores similar to amazon, flip kart etc. The students should know:
 - a) What is Global Sourcing/ Procurement?

MINUTES OF MEETING – PAC & AAC Meeting

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- b) GST – Can they talk on it
- c) Trading – They should have Demat account
- d) Train them to have edge towards the requirement of hands on Mock-Trading
- e) Sales reports understanding and preparing

20. **Mr. Sandesh Dhawale** emphasized on the following for the entrepreneurship focus:

- a) Design, Think, Incubate and Implement the Prototype.
- b) Innovative management dealing for Entrepreneurship
- c) Certification Programme on Entrepreneurship
- d) Grooming Programme for the budding Entrepreneurs.

21. **Chairman** said students are into many extra curriculum activities but we can still think of doing a few activities more in the area of Entrepreneurship.


22. **Dr. Thomas Mathew** said if we could add new information in media & communication during our sessions e.g. Video, Graphics, and Content etc. it will be good.

23. **Mr. Dhvani Mehta** said if we can introduce the mobile apps learning modules, digital platform. Broadcasting + Interactive session.

24. **Dr. Patil** said they have introduced the apps as well as Incubation Centre. He also said to create Rural awareness through CSR activity to promote what is management, increase our visibility, and get them to join us from Dahanu to Borivali area.

25. **Chairman** concluded by giving the vote of thanks.

The meeting was followed by lunch & networking. Next Meeting is tentatively to be scheduled by May end.


Prepared By: Sangeeta Varma & Dr. G. Ramesh
HOD CMC & Programme Head MMS


Approved By: Dr. S.S. Mohanty
Director

CC: Chairman & All Members

SFIMAR

Academic Advisory Council (AAC)

&

Placement Advisory Council (PAC)

Meeting Schedule

Date of the Meeting: 28th April 2018

Time: 11.30 am to 1.30 pm

Venue: MDP Room

1st Floor

Agenda

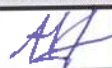
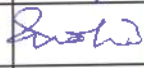

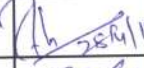
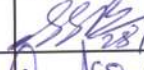
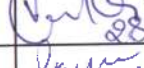
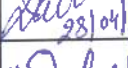







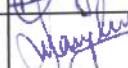

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2. Members' Introduction
3. Minutes of the Previous Meeting (AAC & PAC)
4. **Agenda discussion:**
 - a. *AAC: Action taken report on the inputs of the last meeting*
 - b. *PAC: Action taken report on the inputs of the last meeting*
 - c. *Institutional Achievements*
 - d. *MMS / PGDM / MMM & MFM Update*
 - e. *Placement Update*
 - f. *Discussion:*
 - i. *Current Recruitment Trends and Academics*
 - ii. *Skill Development of Students as per the Industry*
 - iii. *Inputs on raising the placement prospect / level of placement.*
 - iv. *Consulting Opportunities*
 - g. *Any other matter with the permission of the Chair*
5. Vote of thanks
6. Lunch & Networking

SFIMAR

Academic Advisory Council (AAC) / Placement Advisory Council (PAC)

Managing Committee Members

Attendance for the Meeting Dtd. April 28, 2018

| S. No. | Name of the Member | Designation | Signature |
|-------------------------------|--------------------------|--|---|
| 1 | Bro. Alphonse Nesamony | Chairman |  |
| 2 | Dr. Subranshu.S. Mohanty | Director |  |
| 3 | Bro. Xavier Munda | Registrar |  |
| 4 | Dr. G. Ramesh | Programme Head – MMS |  |
| 5 | Dr. Sulbha Raorane | Programme Head – PGDM |  |
| 5 | Dr. Natika Podar | Programme Head – MMM-MFM |  |
| 6 | Ms. Sangeeta Varma | Manager Corporate Relations & Placements |  |
| 7 | Ms. Navika Pednekar | Asst. Manager Corporate Relations & Placements |  |
| 8 | Dr. Dilip S Patil | Professor & Director, DLLE, University of Mumbai –AAC Member |  |
| 6 | Dr. M. G. Shirahatti | Advisor, Sasmira Institute of Management, Mumbai – AAC Member | (A) |
| 7 | Dr. Neerav Nagar | Faculty member, IIM, Ahmadabad – AAC Member –AAC Member |  |
| 8 | Mr. Nirmal Revaria | CEO and Co-Founder, FinPeace Technologies Pvt. Ltd. –AAC Member | (A) |
| 9 | Mr. Anuj Nath Galgothia | Vice President & Head HR & Admin., RNA Group –PAC Member |  |
| 10 | Mr. Dhvani Mehta | Director, Opportune Technologies Pvt. Ltd. –PAC Member |  |
| 11 | Mr. Nirav Mehta | MD- Magnet Technologies –PAC Member | (A) |
| 12 | Ms. Susan Josi | Managing Partner, Sorrento Healthcare Communications –PAC Member | (A) |
| SPECIAL INVITEE | | | |
| 13 | Dr. Thomas Mathew | Member Advisory Board, SFIMAR |  |
| ALUMNI REPRESENTATIVES | | | |
| 14 | Mr. Ritesh Gulrajani | Business Analyst, Travel and Leisure, Heckyl Technologies |  |
| 15 | Ms. Maryline Sebastian | Deputy Manager L&D-HR NYK group- Yusen Logistics |  |
| 16 | Mr. Ameya Jadhav | Sr. Analyst, Nomura |  |

MINUTES OF MEETING – PAC & AAC Meeting

Date: April 28, 2018

Day: Saturday

Time: 11.30 am

Attended By:

| AAC Members | | PAC Members | |
|-------------------------------|---------------------------|----------------------------------|---------------------------|
| S. No. | Name | S. No. | Name |
| 1. | Bro. Alphonse Nesamony | 1. | Bro. Alphonse Nesamony |
| 2. | Dr. Subhransu. S. Mohanty | 2. | Dr. Subhransu. S. Mohanty |
| 3. | Dr. G. Ramesh | 3. | Dr. G. Ramesh |
| 4. | Bro. Xavier Munda | 4. | Bro. Xavier Munda |
| 5. | Dr. Sulbha Raorane | 5. | Dr. Sulbha Raorane |
| 6. | Dr. Natika Poddar | 6. | Ms. Sangeeta Varma |
| 7. | Dr. Dilip S Patil | 7. | Ms. Navika Pednekar |
| 8. | Dr. Neerav Nagar | 8. | Mr. Anuj Nath Galgotia |
| | | 9. | Mr. Dhvani Mehta |
| Special Invitee | | | |
| 1. | Dr. Thomas Mathew | SFIMAR Governing Council Member | |
| Alumni Representatives | | | |
| 2. | Mr. Ritesh Gulrajani | SFIMAR Alumni Association Member | |
| 3. | Mr. Ameya Jadhav | SFIMAR Alumni Association Member | |
| 4. | Ms. Maryline Sebastian | SFIMAR Alumni Association Member | |

Leave of Absence: Dr. M G Shirahatti, Mr. Nirmal Riveria , Ms. Susan Josi & Mr. Nirav Mehta

Agenda

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 - f. *Discussion:*
 - i. *Current Recruitment Trends and Academics*
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 - g. *Any other matter with the permission of the Chair*
5. Vote of thanks
6. Lunch & Networking

MINUTES OF MEETING – PAC & AAC Meeting

Date: April 28, 2018

Day: Saturday

Time: 11.30 am

Minutes of Meeting:

1. The meetings started with Peace prayer.
2. Director welcomed all.
3. All the AAC members & PAC members were introduced by Dr. G Ramesh & Ms. Sangeeta Varma respectively.
4. Dr. G. Ramesh read the ATR on the highlights of minutes of previous AAC meeting & the MMS Updates.
5. Ms. Sangeeta Varma read ATR on the highlights of minutes of previous PAC meeting & the Placement Updates.
6. Dr Sulbha Raorane read the PGDM Updates.
7. Dr. Natika Poddar read the MMM & MFM Updates

The following was discussed while reading of the ATR

1. Faculty Interaction with Internship Guides

1. Dr. Thomas Mathew said the no. of employment is shrinking due to automation hence IIM' s admission procedure is very stringent and we should also focus on the intake of students who can be placeable, but we cannot do so. Hence, to improve placement he suggested that the faculty & admin involved should take interest and interact with corporate by visiting the industry guide during summer internships and developing contacts with them. These contacts will help in students' placement. He emphasized that this system should be meticulously followed.
2. Dr. Thomas Mathew suggested that the faculty needs to diligently get into the networking mode for consulting and placement. SFIMAR to initiate this as this is the need of the hour.
3. Ms. Sangeeta Varma told that these days taking appointments from corporate is also very difficult. They want to communicate through social media like LinkedIn or through email etc.
4. Mr. Anuj Nath said he also agrees what Dr. Thomas Mathew suggested. He said more focus should be initiated on networking thru LinkedIn, faculty should start using it as well as train students to use it. The Faculty can also use the digital approach to connect. It is true a lot of time can be saved of travelling and meeting corporate representatives personally as the corporate representatives are also busy and interaction can easily happen through social media platform.
5. Dr. G Ramesh told that he will devise a procedure for the suggestion given by Dr. Thomas Mathew.

2. Corporate Diagnostic Clinic

1. Dr. G Ramesh informed that Replication Model in year 11-12 where students had learned many things and later it was discontinued. Now CMC is sharing as Live projects.
2. Dr. Thomas Mathew said he recollect that we had some concept of Replication Project initiated by Ms. Vaishali Kulkarni but more focus & continuous work on the same is needed. The clear policy to be framed on the same and all faculty members should try to get such project for their students.
3. Dr. G Ramesh informed about the DMART project.
4. Dr. Thomas Mathew also updated that the engineering college could convert some project and take it ahead as a consultancy project.

MINUTES OF MEETING – PAC & AAC Meeting

Date: April 28, 2018

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Time: 11.30 am

3. Alumni Involvement

1. Dr. Thomas Mathew said we should increase the Alumni involvement and see how we can increase the industrial visits by visiting the industry where our Alumni are working. Faculty responsible for Industrial visits can identify Alumni and contact them for the same.
2. Ms. Sangeeta Varma & Dr. G Ramesh elaborated and asked the Alumni representative, whether it is possible for them to seek permission to visit their company as well as would other Alumni respond on the same?
3. Alumni Representative said it is easily possible for them as well as for other Alumni too. They can at least try for it if informed by faculty a few days in advance.
4. Dr. Thomas Mathew told the Alumni representative to ensure that they further network and help our students to visit more & more companies
5. Mr. Sangeeta Varma elaborated how Alumni are involved in the Alumni Connect, Dr. Thomas Mathew enquired about the frequency of alumni connect every year. He advised Ms. Sangeeta Varma to increase the frequency of alumni interactions / connects if possible by doing cost analysis, as he feels it will be beneficial for the students' development.
6. Ms. Sangeeta Varma informed that CMC is planning to keep 3 by keeping Alumni connect for first year as well, but time is a constraint.
7. Mr. Ritesh Gulrajani said CMC ensures that we alumni are involved in all the CMC training, Mentoring sessions to the fullest.
8. Dr. Thomas Mathew suggested to have a separate column in **Jharokha** and call it as "**Alumni Page**". GR informed alumni testimonials are displayed currently.
9. Ms. Sangeeta Varma updated regarding the newsletter "Reflections".

4. Pedagogy

1. Neerav Nagar said may be the students feedback is shared with the faculty members, but he also suggested if all the faculty could see each other's feedback which will create a peer pressure and they will try to perform better.
2. Dr. Thomas Mathew said a proper analysis of the same is required before implementing.
3. He also suggested improvements by increasing the number of projects for students' assignments and improving the teaching methodology by research based study.

5. Branding Initiatives

1. Dr. G Ramesh elaborated how students are involved in participating in various inter & Intra college competitions. Program wise branding Initiative. He also mentioned that SFIMAR has been placed in the Gold Category by CII during its survey of management institutes.
2. Director elaborated that we have improved the association with the industry that is indirectly related to placement. He shared that SFIMAR has tie up with BMA for placement purpose & also this year we could do International Summer Internship with Global Box.
3. Dr. Anuj Nath appreciated the CMC Team for their efficient and effective way of handling opportunity by responding with the students at such a faster pace, thus promoting centre of excellence.
4. Dr. Thomas Mathew asked, if we can have a Centre of Excellence for some special course which is in demand by the corporate. Dr. G Ramesh asked if Digital Marketing Training can be taken as a Centre of Excellence.
5. Dr. Thomas Mathew suggested to increase the visibility which will help to increase the activity and develop the centre of Excellence. The industry people should be invited and they should announce it as a centre of Excellence.

MINUTES OF MEETING – PAC & AAC Meeting

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6. Mr. Anuj Nath said that the Centre of Excellence should be 50% Academic & 50 % industry based digitization means learn it first & then push it to students to increase the visibility of brand SFIMAR via LinkedIn leading to Excellence.
7. Dr. Thomas Mathew said identify the area and give it a time plan which will result in the active Centre of Excellence.
8. Dr. Neerav Nagar enquired about the rating of the institute and the category SFIMAR is in last three years. He suggested maybe we can participate in NIRF Ranking and get ranked which will help SFIMAR branding.

6. Making students Industry Ready

Dr. Natika Poddar elaborated on the Mock Stock which was conducted at SFIMAR. Mock Stock session for students were conducted by ICICI. Taxation & GST sessions were conducted for our students.

Dr. Mathew suggested to impart Public speaking training so that students will speak well during selection process as many students despite knowing the content, unable to deliver.

