Symbiosis Centre for Distance Learning

Mandatory Disclosure

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Mandatory Disclosure

1	Name of the Institution	Symbiosis Centre for Distance Learning	
	Address	Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune - 411016 Maharashtra	
	Telephone with STD Code	20-25700000	
	Email ID	director@scdl.net	
2	**Name and address of the Trust / Society and the Trustees**	**Symbiosis Open Education Society**	
	Address	Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune - 411016, Maharashtra, India	
	Telephone No. with STD Code	20-25700000	
	Email ID	registrar@soes.ac.in	
	Details of Trustees:		
a	Name	**Dr. S. B. Mujumdar, President**	
	Address	925/5, Mujumdar Apts., F. C. Road, Shivajinagar, Pune - 411004	
	Telephone with STD Code	20-25679653	
	Email ID	sbmujumdar@symbiosis.ac.in	
b	Name	**Mrs. Sanjivani S. Mujumdar, Member**	
	Address	925/5, Mujumdar Apts., F. C. Road, Shivajinagar, Pune – 411004	
	Telephone No. with STD Code	20-25679653	
	Email ID	ssmujumdar@symbiosis.ac.in	
c	Name	**Dr. Swati Mujumdar, Principal Director**	
	Address	Aarambh, Bungalow No. 25, Balaji Co-operative Housing Society, Behind Maratha Mandir, Bavdhan, Pune 411021, Maharashtra	
	Telephone No. with STD Code	20-25700000	
	Email ID	director@scdl.net	
d	Name	**Dr. Vidya Yeravdekar, Member**	
	Address	Raj Laxmi Apts., 39 Laxmi Park Colony, Navi Peth, Pune - 411030	
	Telephone No. with STD Code	20-25651507	
	Email ID	dr-vidya@symbiosis.ac.in	
e	Name	**CA Soniya Ghatpande, Member**	
	Address	102, R K Classic, New D P Road, Opp. Ashish Garden, Kothrud, Pune 411038.	
	Telephone No. with STD Code	020-25383004	
	Email ID	soniya@gtgca.com	

f	**Name**	**Dr. Rajiv Yeravdekar, Member**
	Address	Raj Laxmi Apts., 39, Laxmi Park Colony, Navi Peth, Pune - 411030
	Telephone No. with STD Code	20-25651507
	Email ID	deanfohbs@siu.edu.in
g	Name	**Mrs.Vijaya Shete, Member**
	Address	"Vidya Prasad", 19 Shivaji Housing Society, Satara - 415001
	Telephone No. with STD Code	02162-237681
	Email ID	vijayashete1234@gmail.com
h	Name	**Ms. Devika Khandekar, Member**
	Address	B-302, Gold Coast, Ivory Estate, Baner Road, Pune - 411045
	Telephone No. with STD Code	
	Email ID	devikachat@yahoo.com
i	Name	**Mr. Sameer Desai, Member**
	Address	Apartment # 2, 'Exclusive 14', Pallod Farms Phase 3, Baner, Pune 411045
	Telephone No. with STD Code	020-27292502
	Email ID	sameer@seagulladvertising.org
3	**Name and Address of the Director including Telephone, Mobile, E-mail**	
	Name	**Dr. Swati Mujumdar,**
	Address	"Aarambh," Bungalow No. 25, Balaji Co-operative Housing Society, Behind Maratha Mandir, Bavdhan, Pune 411021, Maharashtra State, India
	Telephone No. with STD Code	20-25700083
	Email ID	director@scdl.net

4. Governance

A. Members of the Board and their brief background

SN	Member Name	Designat-ion	Brief background
1	Dr. S. B. Mujumdar	President	Dr. S. B. Mujumdar is a distinguished Academician and Educationist. He is Founder & President of Symbiosis – a multi-lingual, multi-national and multi-disciplinary educational complex of international repute. In appreciation of his long illustrious career, the President of India awarded him prestigious 'Padma Shri' and 'Padma Bhushan' awards.
2	Dr. Swati Mujumdar	Principal Director	Dr. Swati Mujumdar is an international TVET and higher education expert. She is a policy adviser on skill development & self-financed universities. Under her able leadership Symbiosis has established two skills universities namely Symbiosis Skills & Professional University, Pune and Symbiosis University of Applied Sciences, Indore. She is Principal Director of Symbiosis Open Education Society & Principal Director of Symbiosis Centre for Distance Learning.
3	Mrs. S. S. Mujumdar	Member	Mrs. Sanjivani S. Mujumdar is Post Graduate in Science. She is born & brought up under the guidance of Karmaveer Bhaurao Patil, an educationalist, social reformer & founder of Rayat Shikshan Santha, Satara. She is a Managing Committee Member of Symbiosis Open Education Society since its inception & Hon. Director of Dr. Babasaheb Ambedkar Museum & Memorial from 1990.
4	Dr. Mrs. Vidya Yeravdekar	Member	Dr. Vidya Yeravdekar is an eminent educationist and Principal Director of Symbiosis Society. Dr. Vidya holds a Post Graduate Degree in Medicine, a degree in Law and is a Ph.D. in 'Internationalisation of Higher Education in India'. She has been a member of University Grants Commission (UGC), Member of the State Knowledge Advisory Board of Higher Education etc.
5	CA Soniya Ghatpande	Member	CA Soniya is Chartered Accountant by profession and she is expert in the finance domain. She has been associated with Symbiosis Open Education Society in the capacity of Member of General Body since last 9 years.
6	Dr. Rajiv Yeravdekar	Member	Dr. Rajiv Yeravdekar a Master Degree holder in Obstetrics & Gynaecology from B. J. Medical College, Pune & awarded Gold Medal for his outstanding academic performance. He has been awarded Ph.D. under the Faculty of Management by Savitribai Phule University, Pune. He has a total teaching experience of 32 years. He currently is the Director of SIHS, Pune. He is also Dean of Faculty of Health & Biological Sciences, SIU.
7	Mrs. Vijaya Shete	Member	Mrs. Vijaya Shete is a retired former Vice Principal of Rayat Shikshan Sanstha College and member of Managing Committee of Symbiosis Open Education Society since its inception.
8	Ms. Devika Khandekar	Member	Ms. Devika is MBA in Finance domain & associated as Consultant- Senior Analyst with Equity Research Company SG Analytics at Pune & also worked as Senior Functional Analyst with Infosys Tech. Pune. She has represented Piramal Group of Industries in their German office in Stuttgart. She joined Price Waterhouse Coopers GmbH, Stuttgart in 1998 & remained in Germany until 2001.
9	Mr. Sameer Desai	Member	Mr. Sameer Desai is an entrepreneur and Business Innovator. He is a Founder and Managing Director of Seagull Advertising Pune and Mumbai.

B. **Members of Academic Advisory Body (Academic Council)**

SN	Category of the Member	Designation
1	Dr. Swati Mujumdar, Director	Chairperson
2	Dr. Manas Panigrahi, Dean Academics, SCDL	Member
3	Major. Sonali Kadam, Deputy Director, SCDL	Member
4	One expert each from Operations, Finance, HR, Retail / Marketing & IT under the Faculty of Management, Faculty of Education, Humanities and Social Sciences, Faculty of Law: a. Dr. Madhulika Kaushik, Former Director, School of Management Studies, IGNOU b. Dr. Sanjeev Sonawane, Pro Vice Chancellor, Savitribai Phule Pune University c. Prof. Madhu Parhar, Director Centre for Online Learning IGNOU d. Prof. Ranjan Chaudhari, Professor in Marketing, IIM Ranchi e. Dr. Shashikala Gurpur, Director, Symbiosis Law School, Pune f. Dr. Gautam Saha, Professor (Marketing & Strategic Management) MITCON-Institute of Management, Pune g. Mr. Kanchan Kulkarni, Former Regional Manager, ICICI Bank, Finance Management h. Dr. Vinay Vaidya, Former CTO, KPIT Cummins-IT Management i. Dr. Aditya Abhyankar, Professor, Department of Technology, Savitribai Phule Pune University-IT Management j. Dr. Shravan Kadvekar, Director, Corporate and Strategic Partnership, Symbiosis Skills & Professional University-IT Management	Member
5	Mr. Ashish Limgire, Deputy Registrar	Member-Secretary

C. **Frequency of the Board Meeting and Academic Advisory Body**
   - Board Meeting: Four times in a Financial Year
   - Academic Advisory Body (Academic Council): Twice in a year

D. **Grievance Redressal Mechanism**
   The Students Grievance Redressal Committee (SGRC) has been constituted at Symbiosis Centre for Distance Learning in compliance with the AICTE (Redressal of Grievance of Students) Regulations, 2019.

