



GRG School of Management Studies  
PSGR Krishnammal College for Women



## **CURRICULUM AND SYLLABUS**

### **POST GRADUATE DIPLOMA IN MANAGEMENT OF FINANCIAL SERVICES (PGDMFS) [2022 - 2023]**

**April 2022**

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## **POST GRADUATE DIPLOMA IN MANAGEMENT OF FINANCIAL SERVICES**

### **PROGRAMME AND CURRICULUM OBJECTIVES**

#### **THE PROGRAMME**

1. The full-time, one-year PGDMFS programme offered by the Department of Management, (GRG School of Management Studies), PSGR Krishnammal College for Women comprises two semesters, each semester being of approximately 90 working days.
2. The programme is of 45 Credits equivalent of courses. One credit is equivalent to approximately 15 contact sessions. Students are expected to spend an equal time outside the classroom for preparation, assignments, library reading etc.
3. The programme includes foundation courses on basics of business and management, values, ethics and governance, and advanced courses on various financial services. Students are also required to carry out one field study. In addition, they are required to successfully complete two applied courses relating life skills.

#### **PROGRAMME OBJECTIVES**

In line with the vision and mission of the institution, the Post Graduate Diploma in Management of Financial Services (PGDMFS) programme is designed to provide the students with knowledge, skills and attitude for a successful career in management of financial services.

#### **PROGRAMME EDUCATIONAL OBJECTIVES**

- PEO1: To enable the students to acquire foundational and advanced knowledge in the area of financial products and services
- PEO2: To impart critical and analytical thinking, decision making, communication, interpersonal, and leadership skills to students
- PEO3: To enhance the capabilities of students for undertaking career in the field of management of financial products and services

#### **PROGRAMME OUTCOMES**

The Programme Outcomes are the expected Learning Outcomes of the Programme. After completion of the Programme, the students will be able to

- PO1: Apply conceptual foundations to solve problems related to management of financial products and services
- PO2: Apply Critical Thinking and Problem-Solving Skills to provide solutions to the management of financial products and services

P03: Utilize Leadership, Interpersonal, Team Working and Communication skills in chosen profession to accomplish shared objectives

P04: Apply ethical considerations in the management of financial products and services

P05: Develop lifelong learning to acquire new knowledge and skills

### PROGRAMME OUTCOMES AND COMPETENCIES

| Programme Outcomes   | Competencies for Measuring Programme Outcomes |                       |                 |                                |
|--|---|-----------------------|-----------------|--------------------------------|
| P01: Apply conceptual foundations to solve problems related to management of financial products and services                       | Critical Thinking                             | Problem Solving       | Decision Making | Social Responsibility          |
| P02: Apply Critical Thinking and Problem-Solving Skills to provide solutions to the management of financial products and services  | Critical Thinking                             | Problem Solving       | Decision Making | Global Orientation             |
| P03: Utilize Leadership, Interpersonal, Team Working and Communication skills in chosen profession to accomplish shared objectives | Leadership                                    | Interpersonal         | Team Work       | Oral and Written Communication |
| P04: Apply ethical considerations in the management of financial products and services   | Decision Making                               | Social Responsibility | Learning Skills |                                |
| P05: Develop lifelong learning to acquire new knowledge and skills   | Learning Skills                               |                       |                 |                                |

**PEO AND PO MAPPING**

|      | PO1 | PO2 | PO3 | PO4 | PO5 |
|------|-----|-----|-----|-----|-----|
| PEO1 | 3   | 3   | 3   | 3   | 3   |
| PEO2 | 3   | 3   | 3   | 3   | 3   |
| PEO3 | 3   | 3   | 3   | 3   | 3   |

3- High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

**PROGRAMME STRUCTURE**

The design of the curriculum of PGDMFS programme is based on the principle of Knowing (Knowledge), Doing (Skills), and Being (Attitude). The 'Knowing' part comprises a total of eleven courses; two Foundation courses and nine Advanced courses. The 'Doing' part comprises of one Field Study (Applied). The 'Being' part comprises of two Applied courses - Communication, and Essential Skills for Management. The total number of credits is 45.

**CURRICULUM OBJECTIVES**

The curriculum is designed to:

1. Familiarize the students to basics of business, management, and issues relating to governance and ethics
2. Enrich their knowledge on key areas relating to management of financial products and services
3. Enable the students to acquire skills necessary to successfully carve a career in financial services management
4. Help students to gain life skills - Communication and Essential Skills for Management through experiential learning

**CURRICULUM STRUCTURE**

The PGDMFS curriculum is structured as below:

1. Two foundation courses (6 credits) - Business and Management, and Values, Ethics and Governance
2. Nine advanced courses from Financial Services domain (27 credits) - Financial Services, Management of Banking Services, Indian Financial System, Investment Banking, Microfinance, Personal Finance, Risk Management and Insurance, Security Analysis and Portfolio Management, and Technology in Financial Services
3. One Applied course as Practice Work (6 credits) - Field Study

4. Two applied courses as a part of life skills (6 credits) - Communication, and Essential Skills for Management

## **ATTENDANCE**

1. Students are expected to attend a minimum of 75% of all scheduled classroom sessions during each semester.
2. The Principal/Director may condone the shortage in attendance, in exceptional circumstances, up to a maximum of 10%.
3. Students falling short of the required attendance will not be permitted to appear for the End Semester Examination of the semester.
4. Students who do not complete a semester on account of such shortage of attendance may seek to repeat the semester in the subsequent academic year.

## **ONLINE COURSE(S)**

Students may choose to register and earn credits for online courses approved by the committee consisting of Director, Dean, Academic Coordinator, and Faculty Advisor. Students can take up online courses from NPTEL, SWAYAM or other platforms to a maximum of 18 credits during the Programme, subject to a maximum of three courses per semester. The coverage of such online courses should be appropriate and relate to the coverage of the courses offered in the curriculum. Students who successfully complete the online courses will be exempt from taking up the equivalent courses offered by GRGSMS. The committee will monitor the progress of the student and evaluate their performance in 100% CIA pattern.

## **COMPLETION OF THE PGDMFS PROGRAMME**

Students are required to complete their PGDMFS programme in all respects within a maximum of three years from the date of their first joining the programme, or as per the rules and regulations of the Bharathiar University in regard.

## **ASSESSMENT AND EVALUATION**

1. The concerned course facilitator shall announce to the students the broad outline of the pedagogy and assessment to be adopted for each course which is in-line with the University guidelines. The details of the pedagogy will also be a part of the session plan and course details uploaded on technology-enabled Learning Management System at GRGSMS.
2. Assessment/evaluation of students' performance will be based on both Continuous Internal Assessment (CIA) and End Semester Examination (ESE) for

Foundation and Advanced courses. CIA shall carry a weightage of 60% and the ESE 40%. The ESE will be conducted at the end of each semester.

3. The CIA shall comprise multiple components of assessment such as assignments, case discussion, simulation, classroom participation, student presentations, field study, exercise, peer evaluation and quiz. The faculty concerned may decide appropriate mixture of components for their courses, provided that the quiz component of CIA shall carry 10% weightage. The remaining weightage (50%) of the CIA shall comprise four - five other components.
4. For the courses that do not have End Semester Examination, the concerned faculty shall decide three, four or five assessment components for CIA.
5. For courses that have End Semester Examination, a quiz shall be conducted of 60 minutes duration through online mode comprising of objective questions towards the end of each semester. The Quiz shall comprise of 50 questions equally distributed across the parts of the course coverage, of which 50% of the questions will be of K1 and K2 levels; 50% of the questions will be of K3 and K4 levels of Blooms Taxonomy
6. There will not be any ESE for the following, and 100% of marks will be through CIA:
  - Communication (DF22COM)
  - Essential Skills for Management (DF22ESM)
  - Field Study (DF22FSD)
7. There will not be any minimum marks stipulated for passing CIA. However, in the ESE, students shall be required to secure a minimum of 'B' grade [50%] for passing. In order to successfully complete a Course, students will need to secure a minimum total of 50% (50 out of 100 marks - 'B' grade) in CIA and ESE put together.
8. Students who are not satisfied with the CIA score for any Course may appeal for a review to the Director/ Dean, whose decision in the matter shall be final and binding.
9. The records of CIA and ESE for each student and each Course shall be maintained in safe custody for a period of six months.