7. Entrepreneurship Focus

1. Ms. Sangeeta Varma & Director Dr. Mohanty informed & explained that our one of the student Mr. Joel Correia has worked on Alternative Energy project based on body weight, the energy generated which can be used for charging mobiles & many more, but he is looking for an investor and Mr. Nithun Narayanan is working on devising a car working on rechargeable energy.
2. Ms. Sangeeta Varma also elaborated on Incubation Center which is an initiative of SFIMAR.
3. Ms. Sangeeta Varma also informed that this year on Annual Day our Alumni who is an Entrepreneur sponsored an **Upcoming Entrepreneur Award** which was bagged this year by Mr. Joel Correia

8. Innovative Practices

1. Mr. Dhvani Mehta suggested that SFIMAR should have its own mobile app for various activities, feedback and as knowledge sharing platform. Ms. Sangeeta Varma said it requires an elaborate discussion and understanding from Mr. Dhvani Mehta. Hence, a separate meeting can be arranged for the same along with our IT professors.
Director said that this can be given as a project to our IT students too.
2. Dr. Thomas Mathew said today's student are very good with digital environment, hence all the classroom should be app based and should be designed, programmed and activated by students only.
3. Director also explained how Dr. Patil has initiated an app based classroom. Dr. Patil invited all members to go thru the digital classroom and take ideas & if required he can send the experts to work for SFIMAR.

9. MMS / PGDM / MMM & MFM Update

All the programme Head read all the initiatives taken by them in the working of each programme.

10. Placement Update

1. Ms. Varma updated about the placement for the year 2017-18.
2. Mr. Anuj Nath Suggested that trainings imparted will be more valued if students go for authenticated certifications from renowned institutions. E.g. Microsoft, Google Certification etc.

MINUTES OF MEETING – PAC & AAC Meeting

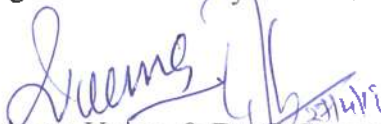
Date: April 28, 2018

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POINTS OF DISCUSSION

1. Mr. Anuj Nath said that the Web Portal, Classroom Apps should be created by students, the current scenario is that the students are not reading newspapers, they do not have demat account. Before the students he also wanted to know whether the faculty has a demat account or not. Hence, he meant that we should first practice before we preach.
2. Mr. Anuj said we can give students the Website Management and they can take the first AMC of our College and then approach to the rest of the institutes. Mr. Dhvani Mehta told the students should be technology enabled.
3. Mr. Dhvani Mehta said Career guidance should be given prior choosing the specialization because a few students don't know why he/she has chosen the course & specialization. Mr. Dhvani M. suggested interview them at the admission time. Ms. Sangeeta V., explained that we at St. Francis do career counselling while admissions as well as prior to the start of their specialization semester. But still every year we find a few cases as they are also influenced by their family.
4. Mr. Ameya Jadhav – Alumnus suggested if we could conduct the Alumni connect before taking the specialization in Sem II & Tri III it will be much more beneficial for 1st year students.
5. Dr. Nirav Nagar said that at IIMA, they have let go the specialization & introduced electives.
6. Dr. Thomas Mathew suggested, NGO are going to recruit big time so we must approach them.
7. Mr. Ritesh G., said that start-up companies are doing good & hence recruiting more. Private banks can be looked at. Private Equity and NBFC's can recruit more.
8. Ms. Sangeeta V. asked how to find the authenticity of a start-up? Mr. Ritesh suggested to check the Financial funding. Dr. Nirav said he agree with the views put forward on the start-ups that many startups do not success so the risk is associated.
9. Mr. Anuj Nath, said we should tie up with Google for Google Technologies/Apps and Cloud.
10. Director said, we would like to emphasize consulting opportunities through Summer Internship. Alumni can help us with consulting opportunities.
11. Dr. Dilip Patil asked whether we track the Alumni who are Entrepreneur / Higher Studies. He said he heard that abroad old companies who are doing good doesn't have their children with them hence, they are looking forward hiring such students. Ms. Sangeeta Varma informed that we maintain such database but not explored this aspect.
12. Chairman Bro. Alphonse Nesamony concluded by giving the vote of thanks.
13. The meeting was followed by lunch & networking. Next Meeting is tentatively to be scheduled by May end.

Prepared By:  Sangeeta Varma & Dr. G. Ramesh
HOD CMC & Programme Head MMS

Approved By:  Dr. J. John Peter
Director

CC: All Members

SFIMAR
Academic Advisory Council (AAC)
&
Placement Advisory Council (PAC)
Meeting Schedule

Date of the Meeting: 27th April, 2019

Time: 11.30 am to 1 pm

Venue: MDP Room 1st Floor

1. Welcome by Director
2. Members' Introduction
3. Minutes of the Previous Meeting (AAC & PAC)
4. Agenda discussion
 - a) AAC: Action taken report on the inputs of the last meeting
 - b) MMS Update
 - c) PGDM Update
 - d) MMM & MFM Update
 - e) PAC: Action taken report on the inputs of the last meeting
 - f) Placement Update
 - g) Institutional Achievements
 - h) Discussion:
 - a. Current Recruitment Trends and Academics
 - b. Skill Development of Students as per the Industry
 - c. Inputs on raising the placement prospect /level of placement.
 - d. Consulting Opportunities
 - i) Any other matter with the permission of the Chair.
5. Vote of thanks by Chairman
6. Lunch & Networking

SFIMAR

Academic Advisory Council (AAC) / Placement Advisory Council (PAC)

Managing Committee Members

Attendance for the Meeting Dtd. April 27, 2019

| S. No. | Name of the Member | Designation | Signature |
|-------------------------------|-------------------------|--|-------------------|
| 1 | Bro. Alphonse Nesamony | Chairman | P |
| 2 | Dr. J. John Peter | Director | P |
| 3 | Bro. Xavier Munda | Registrar | P |
| 4 | Dr. G. Ramesh | Deputy Director & Programme Head – MMS | P |
| 5 | Dr. Sulbha Raorane | Programme Head – PGDM | P |
| 5 | Dr. Natika Podar | Programme Head – MMM-MFM | P |
| 6 | Ms. Sangeeta Varma | Manager Corporate Relations & Placements | <i>Sangeeta</i> |
| 7 | Ms. Navika Pednekar | Asst. Manager, Corporate Relations & Placements | <i>Navika</i> |
| 8 | Ms. Shakuntala Poojari | Sr. Executive, Corporate Relations & Placements | <i>Shakuntala</i> |
| 6 | Dr. Dilip S Patil | Professor & Director, DLLE, University of Mumbai –AAC Member | P |
| 7 | Dr. M. G. Shirahatti | Advisor, Sasmira Institute of Management, Mumbai – AAC Member | P |
| 8 | Dr. Neerav Nagar | Faculty member, IIM, Ahmadabad – AAC Member –AAC Member | P (online) |
| 9 | Mr. Anuj Nath Galgothia | Chief Human Resources Officer, ABans Group of Companies, Mumbai | P |
| 10 | Mr. Dhvani Mehta | Director, Opportune Technologies Pvt. Ltd. –PAC Member | P |
| 11 | Mr. Abhishek Jha | Global Human Resources Director, e-Emphasys Technologies, Mumbai | P |
| 12 | Mr. Vishal Sriwastava | V P & COO, Zicom SasS, Mumbai | P |
| SPECIAL INVITEE | | | |
| 13 | Dr. Thomas Mathew | Member Advisory Board, SFIMAR | P |
| ALUMNI REPRESENTATIVES | | | |
| 14 | Mr. Dilpesh Jain | AVP, finance & Operations, Sonam Builders | P |

SFIMAR
MINUTES OF MEETING – PAC & AAC Meeting

Date: April 27, 2019

Day: Saturday

Time: 11.30 am

Attended By:

| AAC Members | | PAC Members | |
|-------------------------------|---|----------------------------------|------------------------|
| S. No. | Name | S. No. | Name |
| 1. | Bro. Alphonse Nesamony | 1. | Bro. Alphonse Nesamony |
| 2. | Dr. John Peter | 2. | Dr. John Peter |
| 3. | Dr. G. Ramesh | 3. | Dr. G. Ramesh |
| 4. | Bro. Xavier Munda | 4. | Bro. Xavier Munda |
| 5. | Dr. Sulbha Raorane | 5. | Dr. Sulbha Raorane |
| 6. | Dr. Natika Poddar | 6. | Ms. Sangeeta Varma |
| 7. | Dr. Dilip S Dr. Dilip S. Patil | 7. | Ms. Navika Pednekar |
| 8. | Dr. M G Shirahatti | 8. | Mr. Anuj Nath Galgotia |
| 9. | Dr. Neerav Nagar (Present Through Video Conferencing) | 9. | Mr. Dhvani Mehta |
| | | 10. | Mr. Vishal Sriwastava |
| | | 11. | Mr. Abhishek Jha |
| Alumni Representatives | | | |
| 1. | Mr. Dilpesh Jain | SFIMAR Alumni Association Member | |

Leave of Absence: Mr. Nirmal Riveria

Agenda

1. Welcome by Director
2. Members' Introduction
3. Minutes of the Previous Meeting (AAC & PAC)
4. **Agenda discussion:**
 - a. *AAC: Action taken report on the inputs of the last meeting*
 - b. *PAC: Action taken report on the inputs of the last meeting*
 - c. *Institutional Achievements*
 - d. *MMS / PGDM / MMM & MFM Update*
 - e. *Placement Update*
 - f. *Discussion:*
 - i. *Current Recruitment Trends and Academics*
 - ii. *Skill Development of Students as per the Industry*
 - iii. *Inputs on raising the placement prospect / level of placement.*
 - iv. *Consulting Opportunities*
 - g. *Any other matter with the permission of the Chair*
5. Vote of thanks
6. Lunch & Networking

SFIMAR
MINUTES OF MEETING – PAC & AAC Meeting

Minutes of Meeting:

1. The meetings started with Peace prayer.
2. Dr. G. Ramesh introduced everyone and gave warm welcome to the new Director Dr. John Peter.
3. Director Dr. John Peter thanked and welcomed all.
4. Dr. G. Ramesh read the ATR on the highlights of minutes of previous AAC meeting & the MMS Updates.
5. Ms. Sangeeta Varma read ATR on the highlights of minutes of previous PAC meeting & the Placement Updates.
6. Dr. Sulbha Raorane read the PGDM Updates.
7. Dr. Natika Poddar read the MMM & MFM Updates

Points of Discussion

1) Current Recruitment Trends and Academics

"Taking into consideration the current trends of the market

1. Dr. Neerav Nagar said to impart any new knowledge to the students and to have an active research & consultancy cell, wherein students & faculty work on regular basis will add value in the progress of students.
2. Mr. Anuj nath suggested
 - As an MBA passed out, the student must be outstanding as compared to the graduates and not at all at the average level else Industry will not give them the leverage of being an MBA and will pick up a graduate at the low cost.
 - Enhance the knowledge of the students relevant to the industry to keep them ready for selection. Student-Industry Linkage can be an activity for all specialization.
 - Dr. Shirahatti suggested, multi-disciplinary approach should be followed, we should give something more than the regular teaching.
 - Centre of excellence (COE) 's objective should be to focus on the things suddenly getting important and impart knowledge on those subjects at the earliest so that students will be well informed about any new issue coming up. Viz. the Legal aspects like existing laws to link with GST etc.
- ❖ Dr. Sulbha Raorane informed that sessions on GST were conducted and for practical knowledge we can invite the industrial CA/ CS.
- ❖ Dr. Natika Poddar pointed out that they already have a subject namely Legal and Tax aspect of business, also 5-6 hours of GST is being initiated by the same faculty but more hours are required. The faculty should also conduct extra session on GST so that students will get practical knowledge about GST and questions can be added in the Question Paper.
- ❖ Mr. Vishal S. said, the current demand is the use of technology in the GST, like how to use GST Portal and online transactions. He suggested to implement this in GST session.
- ❖ Dr. Neerav Nagar Suggested – To implement GST generated table in the Classroom
- ❖ Mr. Vishal S. said opportunity of jobs in Urban Infrastructure sectors is there in the airport contract and other public-sector contract and he advised that we should connect with the current market.
- ❖ Mr. Anuj said that they usually require Civil engineers but Adani group has plans to develop and maintain 6 Airports hence, there will be huge requirement of people.
3. Mr. Abhishek Jha inquired if SFIMAR runs dual specialization concept and whether the students are aware about the sectorial specialization. He suggested under dual specialization we can

SFIMAR
MINUTES OF MEETING – PAC & AAC Meeting

introduce the subject of Urban Infrastructure, students will get basic understanding and knowledge of this sector.

4. Mr. Anujnath G said, specialization of Urban Infrastructure is a different line and student's response is not that good. Urban Infrastructure comes under the Public sector like construction, food and other public service area but the industry does not prefer MBA, it's for Civil Engineers. and Architect, it will not give our student the edge in the market.
5. Mr. Vishal S said there will be a requirement of urban infrastructure in airports coming under the Adani group. Mr. Anuj also agreed that the private sector is coming up and may require the same in future.
6. Mr. Vishal S. also suggested to include in the syllabus subjects like Social Responsibility & Corporate governance.
7. Dr. M G Shirahatti said, make a difference by giving more to the students so that market should want our students to work with them. They require experts in this area. It is a new concept. If it is developed then lot of opportunity will be available for SFIMAR students. He also suggested to connect with All India Institute of Local Self-Government who will help in creating the syllabus for the same.
8. Mr. Dilpesh Jain said, limited opportunity in the Banking and Urban infrastructure sector. Also with regards to placement, it is difficult to place our students.
4. Mr. Vishal S. suggested, marketing students mostly gets sales opportunity then more technology based electives should be taught and the focus should be on conditioning these students to take up sales profile, this will positively impact the admission.

2) Skill Development of Students as per the Industry

1. Dr. M G Shirahatti suggested, to conduct Digital Marketing program for all specialization students, which is required for industry orientation.
2. Dr. G. Ramesh mentioned that, since 2017, Digital Marketing training program is being conducted for Marketing specialization. Data Analytics for Operation specialization & project management certification course for all the interested students.
3. Mr. Vishal S. suggested, elective subject like Banking, Business Finance, Financial Technology, Stock Market etc. can be introduced and should be a certificate programs. **He also suggested to revise the curriculum of these electives every year as every 6 months there are new development happening in these fields in the market.**
9. Dr. Neerav Nagar suggested to conduct technical debates on GST Rate, Corporate Governance, Social Responsibility.
4. Mr. Dhvani Mehta suggested to have a new elective on **"gig economy"**. This can be a key thing for updating the students along with the fundamental of the elective chosen. Students who want to upgrade, startup entrepreneur would be interested in this course. Though he also added experience student are required for this course and not freshers.