E. **Establishment of Anti Ragging Committee**
   The Anti Ragging Committee has been constituted at Symbiosis Centre for Distance Learning is in compliance with AICTE notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009.

F. **Establishment of Internal Complaint Committee (ICC)**
   An Internal Complaints Committee (ICC) has been constituted at Symbiosis Centre for Distance Learning in compliance with AICTE (Gender Sensitization, Prevention & Prohibition of Sexual Harassment of Women Employees, Students & Redressal of Grievances in Technical Institutions) Regulations, 2016.

G. **Establishment of Committee for SC/ST**
   The Scheduled Castes (SC) / Scheduled Tribes (ST) committee has been constituted at Symbiosis Centre for Distance Learning in compliance with the AICTE directives.

H. **Internal Quality Assurance Cell**
   The Internal Quality Assurance Cell has been constituted at Symbiosis Centre for Distance Learning in compliance with the AICTE directives.

5. Programs:

A. Name of Programmes approved by AICTE

Sr No	Name of the Program	Duration	Intake
1	Post Graduate Diploma in Business Administration	2 Years	6800
2	Post Graduate Diploma in Human Resource Management	2 Years	1450
3	Post Graduate Diploma in Banking & Financial Services	2 Years	1250
4	Post Graduate Diploma in Information Technology	2 Years	950
5	Post Graduate Diploma in Supply Chain Management	2 Years	850
6	Post Graduate Diploma in Data Science	2 Years	600
7	Post Graduate Diploma in International Business	2 Years	500
8	Post Graduate Diploma in Project Management	2 Years	500
9	Corporate Post Graduate Diploma in Business Administration	2 Years	350
10	Post Graduate Diploma in Business and Corporate Law	2 Years	350
11	Post Graduate Certificate in Business Analytics	1 Year	300
12	Post Graduate Certificate in Management [Digital Marketing]	1 Year	300
13	Post Graduate Certificate in Finance [Taxation Laws]	1 Year	250
14	Post Graduate Diploma in Customer Relationship Management	2 Years	250
15	Post Graduate Diploma in Export & Import Management	2 Years	250
16	Post Graduate Certificate in Design Thinking	1 Year	200
17	Post Graduate Certificate in FinTech	1 Year	200
18	Post Graduate Certificate in Healthcare Management	1 Year	200
19	Post Graduate Certificate in Management [Event Management]	1 Year	200
20	Post Graduate Diploma in Energy Management (Renewable Energy)	2 Years	200
21	Post Graduate Diploma in Personnel & HRM [Labour Laws]	2 Years	200
22	Post Graduate Diploma in Retail Management	2 Years	200
23	Post Graduate Certificate in Management [Cyber Laws]	1 Year	150
24	Post Graduate Certificate in Finance [Management Accounting]	1 Year	100
25	Post Graduate Certificate in Management [Entrepreneurship Development]	1 Year	100
26	Post Graduate Diploma in Insurance Business Management	2 Years	100
27	Post Graduate Diploma in Technical Writing in Business Management	2 Years	100

6. Faculty:

Faculty Designation	First Name	Last Name	Qualification
HEAD OF DISIPLINE OR PROFESSOR	DR. SWATI	MUJUMDAR	PH.D., MS, BCS, MBA
	DR. NAGSHETTEPPA	BIRADAR	PH.D., M TECH
	DR. PADMPRIYA	IRABATTI	PH.D., MBA, M. PHIL, B.SC
	DR. SHRAVAN	KADVEKAR	PH.D., MS, MBA, BE
	DR. SUNITA	NIKAM	PH.D., MCS, BCS
	DR. SUNITA	PATIL	PH.D., MCM, MCA, M. PHIL., B.SC.
	DR. VIJAY	KUMAR	PH.D., M TECH, BE
ASSOCIATE PROFESSOR	DR. CHANDAN	AMBATKAR	PH.D., MBA, MMM
	DR. KUSHBOO	BHURAT	PH.D., MSC, BIOTECH, B SC
	DR. NEHA	KURHADE	PH.D., MPM, M COM
	DR. UTTARA	DEOLANKAR	PH.D., NET, MA, M. ED, B. ED, B. HOME SCIENCE
	DR. PRASHANT	UBARHANDE	PH.D., NET, MBA, BSC
	DR. SHILPA	PRABHU	DOCTORATE, MBA, MA
	DR. YOGITA	GUPTA	PH.D., MPM, M COM, DTL, GDC&A, DCA
ASSISTANT PROFESSOR	AMALA	JOSHI	BCS, MCM, DBM, MMS
	AMBER	BATWARA	M TECH, B TECH, DIPLOMA IN CAD
	ARUNDHATI	JOSHI	CA
	KALYANI	SHARMA	CA
	NEHA	CHANKHARE	PH D PURSUING, M TECH, BE
	NIDHI	KHARE	MCA, SET
	NIKHIL	VAIDYA	MMSC, BSC,
	PALLAVI	LIGADE	LLM, MPM, LLB, B.COM
	SHEETAL	KULKARNI	PHD (PERSUING), MBA, BA
	SHEKHAR	WAIKAR	MBA
	SHRADDHA	SHINDE	MBA, M Com
	VIJAY	MASARKAR	MLS, MIRPM, NET, SET, MBA, ADCSSAA
	VIVEK	WARE	ME (COMPUTER ENGG)
	YOGESH	LAHANKAR	NET, SET, MA

7. Profile of Faculty

A. **Name: Dr Swati Mujumdar – Director**

B. Date of Birth: 10th May 1969

C. Education Qualifications: BCS, MBA, PhD, MS

D. **Work Experience**
   o Research: 11 Years
   o Industry:21 Years

E. Area of Specialization: Computer Science and Education

F. No. of papers published in National/ International Journals/ Conferences: 10

1. After obtaining MBA from one of the top B Schools of India (SIBM), Dr. Swati Mujumdar went on to obtain her Masters in Computer Science from USA.

2. Dr. Swati worked in USA for over 12 years in top IT companies. She returned to India in 2002 & joined her father, Dr. S.B. Mujumdar, in furthering the cause of education through Symbiosis, an internationally reputed educational group. She led the Symbiosis Centre for Distance Learning (SCDL) to an exponential growth & today it has grown to international repute having distance learning students from all states of India & 40 different countries.

3. For the past several years, she has been doing research in Skill Development & Vocational Education which ultimately led her to obtain a Doctorate in this area. Dr. Swati has also done extensive research in the area of self-financed universities model & has assisted the Govt. of Maharashtra to draft the Private Universities bill. She is now known across the country for her research in Skill Development, Vocational Education & Private Universities model. Her case study on the innovative use of information technology in education delivery brought her international recognition when UNESCO published it in their Asia Pacific Journal.

4. In order to crystallize the 'Make in India' mission for creating a large pool of skilled youth who can get social acceptability & vertical mobility, Dr. Swati has created a unique model of Skill Development University after studying several foreign models & the needs of industry & society in India.