## SCHEME OF EXAMINATION

The End Semester Examinations shall be of three hours duration. The maximum marks in ESE shall be 100 to be pro-rated to 40%. The End Semester Examination question papers shall flow the below pattern:

| Level of Course | Section A   | Section B   |
|-----------------|---|---|
| Foundation      | Five questions with internal choice, each question set corresponding to each part (each | Five questions with internal choice, each question set corresponding to each part (each |

|          |   |  |
|----------|---|--|
|          | question carrying eight marks) and will be of K1 and K2 levels of Blooms Taxonomy   | question carrying twelve marks) and will be of K2, K3 and K4 levels of Blooms Taxonomy   |
| Advanced | Five questions with internal choice, each question set corresponding to each part (each question carrying eight marks) and will be of K2 and K3 levels of Blooms Taxonomy | Five questions with internal choice, each question set corresponding to each part (each question carrying twelve marks) and will be of K3 and K4 levels of Blooms Taxonomy |

## GRADING

The assessment of performance of students in examinations will be based on grade points received instead of numerical marks. For this purpose, letter grades will be used to assess standards of performance. The following letter grades will be used:

| Range of Marks | Grade Point | Letter Grade | Description |
|----------------|-------------|--------------|-------------|
| 90 - 100       | 9.0 - 10    | O            | Outstanding |
| 90 - 99        | 9.0 - 9.9   | D+           | Excellent   |
| 75 - 79        | 7.5 - 7.9   | D            | Distinction |
| 70 - 74        | 7.0 - 7.4   | A+           | Very Good   |
| 60 - 69        | 6.0 - 6.9   | A            | Good        |
| 50 - 59        | 5.0 - 5.9   | B            | Average     |
| 00 - 49        | 0.0         | U            | Re-appear   |
| ABSENT         | 0.0         | AAA          | Absent      |

## COMPETENCIES AND RUBRICS

| Critical Thinking: Comprehensive exploration of issues, ideas or events before accepting or formulating an idea or opinion or conclusion |   |   |   |
|--|---|---|---|
| Criteria   | Below Expectation (1)   | Meets Expectation (2)                                 | Exceeds Expectation (3)   |
| Identifying and summarizing the issue  | Does not identify, or is confused or identifies a different issue | Identifies the main issue                             | Identifies the basics of the issue and also recognizes the nuances of the issue |
| Evidence   | Does not draw support/evidence from source(s)                     | Draws support/evidence from source(s) with sufficient | Draws support/evidence from source(s) with sufficient                           |



| <b>Critical Thinking: Comprehensive exploration of issues, ideas or events before accepting or formulating an idea or opinion or conclusion</b> |   |  |   |
|---|---|--|---|
| <b>Criteria</b>   | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>                               | <b>Exceeds Expectation (3)</b>  |
|   |   | evaluation/interpretation to develop a clear idea.         | evaluation/interpretation to develop a clear idea. Viewpoints of others are evaluated thoroughly                          |
| Key assumptions   | Does not surface the assumptions and ethical issues that underlie the issue | Identifies some of the key assumptions and ethical issues  | Identifies and questions the validity of the key assumptions and addresses the ethical dimensions that underlie the issue |
| Personal perspective and position   | Fails to clarify presented position relative to one's own                   | Identifies, appropriately, one's own position on the issue | Identifies, appropriately, one's own position on the issue and also acknowledges other's points of view                   |
| Conclusions, implications, and consequence  | Fails to identify conclusions, implications, and consequences of the issue  | Identifies and discusses conclusions and implications      | Identifies and discusses conclusions, implications, and consequences  |

| <b>Decision Making: Selecting effective course of action from among the alternatives</b> |   |   |  |
|--|---|---|--|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>   |
| Problem Statement  | Identifies and states the problem without providing evidence to support the problem | Identifies and states problem, provides evidence of the problem using at least 2 facts  | Identifies and states the problem, provides evidence of the problem using at least 3 facts                   |
| Identification of Alternatives   | Identifies alternatives that are not all seemingly equal, reflects limited          | Identifies alternatives that are seemingly equal and that reflect a basic understanding | Identifies alternatives that are seemingly equal and that reflect an in-depth understanding of the situation |

| <b>Decision Making: Selecting effective course of action from among the alternatives</b> |   |  |  |
|--|---|--|--|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>   | <b>Exceeds Expectation (3)</b>   |
|  | understanding of the situation  | of the situation   |  |
| Identification of criteria for assessing alternatives and analyzing the criteria         | Identifies only some important criteria   | Identifies the important criteria that should be considered                          | Identifies the important criteria reflecting a thorough understanding of the situation   |
| Making decision  | Selects an alternative, but is not able to present a well-supported answer to the problem statement | Selects an alternative and presents a well-supported answer to the problem statement | Selects an alternative and presents a well-supported answer to the problem statement, provides insights that arose during the selection process. Considers ethics in the decision making |

| <b>Problem Solving: Discovering, analysing and solving business problems systematically</b> |   |  |  |
|---|---|--|--|
| <b>Criteria</b>   | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>   | <b>Exceeds Expectation (3)</b>   |
| Problem Statement   | Identifies and states the problem without providing evidence to support the problem                       | Identifies and states the problem, provides evidence of the problem using at least 2 facts               | Identifies and states the problem, provides evidence of the problem using at least 3 facts                   |
| Identification of Alternatives  | Identifies alternatives that are not all seemingly equal, reflects limited understanding of the situation | Identifies alternatives that are seemingly equal and that reflect a basic understanding of the situation | Identifies alternatives that are seemingly equal and that reflect an in-depth understanding of the situation |
| Making decision   | Selects an alternative, but is not able to present  | Selects an alternative and presents a well-  | Selects an alternative and presents a well-supported answer to the problem                                   |

| <b>Problem Solving: Discovering, analysing and solving business problems systematically</b> |  |   |   |
|---|--|---|---|
| <b>Criteria</b>   | <b>Below Expectation (1)</b>   | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>  |
|   | a well-supported answer to the problem statement   | supported answer to the problem statement   | statement, provides insights that arose during the selection process. Considers ethics in the decision making   |
| Implementing the Solution   | Applies the tools/formula to reach a solution. Several errors are present                                    | Adequately applies the tools/formula to reach a valid solution. Minor errors are present                    | Accurately applies the tools/formula to reach a valid, accurate solution. No errors are present                 |
| Evaluating the results  | Reviews results superficially in terms of the problem defined with no consideration of need for further work | Reviews results in terms of the problem defined with little, if any, consideration of need for further work | Reviews results relative to the problem defined with thorough, specific considerations of need for further work |

| <b>Global Orientation: Understanding the opportunities and challenges while operating in a global business environment</b> |   |   |  |
|--|---|---|--|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>   |
| Applying knowledge to global contexts  | Defines global challenges in basic ways   | Formulates elementary solutions to global challenges that use at least two disciplinary perspectives                          | Applies knowledge and skills while addressing global problems using interdisciplinary perspectives                     |
| Global ethical and social awareness  | Identifies basic ethical dimensions of some local or national decisions that have global impact | Explains to some extent the ethical, social, and environmental consequences of local and national decisions on global systems | Explains clearly the ethical, social, and environmental consequences of local and national decisions on global systems |
| Cultural diversity   | Demonstrates some openness to varied  | Explains and connects two or more cultures with   | Adapts and applies a deep understanding of   |

|  |          |  |   |
|--|----------|--|---|
|  | cultures | some acknowledgement of power structures | two or more cultures and how power structures affects global businesses |
|--|----------|--|---|

| <b>Learning Skills: Purposeful continuous learning activity undertaken with the objective of improving knowledge, skill and competence</b> |  |   |  |
|--|--|---|--|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>   | <b>Meets Expectation (2)</b>                                    | <b>Exceeds Expectation (3)</b>                                   |
| Observations made  | Unclear and Imprecise observations                                   | Adequate degree of observations                                 | Sophisticated and thoughtful observations                        |
| Depth of Reflection  | Demonstrates little or no understanding of the reflections presented | Demonstrates limited understanding of the reflections presented | Demonstrates thorough understanding of the reflections presented |
| Insights obtained  | Provides little or no insight, more descriptive than reflective      | Provides some insight, reflections presented but lacks depth    | High degree of insights, in-depth reflections presented          |

| <b>Social Responsibility: Considering the effects of business decisions on the social system</b> |  |  |  |
|--|--|--|--|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>   | <b>Meets Expectation (2)</b>   | <b>Exceeds Expectation (3)</b>   |
| Social and ethical awareness   | Fails to demonstrate an awareness of social and ethical responsibilities     | Demonstrates an awareness of social and ethical responsibilities                             | Demonstrates an in depth awareness of social and ethical responsibilities            |
| Recognize the importance of standards of ethical business conduct                                | Fails to identify how standards of ethical business conduct impact decisions | Identifies the most obvious ways that standards of ethical business conduct impact decisions | Identifies multiple ways that standards of ethical business conduct impact decisions |
| Recognize the environmental, social, and ethical implications of                                 | Fails to identify more than one dimension in a business context              | Identifies environmental, social and ethical factors in a business context but               | Identifies environmental, social and ethical factors in a business context           |

|                    |  |   |                                  |
|--------------------|--|---|----------------------------------|
| business decisions |  | incompletely articulates their complexity | and articulates their complexity |
|--------------------|--|---|----------------------------------|