*A gig economy is a free market system in which temporary positions are common and organizations contract with independent workers for short-term engagements.

3) Inputs on raising the placement prospect / level of placement.

1. Mr. Vishal S suggested to give awards for to the Alumni who is helping in placement & advertise it on Social websites and on Institute's website and in the institute to motivate them and encourage others.
2. Mr. Abhishek Jha suggested then there is a need of Alumni Portal to track how many students helped in sharing the opportunities and that data can be used to advertise the same. He suggested to have an interactive Alumni portal wherein they can interact and share opportunities directly and institute can also post the job profiles suitable to alumni.

SFIMAR
MINUTES OF MEETING – PAC & AAC Meeting

4) Consulting Opportunities


1. Dr. Dilip S. Patil suggested that institute Director/ deputy Director should write an e mail to The University of Mumbai, informing the availability of incubation center at SFIMAR

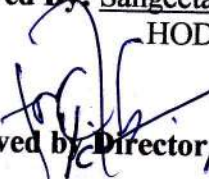
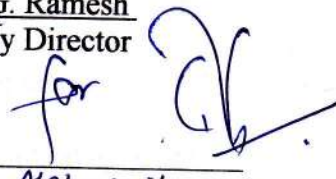
Other Point of Discussion

- 1) Dr. Dilip S. Patil suggested we must introduce new teaching techniques in the institute like virtual classroom.
- 2) Mr. Anuj and Mr. Vishal suggested that we should start certificate courses like Executive MBA of 1 year in different disciplines that may add value to the students & the Institute.
- 3) Dr. Dilip S. Patil suggested Masters in Instructional design has 2 credit courses and many job opportunities are available. Hence, SFIMAR should think of introducing the same.

Vote of thanks: Chairman thanked all the members of PAC & AAC members.

The next meeting will be tentatively in Oct. 2019

Prepared By:  Sangeeta Varma & Dr. G. Ramesh
HOD CMC & Deputy Director

Approved by:  Director/Chairman.  for
Bro. Alphonse Neseony

Note: Approval will be taken after 15 days of circulation of draft minutes, after incorporating the changes / rectification if any.

CC: Chairman, All Members & Faculty



PGDM – BOARD OF STUDIES

MINUTES OF MEETING - SYLLABUS OF ENTREPRENEURSHIP

Date: April 03, 2019

Time: 11.00 am

Venue: MDP Room

The PGDM Board of Studies meeting was held on April 03, 2019. The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | Present/Absent |
|----------------|----------------------------|--|-----------------------|
| 1. | Dr. G. Ramesh | I/C Director – SFIMAR | Present |
| 2. | Dr. Sulbha Raorane | Program Head – PGDM | Present |
| 3. | Dr. Vaishali Kulkarni | Assistant Professor-SFIMAR | Present |
| 4. | Mr. S.C. Kalia | Assistant Professor-SFIMAR | Present |
| 5. | Mr. Dhvani Mehta | Director - Opportune Technologies Pvt. Ltd | Absent |
| 6. | CA. Harsh Patel | Founder & Chairman-Water and Shark Group | Present |
| 7. | Mr. Arpit Agarwal | Director - Play Home Edutainment Pvt. Ltd. | Present |
| 8. | Ms. Surekha Kurne | PGDM Admin | Present |

As per discussion and suggestion in the meeting, please find attached the modified and incorporate syllabus for your kind perusal. Kindly advise incase anything miss out from the discussion in the syllabus.

Prepared by


Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS





PGDM – BOARD OF STUDIES MINUTES OF MEETING - SYLLABUS OF FINANCE

The PGDM Board of Studies meeting of Finance syllabus was held on March 27, 2019 at 10.30 am in the MDP Room. The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | Present/Absent |
|---------|-----------------------|----------------------------|----------------|
| 1. | Dr. G. Ramesh | I/C Director – SFIMAR | Present |
| 2. | Dr. Sulbha Raorane | Program Head – PGDM | Present |
| 3. | Dr. Smita Jesudasan | Associate Professor-SFIMAR | Present |
| 4. | Mr. Kiran Rodrigues | Assistant Professor-SFIMAR | Present |
| 5. | Mr. Pushkar Parulekar | Assistant Professor-SFIMAR | Present |
| 6. | Ms. Shilpa Peswani | Assistant Professor-SFIMAR | Absent |
| 7. | Ms. Surekha Kurne | PGDM Admin | Present |

The following points were discussed in the meeting:

1. As per discussion in the meeting, the **International Finance** subject should be moved from Trimester III to Trimester IV. Tri IV subject of **Commodities Markets and Global Financial Markets** will be moved to Tri V.
2. The subject of **Derivatives and Risk Management** should be taken by our Alumni member or can be taken along with an internal faculty member.
3. The subject of **Managerial Costing and Control** will be removed from the Trimester II syllabus.
4. **Strategic Cost Management** subject syllabus will be revised by Ms. Shilpa Peswani.

Prepared by

Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS





PGDM – BOARD OF STUDIES MINUTES OF MEETING - SYLLABUS OF HUMAN RESOURCES

The PGDM Board of Studies meeting of Human Resources syllabus was held on April 10, 2019 at 12.00 noon in the MDP Room. The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | Present/Absent |
|---------|---------------------|----------------------------|----------------|
| 1. | Dr. Sulbha Raorane | Program Head – PGDM | Present |
| 2. | Ms. Sujeesha Naidu | Assistant Professor-SFIMAR | Present |
| 3. | Mr. S.C.Kalia | Assistant Professor-SFIMAR | Present |
| 4. | Col. Venkat Raman | Assistant Professor-SFIMAR | Present |
| 5. | Ms. Surekha Kurne | PGDM Admin | Present |

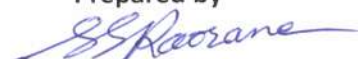
The following points were discussed in the meeting:

- The subject of **Organization Development & Change Management** will be removed from the Trimester III syllabus.
- As per discussion in the meeting, revised the syllabus of Trimester IV (Global HRM) as below mentioned details:

| Sr. No. | Subject Code | Existing Subject Name | Revised Subject Name |
|---------|--------------|---|---|
| 1. | 4.1 | International Business (Common Subject) | International Business (Common Subject) |
| 2. | 4.2 | Foreign Trade Financing & Documentations | International Employee Branding and Employer Value Proposition |
| 3. | 4.3 | International HRM | International HRM |
| 4. | 4.4 | International Logistics Management | Latest Trends in HR |
| 5. | 4.5 | Legal Aspects of International Trade | Management of Corporate Social Responsibility in India & Abroad |
| 6. | 4.6 | A. Global Business Strategy B. International Economics | A. Global Business Strategy B. International Economics |
| 7. | 4.7 | Open Elective – HR Trend, Process Design and Automation | Open Elective – HR Trend, Process Design and Automation |

- 'Global HR Analytics' subject added in the Trimester V.

Prepared by


Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS





PGDM – BOARD OF STUDIES MINUTES OF MEETING - SYLLABUS OF MARKETING

The PGDM Board of Studies meeting of Marketing syllabus was held on March 13, 2019 at 10.30 am in the MDP Room. The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | Present/Absent |
|---------|-------------------------|----------------------------|----------------|
| 1. | Dr. G. Ramesh | I/C Director – SFIMAR | Present |
| 2. | Dr. Sulbha Raorane | Program Head – PGDM | Present |
| 3. | Dr. Simeon Simon | Associate Professor-SFIMAR | Absent |
| 4. | Mr. Jestin Johny | Assistant Professor-SFIMAR | Present |
| 5. | Mr. Jackson John | Assistant Professor-SFIMAR | Present |
| 6. | Ms. Sanchayita Banerjee | Assistant Professor-SFIMAR | Absent |
| 7. | Ms. Simmi Prasad | Assistant Professor-SFIMAR | Present |
| 8. | Ms. Surekha Kurne | PGDM Admin | Present |

The following points were discussed in the meeting:

- As per discussion in the meeting **Retail Strategy and Retail Branding** has been bifurcated in 2 different subjects namely:
 - 1) Retail Strategy
 - 2) Retail Branding
- Retail Branding** subject will replace **Media Planning and Strategy**. Ms. Simmi P. and Ms. Sanchayita B. will prepare syllabus of **Retails Branding** and add few topics from subject of **Advertising and Public Relations**.
- Mr. Jackson J, will add a few topics in the **Retail Strategy** to make it a full credit of 100 marks paper.
- Dr. G. Ramesh suggested that, **Advertising and Public Relations** subject deleted from the trimester IV and a new subject of **E-tailing** should be added. The syllabus will be prepared by Dr. G. Ramesh and Dr. Simon.
- Dr. G. Ramesh has suggested, revising the subject name of '**Market Research and Analytics**' to '**Market Research and Analysis**'.
- As per discussion in the meeting, the subject of **International Marketing** should be moved from Trimester III to Trimester V.

Prepared by


Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS





ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

(AICTE, DTE APPROVED & AFFILIATED TO UNIVERSITY OF MUMBAI
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PGDM – BOARD OF STUDIES

MINUTES OF MEETING SYLLABUS OF COMMON SUBJECTS

Date: May 09, 2017

Time: 10.30 am

Venue: MDP Room

The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | BOS Position | Present/Absent |
|---------|------------------------|---|------------------|----------------|
| 1. | Dr. S.S. Mohanty | Director – SFIMAR | Chairman | Present |
| 2. | Bro. Xavier | Registrar | | Present |
| 3. | Dr. Sulbha Raorane | Associate Professor and Program Head – PGDM | Member Secretary | Present |
| 4. | Dr. Tushar Panigrahi | Assistant Professor-SFIMAR | Member | Present |
| 5. | Dr. Smita Jesudasan | Assistant Professor-SFIMAR | Member | Present |
| 6. | Prof. Sinimole K. R. | Assistant Professor-SFIMAR | Member | Absent |
| 7. | Prof. Simmi Prasad | Assistant Professor-SFIMAR | Member | Present |
| 8. | Prof. Col Venkat Raman | Assistant Professor-SFIMAR | Member | Present |
| 9. | Prof. Jestin Johnny | Assistant Professor-SFIMAR | Member | Present |
| 10. | Prof. Veerendra A. | Visiting Faculty-SFIMAR | Member | Absent |
| 11. | Prof. Suyog Keluskar | Visiting Faculty-SFIMAR | Member | Absent |

The following point were discussed and finalized in the meeting:

○ **Strategic Management – (Trim II- Prof. Suyog Keluskar)**

Director Sir suggested to add following topics in Module II & III:

- Add IFE Matrix in Module II under the topic of Analytic Tools.
- Add Innovation & Sustainability, Social Responsibility, and Environment Protection in Module III.

○ **International Business – (Trim IV)**

As per discussion the above mentioned subject syllabus modify by Prof. Col. Venkat Raman and he will send to PGDM Department.

- **Quantitative Methods – (Trim I-Dr. Tushar Panigrahi)**
 - As per discussion Director Sir suggested to add **Cross Section Analysis in Module I and also combined Module I & II.**
- **Research Methodology – (Trim III-Dr. Tushar Panigrahi)**
 - There are no changes in the subject.
- **Operations Research – (Trim III-Prof. Veerendra A.)**
 - There are no changes in the subject.
- **Operations Management – (Trim III-Dr. Smita Jesudasan)**
 - Director Sir suggested to add following topics in Module I & III :
 - Module I: Introduction, Product and Process Design - Service Operations Management**
 - Module III: Managing Operations - PPCS - Inventory Management, EOQ, ABC Analysis, Discount Policy.**
- **Leading and Managing Projects – (Trim V-Dr. Smita Jesudasan)**
 - There are no changes in the subject.
- **Business Analytics – (Trim V – Prof. Veerendra Anchan)**
 - As discussion in the meeting above subject syllabus modified by Dr. Tushar Panigrahi.

Prepared by



Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS

Approved by



Dr. S.S. Mohanty

Director – SFIMAR & Chairman - BOS





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PGDM – BOARD OF STUDIES

MINUTES OF MEETING – SYLLABUS OF FINANCE SPECILIZATION

Date: April 10, 2017

Time: 3.30 pm

Venue: MDP Room

The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | BOS Position | Present/Absent |
|---------|--------------------------|--|------------------|----------------|
| 1. | Dr. S.S. Mohanty | Director – SFIMAR | Chairman | Present |
| 2. | Dr. Sulbha Raorane | Associate Professor and Program Head – PGDM | Member Secretary | Present |
| 3. | Dr. Dinesh D. Harsolekar | Director - IES Management College & Research Centre | Academic Expert | Present |
| 4. | Dr. Pankaj Trivedi | Professor – K. J. Somaiya Institute of Management Studies and Research | Academic Expert | Present |
| 5. | Ms. Infantia James | Vice President-CRM & SQ – Kotak Mahindra Bank | Industry Expert | Present |
| 6. | Mr. Pankaj Mathpal | Managing Director - Optima Money Managers Pvt. Ltd. | Industry Expert | Absent |
| 7. | Dr. Smita Jesudasan | Assistant Professor – SFIMAR | Finance-Member | Present |
| 8. | Mr. Vaibhav Shah | Analyst - BNP Paribas Pvt. Ltd. | Industry Expert | Absent |

9. MS. Surekha Kurne

Present

Dr. Sulbha Raorane, Program Head – PGDM and Secretary of the meeting extended a warm welcome to all the BOS members and thanked them for sparing their precious time to participate in the meeting. She gave a brief of PGDM Program, Trimester pattern and about the exam policy.