5. Dr. Swati has been invited as a key note speaker in national & international conferences to share her views. She has published several research papers in leading journals. She is the recipient of awards like '**Sanganak Sarathi IT Award 2010**', '**Excellence in Education**' award from the Top Management Consortium, Pune as well as '**Special Recognition Maharashtra Corporate Excellence Awards 2016**' by Maxell Foundation for her contribution to the area of Skill Development & Open Learning.

A. **Name: Professor Dr. Nagashetty Biradar**

B. **Date of Birth:** 01/01/1976

C. **Education Qualifications:** BE, M.Tech., Ph.D.

D. **Work Experience**
   o Teaching: 25 years
   o Industry: Nil

E. **Area of Specialization:** Biomedical Image Processing, Antenna, Healthcare, Signal Processing, Echocardiography, Ultrasound, Mammography, Acoustic Signal Processing

F. **Courses Taught at; [Yes / No]**
   o Diploma: yes
   o Post Diploma: yes
   o Under Graduate: yes
   o Post Graduate: yes
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]: Yes**
   o Orcid ID: 0000-0002-8760-5517
   o Web of Science ID: AAU-9713-2021
   o Scopus Author ID: 56267698900
   o Researcher ID: AAU-9713-2021
   o Google Scholar ID: ZKFtbYUAAAAJ&hl=en&oi=ao

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 500
   o Ph.D. (Completed/Ongoing): 09
   o Projects carried out: 02
   o Patents (Filed & Granted): 03

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: PPS-127 & WS-32
   o Peer Reviewed Journals: 23
   o Conferences Proceedings: 32
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: 06

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Prof. (Dr.) Padmapriya Anand Irabatti**

B. **Date of Birth:** 07/12/1975

C. **Education Qualifications:** B.Sc., MBA, M. Phil, Ph. D, Prince2 Project Management

D. **Work Experience**
   o Teaching: 20 years
   o Industry: 7 years

E. **Area of Specialization:** Marketing management and Strategic Management

F. **Courses Taught at; [Yes / No]**
   o Diploma: yes
   o Post Diploma: yes
   o Under Graduate: yes
   o Post Graduate: yes
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:**
   o yes

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 500
   o Ph.D. (Completed/Ongoing): - Nil
   o Projects carried out: - Nil
   o Patents (Filed & Granted): - Nil

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 01
   o Peer Reviewed Journals: 30
   o Conferences Proceedings: 25
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: - Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Dr. Shravan Kadvekar

B. **Date of Birth:** 14 April

C. **Education Qualifications:** B.E., MBA, MS, PhD.

D. **Work Experience**
   o Teaching: 10 Years
   o Research: 05 Years
   o Industry: 15 Years (incl consulting)

E. **Area of Specialization**: Educational Technology, Sales & Marketing, Teacher Training, Education Administration, E-Commerce

F. **Courses Taught at; [Yes / No]**
   o Diploma: No
   o Post Diploma: **No**
   o Under Graduate: **Yes, BBA**
   o Post Graduate: **Yes, MBA**
   o Post Graduate Diploma: **Yes, PGDBA**

G. **Professional Memberships Acquired [Yes / No]:** No

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): **100+**
   o Ph.D. (Completed/Ongoing): NIL
   o Projects carried out: NIL
   o Patents (Filed & Granted): NIL

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 02
   o Peer Reviewed Journals: 02
   o Conferences Proceedings: 04
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Dr.Sunita Namdev Nikam

B. **Date of Birth:** 28th July 1980

C. **Education Qualifications:** Ph. D (CS); M. Phil (CS); MCS; BCS

D. **Work Experience**
   - Teaching: **18 +**
   - Industry: NIL

E. **Area of Specialization:** Computers

F. **Courses Taught at; [Yes / No]**
   - Diploma: No
   - Post Diploma: **Yes**
   - Under Graduate: **Yes**
   - Post Graduate: **Yes**
   - Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes / No]:**
   - Member of All India Council for Technical Skill Development (AICTSD) with registration no. AICTSD/HOD/55738.

H. **Research guidance (Number of Students):**
   - Master (Completed/Ongoing): **100+** (at BBA, BCA, MCA, M.Sc. (CS) Level)
   - Ph.D. (Completed/Ongoing): NIL
   - Projects carried out: NIL
   - Patents (Filed & Granted): NIL

I. **Research Publications (No. of papers published in Journals/Conferences):**
   - Papers Published in Scopus, Web of Science or Equivalent Journals: NIL
   - Peer Reviewed Journals: **7(UGC Care)**
   - Conferences Proceedings: **20 (National/International)**
   - No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1	Enterprise Resource Planning		Success	2017	ISBN-978-93-24457-13-3
2	Data mining and Data warehousing		Success	2017	ISBN-978-93-24457-13-4
3	Data Mining-MBA-II		Techknowledge Publication	2020	ISBN: 978-93-91496-86-9
4	Cyber Laws-MBA-IV		Techknowledge Publication	2022	978-93-5563-215-9

J.

A. **Name: Dr.Sunita Patil**

B. **Date of Birth:** 18/05/1976

C. **Education Qualifications:** MCM, MCA, M.Phil., PhD

D. **Work Experience**
   - Teaching: 20
   - Industry: 02

E. **Area of Specialization:** Computer

F. **Courses Taught at; [Yes / No]**
   - Diploma: Yes
   - Post Diploma: Yes
   - Undergraduate: Yes
   - Post Graduate: Yes
   - Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:** Yes

H. **Research guidance (Number of Students):**
   - Master (Completed/Ongoing): 0
   - Ph.D. (Completed/Ongoing): 0
   - Projects carried out: 0
   - Patents (Filed & Granted): 0

I. **Research Publications (No. of papers published in Journals/Conferences):**
   - Papers Published in Scopus, Web of Science or Equivalent Journals: Nil
   - Peer Reviewed Journals: Nil
   - Conferences Proceedings: Nil
   - No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: 17

SN	Book Name	Author	Publisher Name	Publicat-ion Year	ISBN/ISSN No.
1	Operating Systems	Dr. Sunita Patil	Nirali Prakashan, Pune	2024	936109719-9
2	RIT1-E-commerce	Dr. Sunita Patil	Mahatma Gandhi National Council of Rural Education, Ministry of HRD Govt. of India	2021	
3	Advanced Statistical Methods Using R	Dr. Sunita Patil	Success Publications	2020	ISBN 978-93-86951-37-3
4	Machine learning Using Cognitive Intelligence using Python	Dr. Sunita Patil	Success Publications	2020	ISBN 978-93-86951-38-0
5	Data Communication and Networking	Dr. Sunita Patil	Success Publications	2020	ISBN 978-93-86951-35-9
6	Problem Solving Using Computers and 'C' Programming-I	Dr. Sunita Patil	Success Publications	2020	ISBN 978-93-86951-26-7
7	Operating Systems Concepts	Dr. Sunita Patil	Nirali Prakashan, Pune	2020	ISBN 938953372-5
8	Operating System Concept	Dr. Sunita Patil	Nirali Prakashan, Pune	2019	ISBN 938953372-4
9	Essential of Operating System	Dr. Sunita Patil	Nirali Prakashan, Pune	2019	ISBN 938953335-X
10	C language	Dr. Sunita Patil	Nirali Prakashan, Pune	2019	ISBN 938910886-1
11	Customer Churn Prediction Using Machine learning technique	Dr. Sunita Patil	LAMBERT Academic Publishing, Germany	2018	ISBN 978-613-9-44332-1