| <b>Leadership: Influencing the activities of an individual or a group towards achievement of an objective or outcome</b> |   |  |  |
|--|---|--|--|
| <b>Criteria</b>  | <b>Below Expectation<br/>(1)</b>                                    | <b>Meets Expectation<br/>(2)</b>   | <b>Exceeds Expectation<br/>(3)</b>   |
| Vision   | Vision is unclear   | Hints at their vision  | Demonstrates clear vision  |
| Planning and Delivery  | Lacks a clear plan to achieve the vision                            | Plans clearly as how to achieve the vision                                 | Plans clearly as how to achieve the vision and manages the challenges                    |
| People management  | Finds people, but does not motivate them to work towards the vision | Finds people and motivates them to work towards the vision                 | Finds the right people and constantly motivates them to work towards the vision          |
| Communication  | Does not communicate clearly vision to others                       | Communicates clearly the vision to others                                  | Communicates clearly the vision to others and listens to ideas                           |
| Mentorship   | Does not motivate or develop the leadership capacities of others    | Has the capacity to motivate and develop the leadership capacity of others | Motivates and develops the leadership capacities of others                               |
| Integrity  | Does not exhibit integrity or led by example                        | Shows some integrity, led by example                                       | Exhibits a high standard of integrity, led by example, maintains high personal standards |
| Accountability   | Does not hold self-accountable for actions                          | Inconsistently holds self-accountable for actions                          | Holds self and others accountable for their actions                                      |
| Involvement  | Does not seek involvement opportunities                             | Seeks involvement opportunities for self and others                        | Seeks and generates opportunities for involvement for self and others                    |

| <b>Teamwork: Working effectively with a group of people to achieve a shared objective</b> |  |   |  |
|---|--|---|--|
| <b>Criteria</b>   | <b>Below Expectation (1)</b>   | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>   |
| Participation in activities   | Constantly need prompting to participate in activities or discussion   | Participates in activities and discussions with minimal prompting   | Consistently participates in activities and discussions without prompting  |
| Attitude towards peers  | Consistently demonstrates a negative and disrespectful attitude toward peers and usually has a negative attitude about group tasks | Demonstrates a positive and respectful attitude towards peers and often has a negative attitude about group tasks | Consistently demonstrates a positive and respectful attitude toward peers and always has a positive attitude about group tasks |
| Working with Others   | Rarely listens to, shares with, or supports others and is often disruptive to peers in the group                                   | Sometimes listens to, shares with, and supports others and is sometimes disruptive to peers in the group          | Always listens to, shares with, and supports others and is rarely disruptive to peers in the group                             |
| Efforts   | Demonstrates no effort   | Demonstrates efforts but not consistently   | Demonstrates consistent efforts  |

| <b>Interpersonal: Interacting effectively with people both individually and in groups</b> |  |   |  |
|---|--|---|--|
| <b>Criteria</b>   | <b>Below Expectation (1)</b>                 | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>   |
| Communication   | Does not communicate clearly                 | Communicates clearly using appropriate words, displays minimal non-verbal communication | Communicates clearly using appropriate words and displays appropriate non-verbal communication |
| Listening   | Does not listen to peers or responds to them | Listens to peers and responds sometimes   | Listens actively to peers and responds well  |

|                        |  |  |  |
|------------------------|--|--|--|
| Emotional Intelligence | Not able to manage one's own emotions and understand emotions of others                            | Manages ones' own emotions reasonably and understands others' emotions sometimes                             | Manages ones' own emotions well and understands others' emotions                                     |
| Conflict resolution    | Not able to work with others to resolve interpersonal conflict and disagreements in a positive way | Works with others to resolve interpersonal conflict and disagreements in a positive way but not consistently | Consistently works with others to resolve interpersonal conflict and disagreements in a positive way |
| Respect                | Sometimes impolite to members of their group and does not work cooperatively                       | Helpful and polite to members of their group. Does not respect individual differences                        | Helpful and polite to others in the group, respects individual differences                           |

**Oral Communication: Expressing ideas clearly, logically and persuasively in oral format**

| Criteria     | Below Expectation (1)  | Meets Expectation (2)  | Exceeds Expectation (3)   |
|--------------|--|--|---|
| Eye Contact  | No eye contact with audience, as entire report is read from notes  | Consistent use of direct eye contact with audience, but still returns to notes                 | Holds attention of entire audience with the use of direct eye contact, seldom looking at notes                  |
| Voice        | Vocal delivery is too soft to hear, too fast to understand and/or long, unintended silences and speech disruptions (repetitions; filled pauses, e.g., "um") frequently distract audience | Vocal delivery is clear and distinct. Rate, volume, and tone facilitate audience comprehension | Vocal delivery is varied and dynamic. Speech rate, volume, and tone enhance listener interest and understanding |
| Organisation | Cannot understand presentation because there is no sequence of information   | Student presents information in logical sequence which audience can                            | Student presents information in logical, interesting sequence which   |

| <b>Oral Communication: Expressing ideas clearly, logically and persuasively in oral format</b> |   |   |   |
|--|---|---|---|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>  |
|  |   | follow  | audience can follow   |
| Language   | Grammar, pronunciation, and/or word choice are severely deficient   | Delivery is free of serious errors in grammar, pronunciation, and/or word Usage             | Delivery is free of errors in grammar and pronunciation; word choice aids clarity and vividness |
| Sources and Evidence   | No citations, sources are not credible, references are not presented at the end                                 | Almost all sources are mentioned, appropriate sources, presents a few references at the end | Appropriate citations, credible and appropriate sources, presents references at the end         |
| Multimedia support and visual aids   | Little or no multimedia or uses it in distracting or ineffective manner (difficult to read, has lots of errors) | Balanced use of appropriate multimedia that enhances the overall presentation               | Creative and impactful use of multimedia that enhances the effectiveness of the presentation    |

| <b>Written Communication: Expressing ideas clearly, logically and persuasively in written format</b> |  |   |   |
|--|--|---|---|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>   | <b>Meets Expectation (2)</b>  | <b>Exceeds Expectation (3)</b>  |
| Structure and organisation   | Lack of logical flow, poor sentence and paragraph structure, no alignment  | Logical flow, paragraphs and sentences could be structured better, not properly aligned at a few places | Logical flow, well-structured paragraphs and sentences, proper alignment  |
| Content and Clarity  | Irrelevant information mostly copy pasted from internet. No information or | Appropriate subtopics included but not completely covered, Provides reasonable introduction and         | Addresses the topic with relevant introduction/ broad area; details with appropriate sub headings; presents with examples in real life scenario; concludes with a projection/ |



| <b>Written Communication: Expressing ideas clearly, logically and persuasively in written format</b> |   |  |   |
|--|---|--|---|
| <b>Criteria</b>  | <b>Below Expectation (1)</b>  | <b>Meets Expectation (2)</b>   | <b>Exceeds Expectation (3)</b>  |
|  | conclusion  | conclusion. Presents in own words  | vision/ or a strong close. Frames the contents completely on one's own        |
| Grammar  | Numerous spelling errors, non-existent or incorrect punctuation, severe errors in grammar, incomplete sentences | Very few spelling errors, correct punctuation, grammar, complete sentences | No spelling errors, correct punctuation, grammar, complete sentences          |
| Academic Integrity   | Other sources are not acknowledged  | Other sources are acknowledged to some extent                              | Appropriate use of others work, acknowledges via in-text citations/references |

**POST GRADUATE DIPLOMA IN MANAGEMENT OF FINANCIAL SERVICES****LIST OF COURSES FOR PGDMFS PROGRAMME (2022-2023)**

| <b>Code</b>        | <b>Title</b>                               | <b>Level</b> | <b>Mode</b> | <b>Credit</b> |
|--------------------|--|--------------|-------------|---------------|
| <b>SEMESTER I</b>  |  |              |             |               |
| DF22BAM            | Business and Management                    | Foundation   | ESE         | 3             |
| DF22FNS            | Financial Services                         | Advanced     | ESE         | 3             |
| DF22IFS            | Indian Financial System                    | Advanced     | ESE         | 3             |
| DF22IBK            | Investment Banking                         | Advanced     | ESE         | 3             |
| DF22MBS            | Management of Banking Services             | Advanced     | ESE         | 3             |
| DF22TFS            | Technology in Financial Services           | Advanced     | ESE         | 3             |
| DF22COM            | Communication                              | Applied      | CIA         | 3             |
|                    | <b>Sub - Total</b>                         |              |             | <b>21</b>     |
| <b>SEMESTER II</b> |  |              |             |               |
| DF22MCF            | Micro Finance                              | Advanced     | ESE         | 3             |
| DF22PFN            | Personal Finance                           | Advanced     | ESE         | 3             |
| DF22RMI            | Risk Management & Insurance                | Advanced     | ESE         | 3             |
| DF22SAP            | Security Analysis and Portfolio Management | Advanced     | ESE         | 3             |
| DF22VEG            | Values, Ethics and Governance              | Foundation   | ESE         | 3             |
| DF22ESM            | Essential Skills for Management            | Applied      | CIA         | 3             |
| DF22FSD            | Field Study                                | Applied      | CIA         | 6             |
|                    | <b>Sub - Total</b>                         |              |             | <b>24</b>     |
|                    | <b>TOTAL</b>                               |              |             | <b>45</b>     |