The following point discussions and decisions taken during the meeting:

▪ **Treasury & Risk Management – (Trim IV – Dr. Natika Poddar)**

Ms. Infantia James suggested to add the following topic in the Module III:

- CIBIL and their Objective, Functions, Operation of CIBIL and Reverse Mortgage.
- Director Sir suggested to add the Policy Paper of RBI in book reference.

▪ **Security Analysis & Portfolio Management – (Trim III – Prof. Pushkar Parulekar)**

Dr. Pankaj Trivedi suggested to add mentioned below module in the above subject:

- Market Factor.
- Fama French Security.

▪ **Mutual Fund & Venture Capital & Private Equity – (Trim III – Prof. Pushkar Parulekar)**

As per discussion Dr. Dinesh Harsolekar suggested to add the **Real Estate Investment Trust (REIT)** and revise the name of subject "Alternative Investment".

▪ **Financial Modeling (Trim IV – Prof. Pushkar Parulekar)**

Ms. Infantia James suggested to add the **Pivot Table & Deriving Correlation with the key factors in Module I.**

Director Sir said, he will discuss with Prof. Pushkar Parulker relating to Module IV-Equity Research Report.

▪ **Perspective Management – (Trim III - Prof. Pushkar Parulekar)**

As per discussion subject of **Perspective Management will be transfer from Trim III to Trim I** and subject **"Management Information System (MIS)" will be added Trim III.**

Prof. Pushkar Parulekar has given the book reference of **"Winning" by Jack Welch, Suzy Welch**.

Ms. Infantia James said, this book is not related to Perspective Management. Director Sir said, he will discuss with Prof. Pushkar Parulekar.

▪ **Financial Accountancy – (Trim I – Prof. Kiran Rodrigues)**

As per suggested by BOS expert committee members the below mentioned topics are added in the Module I and Module III:

- **Module I - Balance Sheet**
- **Module III – Add schedule III of Companies Act 2013 instead of schedule VI.**

▪ **Financial Management – (Trim II – Prof. Kian Rodrigues)**

Dr. Pankaj Trivedi suggested to add Common Size Statement in Module I.

▪ **Financial Markets, Institutions, and Products (Trim III – Prof. Kiran Rodrigues)**

The following changes suggested by BOS committee members in Module II:

- Remove Capital Market, CAPM Systematic/Unsystematic Risks etc., Understanding – Market Efficiency because already repetition in subject of Security Analysis and Portfolio Management in Module III-Modern Portfolio Theory
- Add Capital Market - Primary and Secondary Stock Market.

▪ **Strategic Financial Management (Trim III – Prof. Kiran Rodrigues)**

- Revise the name of subject “Advance Financial Management”.
- Add the Capital Structure, Capital Budget, Dividend Policy, Financial Leverage, Forecasting and Equity Valuation (most based on market value).
- Dr. Dinesh Harsolekar and Dr. Pankaj Trivedi suggested to remove the repetition from syllabus of Financial Management and Strategic Financial Management subjects.

▪ **Fixed Income – (Trim IV – Prof. Kiran Rodrigues)**

There are no changes in the syllabus.

▪ **International Finance (Trim III – Dr. Smita Jesudasan)**

The following topics removed from the Module I & IV

- Module I – International Financial Environment and Multinational Financial Management – International Cash Management
- Module IV – Foreign Exchange Exposure – SWAP

▪ **Global Financial Markets and Practices (Trim IV – Dr. Smita Jesudasan)**

The expert members of Board of studies suggested the following changes:

- Module III title was **Global Swap Market and Portfolio Investment** is removed and renamed title as “**Portfolio Investment**” and moved the **SWAP** from Module III in the subject of “**Derivatives and Risk Management**”.
- Add South American Crisis in Module I: **Global Banking and Money Market**.
- Reduce the content of syllabus and keep the syllabus of 50 marks paper.
- Director Sir suggest will keep the Case Study in Module I.

▪ **Derivatives and Risk Management (Trim III – Dr. Smita Jesudasan)**

Dr. Pankaj Trivedi suggested add the topic of **International Working Capital Management (factoring)** in this subject and removed from International Finance.

In Module IV: Volatility and Swaps add the **Reverse Swap**.

▪ **Legal Aspects of Business and Taxation (Trim I - Dr. Sulbha Raorane)**

The mentioned below suggestion given in the meeting by BOS expert members:

- Add the sub topics in Module I & Module II.
- Removed the **Indirect Taxes – Central Excise Act from Module III**
- Add **GST** in Module IV and remove the **Indirect Taxes–MVAT and Indirect Taxes – Service Tax**

▪ **Financial Markets Regulations and Compliance (Trim V-Dr. Sulbha Raorane)**

Ms. Infantia James suggested to add in Module IV - Grievance Redressal and focus on redressal mechanism – types of redressal and functions and add RBI, SEBI, IRDA, STA their function and details.

- **Commodities Markets – (Trim IV – Dr. Tushar Panigrahi)**
There are no changes in the syllabus.
- **Managerial Costing and Control – (Trim II – Prof. Shilpa Peswani)**
Dr. Dinesh Harsolekar suggested to add in Module IV- Responsibility Accounting and Transfer Pricing and Cost Allocation.
Director Sir said, he will check with Prof. Shilpa Peswani any repetition topic in the subject.
- **Valuation and Mergers and Acquisitions – (Trim III – Prof. Shilpa Peswani)**
There are no changes in the syllabus.
- **Strategic Cost Management – (Trim III – Prof. Shilpa Peswani)**
There are no changes in the syllabus.
- **Managerial Economics – I (Micro Economics) (Trim I – Prof. Shilpa Peswani)**
There are no changes in the syllabus.

Suggestion by BOS Expert Committee Members:

Dr. Dinesh Harsolekar suggested to use 'Micro' word instead of 'Marco' in Trim II subject i.e. Managerial Economics (Marco Economics). He also suggested to avoid repetition in the syllabus.

Prepared by


Prof. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS

Approved by


Dr. S.S. Mohanty

Director – SFIMAR & Chairman - BOS





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PGDM – BOARD OF STUDIES

MINUTES OF MEETING – SYLLABUS OF HR SPECILIZATION

Date: April 26, 2017

Time: 3.00 pm

Venue: MDP Room

The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | BOS Position | Present/Absent |
|---------|----------------------------------|---|------------------|----------------|
| 1. | Dr. S.S. Mohanty | Director – SFIMAR | Chairman | Present |
| 2. | Dr. Sulbha Raorane | Associate Professor and Program Head – PGDM | Member Secretary | Present |
| 3. | Dr. Samta Jain | General Manager and Group Head -HR and Admin TeamGlobal Logistics Pvt. Ltd. | Industry Expert | Present |
| 4. | Mr. Zubair Khan | Zonal Training Manager - Reliance Life Insurance Co. Ltd. | Industry Expert | Absent |
| 5. | Dr. Jayashree Bhakay | Director - Chetana's R. K. Institute of Management & Research | Academic Expert | Absent |
| 6. | Dr. Latha Ramchandran | Associate Dean & Deputy Placement Coordinator | Academic Expert | Present |
| 7. | Prof. Vaibhav Kulkarni | Assistant Professor – SFIMAR | HR – Member | Present |
| 8. | Ms. Aarti Mhatre (Alumni – PGDM) | HR Operations Partner - DCB Bank | Industry Expert | Absent |

Dr. Sulbha Raorane, Program Head – PGDM, BOS-Member Secretary of the meeting extended a warm welcome to all the BOS members and thanked them for sparing their precious time to participate in the meeting. She gave a brief of PGDM Program, Trimester pattern and about the exam policy.

The following point were discussed and finalized in the meeting:

○ **Personality & Corporate Image Management – (Trim I - Prof. Aparna Kanchan)**

- Dr. Samta Jain suggested to rename the above mentioned subject as “**Personal Effectiveness and Corporate Communication**” and also suggested below mentioned changes in Module I:

Remove the following topics from Module I -

- Definition of Image
- Essentials of Image Management
- Significance and importance of Personal Image Management

Therefore revised Module I is as suggested:

- Definition of Personal Effectiveness
- Essentials of Personal Effectiveness
- Significance and Importance of Personal Effectiveness

- Dr. Latha Ramchandran suggested to add the following topics in Module III -
CV Writing, Digital CV, Image CV, Video CV in Module III before Interview Handling Skills topic and as per the suggestion of Dr. Samta Jain the topic of **Building Vocabulary** should be removed from the Module III.
- **Revised Module III is as follows :**
E-mail Handling etiquettes – Do's and Don'ts, Challenges Handling, Telephone and Voice Mail Economic Times Review, Public Speaking, Effectively Performing at Group Discussions, **CV Writing, Digital CV, Image CV, Video CV**, Interview Handling Skills, ET Review.

Industrial Relations – (Trim III - Prof. Vaibhav Kulkarni)

- Dr. Samta Jain and Dr. Latha Ramchandran suggested restructuring of the subject. The changes are as follows :
- **Add the following in Learning Outcome:**
Understanding Relevance & Application of Industrial Relations.
Understanding Legal Compliance & Legal Aspects of Industrial Relations.
- Add the following topics in the relevant module:
Factory Act, Shop & Establishment Act, Standing Order Act, ID, Trade Union, Perspective of Industrial Relations, Foundation and Structure of Industrial Relations, Globalization Industrial Relations.
- **Add the book of Industrial Relations by C.S. Venkata Ratnam, Oxford Publications in book references for this subject.**

Remove the subtopic of **History of Trade Unions** from Module I-Trade Unions.

- *Dr. Jayashree Bhakay also suggested to add **Role Plays, Moot Cases, Critical Incident Technique** in Pedagogy for the subject.

○ **Building Learning Organizations and Knowledge Management-(Trim III – Prof. Sujeesha Naidu)**

- Dr. Samta Jain suggested to add the below mentioned topics in Module III & IV:
Module III : Introduction to Knowledge Management, Knowledge Creation, and Acquisition Process -
Knowledge Responsibilities and Data Based Management System.

Module IV – Architecting a Learning Organization-

Digital Learning Management System (LMS), Clarification of Learning and ROI on Learning Tools.

There are no changes in Module I & II.

○ **Organizational Behaviour & Cross Cultural Management – (Trim I – Prof. Paul Alukal)**

- As per discussion Dr. Samta Jain suggested to add the below mentioned topics in Module III & IV:

Add Cross Cultural Sensitivity Management and Hofstede Model in Module III.

Add Decision Making and Mentoring in Module IV. Therefore revised Module IV is as suggested : **Communication, Decision Making, Leadership, Mentoring, Power & Politics, Case Studies and Presentation.**

○ **Organization Theories, Structure, and Design – (Trim I- Prof. Paul Alukal)**

- As per discussion the above subject is removed from the syllabus.

○ **Business Ethics and Leadership– (Trim V-Prof. Paul Alukal)**

- As per suggestion given by Dr. Samta Jain and Dr. Latha Ramchandran the above subject name should be changed to **"Business Environment and Ethics"** and to add the following topics in **Module III - Company Act 2013, Board of Directors, CSR Committee, Woman Director, and Directors Compensation.**

○ **Strategy Leadership– (Trim V-Prof. Paul Alukal)**

- As per suggestion given by the BOS Members the above subject name has been changed to **"Strategy and Leadership"** and the above subject should be moved from Trim V to Trim VI. The members also suggested to add the following subtopics in the Module I and III as mentioned below:

Module I :

What is Strategy? Vision, Mission, Tactics Objective Philosophy, Styles and Types of Leadership.

Module III:

Leader as a coach & Facilitator, Succession Planning.

Delete **Leader as a coach** from Module IV.

○ **Competency Performance Leadership– (Trim III-Prof. Col. Venkat Raman)**

As per the suggestion given by BOS Members the above subject title name has been revised to **"Competency Mapping and Performance Management"** and the following changes are to be made in Modules I, II and IV.

- Move BEI and its conduct and advantages from Module I to Module II.
- Add Time and Motion Study in Module I.
- Move Assessment Centre from Module II to Module IV.
- There are no changes in Module III.

Therefore revised New Modules is as follows :

Module I - Evolution of Competency Based HRM; Competency Framework. Competency Profiling, Modeling, Mapping and Assessment, Preparing a Competency Model and Measurement of Competencies, **Time And Motion Study**, Current and Future Trends In Competency Management, Case Discussions.

Module II - Competency Dictionary, Concept, purpose, layout and advantages of Assessment Centres. Competency Based Selection; **BEI and its conduct and advantages**, Competency based Training & Development. Competency Based Performance Management; Competency Based Career & Succession Planning. Examples of Competency Management Systems followed by Industry in India and abroad. Case discussions.

Module III – No Change.

Module IV - Performance Appraisal for Managers, supervisors and workers, developing an appraisal, Identification of Training needs. Counseling and Coaching. Reliability and Validity of appraisal program, Role of HR and Line Managers, Reward System and Employee Productivity. Examples of Performance Management Systems followed by Industry in India and abroad. Current and future trends in Performance Management, **Assessment Centre, Performance Improvement Plans**, Case discussions.

○ **Compensation & Benefits – (Trim III – Dr. Sulbha S. Raorane)**

- As per suggestion given by BOS members the above subject name has been changed **"Compensation, Benefits and Reward System."**

- Also the following topics to be added in the following modules:

Module I:

- a) **Understanding Elements of Compensation Structure:** Fixed, Cash Benefits, Retrials and Social Security, Variable Pay / Incentives / Stock Options.
- b) **Types of Variable Pay**
- c) **Equity Compensation Plans:** Objective of equity compensation, Types of Stock Plans, Valuing stock grants, SEBI Guidelines, Taxability of stock options.
- d) **Arriving at the CTC of an employee/ candidate** – Costing elements, designing a salary offer template, making a salary offer to a candidate – understanding salary ranges.
- e) Understanding Income Tax.

Module II : Understanding Inflation-

- Neutralization of Inflation, Dearness Allowance, Consumer Price Indices, Understanding Provident Fund, ESIC, Gratuity, Superannuation, Bonus under Payment of Bonus Act.