A. **Name: Dr. Vijay Kumar**

B. **Date of Birth:** 10-07-1967

C. **Education Qualifications:** PhD (Mechanical Engineering)

D. **Work Experience**
   o Teaching: 26 years
   o Industry: 01 year

E. **Area of Specialization:** Mobile Robotics, Aerial Robotics, Design, FEM

F. **Courses Taught at; [Yes / No]**
   o Diploma: NA
   o Post Diploma: NA
   o Under Graduate: **Mobile Robotics, Aerial Robotics, Design, FEM, SOM, Mechatronics**
   o Post Graduate: **FEM, Deep Learning, CNN**
   o Post Graduate Diploma: NA

G. **Professional Memberships Acquired [Yes / No]:**
   o LMISTE, ITS, AMIMechE, LMITS

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 25/00
   o Ph.D. (Completed/Ongoing):: 06/01
   o Projects carried out:
   o Patents (Filed & Granted): 17

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 51
   o Peer Reviewed Journals:
   o Conferences Proceedings: 15
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publicat-ion Year	ISBN / ISSN No.
1	Elements of Mechanical Engg	V K Jadon & V K Gupta	Standard Pub & Dist.	2003	8180140172
2	Machine Design Data Book	V K Jadon & S Verma	IK International	2006	9788189866129
3	Analysis and Design of Machine Elements	VK Jadon & S Verma	IK International	2010	9789384588106
4	Engineering Drawing for PTU		Pearsoned Education	2011	9788131175971

A. **Name: Dr. Chandan H. Ambatkar**

B. **Date of Birth:** 10/10/1984

C. **Education Qualifications:** B.Sc., MBA, M.M.M., PhD.

D. **Work Experience**
   o Teaching: 14 Years
   o Industry: 3 Years

E. **Area of Specialization: Marketing**

F. **Courses Taught at; [Yes / No]**
   o Diploma: **Yes**
   o Post Diploma: **Yes**
   o Under Graduate: **Yes**
   o Post Graduate: **Yes**
   o Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes / No]:**
   o No.

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): Ongoing
   o Ph.D. (Completed/Ongoing): Not yet
   o Projects carried out: Not yet
   o Patents (Filed & Granted): Not yet

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 1
   o Peer Reviewed Journals: 2
   o Conferences Proceedings: 1
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publicat-ion Year	ISBN/ISSN No.
1	Consumer Behaviour and Concepts	Dr. Chandan Ambatkar	Dr. D. Y. Patil Deemed University, Pimpri, Pune.	2012	Courseware – Reference Book

A. **Name: Dr. Khushboo Bhurat**

B. **Date of Birth:** 05/09/1987

C. **Education Qualifications:** PhD

D. **Work Experience**
   o Teaching: 8Yrs
   o Industry: 5yrs

E. **Area of Specialization:** Biotechnology and IPR

F. **Courses Taught at; [Yes / No]**
   o Diploma: No
   o Post Diploma: No
   o Under Graduate: Yes
   o Post Graduate: Yes
   o Post Graduate Diploma: No

G. **Professional Memberships Acquired [Yes / No]:**
   o Registered Indian Patent Agent under Govt of India

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 4
   o Ph.D. (Completed/Ongoing): Nil
   o Projects carried out: 3
   o Patents (Filed & Granted): 2 self (150 for other inventors)

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals:8
   o Peer Reviewed Journals: 1
   o Conferences Proceedings: 1
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Dr. Neha Rahul Kurhade**

B. **Date of Birth: 04/06/1984**

C. **Education Qualifications:** MPM, M. Com, Ph. D

D. **Work Experience**
   o Teaching: 2 Yr
   o Industry:

E. **Area of Specialization: Human Resource Management**

F. **Courses Taught at; [Yes / No]**
   o Diploma: **No**
   o Post Diploma: **No**
   o Under Graduate: **No**
   o Post Graduate: **No**
   o Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes / No]: No**

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): Completed
   o Ph.D. (Completed/Ongoing): Completed
   o Projects carried out: NIL
   o Patents (Filed & Granted): NIL

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: NIL
   o Peer Reviewed Journals: NIL
   o Conferences Proceedings: 04
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: NIL

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Dr. Uttara Deolankar**

B. **Date of Birth:** 12th April 1970

C. **Education Qualifications:** Ph.D. in Education, UGC NET in Education, M Ed, MA in Sociology

D. **Work Experience**
   o Teaching: 24 Years
   o Industry: NA

E. **Area of Specialization:** Computer-assisted learning and teaching, Mobile technologies used in training, Virtual Learning Environments, Massive Open Online Courses, Synchronous and Asynchronous Learning, Web tools

F. **Courses Taught at; [Yes / No]**
   o Diploma: **Yes**
   o Post Diploma: **Yes**
   o Under Graduate: **Yes**
   o Post Graduate: **Yes**
   o Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes/No]: Yes**
   o Subject/Language-wise expert in Sociology, Philosophy, Psychology & Education, List of Experts for evaluation of E-Content, Central Institute of Educational Technology (CIET), NCERT from July 2018 onwards.
      (https://ciet.nic.in/upload/ListofE-ContentEvaluators-2018.pdf)
   o Life Membership of the Counselors Council of India, The National Advisory Body for Psychological Counselling

H. **Research guidance (Number of Students): NA**
   o Master (Completed/Ongoing):
   o Ph.D. (Completed/Ongoing):
   o Projects carried out:
   o Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: -
   o Peer Reviewed Journals: 24
   o Conferences Proceedings: - Nil
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Dr. Prashant Ubarhande**

B. **Date of Birth:** 27th Mayl 1984

C. **Education Qualifications:** PhD, MBA, NET

D. **Work Experience**
   o Teaching: 24 Years
   o Industry: NA

E. **Area of Specialization:** Finance Management

F. **Courses Taught at; [Yes / No]**
   o Diploma: **Yes**
   o Post Diploma: **Yes**
   o Under Graduate: **Yes**
   o Post Graduate: **Yes**
   o Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes/No]: Yes**
   o Unique ID: T 0543

H. **Research guidance (Number of Students): NA**
   o Master (Completed/Ongoing): 500
   o Ph.D. (Completed/Ongoing):
   o Projects carried out:
   o Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: -12
   o Peer Reviewed Journals: 24
   o Conferences Proceedings: - Nil
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: 04

B.

SN	Book Name	Publisher Name	Publicat-ion Year	ISBN/ISSN No.
1	FINANCIAL INCLUSIONS AND SME FINANCING, The Journey of SIMSARC,	Bloomsbury Publishing India Pvt. Ltd	2020	978-93-00000-00-0, 58-59
2	Evaluation of the Introduction of Information Technology Enabled Services (ITES) In Banking, Recent Trends in Commerce and Management	DYPIMR	2016	978-93-85526-78-7, 31-33
3	Wealth Maximization	Annamalai University		978-81-9203-5-7
4	Privatisation of Banking Sector in India	Annamalai University		978-81-9203-6-4.