**SYLLABUS AND COURSE OUTLINE****SEMESTER I - COURSES**

| <b>Code</b>       | <b>Title</b>                     | <b>Level</b> | <b>Mode</b> | <b>Credit</b> |
|-------------------|----------------------------------|--------------|-------------|---------------|
| <b>SEMESTER I</b> |                                  |              |             |               |
| DF22BAM           | Business and Management          | Foundation   | ESE         | 3             |
| DF22FNS           | Financial Services               | Advanced     | ESE         | 3             |
| DF22IFS           | Indian Financial System          | Advanced     | ESE         | 3             |
| DF22IBK           | Investment Banking               | Advanced     | ESE         | 3             |
| DF22MBS           | Management of Banking Services   | Advanced     | ESE         | 3             |
| DF22TFS           | Technology in Financial Services | Advanced     | ESE         | 3             |
| DF22COM           | Communication                    | Applied      | CIA         | 3             |
|                   | <b>Sub - Total</b>               |              |             | <b>21</b>     |

**Course Title: BUSINESS AND MANAGEMENT**  
**Course Code: DF22BAM**

### Course Outcomes

CO1: Explain the nature of business and management (K5)  
 CO2: Design appropriate policies and strategies (K6)  
 CO3: Analyze authority relationships (K4)  
 CO4: Explain various approaches to leadership (K5)  
 CO5: Explain control techniques (K5)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | -   |
| CO2 | 3   | 3   | -   | -   | 3   |
| CO3 | 3   | -   | -   | -   | -   |
| CO4 | 3   | -   | -   | -   | -   |
| CO5 | 3   | -   | -   | -   | -   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

#### Part 1 (9 hours)

##### *Nature and Purpose of Business*

Economic Activities - Types - Business - Characteristics and Objectives of Business  
 Structure of Business - Classification of Business Activities - Classification of Industries - Business Environment

#### Part 2 (9 hours)

##### *Management and Planning*

Management - Nature and Purpose - Evolution of Management Thought - Functions of Managers - Planning - Essentials of Planning and Managing by Objectives - Strategies, Policies - Planning Premises - Decision Making

#### Part 3 (9 hours)

##### *Organizing*

Nature of organizing - Organization Structure - Departmentation - Line/Staff Authority

#### Part 4 (9 hours)

##### *Leading*

Motivation Theories - Leadership - Trait, Behaviour, and Contingency Approaches

**Part 5 (9 hours)****Controlling**

The System and Process of Controlling - Budgetary and non-budgetary Control Techniques

**Pedagogy**

Lecture, Case Discussion, Seminar, Exercises

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies  | Marks |
|-----------------|--------------------------|---|-------|
| CO1             | Assignment               | Critical Thinking                                   | 10    |
| CO2             | Exercise                 | Critical Thinking, Decision Making, Learning Skills | 10    |
| CO3             | Case Discussion          | Critical Thinking, Decision Making                  | 10    |
| CO4             | Exercise                 | Critical Thinking                                   | 10    |
| CO5             | Assignment               | Critical Thinking                                   | 10    |
| CO1 - CO5       | Quiz                     |   | 10    |
| CO1 - CO5       | End Semester Examination |   | 40    |

**Reference Books**

1. Koontz, Harold, Weihrich, Heinz, and Cannice, Mark (2020). *Essentials of Management: An International, Innovation and Leadership Perspective*, 11/e; New Delhi: McGraw Hill Education
2. Tulsian P.C. & Vishal Pandey (2011). *Business Organisation and Management*; New Delhi: Pearson Education
3. Robbins, Stephen P, and Mary Coulter (2017). *Management*, 13/e; New Delhi: Pearson Education

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**Course Title: FINANCIAL SERVICES**

**Course Code: DF22FNS**

**Course Outcomes**

- CO1: Analyze the functioning of the financial service industry (K4)  
 CO2: Examine financial products offered by financial services organization (K4)  
 CO3: Evaluate the financial service options based on industry information (K5)  
 CO4: Evaluate and devise strategies to promote venture capital financing and mutual funds (K5)  
 CO5: Explain the significance of advisory financial services (K5)

**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| C01 | 3   | -   | -   | -   | 2   |
| C02 | 3   | -   | -   | -   | 2   |
| C03 | 3   | 3   | -   | -   | 2   |
| C04 | 3   | 3   | -   | 2   | 2   |
| C05 | 3   | 3   | -   | 2   | 2   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

**Course Coverage**Part 1 (9 hours)*Introduction to Financial Services*

Financial Services - Concept, Participants and Functions, Regulatory Framework, Non-banking Financial Companies

Part 2 (9 hours)*Leasing & Hire Purchase*

Leasing - Concept and Classification, Significance, Contract Act, Reporting Framework and Taxation in Leasing; Hire Purchase - Conceptual & Legal framework. Taxation Aspects

Part 3 (9 hours)*Factoring and Bills Discounting*

Factoring - Types - Evaluation of Factoring as off Balance Sheet Finance - Concept and Mechanism, Functions - Forms of Factoring, Bills Discounting - Bill of Exchange, Discounting Bill of Exchange, Types of Bills - Bill Market Scheme

Part 4 (9 hours)*Venture Capital Financing and Mutual Funds*

Venture Capital Financing - Features, Selection of Investment, Structuring the Deal, Investment Nurturing, Structural Aspects, Indian Venture Capital Scenario; Management of Mutual funds - Operations of Mutual Funds

Part 5 (9 hours)*Advisory Financial Services*

Corporate Restructuring - Conceptual and Financial Framework, Legal Aspects; Custodial Services; Depository System; Credit Rating - Agencies, Process, Symbols

**Pedagogy**

Lecture, Field Study, Case Discussion, Seminar

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies   | Marks |
|-----------------|--------------------------|--|-------|
| CO1             | Presentation             | Critical Thinking, Learning Skills                     | 10    |
| CO2             | Field Study              | Critical Thinking, Decision Making, Learning Skills    | 10    |
| CO3             | Assignment               | Critical Thinking, Problem Solving, Learning Skills    | 10    |
| CO4             | Case Discussion          | Decision Making, Global Orientation, Learning Skills   | 10    |
| CO5             | Presentation             | Critical Thinking, Global Orientation, Learning Skills | 10    |
| CO1 - CO5       | Quiz                     |  | 10    |
| CO1 - CO5       | End Semester Examination |  | 40    |

**Reference Books**

1. Khan, M.Y. (2019). *Financial Services*, 10/e; New Delhi: McGraw Hill Education
2. Thummuluri Siddaiah (2015). *Financial Services*, 1/e (reprint); New Delhi: Pearson India
3. Renuka Sharma and Kiran Mehta (2017). *Financial Services*, 1/e; New Delhi: Cengage
4. Shanmugam, R. (2017). *Financial Services*, 2/e; New Delhi: Wiley India

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**Course Title: INDIAN FINANCIAL SYSTEM****Course Code: DF22IFS****Course Outcomes**

CO1: Explain the components of the financial system (K5)

CO2: Explain the significance of financial markets and their instruments (K5)

CO3: Examine the role of financial intermediaries (K4)



CO4: Categorize financial services based on their functions (K4)

CO5: Explain the functions and powers of regulators (K5)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | 3   |
| CO2 | 3   | 2   | -   | -   | 3   |
| CO3 | 3   | 2   | -   | -   | -   |
| CO4 | 3   | 2   | -   | -   | 3   |
| CO5 | 3   | -   | -   | -   | -   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

#### Part 1 (9 hours)

##### *Introduction to Financial System*

Financial System - Meaning - Functions - Overview - Financial System and the Economy - Reforms in the Financial System - Money Market - Capital Market - Regulatory Framework

#### Part 2 (9 hours)

##### *Financial Markets and Instruments*

Primary and Secondary Market - Derivatives Market - Debt Market - Government Securities - Foreign Exchange Market - Foreign Direct Investments - New Financial Instruments

#### Part 3 (9 hours)

##### *Financial Intermediaries*

Commercial Banking - Regional Rural Banks - Development Banking - Non-Banking Financial Companies - Mutual Funds - Regulations and operations

#### Part 4 (9 hours)

##### *Financial Services*

Meaning - Features - Types of Financial Services - Factoring, Leasing, Venture Capital, Consumer Finance - Housing Finance - Vehicle Finance - Financial Inclusion and Microfinance

#### Part 5 (9 hours)

##### *Financial Regulatory Institutions*

Reserve Bank of India - Role and Functions - Monetary Policy - Credit Control Methods - Securities and Exchange Board of India, IRDA - Functions and Powers