Module III – Compensation and Benefits Survey-

- Choosing a partner, conducting a survey, benchmarking, arriving at a comparator, target position, understanding median, Percentile, ageing of market data, Converting Remuneration Survey results into a Salary Proposal.

Module IV – Reward & Recognitions-

- Human Resources Philosophy and Approach for an Organization
- Reward Strategies – Articulating and understanding business context for reward strategies
- Elements of Reward Strategy – Understanding Reward Management
- Compensation / Remuneration place in Reward Strategy.

○ **Organization Development & Change Management (Trim III – Dr. Vinita Pimpale)**

- Dr. Latha Ramchandran suggested to add the reference text of **Organization Development and Change Management by Thomas G. Cummings, Christopher G. Worley** in book references for this subject.
- Dr. Samta Jain and Dr. Latha Ramchandran suggested to change the sequence of Module I and II as mentioned below:
 - **Module I:- Organisational development and Organisational Climate & Culture**
Concept Of Organizational Development, Goals Of Organisation Development, Assumptions And Steps In Organisational Development, OD Interventions, Features Of Organizational Climate, Components Of Organisational Climate, Significance Of Organisational Climate, Factors Influencing Organisational Climate, Techniques For Improving Organisational Climate
Organisation Culture: Meaning And Features, Impact Of Culture On Modern Organisations
Socialization: Familiarization with Organization Culture.
 - **Module II:- An overview of concept of Organizational Change and Change Agents**
Concept Of Organizational Change - Forces For Organizational Change, Levels Of Organizational Change, Types Of Organizational Change, Steps In Managed Change, Resistance To Change, Implementing Change Successfully- Methods Of Introducing Change,
Meaning Of Change Agents - Levels of Change Leadership Skills, Characteristics of Successful Change Agents, Competencies of Change Agents, Types of Change Agents, and the Importance of Linter-Personal Communications.
- There are no changes in the Module III & IV.

○ **High Performance Leadership – (Trim V –Prof. Mohandas Pai)**

- **Introduction of High Performance Activities** add in Module I instead of **Introduction to Leadership**
- **High Performance Activities will be added in Module III.**

○ **HR Planning and Audit – (Trim III–Prof. Mohandas Pai)**

- BOS members suggested to revise the topics of Module II, III and IV.
 - **Module II –**
Quantitative And Qualitative Approaches To Manpower Planning:
Mathematical Models
Economic Model For National Manpower Planning
Demographic And Ecological Models
Management Science And Manpower Analysis
Network Models, Simulation Model.

- **Module III-Planning Careers**

Revised the title name of Module "Career Planning" and add in Job rotation, Job Enrichment, Enlargement.

- a. Career Anchors
- b. Career Structures & Career Path
- c. Maintainable Career Policies & Strategies.
- d. Developing Manpower Strategies

- **Module IV-Human Resource Audit**

- a. Audits of Business Goals And Plans
- b. Business Audit, Quality Certification Audit, Information Security & Management System Audit.
- c. HR Audit – Process of Audit, Policy Audit, Strategy Audit.
- d. Audit of Business Assumptions And Business Personnel Policies
- e. Audit of Human Resource Utilization And Productivity Norms
- f. Human Resource Accounting And Audit Of Executive Turnover
- g. Audit of Costs Incurred In Recruitment, Selection, Initiation, Training and Compensation.

- **Human Resource Management – (Trim II – Prof. Mohandas Pai)**

- BOS Members have asked the subject expert to revise the syllabus of Module I & II as follows:

Remove the previous Module I –

- a. Introduction to HRM and overview of motivation.
- b. Process of communication and its influence on HRM.
- c. Objectives and scope of HRM.
- d. Human Resource Strategies.

Revised Module I is as follows-

- a. Introduction of HRM
- b. HR Policy and Procedures
- c. HR Manuals
- d. Organizational Design and Structure
- e. Authority and Matrix
- f. HR Business Partner

The following topics removed from previous Module II –

- a. HR Environment and Strategies
- b. Job Analysis

Revised Module II is as follows-

- a. Job Description, Design and Analysis (how to write Job Description, Job Profile)
- b. Human Resource Planning.
- c. Recruitment and Selection.

○ Training and Development (Trim III – Prof. Mohandas Pai)

- The above mentioned subject name revised by BOS members as "Learning and Development".
- Remove the Principles of Audit Learning from Module II and add Principles and Theories Learning.
- Topics to be added in Module IV –
 - a. Implementation of training
 - b. Training Methods, Orientation, Induction on the Job Training, Simulation, Virtual and Digital Training.
 - c. Evaluation of Training, ROI of Training.
 - d. Management Development Programme

General points discussed:

- *Dr. Jayashree Bhakay was not present for the meeting but had sent her review of the subject via email. The same was read by Dr. Sulbha Raorane during the meeting and incorporated in the respective subjects.
- BOS members suggested to add a new subject in Trim I – Employment Laws. Syllabus will be prepared by Dr. Sulbha Raorane.
- Dr Lata Ramchandran has also asked subject experts to go through the MMS syllabus of Mumbai University for references.

Prepared by


Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS

Approved by


Dr. S.S. Mohanty

Director – SFIMAR & Chairman - BOS





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PGDM – BOARD OF STUDIES

MINUTES OF MEETING SYLLABUS OF MARKETING SPECILIZATION

Date: April 25, 2017

Time: 3.00 pm

Venue: MDP Room

The following members participated in the Meeting:

| Sr. No. | Name of BOS Members | Designation | BOS Position | Present/Absent |
|---------|----------------------------------|---|--------------------|----------------|
| 1. | Dr. S.S. Mohanty | Director – SFIMAR | Chairman | Present |
| 2. | Dr. Sulbha Raorane | Associate Professor and Program Head – PGDM | Member Secretary | Present |
| 3. | Dr. Vijay Wagh | Director - Sheila Raheja School of Business Management & Research | Academic Expert | Absent |
| 4. | Mr. Rajesh Ramaswamy | Director- S K B Machine Tools, Consultant & Visiting Faculty at Management & Engineering Institutes | Industry Expert | Present |
| 5. | Mr. Deepan Bhatt | Vice President-Marketing - Biopic India Corporation Ltd. | Industry Expert | Present |
| 6. | Mr. Satish Karandikar | Assistant Managing Director - SsangYong Motor Company - Mantra Events & Promotions Pvt. Ltd. | Industry Expert | Absent |
| 7. | Dr. G. Ramesh | Associate Professor, MMS-Head | Marketing-Member | Present |
| 8. | Prof. Simmi Prasad | Assistant Professor – SFIMAR | Marketing – Member | Present |
| 9. | Mr. Abhishek Dixit (PGDM-Alumni) | Assistant Manager - Business Development & Clinet Servicing | Industry Expert | Present |

10. Suresha Kurne

Present

Dr. Sulbha Raorane, Program Head – PGDM, BOS-Member Secretary of the meeting extended a warm welcome to all the BOS members and thanked them for sparing their precious time to participate in the meeting. She gave a brief of PGDM Program, trimester pattern and about the exam policy.

The following points were discussed and finalized in the meeting:

- **Media Planning & Strategy – (Trim IV- Dr. G. Ramesh)**
 - Director Sir suggested to transfer the above subject from the sector of Retail Management to Advertising & Public Relations.
- **Marketing Strategy & Practice – (Trim III-Dr. G. Ramesh)**
 - As per suggestion by BOS Members the above subject move should be removed from Trim III (Marketing Specialization) and added in Retail Management Sector-Trim IV.
 - Dr. G. Ramesh said, he will add Marketing Innovation and Practical application, 4 Ps in Module II-Marketing Strategy Application.
 - Competitive Analysis will be added in Module III-Strategic Analysis & Marketing Mix Strategies.
- **Product and Brand Management – (Trim III-Prof. Jackson John)**
 - Mr. Deepan Bhatt suggested to add the topic of Regional Brand in Module III under the subtopic of Introduction - Brand Management.
- **Marketing Management – (Trim II-Prof. Jackson John)**
 - Dr. G. Ramesh suggested to add the book of Marketing Management by Dr. Rajan Saxena in book references for this subject.
- **Retail Strategy and Retail Branding – (Trim IV-Prof. Jackson John)**

BOS Members have given following changes in Module II & III:

 - Move Retail Financial Strategy and Retail SCM from Module II to Module III.
 - Therefore Revised Module II is as suggested –
 - Retail Pricing Strategy
 - Retail Marketing Mix
 - Retail Promotion Strategy
 - Merchandise Planning
 - Move Retail Marketing Mix and Retail Promotion Strategy from Module III to Module II.
 - Therefore Revised Module III is as suggested –
 - Retail Financial Strategy
 - Retail SCM
 - Retail Communication Strategy
 - Retail Branding Strategy
- **Supply Chain Management & Distribution – (Trim III – Prof. Jestin Johny)**
 - There are no changes in the subject.
- **Rural Marketing and Sales Management – (Trim III – Prof. Jestin Johny)**
 - Mr. Rajesh Ramaswamy and Dr. G. Ramesh suggested that, Project based study on visit to rural areas will be given at the beginning of the Trimester.

- **Mall Management and Retail Store Management – (Trim IV – Prof. Simmi Prasad)**
 - Dr. G. Ramesh suggested to keep **Module I & Module II based on Store Management and Module III & IV based on Financial Aspects of Mall Management.**
- **Managing Retail Environment – (Trim IV – Prof. Simmi Prasad)**
 - As per discussion the below mentioned topics to be added in the Module II & IV:
 - **Module II-**
Developing and applying Retail Strategy, Strategic Retail Planning Process, Retail Organization, The changing Structure of retail, Classification of Retail Units, **Retail CRM.**
Retail Formats: Corporate chains, Retailer Corporative and Voluntary system, Departmental Stores, Discount Stores, Super Markets, and Warehouse Clubs.
 - **Module IV-**
Emergence of Organized Retailing, Traditional and Modern retail, non-store retailing, E-tailing, Strategies for online retailing. Formats prevailing in India, **Omni Channel.**
Retailing in rural India, Environment, and Legislation for Retailing, FDI in Retailing.
- **Integrated Marketing Communication – (Trim III – Prof. Simmi Prasad)**
 - There are no changes in the subject.
- **International Marketing – (Trim III – Prof. Simmi Prasad)**
 - Mr. Satish Karandikar* suggested to add in Module I –the following topics:
Political and Economic environment and implication on trade pacts/agreements, Impact of Trump and Brexit on International Trade.
 - Mr. Deepan Bhatt suggested to add **Reverse Globalization in Module II.**
- **Consumer Behavior and B2B Marketing – (Trim III – Prof. Sanchayita Banerjee)**
 - As per suggestion given by the BOS Members the above subject title name has been changed to **“Consumer and Industrial Buying Behavior”** and following are the changes in the title name of **Module III & Module IV.**
 - **Module III – Previous title “Understanding the overview of B2B Marketing” is revised as “Understanding the overview Industrial Buying Behavior”.**
 - **Module IV – Previous title “Capturing B2B Market” is revised as “Capturing Industrial Market”.**
- **Advertising and Public Relations – (Trim IV – Prof. Sanchayita Banerjee)**
 - Mr. Satish Karandikar suggested to add following topics in Module I-
Advertising Research and Global Advertising.
 - BOS Members have asked the subject expert to revise the syllabus of Module II as follows:
Keep only Essentials of Advertising - Advertising Budget: Affordable Method, per unit Method, Percentage Method, Competitive parity, and Task Objective Method. Importance of Budgeting and Evaluation of Advertising effectiveness, Regulation of advertising in India.

Remove the following topics from Module II

Advertising Media-Types of Media - Print Media (Newspaper & Magazines, Pamphlets, Posters & Brochures), Electronic Media (Radio, Television, Audio Visual Cassettes), Other Media (Direct Mail, Outdoor Media), Characteristics, merits & Demerits of above media, media scenes in India

Media planning and its linkages with Advertising and PR—Introduction and factors influencing choice of media.

○ Marketing Research & Analytics (Trim III – Prof. Sanchayita Banerjee)

As per discussion the above subject will be move from the Trim III to Trim V and there are no changes in the subject.

○ Social Media Marketing and Digital Marketing – (Trim IV – Prof. Aparna Kanchan)

▪ As per the suggestion by Dr. G. Ramesh the subtopic of Display Ads should be removed from Module II-Online Advertising as it is already covered under Social Network Marketing in the same module.

○ General points discussed:

▪ BOS Members suggested to add one new subject related to Selling and Negotiation skills in Trim I or II. Mr. Rajesh Ramaswamy will submit syllabus or a seminar or workshop based on Selling and Negotiation skills can be organised.

▪ * Mr. Satish Karandikar was not present for the meeting but had sent his review of subject via email. The same was read by Dr. Sulbha Raorane during the meeting and incorporated in the respective subjects.

Prepared by


Dr. Sulbha Raorane

Program Head – PGDM & Member Secretary-BOS

Approved by


Dr. S.S. Mohanty

Director – SFIMAR & Chairman - BOS



Rev: 03
Rev. Date: 01.06.2019
Dept.:
PGDM - ACADEMIC

St. Francis Inst. of Management & Research
Doc. Title: Session Plan
AS PER ISO 9001: 2015



SESSION PLAN

100 Marks –Credit Assigned – 06 points

Course: PGDM - I

Trimester: II

Specialization: All

Subject: Human Resource Management

Prepared by

Faculty Name: Paul Alukal

Signature: Paul

Date: 30/09/2019

Reviewed and Verified by

Programme Head Name: Dr. Sulbha Raorane

Signature: Sulbha Raorane

Date: 1/10/2019

Approved by

Director's Name: Dr. Henry Babu

Signature: Henry

Date: 1/10/2019

Rev: 03

Rev. Date: 01.06.2019

Dept.:
PGDM - ACADEMIC

St. Francis Inst. of Management & Research

Doc. Title: Session Plan
AS PER ISO 9001: 2015**Objectives:**

To define the requirements of a professional employed in the domain of Human Resources.

To describe the different functional areas of Human Resource Management to enhance the effectiveness of the student.