A. **Name: Shilpa Prabhu**

B. **Date of Birth:** 16-04-1971

C. **Education Qualifications:**
   o Doctorate in Management, Sp in Corporate Training
   o Masters in Indology
   o Masters in Business Administration (MBA)

D. **Work Experience**
   o Teaching: 15
   o Industry: IT, Corporate, Employability Skill Development

E. **Area of Specialization:**
   o Leading High-performing teams of- Instructional Designing, Digital Content resources/ Curriculum Development, Learning Management Systems (LMS), Online Assessment Strategies, Quality
   o Program Management with Output- driven - Technology integration, Emerging trends and Educational Technology, AI supportive tools for online education
   o Leveraging emerging trends and Content strategies to maximize profitability and business growth

F. **Courses Taught at; [Yes / No]**
   o Diploma: Yes
   o Post Diploma: Yes
   o Under Graduate: Yes
   o Post Graduate: Yes
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:** No

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 5
   o Ph.D. (Completed/Ongoing):
   o Projects carried out: 5
   o Patents (Filed & Granted): Nil

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: Nil
   o Peer Reviewed Journals: Nil
   o Conferences Proceedings: Nil
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Dr. Yogita Gupta

B. **Date of Birth:** 25/04/1981

C. **Education Qualifications:** Ph.D., M.P.M., M.com, D.T.L., G.D.C.A., D.C.A.

D. **Work Experience**
   o Teaching: 21 Yrs
   o Industry: NIL

E. **Area of Specialization:** Human Resource and Marketing.

F. **Courses Taught at; [Yes / No]**
   o Diploma: **No**
   o Post Diploma: **Yes**
   o Under Graduate: **Yes**
   o Post Graduate: **Yes**
   o Post Graduate Diploma: **Yes**

G. **Professional Memberships Acquired [Yes / No]: No**

H. **Research guidance (Number of Students):** More than 300
   o Master (Completed/Ongoing): Completed
   o Ph.D. (Completed/Ongoing): Completed
   o Projects carried out: 01 (Funded Project by BCUD.)
   o Patents (Filed & Granted): 01 (of self)
      - Topic: Analysis of issue faced by mid-level employee in Indian IT sector.
      - Application No. 202241065320 A
      - Date of filing of Application: 15/11/2022
      - Publication Date: 25/11/2022

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 01
   o Peer Reviewed Journals: Nil
   o Conferences Proceedings: 9
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publicat-ion Yr.	ISBN/ISSN No.
1	A Test Book on Organizational Behaviour	• Dr. Yogita Gupta • Dr. Veto Dey • Dr. Gayathri Desai	Walnut Publication	2022	**ISBN-** 978-93-5574-373-2
2	HRM A Transformative Approach	• Dr. Veto Dey • Dr. Yogita Gupta • Dr. P. Lalitha	Scientific International Publishing House (SIPH)	2023	**ISBN-** 978-93-5757-866-0

A. **Name: Ms. Amala Joshi**

B. **Date of Birth:** 27-05-1971

C. **Education Qualifications:** BCS, MCM, DBM, MMS

D. **Work Experience**
   - Teaching: One Year
   - Industry: More than 25 Years
     (Software Development, Testing & Implementation; IT Education)

E. **Area of Specialization:** IT, Project Execution and Implementation, Testing

F. **Courses Taught at; [Yes / No]**
   a. Diploma:
   b. Post Diploma:
   c. Under Graduate:
   d. Post Graduate:
   e. Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:**
   a. No

H. **Research guidance (Number of Students): No**
   a. Master (Completed/Ongoing):
   b. Ph.D. (Completed/Ongoing):
   c. Projects carried out:
   d. Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   a. Papers Published in Scopus, Web of Science or Equivalent Journals:
   b. Peer Reviewed Journals:
   c. Conferences Proceedings:
   d. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Mr. Amber Batwara**

B. **Date of Birth:** 22/09/1990

C. **Education Qualifications: Ph.D. (Pursuing); M.Tech.; B.Tech.; Diploma in Design**

D. **Work Experience**
   o Teaching: 11 Years
   o Industry: No

E. **Area of Specialization:** Operation Research, Operation Management, Lean Production, Supply Chain Management, Quality Assurance and Reliability, Sustainable products and services, multi-criteria decision analysis, Production Planning and Control etc.

F. **Courses Taught at; [Yes / No]**
   a. Diploma: No
   b. Post Diploma: No
   c. Under Graduate: Yes
   d. Post Graduate: Yes
   e. Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]: No**

H. **Research guidance (Number of Students):**
   a. Master (Completed/Ongoing): Completed
   b. Ph.D. (Completed/Ongoing): Ongoing
   c. Projects carried out:
   d. Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   a. Papers Published in Scopus, Web of Science or Equivalent Journals: 09
   b. Peer Reviewed Journals: 15
   c. Conferences Proceedings: 2

B. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: 4 Book chapters in Scopus indexed

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Ms. Arundhati Joshi**

B. **Date of Birth:** 16 June 1981

C. **Education Qualifications:** B. Com, Chartered Accountant

D. **Work Experience**
   o Teaching: 2 Yrs
   o Industry: 13 Yrs.

E. **Area of Specialization:** Finance, Accounts, Taxation

F. **Courses Taught at; [Yes / No]**
   o Diploma: Nil
   o Post Diploma: Nil
   o Under Graduate: Nil
   o Post Graduate: Nil
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:** No

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): Nil
   o Ph.D. (Completed/Ongoing): Nil
   o Projects carried out: Nil
   o Patents (Filed & Granted): Nil

I. **Research Publications (No. of papers published in Journals/Conferences):**

   o Papers Published in Scopus, Web of Science or Equivalent Journals: Nil
   o Peer Reviewed Journals: Nil
   o Conferences Proceedings: Nil
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Prof. Neha Chankhore

B. **Date of Birth:** 16/08/1989

C. **Education Qualifications:** B.E.; M. Tech.; PhD (Pursuing)

D. **Work Experience**
   o Teaching: 8
   o Industry: Nil

E. **Area of Specialization:** IT & Data Science.

F. **Courses Taught at; [Yes / No]**
   o Diploma: No
   o Post Diploma: No
   o Under Graduate: Yes
   o Post Graduate: Yes
   o Post Graduate Diploma: No

G. **Professional Memberships Acquired [Yes / No]: Yes**
   o ISTE (Life Member)
   o IAENG

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): No
   o Ph.D. (Completed/Ongoing): No
   o Projects carried out: 2
   o Patents (Filed & Granted): No

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 1 Under Publication
   o Peer Reviewed Journals: No
   o Conferences Proceedings: 7
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: No

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Nikhil Vaidya

B. **Date of Birth:** 18 Jul 1969

C. **Education Qualifications:** MMSc - Masters in Military Science from Berhampur University, Certificate Program in Business Management (Specialization in HR & Operations) from IIM Bangalore

D. **Work Experience**
   o Teaching: Over 15 years
   o Industry: Defence, Public Transport

E. **Area of Specialization:** Air Defence Systems, Public Private Partnership (PPP) Models in Public Transport

F. **Courses Taught at; [Yes / No]**
   o Diploma: Yes
   o Post Diploma: Yes
   o Under Graduate: Yes
   o Post Graduate: No
   o Post Graduate Diploma: No

G. **Professional Memberships Acquired [Yes / No]:**
   o United Services Institute of India, New Delhi

H. **Research guidance (Number of Students):** Nil
   o Master (Completed/Ongoing):
   o Ph.D. (Completed/Ongoing):
   o Projects carried out:
   o Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals:
   o Peer Reviewed Journals:
   o Conferences Proceedings: Taken lectures/ panel discussions in following important industry seminars (topics in italics):

      ▪ **ASRTU** on *'Best Practices in City Bus'* (2012) & *'Incentive Scheme Workshop'* (2015).
      ▪ *'PPP in Urban Transport'* at Efficient & Sustainable City Bus Services Project **(ESCBS)** under Ministry of Housing & Urban Affairs in 2017 and 2019.
      ▪ *'PPP in Urban Transport– A perspective'* at World Conference on Transport Research **(WCTR)** at IIT Mumbai in 2019.