**Pedagogy**

Lecture, Case Discussion, Seminar, Exercise

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies                       | Marks |
|-----------------|--------------------------|------------------------------------|-------|
| CO1             | Assignment               | Critical Thinking, Learning Skills | 10    |
| CO2             | Presentation             | Critical Thinking, Learning Skills | 10    |
| CO3             | Case Discussion          | Critical Thinking, Decision Making | 10    |
| CO4             | Exercise                 | Critical Thinking, Learning Skills | 10    |
| CO5             | Case Discussion          | Critical Thinking, Decision Making | 10    |
| CO1 - CO5       | Quiz                     |                                    | 10    |
| CO1 - CO5       | End Semester Examination |                                    | 40    |

**Reference Books**

1. Saha, Sankar, Siddhartha (2020). *Indian Financial System: Financial Markets, Institutions and Services*, 2/e, New Delhi: McGraw Hill Education
2. Khan M.Y. (2019). *Indian Financial System*, 11/e; New Delhi: McGraw Hill Education
3. Pathak V. Bharathi (2018). *Indian Financial System: Markets, Institutions and Services*, 5/e; New Delhi: Pearson Education
4. Machiraju H. R. (2018). *Indian Financial System*, 5/e: Vikas Publishing House

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**Course Title:** INVESTMENT BANKING  
**Course Code:** DF22IBK

**Course Outcomes**

- CO1: Explain the scope of investment banking (K5)  
 CO2: Choose the sources of raising funds (K5)  
 CO3: Explain the norms associated with various financial advisory services (K5)  
 CO4: Examine the allied investment banking services (K4)  
 CO5: Examine various funding options for new ventures (K4)

**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | 2   | -   | -   | 2   |
| CO2 | 3   | 2   | -   | -   | 2   |

|     |   |   |   |   |   |
|-----|---|---|---|---|---|
| CO3 | 3 | 2 | - | - | - |
| CO4 | 3 | 2 | - | - | - |
| CO5 | 3 | 2 | - | - | - |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

#### Part 1 (9 hours)

##### *Introduction to Investment Banking*

Global and Indian Investment Banking Paradigm - Functions of Investment Banks - Types of Investment Banks - Services offered by Investment Banks

#### Part 2 (9 hours)

##### *Fund Raising Services*

Domestic Issue Management - Underwriting - Global Security Issuances - Buybacks and De-listing

#### Part 3 (9 hours)

##### *Financial Advisory Services*

Corporate Restructuring - Mergers and Acquisitions - Divestitures - Leveraged Buyouts

#### Part 4 (9 hours)

##### *Other Advisory Services*

Debt Syndication - Disinvestment of Public Sector Enterprises - Stock Broking and Depository Services - Credit Rating - Infrastructure Advisory Services

#### Part 5 (9 hours)

##### *Private Equity Advisory*

Private Equity - Investment Banking Services in Private Equity - Valuation in Private Equity Transactions - Process Flow in Private Equity Transactions - Transaction Perspective in Private Equity - Regulatory Requirements in Private Equity Investments - Exit Mechanisms for Private Equity Investors

### Pedagogy

Lectures, Case Discussion, Seminar

### Evaluation and Grading

| Course Outcomes | Assessment Method | Competencies                       | Marks |
|-----------------|-------------------|------------------------------------|-------|
| CO1             | Assignment        | Critical Thinking, Learning Skills | 10    |

|           |                          |  |    |
|-----------|--------------------------|--|----|
| C02       | Seminar                  | Critical Thinking, Global Orientation, Learning Skills | 10 |
| C03       | Case Discussion          | Critical Thinking, Problem Solving                     | 10 |
| C04       | Exercise                 | Critical Thinking, Global Orientation                  | 10 |
| C05       | Exercise                 | Critical Thinking, Global Orientation                  | 10 |
| CO1 - CO5 | Quiz                     |  | 10 |
| CO1 - CO5 | End Semester Examination |  | 40 |

### Reference Books

1. Giri Pratap S. (2017). *Investment Banking: Concepts, Analyses and Cases*, 3/e; New Delhi: McGraw Hill Education (India) Private Limited
2. Khan, M.Y. (2018). *Financial Services*, 9/e; New Delhi: McGraw Hill Education (India) Private Limited
3. Machiraju, H.R (2011). *Merchant Banking*, 4/e; New Delhi: New Age International

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**Course Title: MANAGEMENT OF BANKING SERVICES**  
**Course Code: DF22MBS**

### Course Outcomes

- CO1: Elaborate the role of banks in Indian Financial System (K6)  
CO2: Analyse the bank's financial statement to assess the assets and liability management (K4)  
CO3: Distinguish the various risks involved in banking (K4)  
CO4: Assess the credit risk involved in lending function of a bank (K5)  
CO5: Explain the role of technology in banking (K4)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | 3   |
| CO2 | 3   | 2   | -   | 3   | 3   |
| CO3 | 3   | 3   | -   | -   | 3   |
| CO4 | 3   | 3   | -   | -   | -   |
| CO5 | 3   | -   | -   | 3   | 3   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

Part 1 (9 hours)

*Managing Banking and Financial Service*

Financial System - Current Issues and Future Challenges - Monetary Policy - Implications for Bank Management - Financial Statements of Banks operating in India - Analyzing Banks Financial Statement

Part 2 (9 hours)

*Sources and Uses of Bank Funds*

Sources of Bank Funds - Bank Liabilities - Deposits - Non-Deposit Sources - Uses of Bank Funds - Lending Function - Credit Process - Fund Based and non-Fund Based Lending - Loan Pricing and Customer Profitability Analysis

Part 3 (9 hours)

*Credit Delivery, Monitoring and Managing Credit Risk*

Credit Delivery and Legal Aspects of Lending -Credit Monitoring, Sickness and Rehabilitation - Managing Credit Risk - An Overview - Measuring Credit Risk - Credit Risk Models

Part 4 (9 hours)

*Banks and Risk Management*

Uses of Bank Funds - Investments - Banks Investment Portfolio in India - Capital Adequacy Risk - Risk Management in Banks - The Changing Face of Banking Risk, Asset Liability Management, Interest Rate Risk Management and Liquidity Risk Management

Part 5 (9 hours)

*Retail Banking and Electronic Banking*

Banking Functions - Retail Banking and Laws in Everyday Banking -International Banking - Foreign Exchange - Nature and Scope - High-Tech Banking - Electronic Payment Systems and Electronic Banking - Currents Trends - Fintech

**Pedagogy**

Lecture, Case Discussion, Exercise, Seminar

**Evaluation and Grading**

| Course Outcomes | Assessment Method | Competencies                        | Marks |
|-----------------|-------------------|-------------------------------------|-------|
| CO1             | Presentation      | Critical Thinking, Learning Skills  | 10    |
| CO2             | Exercise          | Critical Thinking, Learning Skills  | 10    |
| CO3             | Assignment        | Critical Thinking, Problem Solving, | 10    |

|           |                          |                                    |    |
|-----------|--------------------------|------------------------------------|----|
|           |                          | Learning Skills                    |    |
| CO4       | Case Discussion          | Critical Thinking, Problem Solving | 10 |
| CO5       | Assignment               | Critical Thinking, Learning Skills | 10 |
| CO1 - CO5 | Quiz                     |                                    | 10 |
| CO1 - CO5 | End Semester Examination |                                    | 40 |

### Reference Books

1. Suresh, Padmalatha and Paul, Justin (2018). *Management of Banking and Financial Services*, 4/e; New Delhi: Pearson Education
2. Hubbard R. Glenn, O' Brien Patrick Anthony (2019). *Money, Banking and the Financial System*, 2/e; New Delhi: Pearson Education
3. Peter S. Rose, Sylvia C. Hudgins, (2014). *Bank Management and Financial Services*, 8/e; New Delhi: McGraw Hill Education

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**Course Title:** TECHNOLOGY IN FINANCIAL SERVICES  
**Course Code:** DF22TFS

### Course Outcomes

- CO1: Explain the payment and settlement process (K5)  
 CO2: List the various technology-enabled services in banking (K4)  
 CO3: Explain the threats and challenges in electronic banking (K5)  
 CO4: Analyze the role of technology in stock broking and insurance industries (K4)  
 CO5: Explain the legal framework of everyday banking (K5)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | -   |
| CO2 | 2   | 2   | -   | 2   | -   |
| CO3 | 3   | 3   | -   | -   | 3   |
| CO4 | 3   | -   | -   | -   | -   |
| CO5 | -   | -   | -   | -   | 3   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

Part I (9 hours)

*Introduction to Electronic Payment*

Overview of Payment and Settlement Systems - Framework of Payment Settlement Systems - Entities involved Payment Process - Evolution of Paper and Electronic payment instruments

Part 2 (9 hours)

*Payment and Settlement Systems*

Electronic Clearing Service - MICR Clearing - Core Banking Solutions - NEFT and Real Time Gross Settlement - Structured Financial Messaging System - Plastic Money and e-Money

Part 3 (9 hours)

*Challenges in Hi-tech Banking*

Internet Banking & Mobile Banking - Security Issues in Electronic Banking - Threats and Challenges - RBI role in Hi-tech Banking - Case on Challenges of Hi-tech and Electronic Banking