Learning Outcomes:

(a) To define terminologies and functions of Human Resource Management

(b) To explain modern concepts, techniques and practices in the management of human resources

Pedagogy:

The pedagogy adopted for inculcating the learning process including additional hours for the students to accumulate credit points, (20 hrs for 100 marks subject apart from the session hours of 40 hrs for 06 credits / 10 hrs for 50 marks subject apart from the session hours of 20 hrs for 03 credits) is as follows:

| Sr. No | Pedagogy | Hours Allotted (06 / 03 Credits) | |
|---|---|----------------------------------|----|
| 1. | Lectures (Sessions as per session plan) | 40 | |
| | Revision Lectures (Case Studies) | 5 | |
| Other pedagogies from the below list that will be adopted apart from the lectures complementing learning for 15 hrs as indicated above. (Please strike out whichever is not applicable) | | | |
| 2. | Class Activities like quiz, debates, role play, etc. | | No |
| 3. | Case Studies and Discussion | Yes | |
| 4. | Assignments | Yes | |
| 5. | Watching Educational and Informative Videos | Yes | |
| 6. | *Real-time Projects in various industrial verticals (Live Projects) | | No |
| 7. | Presentations | Yes | |
| 8. | Reading (Library Activity) | Yes | |
| 9. | Group Discussion | Yes | |
| 10. | Participation in academic and extra – curricular activities | | No |

Rev: 03

Rev. Date: 01.06.2019

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| Sr. No | Pedagogy | Hours Allotted (06 / 03 Credits) | |
|-------------------------|-----------------------------|----------------------------------|----|
| | | | No |
| 11. | Fieldwork | | No |
| 12. | Any Other, Pl Specify _____ | | No |
| Total Hours of Learning | | 60 | |

Evaluation Plan:

| Sr. No. | Particulars | Internal Marks | Total Marks |
|-------------|--|----------------|-------------|
| 1. | Trimester End Examination | - | 50 |
| 2. | Internal Assessment Indicative: | | |
| | a) Active Participation in Discussion, Viva and Presentation | 10 | |
| | b) Active Participation in Class Assignments / Project | 10 | |
| | c) Class Test | 10 | |
| | d) Completion of Home Assignments & Library Reading | 10 | |
| | e) Project/Field work any other activity | 10 | 50 |
| Total Marks | | | 100 |

Text Book: All reference books can be used as text books.

| Sr. No. | Book's Name |
|---------|--|
| 1. | Human Resource Management – P. Subba Rao |
| 2. | Personnel Management – C.B. Mammoria |

Sample Lecture (PDF version of the sample Lecture Presentation Attached)

Faculty member Signature: PaulDate: 30/9/2019

Rev: 03
 Rev. Date: 01.06.2019
 Dept.:
 PGDM - ACADEMIC

St. Francis Inst. of Management & Research

Doc. Title: Session Plan
 AS PER ISO 9001: 2015



Session Plan with Self-Monitoring

Date of Commencement of Classes 03 Oct 2019

Closing of Classes: 11 Dec 2019

| Session No. | Topic /Sub Topic | Reading / Preparatory Reading Material, if any | Time Line (Sessions of 2 Hours Each) | | | |
|-------------|---------------------------------------|--|--------------------------------------|---|--------------------------------------|---------------------|
| | | | Date of Sessions to be delivered | Date of actual delivery of the Sessions | Reasons for Deviation, if any | Duration of Session |
| 1 | Introduction to HRM | Lecture PPT, Case, Videos | 03/10/2019 | 03/10/2019 | | 2 hours |
| 2 | Organization of Personnel functions | Lecture PPT, Case | 07/10/2019 | 07/10/2019 | | 2 hours |
| 3 | Organization of Personnel functions | Lecture PPT, Case | 10/10/2019 | 10/10/2019 | | 2 hours |
| 4 | Job Analysis | Lecture PPT, Case | 14/10/2019 | 14/10/2019 | | 2 hours |
| 5 | Human Resource Planning | Lecture PPT, Case | 21/10/2019 | 24/10/2019 | } Holiday - Assam Elections | 2 hours |
| 6 | Recruitment & Selection | Lecture PPT, Case | 24/10/2019 | 25/10/2019 | | 2 hours |
| 7 | Training & Development | Lecture PPT, Case | 25/10/2019 | 31/10/2019 | | 2 hours |
| 8 | Career Planning & Succession Planning | Lecture PPT, Case | 31/10/2019 | 01/11/2019 | | 2 hours |
| 9 | Performance Appraisal Systems | Lecture PPT, Case | 04/11/2019 | 04/11/2019 | | 2 hours |
| 10 | Performance Appraisal Systems | Lecture PPT, Case | 07/11/2019 | 07/11/2019 | | 2 hours |
| 11 | Class Test | Lecture PPT, Case | 11/11/2019 | 11/11/2019 | | 2 hours |
| 12 | Compensation | | 14/11/2019 | 14/11/2019 | | 2 hours |
| 13 | Job Satisfaction & Employee Turnover | Lecture PPT, Case | 18/11/2019 | 18/11/2019 | | 2 hours |
| 14 | Employee Grievances & Collective | Lecture PPT, Case | 21/11/2019 | 21/11/2019 | | 2 hours |
| 15 | Job Stress & Mentoring | Lecture PPT, Case | 25/11/2019 | 25/11/2019 | | 2 hours |
| 16 | International HRM | Lecture PPT, Case | 28/11/2019 | 28/11/2019 | | 2 hours |
| 17 | Case studies and presentations | | 02/12/2019 | 02/12/2019 | | 2 hours |
| 18 | Case studies and presentations | | 05/12/2019 | 05/12/2019 | | 2 hours |
| 19 | Case studies and presentations | | 06/12/2019 | 07/12/2019 | } Clashed with Prof. Kiran's lecture | 2 hours |
| 20 | Case studies and presentations | | 09/12/2019 | 09/12/2019 | | 2 hours |

Self-Monitoring by Faculty Member: Signature Pany Date 09/12/2019

Verification by Programme Head: Signature S. S. Rao Date 14/12/2019

Approved by Director : Signature Hem Date 14/12/2019



St. Francis Institute of Management & Research (SFIMAR)

Approved by AICTE & Affiliated to University of Mumbai

SFIMAR Campus Gate No.5, Mt. Painsur, S.V.P Road, Borivali (W), Mumbai 400 103. MH, India

Phone: 022-2891 7096 Email_Id: info@sfimar.org,

Web: www.sfimar.org

STUDENT DAILY ATTENDANCE REPORT

| Date | Student Name | College | Course | Class Name | Subject | Batch | Period |
|-------------|--------------|--|--------|--|----------------------------------|-------|--------|
| 03/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 07/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 10/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 14/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 24/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 25/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | E1 |
| 31/Oct/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 01/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | E1 |
| 04/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |

| Date | Student Name | College | Course | Class Name | Subject | Batch | Period |
|-------------|--------------|--|--------|---|----------------------------|-------|--------|
| 07/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 11/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 14/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 18/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 21/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 25/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 28/Nov/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 02/Dec/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |
| 05/Dec/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P1 |
| 07/Dec/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | E1 |
| 09/Dec/2019 | | ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH | PGDM | PGDM TRIMESTER 2 PRIMER TO SPECIALIZATION | HUMAN RESOURCES MANAGEMENT | HRM | P3 |

INTRODUCTION

Paul Alukal

HUMAN RESOURCE MANAGEMENT (HRM)

- Human Resource Management (HRM) is the term used to describe formal systems devised for the management of people within an organization
- The responsibilities of a human resource manager fall into three major areas:
 - Staffing
 - Employee compensation and benefits
 - Defining/designing work

HUMAN RESOURCE MANAGEMENT (HRM)

- Process of bringing people & organizations together so that the goals of each are met
- It tries to secure the best from people by winning their wholehearted cooperation
- Art of procuring, developing & maintaining competent workforce to achieve the goals of an organization in an effective & efficient manner

FEATURES OF HRM

- Pervasive workforce – Present in all enterprises & permeates all levels of management
- People oriented – All about people at work, both as individuals & groups
- Individually oriented – Tries to help employees develop their potential fully. Motivates employees through process of recruitment, selection, training & development coupled with fair wage policies
- Future-oriented – Effective HRM helps organization meet its goals in the future by providing competent employees

HISTORY OF HRM

o Industrial revolution

- During this period, machines were brought in. Worker did only a small part of the total job
- Specialisation increased speed & efficiency. But left workers with dull, monotonous jobs
- Employers were keen to meet production targets rather than satisfy workers' demands

HISTORY OF HRM

o Scientific management

- Systematic analysis & breakdown of work into its smallest mechanical elements & rearranging them into their most efficient combination
- Individuals selected should be perfectly matched & overqualified individuals should be excluded
- Employees should be trained to ensure they perform the tasks exactly as specified

HISTORY OF HRM

o Trade unionism

- Workers joined hands to protest against the exploitative tendencies of employers & the unfair labour practices through formation of unions
- Unions tried to improve the state of workers through collective bargaining, resolving the grievances of workers relating to working conditions, pay & benefits etc.

HISTORY OF HRM

o Human relations movement

- Hawthorne experiments demonstrated that employee productivity was affected not only by the job design & the manner in which employees were rewarded but by certain social & psychological factors as well
- Behavioral science techniques were implemented which included supervisory training programmes & counselling programmes

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Marks: 100

Credit assigned: 4 Points

CLASS: MMS I MMS II

Semester: I Specialization: NIL Subject: Operations Management
Division: B

Prepared By

Faculty Name: Dr Smita Jesudasan Signature: Date: 12.9.2019

Reviewed and Verified By

Programme Head Name: Dr. G Ramesh Signature: Date: 12/9/2019

Approved By

Director's Name: Dr D Henry Babu Signature: Date: 13/9/2019

| |
|--------------------------|
| Rev: 02 |
| Rev. Date: 15.03.17 |
| Dept.: Academics(MMS) |



Objectives

Following are the objectives for the subject Operations Management -

- a) To make the management students understand the basic concepts, principles, tools and techniques of operations management.
- b) To familiarize them with the problems, issues and latest developments of operations management.
- c) To enhance their practical applications of the tools and techniques learnt for operational analysis and decision making in diverse industry sectors.
- d) To equip them with problem solving and analytical thinking skills for performing quantitative and qualitative analysis in the contemporary environment.

Upon successful completion of this course, a student will be able to learn:

- a) Understand the basic concepts, principles, tools and techniques of operations management.
- b) Understand the problems, issues and latest developments of operations management.
- c) Apply the concepts, tools and techniques learnt for operational analysis and decision making.
- d) Evaluation for performing quantitative and qualitative analysis in the contemporary environment for acquiring problem solving and analytical thinking skills.

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Dept.:
Academics(MMS)

St. Francis Inst. of Management & Research
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Pedagogy

The pedagogy adopted for inculcating the learning process through the session hours of 40 hrs. for gaining 4 credits subjects is as follows

| S. No | Pedagogy | Hours Allotted for 4 Credits |
|--|--|--|
| 1 | Lectures Sessions as per session plan | 40 hrs. <small>(39 hours of sessions+ 01 hour of Midterm test/Class Test)</small> |
| Other Pedagogies adopted (Please strike out whichever is not applicable) | | |
| 2 | Class Activities like quiz, debates, Role play, etc., | YES |
| 3 | Case Studies and Discussion | YES |
| 4 | Assignments | YES |
| 5 | Watching Educational and Informative Videos | YES |
| 6 | Real- time Projects in various industrial verticals. | NO |
| 7 | Presentations | YES |
| 8 | Reading (Library Activity) | YES |
| 9 | Group Discussion | YES |
| 10 | Participation in academic and extra – curricular activities, | NO |
| 11 | Fieldwork | NO |
| 12 | Any Other , PI Specify | |

Evaluation Plan

End-Term Examination : **60Marks**

Internal Examinations :

| Internal Assessment parameter and marks allotted | Marks |
|--|-----------------|
| Project/Presentation/Role play or any activity | 15 |
| Class Test | 10 |
| Assignment + Viva | 05 +05 |
| Attendance & class participation | 05 |
| Total | 40 marks |

Total : **100 Marks**

Reference Books:

- Production and Operations Management – Ashwathappa K, & Sridhar Bhat K, Himalaya Publications.
- Operations Management - Norman Gaither, Greg Frazier, 9/e, Cengage learning, 2011.
- Operations Management: Along the supply chain - Russel and Taylor, 6/e, Wiley India, 2009.
- Introduction to Operations and Supply Chain Management – Cecil Bozarth, Pearson, 2011.
- Operations Management, Mahadevan, 2/e Pearson

Text Books:

- Production and Operations Management-S N Chary, Tata McGraw Hill
- Theory & Problems in Production & Operations Management- S N Chary, Tata McGraw Hill

Reference Sites:

http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=0324066856&discipline_number=412

Sample Lecture: (Please Attach the PDF version of the sample Lecture Presentation)

Faculty member Signature: 

Rev: 02

Rev. Date: 15.03.17

Dept.:
Academics(MMS)St. Francis Inst. of Management & Research
Doc. Title: Session Plan
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Session Plan with Self-Monitoring