   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1	City Bus Manual	Self	In House (Company)	2015	NA
2					

J. **Name:** Mrs. Pallavi Mahesh Ligade

K. **Date of Birth:** 20/06/1980

L. **Education Qualifications:** B. Com, LL. B, LL.M, MPM, pursuing PhD

M. **Work Experience**
    o Teaching: 17 Yrs
    o Industry: 2 Yrs. (Court Practice)

N. **Area of Specialization:** Law

O. **Courses Taught at; [Yes / No]**
    o Diploma: Yes
    o Post Diploma: Yes
    o Under Graduate: Yes
    o Post Graduate: Yes
    o Post Graduate Diploma: Yes

P. **Professional Memberships Acquired [Yes / No]:** No

Q. **Research guidance (Number of Students):**
    o Master (Completed/Ongoing): More than 100
    o Ph.D. (Completed/Ongoing): Nil
    o Projects carried out: More than 100
    o Patents (Filed & Granted): Nil

R. **Research Publications (No. of papers published in Journals/Conferences):**

    o Papers Published in Scopus, Web of Science or Equivalent Journals: 05 (Best Paper Award)
    o Peer Reviewed Journals: Nil
    o Conferences Proceedings: 01
    o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

A. **Name: Ms. Sheetal Kulkarni**

B. **Date of Birth:** 02/03/1983

C. **Education Qualifications:** PhD (Pursuing -2023), MBA, BA

D. **Work Experience**
    o   Teaching: 6.3 yrs Full time. 3 months as visiting faculty
    o   Industry: 8 yrs

E. **Area of Specialization: Human Resource Management**

F. **Courses Taught at; [Yes / No]**
    d. Diploma:
    e. Post Diploma:
    f. Under Graduate:
    g. Post Graduate: MBA
    h. Post Graduate Diploma:

G. **Professional Memberships Acquired [Yes / No]: NO**
    i.

H. **Research guidance (Number of Students):**
    j. Master (Completed/Ongoing): Completed
    k. Ph.D. (Completed/Ongoing): Ongoing
    l. Projects carried out: NA
    m. Patents (Filed & Granted): NA

I. **Research Publications (No. of papers published in Journals/Conferences):**
    n. Papers Published in Scopus, Web of Science or Equivalent Journals:
    o. Peer Reviewed Journals: NIL
    p. Conferences Proceedings: NIL
    q. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1	NO	NO	NO	NO	NO
2	NO	NO	NO	NO	NO

A. **Name: Mr. Shekhar Uttam Waikar**

B. **Date of Birth:** 30 September 1973

C. **Education Qualifications:** MBA (Masters in Business Administration)

D. **Work Experience**
   - o Teaching: 3 years 2 months.
   - o Industry: 22 Years

E. **Area of Specialization:** Marketing Management

F. **Courses Taught at; [Yes / No]**
   a. Diploma: No
   b. Post Diploma: No
   c. Under Graduate: Yes
   d. Post Graduate: Yes
   e. Post Graduate Diploma: No

G. **Professional Memberships Acquired [Yes / No]:** No

H. **Research guidance (Number of Students):**
   a. Master (Completed/Ongoing): Nil
   b. Ph.D. (Completed/Ongoing): Nil
   c. Projects carried out: Nil
   d. Patents (Filed & Granted): Nil

I. **Research Publications (No. of papers published in Journals/Conferences):**
   a. Papers Published in Scopus, Web of Science or Equivalent Journals: Nil
   b. Peer Reviewed Journals: Nil
   c. Conferences Proceedings: Nil
   d. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Ms. Shraddha Shinde**

B. **Date of Birth:** 27/05/1988

C. **Education Qualifications:** Ph.D. Pursuing, MBA (Finance, HR), B. Com

D. **Work Experience**
   o Teaching: 12 yrs.
   o Industry: 1 yr.

E. **Area of Specialization:** Finance & Human Resource Management

F. **Courses Taught at; [Yes / No]**
   o Diploma: Nil
   o Post Diploma: Nil
   o Under Graduate: BBA, BCA, B. Com
   o Post Graduate: MBA, MPM, MCA, MCM
   o Post Graduate Diploma: PGDBA, PGDM

G. **Professional Memberships Acquired [Yes / No]:** NO

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 250+
   o Ph.D. (Completed/Ongoing):
   o Projects carried out:
   o Patents (Filed & Granted):

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 1
   o Peer Reviewed Journals: 1
   o Conferences Proceedings: 10
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication:

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name:** Mr. Vijay H. Masarkar

B. **Date of Birth:** 13/01/1974

C. **Education Qualifications:** B. Com, MIRPM, ADCSSAA, PGDLS (MLS), NET (HR), MBA, SET (Mgt.), PhD (Pursuing)

D. **Work Experience**
   o Teaching: 22 years
   o Industry: 5.5 years

E. **Area of Specialization:** Human Resource Management, Organizational Behaviour, Industrial and Labour Laws, Organizational Development and Change Management.

F. **Courses Taught at; [Yes / No]**
   o Diploma: Yes
   o Post Diploma: Yes
   o Under Graduate: Yes
   o Post Graduate: Yes
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]: Yes**
   o NIPM. PMA

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): Nil
   o Ph.D. (Completed/Ongoing): Nil
   o Projects carried out: Nil
   o Patents (Filed & Granted): Nil

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: Nil
   o Peer Reviewed Journals: Nil
   o Conferences Proceedings: Nil
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: Nil

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Mr. Vivek Ware**

B. **Date of Birth:** 09/05/1989

C. **Education Qualifications:** M.E. (Computer Engineering), B.E. (Computer Science and Engineering)

D. **Work Experience**
   o Teaching: 12 Yrs.
   o Industry: 6 months

E. **Area of Specialization:** Data Science

F. **Courses Taught at; [Yes / No]**
   o Diploma: Yes
   o Post Diploma: Yes
   o Under Graduate: Yes
   o Post Graduate: Yes
   o Post Graduate Diploma: Yes

G. **Professional Memberships Acquired [Yes / No]:** YES

H. **Research guidance (Number of Students):**
   o Master (Completed/Ongoing): 0
   o Ph.D. (Completed/Ongoing): 0
   o Projects carried out: 0
   o Patents (Filed & Granted):1

I. **Research Publications (No. of papers published in Journals/Conferences):**
   o Papers Published in Scopus, Web of Science or Equivalent Journals: 21(UGC care)
   o Peer Reviewed Journals: 1
   o Conferences Proceedings: 1
   o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: 0

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

A. **Name: Mr. Yogesh Manohar Lahankar**

B. **Date of Birth:** 14th Many 1992

C. **Education Qualifications:** B.A. (History), M.A. (History), UGC-NET, MH-SET, Ph.D. (Pursuing)

D. **Work Experience**
    o Teaching: 5 Years
    o Industry: NA

E. **Area of Specialization:** Medieval History of Deccan, Maratha History

F. **Courses Taught at; [Yes / No]**
    o Diploma: No
    o Post Diploma: No
    o Under Graduate: Yes
    o Post Graduate: Yes
    o Post Graduate Diploma: No

G. **Professional Memberships Acquired [Yes / No]:** No

H. **Research guidance (Number of Students):**
    o Master (Completed/Ongoing): NA
    o Ph.D. (Completed/Ongoing): NA
    o Projects carried out: 02
    o Patents (Filed & Granted): NA

I. **Research Publications (No. of papers published in Journals/Conferences):**
    o Papers Published in Scopus, Web of Science or Equivalent Journals: NA
    o Peer Reviewed Journals: NA
    o Conferences Proceedings: NA
    o No. of Books published with details (Name of the book, Publisher with ISBN, year of publication: NA