Part 4 (9 hours)

*Technology in other Financial Services*

Online Trading and Other Systems in Stock Broking - Risk Management Information System (RIMS) in Insurance - CRM for Financial Services

Part 5 (9 hours)

*RBI Guidelines and Legal Framework*

RBI regulations for Electronic Banking - Laws in Everyday Banking - Information Technology Act 2000 - Amendment of IT Act 2008

**Pedagogy**

Lecture, Exercise, Case Discussion

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies  | Marks |
|-----------------|--------------------------|---|-------|
| CO1             | Assignments              | Critical Thinking                                   | 10    |
| CO2             | Exercise                 | Critical Thinking, Decision Making                  | 10    |
| CO3             | Case Discussion          | Critical Thinking, Decision Making, Learning Skills | 10    |
| CO4             | Exercise                 | Critical Thinking                                   | 10    |
| CO5             | Assignment               | Learning Skills                                     | 10    |
| CO1 - CO5       | Quiz                     |   | 10    |
| CO1 - CO5       | End Semester Examination |   | 40    |

**Reference Books**

1. Suresh, Padmalatha and Paul, Justin (2018). *Management of Banking and Financial Services*, 4/e; New Delhi: Pearson Education
2. King Brett (2018). *Bank 4.0: Banking Everywhere, Never at a Bank*; Marshall Cavendish International.
3. Information Technology Act, 2000 and 2008

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**Course Title: COMMUNICATION****Course Code: DF22COM****Course Outcomes**

CO1: Demonstrate understanding of Professional Communication (K2)

CO2: Design and deliver effective presentations (K6)

CO3: Apply techniques of effective business writing (K3)

CO4: Employ the techniques of writing messages and professional emails (K3)

CO5: Demonstrate the ability of preparing reports (K2)

**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | -   | -   | -   | -   | 3   |
| CO2 | -   | -   | 3   | -   | 3   |
| CO3 | -   | -   | 3   | -   | 3   |
| CO4 | -   | -   | 3   | -   | 3   |
| CO5 | -   | -   | 3   | -   | 3   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

**Course Coverage****Part 1 (9 hours)*****Communicating at Work***

Professional Communication in a Digital, Social, Mobile World - Importance of Communication Skills - Understanding the Communication Process - Barriers to Effective Communication - Communication Styles - Communicating Assertively, Persuasive Communication - Functions of Nonverbal Communication - Body Language

**Part 2 (9 hours)*****Designing and Delivering Oral Presentations***

Adapting to Audience - Composing the Presentation - Enhancing Presentations with Visuals - Art of Delivering the Presentation - Handling Questions



**Part 3 (9 hours)*****Effective Writing***

Fundamentals of Business Writing - Adapting Your Words to Your Readers - Constructing Clear Sentences and Paragraphs - Crafting Messages for Electronic Media - Digital Media - Social Media - Visual Media

**Part 4 (9 hours)*****Writing Business Messages***

Writing Routine and Positive Messages - Writing Negative Messages - Writing Persuasive Messages - E mail Etiquette - Ethics, Legal Compliance and Etiquette in Written Communication

**Part 5 (9 hours)*****Preparing Reports***

Short Reports and Long Informal Reports - Planning Reports and Proposals - Writing Reports and Proposals - Using Diagrams and Visual Aids in Reports - Completing Report and Proposals - Developing and Delivering Business Presentation

**Pedagogy**

Lecture and Discussion, Class activities, Audio and video aids, Writing exercises, Role play

**Evaluation and Grading**

| Course Outcomes | Assessment Method                      | Competencies                           | Marks |
|-----------------|--|--|-------|
| C01             | Online Course                          | Learning Skills                        | 20    |
| C02             | Presentation                           | Oral Communication, Learning Skills    | 20    |
| C03             | Exercise                               | Written Communication, Learning Skills | 20    |
| C04             | Assignment - Writing Business Messages | Written Communication, Learning Skills | 20    |
| C05             | Assignment - Report Writing            | Written Communication, Learning Skills | 20    |

**Reference Books**

1. Bovee, Courtland L, Thill, John V. and Raina, Roshan Lal (2021). *Business Communication Today*, 15/e; New Delhi: Pearson Education

2. Chaturvedi, P. D. and Chaturvedi, Pramilla (2017). *The Art and Science of Business Communication*, 4/e; New Delhi: Pearson Education



**SYLLABUS AND COURSE OUTLINE****SEMESTER II - COURSES**

| <b>Code</b>        | <b>Title</b>                               | <b>Level</b> | <b>Mode</b> | <b>Credit</b> |
|--------------------|--|--------------|-------------|---------------|
| <b>SEMESTER II</b> |  |              |             |               |
| DF22MCF            | Micro Finance                              | Advanced     | ESE         | 3             |
| DF22PFN            | Personal Finance                           | Advanced     | ESE         | 3             |
| DF22RMI            | Risk Management & Insurance                | Advanced     | ESE         | 3             |
| DF22SAP            | Security Analysis and Portfolio Management | Advanced     | ESE         | 3             |
| DF22VEG            | Values, Ethics and Governance              | Foundation   | ESE         | 3             |
| DF22ESM            | Essential Skills for Management            | Applied      | CIA         | 3             |
| DF22FSD            | Field Study                                | Applied      | CIA         | 6             |
|                    | <b>Sub - Total</b>                         |              |             | <b>24</b>     |

**Course Title: MICROFINANCE**  
**Course Code: DF22MCF**

### Course Outcomes

CO1: Explain the development of microfinance (K4)  
 CO2: Examine various lending models of microfinance (K4)  
 CO3: Analyze the operational aspects of microfinance (K4)  
 CO4: Explain the linkage between SHG and microfinance (K5)  
 CO5: Explain the role of microfinance in empowering women (K4)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | 3   | -   | -   | 3   |
| CO2 | 3   | 3   | -   | 3   | 3   |
| CO3 | 3   | 3   | -   | -   | -   |
| CO4 | 3   | 3   | -   | -   | -   |
| CO5 | 3   | -   | -   | -   | -   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

#### Part 1 (9 hours)

##### *Microfinance - An Introduction*

Evolution and Characteristics of Microfinance in India - Lessons from International Exposure - Development and History of Microfinance in India - Microfinance Perspectives - Poverty, Rural Credit and Financial Inclusion

#### Part 2 (9 hours)

##### *Models of Microfinance*

Microfinance Credit Lending Models - Models of Microfinance across the World - Microfinance Delivery Methodologies - Legal and Regulatory Framework

#### Part 3 (9 hours)

##### *Microfinance: Operational Aspects*

Financial Products and Services - Financial Accounting and Reporting - Revenue Models of Microfinance - Risks in Microfinance Institutions - Compliance to Various Regulations

#### Part 4 (9 hours)

##### *Microfinance and Disaster*

Pre-disaster, during Disaster and Post-disaster Activities of Microfinance Institutions - Recent Developments of Microfinance in India - Case Studies

**Part 5 (9 hours)****Microfinance and Development**

Microfinance and Women Empowerment - Case Studies on Women SHGs -  
 Microfinance and Health - Microfinance and Education - Microfinance and  
 Networking - Linkage Building and Successful Micro Entrepreneurs

**Pedagogy**

Lecture, Case Discussion, Seminar, Exercise

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies                       | Marks |
|-----------------|--------------------------|------------------------------------|-------|
| CO1             | Assignment               | Critical Thinking, Learning Skills | 10    |
| CO2             | Presentation             | Critical Thinking, Learning Skills | 10    |
| CO3             | Exercise                 | Critical Thinking, Decision Making | 10    |
| CO4             | Case Discussion          | Critical Thinking, Decision Making | 10    |
| CO5             | Case Discussion          | Critical Thinking, Decision Making | 10    |
| CO1 - CO5       | Quiz                     |                                    | 10    |
| CO1 - CO5       | End Semester Examination |                                    | 40    |

**Reference Books**

1. Bhaskaran, R. (2017). *Microfinance - Perspectives and Operations*, 2/e; Macmillan Education
2. Nadiya Marakkath (2016). *Sustainability of Indian Microfinance Institutions: A Mixed Methods Approach*, Springer
3. Panda, Debadutta K. (2015). *Understanding Microfinance*, New Delhi: Wiley India
4. Armendáriz Beatriz and Morduch Jonathan (2010). *The Economics of Microfinance*, 2/e; PHI Learning

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**Course Title: RISK MANAGEMENT AND INSURANCE**  
**Course Code: DF22RMI**

## Course Outcomes

CO1: Categorize and explain the principles of insurance and risks involved in real life scenario (K4)

CO2: Evaluate the players in the insurance sector (K5)

CO3: List the functions of insurers (K4)

CO4: Choose an appropriate insurance product based on the requirement (K5)

CO5: Explain the significance of general insurance (K5)

## CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | -   |
| CO2 | 3   | -   | -   | -   | -   |
| CO3 | 3   | -   | -   | -   | -   |
| CO4 | 3   | -   | -   | -   | 3   |
| CO5 | 2   | 3   | -   | 3   | -   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

## Course Coverage

### Part I (9 hours)

#### *Introduction to Risk Management and Insurance*

Understanding Risk - Risk Management - Enterprise Risk Management - Introduction to Insurance - Principles of Insurance - Insurance Contract and Provisions

### Part 2 (9 hours)

#### *Insurance in India & Legal Framework*

Insurance Sector in India - Historical Framework - Insurance Sector Reforms - Players in Insurance Sector - Primary Insurance Laws - IRDA and its Functions

### Part 3 (9 hours)

#### *Function of Insurers*

Underwriting - Rating and Rate Making - Marketing of Insurance Products - Claim Management - Insurance Intermediaries - Risk Management - Reinsurance

### Part 4 (9 hours)

#### *Life Insurance*

Fundamentals of Life Insurance - Life Insurance Contracts and Policy Provisions - Types - Claim Management of Life Insurance

### Part 5 (9 hours)

#### *General Insurance*

Introduction to General Insurance - Practice of Non-Life Insurance - Fire Insurance  
- Marine Insurance - Automobile Insurance - Social Insurance - Liability and  
Miscellaneous Insurance

### Pedagogy

Lecture, Case Discussion, Exercise, Seminar

### Evaluation and Grading

| Course Outcomes | Assessment Method        | Competencies                       | Marks |
|-----------------|--------------------------|------------------------------------|-------|
| C01             | Exercise                 | Critical Thinking, Decision Making | 10    |
| C02             | Exercise                 | Critical Thinking, Decision Making | 10    |
| C03             | Presentation             | Critical Thinking                  | 10    |
| C04             | Presentation             | Critical Thinking, Learning Skills | 10    |
| C05             | Case Discussion          | Critical Thinking, Decision Making | 10    |
| C01 - C05       | Quiz                     |                                    | 10    |
| C01 - C05       | End Semester Examination |                                    | 40    |

### Reference Books

1. Rejda, E. George (2017). *Principles of Risk Management and Insurance*, 13/e; New Delhi: Pearson Education
2. Gupta, P. K. (2019). *Insurance and Risk Management*, 2/e; Mumbai: Himalaya Publishing
3. Vaughan, J., Emmett and Vaughan, M., Therese (2015). *Fundamentals of Risk Management and Insurance*, 11/e; New Delhi: Wiley India

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**Course Title:** PERSONAL FINANCE  
**Course Code:** DF22PFN

### Course Outcomes

- C01: Analyze the personal financial planning environment (K4)  
C02: Choose an appropriate money management strategy (K5)  
C03: Analyze the tax implications of investment (K4)  
C04: Choose insurance and investment alternatives (K5)  
C05: Recommend retirement and estate planning strategy (K5)



**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | -   |
| CO2 | 3   | -   | -   | -   | -   |
| CO3 | 3   | 2   | -   | 2   | -   |
| CO4 | 3   | 2   | -   | -   | 3   |
| CO5 | 3   | 2   | -   | -   | 3   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

**Course Coverage**Part 1 (9 hours)*Introduction to Personal Financial Planning Environment*

The Financial Planning Process - Developing Personal Financial Goals - Influences on Personal Financial Planning - Opportunity Costs and the Time Value of Money - Achieving Financial Goals

Part 2 (9 hours)*Money Management Strategy*

Planning Money Management - Personal Financial Records - Personal Financial Statements - Budgeting for Money Management - Achieving Financial Goals

Part 3 (9 hours)*Tax Strategy*

Taxes and Financial Planning - Income Tax Fundamentals - Filing Income Tax Return - Tax Assistance and Audit Process - Tax Planning Strategies

Part 4 (9 hours)*Insuring and Investing Financial Resources*

Insurance: Property and Motor Vehicle Insurance - Health, Disability and Long-term Care Insurance - Life Insurance; Investment: Investment Fundamentals - Investing in Stocks, Bonds, Mutual Funds, Real Estate and Other Investment Alternatives.

Part 5 (9 hours)*Retirement & Estate Planning*

Retirement Planning: Retirement Planning Analysis - Planning Retirement Income  
Estate Planning: Legal Aspect of Estate Planning - Wills - Trusts and Estates - Estate Taxes

**Pedagogy**

Lecture, Exercise, Peer Learning, Field Study, Case Discussion

**Evaluation and Grading**

| Course Outcomes | Assessment Method        | Competencies  | Marks |
|-----------------|--------------------------|---|-------|
| C01             | Field Study              | Critical Thinking                                   | 10    |
| C02             | Case Discussion          | Critical Thinking, Problem Solving                  | 10    |
| C03             | Assignment               | Critical Thinking, Decision Making                  | 10    |
| C04             | Exercise                 | Critical Thinking, Problem Solving, Learning Skills | 10    |
| C05             | Exercise                 | Critical Thinking, Problem Solving, Learning Skills | 10    |
| C01 - C05       | Quiz                     |   | 10    |
| C01 - C05       | End Semester Examination |   | 40    |

*Note: The coverage in this course will not have numerical problems.*

**Reference Books**

1. Jack R. Kapoor, Les R. Dlabay, Robery J. Hughes, Melissa Hart (2020), *Personal Finance*, 12(e): New Delhi: McGraw Hill Education.
2. Jeff Madura (2020), *Personal Finance*, 12/e: New Delhi: Pearson Education
3. Arthur J. Keown (2019), *Personal Finance*, 8/e: New Delhi: Pearson Education

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**Course Title: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT**  
**Course Code : DF22SAP**

**Course Outcomes**

- C01: Analyze different financial assets for investment decisions (K4)  
 C02: Evaluate the performance of stock or portfolio within a complex professional setting (K5)  
 C03: Explain fundamental, technical and efficient market analysis (K5)  
 C04: Develop investment strategies in stock market (K6)  
 C05: Design optimal portfolio using theories and practices (K6)

**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| C01 | 3   | 2   | -   | -   | 3   |
| C02 | 3   | 3   | -   | -   | 3   |
| C03 | 3   | -   | -   | -   | -   |

|     |   |   |   |   |   |
|-----|---|---|---|---|---|
| CO4 | 3 | 3 | - | 2 | 3 |
| CO5 | 3 | 3 | - | 2 | 3 |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

## Course Coverage

### Part 1 (9 hours)

#### *Introduction to Securities*

Investment - Objectives - Need - Investment Vs. Speculation, Investment Process, Investment Categories, Markets for Securities and their Functions, Institutional Investors and Changing Markets

### Part 2 (9 hours)

#### *Risk and Return*

Risk - Types - Measurement - Beta Estimation - Systematic and Unsystematic Risk, Risk in Contemporary Mode - Security Returns - Measurement - Using Beta to Estimate Return

### Part 3 (9 hours)

#### *Fundamental Analysis*

Economic Analysis - Forecasting Techniques and Stock Investment Decision; Industry Analysis - Industry Life Cycle; Company Analysis - Internal and External Information

### Part 4 (9 hours)

#### *Technical Analysis*

Technical Analysis - Dow Theory - Market Indicators - RSI - ROC - ADX and Alligator

### Part 5 (9 hours)

#### *Efficient Market Theory & Portfolio Analysis*

Random Walk, Efficient Market Hypothesis - Markowitz Portfolio Theory - CAPM - APT - Portfolio Process - Portfolio Selection - Evaluation Measures of Portfolio

## Pedagogy

Lecture, Exercise - Live Market Analysis, Company Analysis, Peer learning

## Evaluation and Grading

| Course Outcomes | Assessment Method | Competencies | Marks |
|-----------------|-------------------|--------------|-------|
|-----------------|-------------------|--------------|-------|

|           |                          |   |    |
|-----------|--------------------------|---|----|
| CO1       | Presentation             | Critical Thinking, Decision Making, Learning Skills | 10 |
| CO2       | Virtual Stock Trading    | Critical Thinking, Decision Making, Learning Skills | 10 |
| CO3       | Presentation             | Critical Thinking                                   | 10 |
| CO4       | Market Analysis          | Critical Thinking, Decision Making, Learning Skills | 10 |
| CO5       | Assignment               | Critical Thinking, Decision Making, Learning Skills | 10 |
| CO1 - CO5 | Quiz                     |   | 10 |
| CO1 - CO5 | End Semester Examination |   | 40 |

*Note: The coverage in this course will not have numerical problems.*

### Reference Books

1. Chandra, Prasanna (2017). *Investment Analysis and Portfolio Management*, 5/e: New Delhi: McGraw Hill Education
2. Fischer, E. Donald and Ronald, J. Jordan (Fourteen impression, 2018). *Security Analysis and Portfolio Management*, 6/e; New Delhi: Pearson Education.
3. Ranganathan, M and Madhumathi, R (2012). *Security Analysis and Portfolio Management*, 2/e; New Delhi: Pearson Education