Commencement of classes: 16 Sept 2019

Closing of classes: 07 Dec 2019

| Session No | Topic /Sub Topic | Preparatory Reading Material, if any | Time Line | | | |
|------------|---|--------------------------------------|----------------------------------|---|-------------------------------|---------------------|
| | | | Date of Sessions to be delivered | Date of actual delivery of the Sessions | Reasons for Deviation, if any | Duration of Session |
| 1 | Introduction to Operations Management, applications in product and service industry. Use of Competitive Advantage | PPT / Notes | 16.9.19 | 16.9.19 | | 2 hrs |
| 2 | Process Analysis in Industry | PPT / Notes | 19.9.19 | 19.9.19 | | 2 hrs |
| 3 | Facility Location Facility Layout | PPT / Notes | 23.9.19 | 23.9.19 | | 2 hrs |
| 4 | Inventory Management, EOQ, | PPT / Notes | 26.9.19 | 26.9.19 | | 2 hrs |
| 5 | ABC Analysis, Discount Policy | PPT / Notes | 30.9.19 | 30.9.19 | | 2 hrs |
| 6 | Capacity Management Introduction to Aggregate Planning | PPT / Notes | 3.10.19 | 3.10.19 | | 2 hrs |
| 7 | PPC | PPT / Notes | 7.10.19 | 3.10.19 | LEAVE ON 7.10.19 | 2 hrs |
| 8 | Basics of MRP Sequencing Techniques | PPT / Notes | 10.10.19 | 10.10.19 | | 2 hrs |
| 9 | Introduction to Service Operation Management | PPT / Notes | 14.10.19 | 14.10.19 | | 2 hrs |
| 10 | Work study | PPT / Notes | 17.10.19 | 15.10.19 | ON DUTY PGDM IV | 2 hr |
| 11 | Method study | PPT / Notes | 21.10.19 | 24.10.19 | | 2 hrs |
| 12 | Mid Term Test Quality Control | PPT / Notes | 24.10.19 | 25.10.19 30.10.19 | SCHEDULE | 1 hr 1 hr |
| 13 | SQC | PPT / Notes | 31.10.19 | 31.10.19 | | 2hrs |

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|----|--|-------------|----------|----------|-----------------------------|-------|
| 14 | ISO Systems Value Engineering and Analysis | PPT / Notes | 4.11.19 | 4-11-19 | | 2 hrs |
| 15 | Introduction to Supply Chain Management | PPT / Notes | 7.11.19 | 7-11-19 | | 2 hrs |
| 16 | Case Studies | PPT / Notes | 11.11.19 | 7-11-19 | LECTURE ADJUSTED | 2 hrs |
| 17 | Case Studies | PPT / Notes | 14.11.19 | 14-11-19 | | 2 hrs |
| 18 | Presentations | PPT / Notes | 18.11.19 | 25-11-19 | } INTERNATIONAL } IV-MMS | 2 hrs |
| 19 | Presentations | PPT / Notes | 21.11.19 | 27-11-19 | | 2 hrs |
| 20 | Presentations | PPT / Notes | 25.11.19 | 28-11-19 | | 2 hrs |

Self-Monitoring by Faculty member: Dr Smita Jesudasan Signature: [Signature]
Date: 6.12.2019

Verification by Programme Head: Dr G Ramesh Signature: [Signature]
Date: 16/12/19

Approved by Director: Dr D Henry Babu Signature: [Signature]
Date: 16/12/19

ADDITIONAL SESSIONS

1. 29.11.2019
2. 2.12.2019
3. 6.12.2019



Amazon.com

Amazon started as an e-commerce book site and has now added music, toys, electronics, software, and home improvement equipment to its list of product offerings. The Amazon supply chain is longer than that of a bookstore chain such as Borders or Barnes and Noble because of the presence of an additional intermediary—the distributor. The distributor margins in the Amazon supply chain can also be viewed as an increase in cost.

However, Amazon has exploited several opportunities on the Internet to attract customers and increase revenues. Amazon uses the Internet to attract customers by offering a huge resource of millions of books. A large physical bookstore, in contrast, carries fewer than 100,000 titles. Amazon also uses the Internet to customize service to the individual. Amazon's software allows it to develop and maintain customer relations by recommending books based on customer purchase history, sending reminders at holiday time, and permitting customers to review and comment on books. New titles are quickly introduced and made available online, whereas a brick-and-mortar bookstore chain must distribute and stock the titles prior to sale. Amazon takes advantage of other Internet attributes: online ordering and 24-hour-a-day, 7-day-a-week availability. To this Amazon adds delivery to the customer's door.

Amazon uses e-commerce to lower inventory and facility costs, but processing costs and transportation costs increase. Amazon is able to decrease inventories by consolidating them in a few locations. A bookstore chain, on the other hand, must carry the title at every store. Amazon carries high-volume titles in inventory, but purchases low-volume titles from distributors in response to a customer order. This also tends to lower costs because the distributor is aggregating (consolidating) orders across bookstores in addition to Amazon.

E-commerce allows Amazon to lower facility costs because it does not need the retail infrastructure that a bookstore chain must have. Initially, Amazon did not have a warehouse and purchased all books from distributors. When demand volumes were low, the distributor was a more economical source. However, as demand grew, Amazon opened its own warehouses for high-volume books. Thus, Amazon's facility costs are growing but still remain lower than for a bookstore chain. Amazon does, however, incur higher order-processing costs than a bookstore chain. At a bookstore, the customer selects the books, and only cashiers are needed to receive payment. At Amazon, no cashiers are needed, but every order is picked from the warehouse and packed for delivery. For books that are received from distributors, additional handling at Amazon adds to the cost of processing orders.

Amazon's distribution incurs higher transportation costs than a retail store. Local bookstores do not have the cost of shipments to customers, as most customers take the books with them at the time of the sale. Amazon, in contrast, incurs this cost—which represents a significant fraction of the cost of a book (as high as 100% on an inexpensive book). As demand has grown, Amazon has opened six warehouses, with more than 3 million square feet, in an effort to get close to the customer, decrease transportation costs, and improve response time

DISCUSSION QUESTIONS

1. What are the advantages and disadvantages of selling books over the Internet?
2. If books can be downloaded online, how will Amazon's business change?
3. What other products could Amazon sell that are downloadable?
4. What do traditional bookstores have to gain from setting up an e-commerce side to complement their retail stores?

ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH

Attendance Taken Log Report

| Month | Date | Class | Subject | Employee Name | Period |
|-------|-------------|--------------------|-----------------------|---------------------|--------|
| Sep | 16/Sep/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Sep | 19/Sep/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Sep | 23/Sep/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Sep | 26/Sep/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Sep | 30/Sep/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Oct | 03/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P4 |
| Oct | 03/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Oct | 10/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Oct | 14/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P2 |
| Oct | 15/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Oct | 24/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P4 |
| Oct | 25/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P2 |
| Oct | 30/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Oct | 31/Oct/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Nov | 04/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Nov | 07/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P3 |
| Nov | 07/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Nov | 14/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Nov | 25/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P2 |
| Nov | 27/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Nov | 29/Nov/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P2 |
| Dec | 02/Dec/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P1 |
| Dec | 06/Dec/2019 | MMS I SEM 1 DIV. B | OPERATIONS MANAGEMENT | Dr. Smita Jesudasan | P3 |



 16/12/19

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Credit assigned: 4 Points

Marks: 100

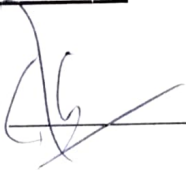
CLASS: MMS I MMS II

Semester: III Specialization: Finance Subject: Derivative & Risk Management

Prepared By

Faculty Name: Akhilesh Yadav Signature:  Date: 24/06/19

Reviewed and Verified By

Programme Head Name: Dr. G Ramesh Signature:  Date: 25/06/19

Approved By

Director's Name: Dr. D Henry Signature  Date: 27/6/19

Objectives

Following are the objectives for the subject **Derivatives & Risk Management**

- (a) To familiarize the students with various concepts related to derivative market and gain in- depth knowledge of functioning of derivative market.
- (b) To be able to apply different methods of derivative pricing and understand various factors affecting the Option price.
- (c) To learn how to apply various strategies for financial risk management
- (d) To make the students learn how to calculate option volatility and option Greeks and its usage in managing the Risk

Upon successful completion of this course, a student will be able to:

- (a) Explain various basic concepts related to derivative market and functioning of derivative market.
- (b) Apply various derivative pricing models confidently and understand factors affecting it.
- (c) Apply various basic and advanced derivative strategies to mitigate the financial risk.
- (d) Illustrate the risk management using option Greeks and various methods of volatility estimation.

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Pedagogy

The pedagogy adopted for inculcating the learning process through the session hours of 40 hrs. for gaining 4 credits subjects is as follows

| S. No | Pedagogy | Hours Allotted for 4 Credits |
|--|--|---|
| 1 | Lectures Sessions as per session plan | 40 hrs. <small>(39 hours of sessions + 01 hour of Midterm test/Class Test)</small> |
| Other Pedagogies adopted (Please strike out whichever is not applicable) | | |
| 2 | Class Activities like quiz, debates, Role play, etc., | YES |
| 3 | Case Studies and Discussion | YES |
| 4 | Assignments | YES |
| 5 | Watching Educational and Informative Videos | YES |
| 6 | Real- time Projects in various industrial verticals. | NO <small>(If Yes, kindly submit a report at the end of the Semester)</small> |
| 7 | Presentations | YES |
| 8 | Reading (Library Activity) | YES |
| 9 | Group Discussion | YES |
| 10 | Participation in academic and extra – curricular activities, | YES |
| 11 | Fieldwork | NO |
| 12 | Any Other , PI Specify | |

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|--------------------------|
| Rev: 02 |
| Rev. Date: 15.03.17 |
| Dept.: Academics(MMS) |

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|--------------------------|
| Rev: 02 |
| Rev. Date: 15.03.17 |
| Dept.: Academics(MMS) |

Evaluation Plan

End-Term Examination : 60Marks

Internal Examinations :

| Internal Assessment parameter and marks allotted | Marks |
|--|-----------------|
| Project/Presentation/Role play or any activity | 15 |
| Class Test | 10 |
| Assignment + Viva | 05 +05 |
| Attendance & class participation | 05 |
| Total | 40 marks |

Total : 100 Marks

Reference Books:

- 1) Hull John C. - Options, Futures and other derivatives
- 2) Bhaskar P Vijaya, Mahapatra B - Derivatives simplified: An introduction to risk management

Text Books:

- 1) Bhalla V K - Financial derivatives (risk management)
- 2) Redhead Keith, Financial Derivatives - An introduction to futures, forwards, options and swaps
- 3) Yadav Surendra S, Jain PK, Foreign exchange markets: understanding derivatives and other instruments

Reference Sites:

- 1) NISM Derivative module
- 2) Investopedia
- 3) New York Institute of finance
- 4) EDX

Sample Lecture: (Please Attach the PDF version of the sample Lecture Presentation)

Faculty member Signature: 

Rev: 02
 Rev. Date: 15.03.17
 Dept.:
 Academics(MMS)

St. Francis Inst. of Management & Research
 Doc. Title: Session Plan
 AS PER ISO 9001: 2015



Session Plan with Self-Monitoring

Commencement of classes: 01 Jul 2019

Closing of classes: 19 Oct 2019

| Session No | Topic /Sub Topic | Preparatory Reading Material, if any | Time Line | | | |
|------------|--|---------------------------------------|----------------------------------|---|-------------------------------|---------------------|
| | | | Date of Sessions to be delivered | Date of actual delivery of the Sessions | Reasons for Deviation, if any | Duration of Session |
| 1 | Introduction to Derivatives • Application of Derivatives (for Risk Management & Speculation (Leveraging) Basic Terms & properties of Options / Futures / Forwards | Lecture Notes, Text & Reference books | 1/07/2019 | 01/07/2019 | | 90 min |
| 2 | Futures & Forwards • Pricing & Valuation of Futures/Forwards • Risk Management using Futures | Lecture Notes, Text & Reference books | 4/07/2019 | 04/07/2019 | | 90 min |
| 3 | Mechanics & Properties of Options • Boundary Conditions for options • Put-call parity and its Interpretation | Lecture Notes, Text & Reference books | 08/07/2019 | 08/7/19 | | 90 min |
| 4 | Mechanics & Properties of Options Synthetic option and Risk Free arbitrage | Lecture Notes, Text & Reference books | 11/07/2019 | 18/07/19 | Took Personal Leave | 90 min |
| 5 | Option trading strategies Naked Call Naked Put | Lecture Notes, Text & Reference books | 18/07/2019 | 18/07/19 | | 90 min |

Rev: 02
 Rev. Date: 15.03.17
 Dept.:
 Academics(MMS)

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 Dept.:
 Academics(MMS)

| | | | | | |
|----|---|---------------------------------------|------------|----------|--------|
| 6 | Volatility based strategies - Straddle/Strangle | Lecture Notes, Text & Reference books | 22/07/2019 | 22/07/19 | |
| 7 | Volatility based strategies - Calendar Spread | Lecture Notes, Text & Reference books | 25/07/2019 | 25/07/19 | 90 min |
| 8 | Non-directional Strategies - Butterfly | Lecture Notes, Text & Reference books | 29/07/2019 | 29/07/19 | 90 min |
| 9 | Non-directional Strategies - Butterfly | Lecture Notes, Text & Reference books | 01/08/2019 | 01/08/19 | 90 min |
| 10 | Non-directional Strategies - Condor | Lecture Notes, Text & Reference books | 05/08/2019 | 08/08/19 | 90 min |
| 11 | Risk Management <ul style="list-style-type: none"> • Protective Put • Covered Call | Lecture Notes, Text & Reference books | 08/08/2019 | 14/08/19 | 90 min |
| 12 | PUT -CALL Parity problem | Lecture Notes, Text & Reference books | 19/08/2019 | 22/08/19 | 90 min |
| 13 | Introduction to Option Valuation <ul style="list-style-type: none"> • International Model for Valuations • Risk Neutral probabilities and their interpretation • Introduction to Binomial Models | Lecture Notes, Text & Reference books | 22/08/2019 | 22/08/19 | 90 min |
| 14 | Binomial Models application (or American option where the underlying pays It Dividend | Lecture Notes, Text & Reference books | 26/08/2019 | 28/08/19 | 90 min |
| 15 | MID TERM EXAM | | 29/08/2019 | 29/08/19 | 90 min |