SN	Book Name	Author	Publisher Name	Publication Year	ISBN/ISSN No.
1					
2					

8. **Fees:**

   A. **Details of Fee, as approved by State Fee Committee, for the Institution (AY 2023-24)**

SN	Course Name	General			Defence			NRI			SAARC		
		1 Full Fee	CF1	CF2	1 Full Fee	CF1	CF2	1 Full Fee	CF1	CF2	1 Full Fee	CF1	CF2
1	C-PGDBA	₹ 70,000	₹ 40,000	₹ 30,000	-	-	-	$2,400	$1,600	$1,100	-	-	-
2	PGCBA	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
3	PGCDT	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
4	PGCF	₹ 75,000	₹ 45,000	₹ 35,000	₹ 72,000	₹ 43,000	₹ 34,000	$1,645	$1,151	$660	$1,300	$900	$600
5	PGCF-MA	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
6	PGCF-TL	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
7	PGCHM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
8	PGCM-CL	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
9	PGCM-DM	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
10	PGCM-ED	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
11	PGCM-EM	₹ 23,000	₹ 15,000	₹ 13,000	₹ 23,000	₹ 15,000	₹ 13,000	$450	-	-	$350	-	-
12	PGDBA	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
13	PGDBCL	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
14	PGDBFS	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
15	PGDCRM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
16	PGDDS	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
17	PGDEM(RE)	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
18	PGDEXIM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
19	PGDHRM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
20	PGDIB	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
21	PGDIBM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
22	PGDIT	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
23	PGDP&HRM (LL)	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
24	PGDPM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
25	PGDRM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
26	PGDSCM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600
27	PGDTWBM	₹ 58,000	₹ 35,000	₹ 28,000	₹ 55,000	₹ 35,000	₹ 25,000	$1,645	$1,151	$660	$1,300	$900	$600

B. Time schedule for payment of Fee for the entire Programme (AY 2023-24)

SN	SERVICES	1ST CYCLE - JULY 2023	2ND CYCLE - JAN 2024
1	Pay Complete Program Fee	31 Aug 2023	29 Feb 2024
2	Pay Full Program Fee with Late Fee	15 Sep 2023	15 Mar 2024
3	Admission Cancellation - Refund of Fee	31 Aug 2023	29 Feb 2024
4	Apply for EBC [Fee Concession]	31 Aug 2023	29 Feb 2024
5	Pay Program Fee as per		
	• Option 1: One Instalment: Full Fee	Within 30 days of grant of confirmed admission	
	• Option 2: Two Instalments:	– Pay 1st Instalment within 15 days of grant of confirmed admission – Pay 2nd Instalment within 60 days of payment of 1st Inst payment or on or before the last date to pay full fee, whichever is earlier, as per policy.	

C. No. of Fee waivers granted to students with the amount of fee waiver in previous years

  i. EBC: Fee concession for last three Academic Years granted to Students

Academic Year	No of students who were given fee waiver	Amount of fee waiver
2017-2018	4	₹ 35,500
2018-2019	43	₹ 4,17,500
2019-2020	27	₹ 2,91,250
2020-2021	0	₹ 0
2021-2022	34	₹ 4,32,500
2022-2023	20	₹ 2,47,500
2023-2024	17	₹ 2,40,750
Grand Total	**145**	**₹ 16,65,000**

Note: For AY 2020-21, no applications received under EBC fee Concession.

  ii. **Defence Personnel**: As a recognition of their service to the nation, fee waiver up to 15% in course fee is given, to defence personnel's

Academic Year	No of defence personnel's students who were given fee waiver	Amount of fee waiver
2017-2018	137	₹ 4,19,000
2018-2019	154	₹ 5,20,000
2019-2020	132	₹ 5,25,000
2020-2021	192	₹ 11,39,000
2021-2022	162	₹ 4,59,000
2022-2023	91	₹ 2,71,500
2023-2024	95	₹ 2,64,000
Grand Total	**868**	**₹ 35,97,500**

D. Criteria for Fee waivers

1. Fee oncession Scheme for Students of SCDL Belonging to Economically Backward Community (EBC) - AY 2023-24

Symbiosis firmly believes that it is the foremost responsibility of every educational institute to contribute to some extent for the cause of uplift of the weaker section of the society. Symbiosis is fully aware of its social obligations and to meet these social obligations, Symbiosis Open Education Society announced fee concessions to 100 deserving students belonging to Economically Backward Community (EBC) & share their financial burden to some extent & to motivate them to continue to pursue to enrol for the programs of Symbiosis Centre for Distance Learning (SCDL).

Eligibility: Students fulfilling the following eligibility criteria will be eligible for fee concession under this scheme.

a) The total income of the family [means self (if earning), father and mother] of the student from all sources should not exceed Rs.1,50,000/- per annum.

b) The application for fee concession from this category should be supported by a certificate of annual income issued by Competent Govt. Authority.

c) The admission of the student should be confirmed. Student must have enrolled for Post Graduate Diploma program.

d) The student must have paid the first instalment full amount. The student can avail fee concession of 25% on total program fees.

e) This scheme is not applicable to the International / SAARC students.

Procedure & Rules for award of Fee Concession:

a) The student should submit prescribed application form for fee concession under this scheme along with the attested copies of;

   i. Certificate of annual income of the family issued by the Competent Govt. Authority.

   ii. Mark-list of 10th Std., 12th Std. and qualifying examination.

   iii. Birth Date Certificate (School leaving certificate or any other valid document mentioning the date of birth).

b) The Fee Concession Committee will consider the applications and will recommend the names of maximum 100 students for award of fee concession.

c) Head Finance informs the concerned students about the fee concession granted to them.

d) If the number of applications of eligible students is more than 100, the Fee Concession Committee shall normally apply the criteria of highest marks obtained by the students amongst themselves at the qualifying examination.

e) If two students have obtained the same percentage/marks at the qualifying examination, then the student obtaining highest marks at the 12th standard examination shall be given preference over the other.

f) If the marks obtained by two students are same at the last qualifying examination and at 12th standard examination, then the student obtaining highest marks at the 10th standard examination shall be given preference over the other.

g) If two students have obtained the same percentage / marks at the last qualifying examination, 12th standard examination and 10th standard examination then the student senior in age between them shall be given preference.

h) Fee concession will be applicable for the students enrolling for Post Graduate Diploma program ONLY.

i) It is the sole discretion of the Director, SCDL, to grant or reject any application/s received for grant of fee concession under this scheme.