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**Course Title: VALUES, ETHICS AND GOVERNANCE**  
**Course Code: DF22VEG**

### Course Outcomes

- CO1: Explain the importance of Corporate Governance (K5)  
 CO2: Analyze the role of stakeholders in Corporate Governance (K4)  
 CO3: Examine the role of Government and Regulators in promoting Corporate Governance (K4)  
 CO4: Examine the implications of Indian culture and heritage on business (K4)  
 CO5: Analyze the ethical practices adopted by various organizations in India (K4)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | 3   | -   | -   | -   |

|     |   |   |   |   |   |
|-----|---|---|---|---|---|
| C02 | 3 | - | - | - | - |
| C03 | 3 | - | - | 2 | 2 |
| C04 | 3 | 2 | - | - | - |
| C05 | 3 | 2 | - | 2 | 2 |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

### Course Coverage

#### Part 1 (9 hours)

##### *Understanding Corporate Governance*

Corporate Governance: Overview - Theory and Practice of Corporate Governance - Landmarks in the Emergence of Corporate Governance - Corporate Governance in India

#### Part 2 (9 hours)

##### *Stakeholders in Corporate Governance*

Rights and Privileges of Shareholders - Investors' Problems and Protection - Corporate Governance and Other Stakeholders

#### Part 3 (9 hours)

##### *Role of Directors and Auditors in Governance*

Board of Directors - Role, Duties and Responsibilities of Auditors - The Role of Government in Ensuring Corporate Governance - Corporate Social Responsibility

#### Part 4 (9 hours)

##### *Introduction to Ethics and its Applications in Business*

Values - Indian Culture and Heritage - Ethics - Morality and Moral Standards - Principles of Ethics - Law, Ethics and Business

#### Part 5 (9 hours)

##### *Individual and Organizational Ethics*

Rights and Obligations of Individuals in the Organization - Professional Ethics - Ethics and Environment

### Pedagogy

Lecture, Case Discussion, Exercises, Seminar

### Evaluation and Grading

| Course Outcomes | Assessment Method | Competencies | Marks |
|-----------------|-------------------|--------------|-------|
|-----------------|-------------------|--------------|-------|

|           |                          |   |    |
|-----------|--------------------------|---|----|
| C01       | Assignment               | Critical Thinking, Problem Solving                  | 10 |
| C02       | Exercise                 | Critical Thinking                                   | 10 |
| C03       | Presentation             | Critical Thinking, Learning Skills                  | 10 |
| C04       | Assignment               | Critical Thinking, Problem Solving                  | 10 |
| C05       | Case Discussion          | Critical Thinking, Decision Making, Learning Skills | 10 |
| C01 - C05 | Quiz                     |   | 10 |
| C01 - C05 | End Semester Examination |   | 40 |

### Reference Books

1. Fernando, A.C (2018). *Corporate Governance: Principles, Policies and Practices*, 3/e; New Delhi: Pearson Education
2. Mandal, S.K (2017). *Ethics in Business and Corporate Governance*, 2/e; New Delhi: McGraw Hill Education
3. Ghosh, B.N (2017). *Business Ethics and Corporate Governance*, New Delhi: McGraw Hill Education

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**Course Title: ESSENTIAL SKILLS FOR MANAGEMENT**  
**Course Code: DF22ESM**

### Course Outcomes

C01: Recognise the essential soft skills required for management professionals (K2)  
 C02: Demonstrate emotional intelligence and stress resilience (K3)  
 C03: Employ the techniques of resolving conflicts (K3)  
 C04: Demonstrate leadership skill (K3)

### CO-PO Mapping

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| C01 | 3   | -   | -   | -   | 3   |
| C02 | 3   | -   | -   | -   | 3   |
| C03 | 3   | 3   | -   | -   | 3   |
| C04 | 3   | -   | 3   | -   | 3   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

## Course Coverage

### Part 1 (11 hours)

#### *Need for Soft Skills and Self Discovery*

Introduction - Need for Soft Skills - Self-Discovery - Goal setting - Time Management - Positive Thinking - Motivation - Theories - Decision Making Process

### Part 2 (11 hours)

#### *Emotional Intelligence and Stress*

Emotional Intelligence - Models - Managing Emotions - Stress - Reasons - Effects - Stress Management

### Part 3 (12 hours)

#### *Conflict Management and Negotiation*

Foundations of Group Behaviour - Interpersonal Skills - Team Work - Organizational Politics - Impression Management and Defensive Behaviour - Conflict Management - Negotiation Skills

### Part 4 (11 hours)

#### *Leadership*

Indicators of Leadership Effectiveness - Leadership Theories - Types of Leadership Behaviour - Supportive Leadership - Change Leadership - Empowering Leadership - Leadership Training Programmes - Learning from Experience - Developmental Activities - Facilitating Conditions for Leadership Development

## Pedagogy

Discussion, Experiential Class Activities, Exercises

## Evaluation and Grading

| Course Outcomes | Assessment Method | Competencies  | Marks |
|-----------------|-------------------|---|-------|
| C01             | Presentation      | Critical Thinking, Learning Skills                  | 30    |
| C02             | Exercise 1        | Critical Thinking, Learning Skills                  | 20    |
| C03             | Assignment        | Critical Thinking, Problem Solving, Learning Skills | 30    |
| C04             | Exercise 2        | Critical Thinking, Leadership, Learning Skills      | 20    |

**Reference Books**

1. Hayes, John (2012). *Interpersonal Skills at Work*, 2/e; New Delhi: Routledge
2. Alex.K. (2011). *Soft Skills*, 2/e; New Delhi: S. Chand.
3. Ghosh. B.N. Ed. (2012). *Managing Soft Skills for Personality Development*, New Delhi: Tata McGraw Hill.

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**Course Title:** FIELD STUDY  
**Course Code:** DF22FSD

**Course Outcomes**

- CO1: Outline the financial service industry and operations (K2)  
 CO2: Apply theoretical knowledge in the organization and integrate with business operations (K3)  
 CO3: Evaluate the services offered and provide insights (K5)

**CO-PO Mapping**

|     | PO1 | PO2 | PO3 | PO4 | PO5 |
|-----|-----|-----|-----|-----|-----|
| CO1 | 3   | -   | -   | -   | -   |
| CO2 | 2   | 2   | 3   | -   | -   |
| CO3 | 3   | 3   | 3   | -   | -   |

3 - High Correlation, 2 - Medium Correlation, 1 - Low Correlation, - No Correlation

**Guidelines for Field Study**

A field study is one of the most effective methods of learning by experience. It helps students to get immersed in the business environment and provides an opportunity for them to observe key details of a company, learn contemporary management practices and gain insights into application of theories.

**Objectives of the Field Study**

- To gain exposure and experience in any well-established company in the financial services sector.
- To apply the theoretical knowledge in a real time situation in the organization and integrate with practical business operations.
- To provide one's own perspectives and insights based on the experience with the company.

**Choice of Organization**



The students can carry out their field study work in any of the leading companies in the financial services sector (banking, insurance, mutual funds/asset management, capital markets etc.).

The company identified by the student should be approved by the faculty guide. An acceptance letter issued by the company should be submitted to the programme administrator before the commencement of the field study. Complete details of the company guide should be intimated to the faculty guide for the smooth flow of the process.

### **Focus area for Field study**

Students should spend about 4 weeks full-time in the company. During this period, they should gather all possible information relating to the company, its organizational structure and systems, businesses, operations, processes, customers, and transactions. This list is only indicative and not exhaustive. The required information may be collected through continuous interaction and discussion with the company executives, physical observation, published materials like annual reports, newsletters, organization manuals, company websites etc.

A further period of about 2 weeks should be spent in analyzing the information so gathered with a view to identifying a few major challenges faced by the company and suggesting ways and means for addressing such challenges. These could be relating to risk management strategies, leverage on technology and its impact on business, ability of the company to maintain its disclosure norms, understanding customer needs and requirements, ethical dilemma, transparency in operations, compliance policies, inflationary pressure, savings pattern, lending and investment practices, competitive advantage in business, global challenges, financial performance and stakeholder engagement. Application of the student's theoretical knowledge to practice is the key in this work.

### **Credits**

The field study entails 6 Credits (approx. 50 hours of intense hands-on work, excluding preparation, analysis, and report writing of approx. 25 hours of work).

### **Report and Presentation**

- At the end of their field study, students are required to submit a written report to their faculty guide. The report should be clear, comprehensive, and bring out their learning.
- Students are required to make a presentation to a faculty group (including the faculty guide) on their field study.

## Evaluation and Grading

Evaluation of a student's field study will be based on four factors:

| Course Outcomes | Assessment Method                              | Competencies   | Marks |
|-----------------|--|--|-------|
| C01             | Assessment and feedback from the company guide | Critical Thinking  | 20    |
| C02             | Assessment by the faculty guide                | Critical Thinking, Oral Communication, Written Communication | 30    |
| C03             | Presentation                                   | Critical Thinking, Oral Communication                        | 50    |

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