16

90 min

90 min

90 min

90 min

90 min

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90 min



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| | | | | | | |
|----|---|---------------------------------------|------------|----------|-----------------------------------|--------|
| 16 | Black & Scholes Model Understanding Weiner & Markov processes Log — Normal distribution | Lecture Notes, Text & Reference books | 05/09/2019 | 09/09/19 | | 90 min |
| 17 | ITO- LEMMA & its application in Stochastic processes Black & Scholes Model for Stock/Currency options, Interpreting the B & S formula | Lecture Notes, Text & Reference books | 09/09/2019 | 12/09/19 | | 90 min |
| 18 | Problems on B & S formula | Lecture Notes, Text & Reference books | 12/09/2019 | 16/09/19 | Lect Swap with Prof. Smita | 90 min |
| 19 | Problems on B & S formula | Lecture Notes, Text & Reference books | 16/09/2019 | 17/09/19 | Lect Swap with prof. Smita | 90 min |
| 20 | Risk Management Options sensitivity to the o Underlying o Volatility o Strike price o Interest rate o Time to expiration | Lecture Notes, Text & Reference books | 19/09/2019 | 18/09/19 | | 90 min |
| 21 | Risk management Using Greeks- Delta, Theta, Gamma, Vega | Lecture Notes, Text & Reference books | 23/09/2019 | 19/09/19 | | 90 min |
| 22 | Understanding Options Greeks for various trading strategies (volatility & Directional Spreads) | Lecture Notes, Text & Reference books | 26/09/2019 | 24/09/19 | Lect adj. for financial modelling | 90 min |
| 23 | Understanding Options Greeks for various trading strategies (volatility & Directional Spreads) | Lecture Notes, Text & Reference books | 30/09/2019 | 26/09/19 | . | 90 min |

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|----|---|---------------------------------------|------------|----------|---|--------|
| 24 | Options Volatility | Lecture Notes, Text & Reference books | 03/10/2019 | 10/10/19 | " | |
| 25 | Trading, Clearing and Settlement in derivatives Market. | Lecture Notes, Text & Reference books | 07/10/2019 | 17/10/19 | " | 90 min |
| 26 | Student Presentation | Lecture Notes, Text & Reference books | 10/10/2019 | 23/10/19 | " | 90 min |
| 27 | Student Presentation | Lecture Notes, Text & Reference books | 14/10/2019 | 24/10/19 | " | 90 min |

Self-Monitoring by Faculty member: Signature [Signature] Date 30/10/2019

Verification by Programme Head: Signature [Signature] Date 4/11/19

Approved by Director : Signature [Signature] Date 4/11/2019

Derivatives and risk management

By- Akhilesh yadav

Definition of derivative

- ▶ Derivative is a product whose value is derived from the value of one or more basic variables, called bases (underlying asset, index, or reference rate), in a contractual manner.
- ▶ The underlying asset can be equity, forex, commodity or any other asset.

Forward

- ▶ A forward contract or simply a forward is a contract between two parties to buy or sell an asset at a certain future date for a certain price that is pre-decided on the date of the contract.
- ▶ Forward contracts are traded only in Over the Counter (OTC) market and not in stock exchanges.
- ▶ OTC market is a private market where individuals/institutions can trade through negotiations on a one to one basis.

Salient features of Forward

- ▶ They are bilateral contracts and hence exposed to counter-party risk.
- ▶ Each contract is custom designed, and hence is unique in terms of contract size, expiration date and the asset type and quality.
- ▶ The contract price is generally not available in public domain.
- ▶ On the expiration date, the contract has to be settled by delivery of the asset.
- ▶ If the party wishes to reverse the contract, it has to compulsorily go to the same counter-party, which often results in high prices being charged.

Limitations of Forward

- ▶ Lack of centralization of trading,
- ▶ Illiquidity, and
- ▶ Counterparty risk

- ▶ A futures contract is an agreement between two parties to buy or sell an asset at a certain time in the future at a certain price.
- ▶ But unlike forward contracts, the futures contracts are standardized and exchange traded.
- ▶ To facilitate liquidity in the futures contracts, the exchange specifies certain standard features of the contract.

Standard features of future contract

- ▶ Quantity of the underlying
- ▶ Quality of the underlying
- ▶ The date and the month of delivery
- ▶ The units of price quotation and
- ▶ Location of settlement

Distinction between forward and future

| Futures | Forward |
|---|-------------------------------------|
| Trade on an organized exchange | OTC in nature |
| Standardized contract terms hence more liquid | Customized contract terms |
| Requires margin payments | No margin payment |
| Follows daily settlement | Settlement happens at end of period |
| Almost no counter party risk | High counter party risk |

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| Dept.: Part time Academics | | |

Marks: 100

Credit assigned: 2.5 Points

Class: MFM

MMM

Year: 1st year

Semester: I

Subject: POM

Prepared By

Faculty Name: Sakshi Khatri Signature:  Date: 11/06/19

Reviewed and Verified By

Programme Head Name: Dr. Natika Poddar Signature:  Date: 30/6/19

Approved By

Director's Name: Dr. D. Henry Signature:  Date: 5/7/19

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➤ **Objectives of the Subject:** This course presents the principles, techniques, and concepts needed for managerial analysis and decision-making. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

➤ **Upon successful completion of this course, a student will be able to learn:**

You'll learn what a manager **does**, and how they are integral to planning, organizing, leading, and controlling a modern organization. From effective team building to conflict resolution, **you'll** study human behavior so **you** can motivate your employees to perform at their best.

Pedagogy:

The pedagogy adopted for inculcating the learning process including additional hours for the students to accumulate credit points is as follows (**Kindly indicate estimated duration in hours by selecting specific pedagogy from among Sr. No 2 to Sr. No 12**)

| Sr. No | Pedagogy | Hours Allotted for 2.5 Credits |
|---|---|--------------------------------|
| 1 | Lectures (Sessions as per session plan) | 45 Hrs. |
| <i>Select other pedagogies from the below list that will be adopted apart from the lectures complementing learning for 30 hrs as indicated above and indicate an estimated duration .</i> | | |
| 2 | Class Activities like quiz, debates, Role play, etc | 4 |
| 3 | Case Studies and Discussion | 4 |
| 4 | Assignments | 4 |
| 5 | Watching Educational and Informative Videos | 2 |

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|----|---|----------------|
| 6 | Real- time Projects in various industrial verticals (Live Projects) | 3 |
| 7 | Presentations | 2 |
| 8 | Reading (Library Activity) | 2 |
| 9 | Group Discussion | 3 |
| 10 | Participation in academic and extra – curricular activities, | 3 |
| 11 | Fieldwork | 3 |
| 12 | Any Other , Pl Specify _____ | |
| | Total Hours of Learning | 75 Hrs. |

Evaluation Plan:

| | |
|--|--|
| End-term examination | : 60Mks (University Assessment) |
| Internal | : 40Marks |
| (a) Mid-term examination/Periodical class tests Held in the given semester | : 20 Marks |
| (b) Presentations throughout the semester | : 10 Marks |
| (c) Attendance / Active participation in routine Class instructional deliveries /Case study etc | : 05 Marks |
| (d) Assignments | : 05 Marks |
| Total | : 100 Marks |

**Recommended books:**➤ **Text Book**

Principles of Management FYBMS by Sakshi Khatri

Reference Books

- Management - Principles, Processes and Practices - Anil Bhat and Arya Kumar – Oxford Publications
- Management - Theory & Practice - Dr Vandana Jain - International Book House Ltd

Reference Sites:

Sample Lecture: (Attach the PDF version of the sample Lecture Presentation)

Faculty member Signature: _____

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Session Plan with Self Monitoring

Date of commencement of classes: _____

Date of Closing of Classes: _____

| Session No | Topic /Sub Topic | Reading/ Preparatory Reading Material, if any | Time Line | | | |
|------------|---|---|----------------------------------|---|-------------------------------|---------------------|
| | | | Date of Sessions to be delivered | Date of actual delivery of the Sessions | Reasons for Deviation, if any | Duration of Session |
| 1 | Management : Science, Theory and Practice – The Evolution of Management Thought and the Patterns of Management Analysis | Notes | 7/07/19 | 7/07/19 | | 1.5 |
| 2 | Management and Society :Social Responsibility and Ethics - Global and Comparative Management – The Basis of Global Management | Notes | 14/07/19 | 14/07/19 | | 3.00 |
| 3 | Functions of Management-The Nature and Purpose of Planning - Objectives - Strategies, Policies and Planning Premises – Decision Making - Global Planning. | Notes | 21/07/19 | 21/07/19 | | 3.00 |

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|---|--|-------|----------|----------|---------------------|------|
| 4 | The Nature of Organizing - Organizational Structure: Departmentation - Line/Staff Authority and Decentralization - Effective Organizing and Organizational Culture - | Notes | 28/07/19 | 28/07/19 | | 3.00 |
| 5 | Global Organizing. Co- ordination functions in Organisation - Human Factors and Motivation - Leadership - Committees and group Decision Making -Communication - Global Leading. | Notes | 11/08/19 | 11/08/19 | | 3.00 |
| 6 | The System and Process of Controlling – Control Techniques and Information | Notes | 18/08/19 | 17/08/19 | Lecture Adjusted | 2.5 |
| 7 | Technology - Global Controlling and Global Challenges -Direction Function - Significance. | Notes | 25/08/19 | 25/08/19 | | 3.00 |
| 8 | & quot;-Cover areas such as Entrepreneur Versus Manager: Risk and Rewards; To be a Master and not a Servant; | Notes | 01/09/19 | 01/09/19 | | 3.00 |

and 3 for 12 no. 12/12/19 12/12/19

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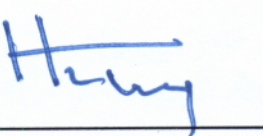
| | | | | | | |
|----|--|-------|----------|----------|-----------------------------------|------|
| 9 | Social: contribution: creating jobs. Work when and where you want; Scope for innovation and creativity. | Notes | 08/09/19 | 08/09/19 | | 1.5 |
| 10 | Strategic Management: - Definition, Classes of Decisions, Levels of Decision, Strategy, Role of different Strategist, | Notes | 22/09/19 | 15/09/19 | Lecture Adjusted (mid term) | 3.00 |
| 11 | Relevance of Strategic Management and its Benefits, Strategic Management in India | Notes | 29/09/19 | 29/09/19 | | 3.00 |
| 12 | Recent Trends in Management: -Social Responsibility of Management - environment friendly management of Change Management of Crisis | Notes | 06/10/19 | 06/10/19 | | 3.00 |
| 13 | Total Quality Management Stress Management International Management | Notes | 13/10/19 | 13/10/19 | | 2.00 |

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| | | | | | | |
| 14 | Presentation | Notes | 20/10/19 | 20/10/19 | | 2.00 |
| 15 | Case Studies | Notes | 03/11/19 | 03/11/19 | | 3.00 |
| 16. | Case Studies | Notes | 10/11/19 | 10/11/19 | | 3.00 |
| 17. | Revision + Case Studies | Notes | 17/11/19 | 11/11/19 | | 3.00 |

* 3 hrs session on each date

Self-Monitoring of Session Plan: Faculty Signature:  **Date** 17/11/19

Verification by Programme Head: Signature  **Date** 28/11/19

Approved by Director : Signature  **Date** 30/11/2019

MANAGEMENT: SCIENCE, THEORY AND PRACTICE

ELEMENTS

- ▶ Scientific approach
- ▶ Role of management theory
- ▶ Management techniques

SOCIAL RESPONSIBILITY AND MANAGERIAL ETHICS

SOCIAL RESPONSIBILITY

- ▶ Social responsibility is an ethical theory, in which individual are accountable for fulfilling their civic duty, the actions of an individual must benefit the whole of society. In this way, there must be balance between economic growth and the welfare of society and the environment

IMPORTANCE OF SOCIAL RESPONSIBILITY

- ▶ It gives chance to all employees to contribute towards the society
- ▶ It creates positive image of organisation in society
- ▶ It gives employees a feeling of pride
- ▶ It helps the country to grow
- ▶ It helps in maintaining positive relationship
- ▶ It is ethical obligation
- ▶ Better environment

LEVEL OF SOCIAL RESPONSIBILITY

The opinions on the level of social responsibility that a domestic firm should demonstrate range from two extremes

The only responsibility of a business is to make a profit.

Companies should anticipate social needs and try to solve them.

MANAGEMENT: AN OVERVIEW

INTRODUCTION

Harold Koontz and Heinz Wehrich define management as
 "The process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aims."

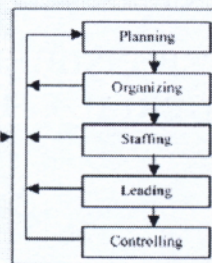
SIGNIFICANCE OF MANAGEMENT

- ▶ Encourages initiative
- ▶ Facilitates growth and expansion
- ▶ Improves corporate image
- ▶ Optimum use of resources
- ▶ Increases efficiency
- ▶ Reduces absenteeism
- ▶ Encourages innovation
- ▶ Improves life of workers
- ▶ Motivates employees
- ▶ Reduces wastage
- ▶ Improves Relations
- ▶ Encourages teamwork

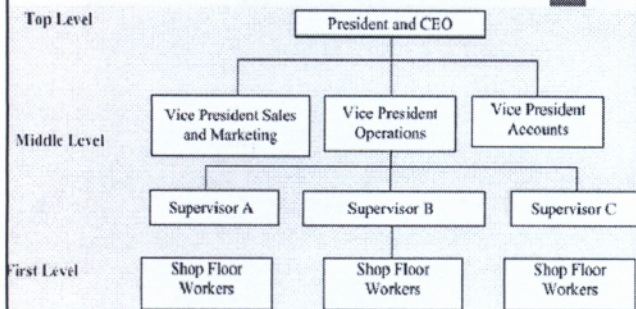
Functions of Management

Organization Resources

- Labor
- Capital
- Materials
- Machinery
- Information



Levels of Management



APPROACHES TO MANAGEMENT

- ▶ Case approach
- ▶ Interpersonal behavior approach
- ▶ Group behavior approach
- ▶ Cooperative social systems approach
- ▶ Socio technical system approach
- ▶ Decision theory approach
- ▶ System approach
- ▶ Mathematical approach
- ▶ Situational approach
- ▶ Managerial roles approach
- ▶ Operational approach