E. Any Other fees:
Administrative Charges for other Service Requests for AY 2023-24

Sr.No.	Fee Type	National		International		SAARC	
		By Hand	By Post	By Post	In INR 1$=Rs 84	By Post	In INR 1$=Rs 84
A	**Additional Services**						
1	Duplicate						
	i. Student ID-Card	₹ 200	₹ 250	$35	₹ 2,940	$25	₹ 2,100
	ii. Fee Receipt	₹ 200	₹ 250	$35	₹ 2,940	$25	₹ 2,100
2	Dual Specialization						
	i. PGDBA / PGCBA	₹ 10,000	₹ 10,000	$700	₹ 58,800	$400	₹ 33,600
	ii. PGDIM	₹ 7,000	₹ 7,000	$350	₹ 29,400	$200	₹ 16,800
3	Specilization Change						
	i. Within Due Date	₹ 500	₹ 500	$40	₹ 3,360	$30	₹ 2,520
	ii. After Due Date	₹ 2,000	₹ 2,200	$90	₹ 7,560	$70	₹ 5,880
4	Program Change						
	iv. Within Due Date	₹ 1,500	₹ 1,500	$80	₹ 6,720	$70	₹ 5,880
	v. After Due Date	₹ 6,000	₹ 7,000	$250	₹ 21,000	$200	₹ 16,800
5	SLM Re-dispatch charges						
	i. One Semester Kit	NA	₹ 700	NA	NA	NA	NA
	ii. Single Loose Book	NA	₹ 200	NA	NA	NA	NA
6	Purchase of SLM						
	i. One Semester Kit	₹ 1,000	₹ 1,200	$60	₹ 5,040	$52	₹ 4,368
	ii. Single Loose Book	₹ 500	₹ 700	$25	₹ 2,100	$22	₹ 1,848
B	**Evaluation**						
1	Examination						
	i. Exam Fee per Attempt	₹ 450	₹ 450	$25	₹ 2,100	$20	₹ 1,680
	ii. Re-evaluation *(only for subjective question)*	₹ 500	₹ 500	$30	₹ 2,520	$25	₹ 2,100
2	Assignment paid Attempt	₹ 350	₹ 350	$20	₹ 1,680	$15	₹ 1,260
3	Project of 100 Marks						
	i. Submission	₹ 600	₹ 600	$35	₹ 2,940	$25	₹ 2,100
	ii. Re-Submission	₹ 1,200	₹ 1,200	$55	₹ 4,620	$45	₹ 3,780
	iii. Re-Evaluation	₹ 1,200	₹ 1,200	$55	₹ 4,620	$45	₹ 3,780
4	Project of 50 Marks						
	i. Submission	₹ 300	₹ 300	$15	₹ 1,260	$15	₹ 1,260
	ii. Re-Submission	₹ 500	₹ 500	$25	₹ 2,100	$25	₹ 2,100
	iii. Re-Evaluation	₹ 500	₹ 500	$25	₹ 2,100	$25	₹ 2,100
5	Submissions						
	i. Submission	₹ 200	₹ 200	$5	₹ 420	$5	₹ 420
	ii. Re-Submission	₹ 300	₹ 300	$8	₹ 672	$8	₹ 672
	iii. Re-Evaluation	₹ 300	₹ 300	$10	₹ 840	$10	₹ 840
6	Duplicate						
	i. Diploma + Mark sheet, Both	₹ 1,200	₹ 1,500	$55	₹ 4,620	$40	₹ 3,360
	ii. Diploma ONLY	₹ 900	₹ 1,000	$50	₹ 4,200	$35	₹ 2,940
	iii. Mark sheet ONLY	₹ 400	₹ 500	$40	₹ 3,360	$30	₹ 2,520
7	PCP-Personal Contact Program	₹ 500	₹ 500	NA	NA	NA	NA
8	Verification of Student Record	₹ 400	₹ 600	$35	₹ 2,940	$25	₹ 2,100
9	Transcripts (Per Transcript)	₹ 400	₹ 600	$35	₹ 2,940	$25	₹ 2,100
10	Provisional Certificate	₹ 300	₹ 400	$35	₹ 2,940	$25	₹ 2,100
11	Syllabus charges	₹ 300	₹ 500	$35	₹ 2,940	$25	₹ 2,100
C	**Late Fee**						
1	**Programs Late Fee**						
	i. 2 Years	₹ 6,000	₹ 6,000	$300	₹ 25,200	$150	₹ 12,600
	ii. 1 Year	₹ 4,000	₹ 4,000	$200	₹ 16,800	$100	₹ 8,400
	iii. 2 to 6 months courses	₹ 1,500	₹ 1,500	$30	₹ 2,520	$25	₹ 2,100
2	**Re-registration - Extension**						
	i. 2 Years & 1.5 Years	₹ 8,000	₹ 8,000	$450	₹ 37,800	$400	₹ 33,600
	ii. 1 Year	₹ 5,000	₹ 5,000	$350	₹ 29,400	$300	₹ 25,200
	iii. 2 to 6 months courses	₹ 1,500	₹ 1,500	$50	₹ 4,200	$30	₹ 2,520

9. Admission
i. Number of seats sanctioned with the year of approval

Program	Course	Durat-ion	Level	Approved Intake 2018-19	Approved Intake 2019-20	Approved Intake 2020-21	Approved Intake 2021-22	Approved Intake 2022-23	Approved Intake 2023-24
Management	Post Graduate Diploma in Business Administration	2	Post Graduate Diploma	6800	6800	6800	6800	6800	6800
Management	Post Graduate Diploma in Banking and Finance	2	Post Graduate Diploma	1250	1250	1250	1250	1250	1250
Management	Post Graduate Diploma in International Business	2	Post Graduate Diploma	500	500	500	500	500	500
Management	Post Graduate Diploma in Information Technology Management	2	Post Graduate Diploma	950	950	950	950	950	950
Management	Corporate Post Graduate Diploma in Business Administration	2	Post Graduate Diploma	350	350	350	350	350	350
Management	Post Graduate Diploma in Business and Corporate Law	2	Post Graduate Diploma	350	350	350	350	350	350
Management	Post Graduate Diploma in Customer Relationship Management	2	Post Graduate Diploma	250	250	250	250	250	250
Management	Post Graduate Diploma in Export and Import Management	2	Post Graduate Diploma	250	250	250	250	250	250
Management	Post Graduate Diploma in Human Resource Management	2	Post Graduate Diploma	1450	1450	1450	1450	1450	1450
Management	Post Graduate Diploma in Insurance Management	2	Post Graduate Diploma	100	100	100	100	100	100
Management	Post Graduate Diploma in Retail Management	2	Post Graduate Diploma	200	200	200	200	200	200
Management	Post Graduate Diploma in Supply Chain Management	2	Post Graduate Diploma	850	850	850	850	850	850
Management	Post Graduate Certificate Program in Cyber Law	1	Post Graduate Certificate	150	150	150	150	150	150
Management	Post Graduate Certificate Program in Entrepreneurship Development	1	Post Graduate Certificate	100	100	100	100	100	100
Management	Post Graduate Certificate Program in Management Accounting	1	Post Graduate Certificate	100	100	100	100	100	100
Management	Post Graduate Diploma in Technical Writing in Business Management	2	Post Graduate Diploma	100	100	100	100	100	100
Management	Post Graduate Certificate Program in Digital Marketing	1	Post Graduate Certificate	150	150	300	300	300	300
Management	Post Graduate Diploma in Project Management	2	Post Graduate Diploma	--	--	500	500	500	500
Management	Post Graduate Diploma in Event Management	2	Post Graduate Diploma	--	--	200	200	200	200
Management	Post Graduate Diploma in Data Science	2	Post Graduate Diploma	--	--	600	600	600	600
Management	Post Graduate Diploma in Personnel & HRM (LL)	2	Post Graduate Diploma	--	--	200	200	200	200
Management	Post Graduate Diploma in Energy Management	2	Post Graduate Diploma	--	--	200	200	200	200
Management	Post Graduate Certificate in Finance (Taxation Laws)	1	Post Graduate Certificate	--	--	250	250	250	250
Management	Post Graduate Certificate in Business Analytics	1	Post Graduate Certificate	--	--	--	--	300	300
Management	Post Graduate Certificate in Design Thinking	1	Post Graduate Certificate	--	--	--	--	200	200
Management	Post Graduate Certificate in FinTech	1	Post Graduate Certificate	--	--	--	--	200	200
Management	Post Graduate Certificate in Healthcare Management	1	Post Graduate Certificate	--	--	--	--	200	200

ii.   **Number of Students admitted under various categories each year in the last years**

Caste / AY	Open	OBC	SC	ST	Minority	Other	Grand Total
2019-2020	6255	1243	288	38	342	1311	**9477**
2020-2021	5429	1246	271	49	226	1278	**8499**
2021-2022	6963	1665	355	57	321	1018	**10379**
2022-2023	4578	1128	298	42	163	593	**6802**
2023-2024	4632	1240	229	42	162	0	**6305**

10. Admission Procedure

a. Purchase of application form:

Students desiring to take admission purchase application online via SCDL website www.scdl.net

b. Registration:

Students need to fill the form online and upload copies of necessary documents in the prescribed format.

c. Fee payment:

Students submit complete program fee from their respective student login as per timelines specified either through online payment gateway or by demand draft.

11. Criteria and Weightages for Admission

Sr. No.	Duration	Program Short Name	Program Full Name	Eligibility
1	2 Yrs	PGDBA	Post Graduate Diploma In Business Administration	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
2	2 Yrs	PGDBFS	Post Graduate Diploma In Banking & Financial Services	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
3	2 Yrs	PGDIB	Post Graduate Diploma In International Business	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
4	2 Yrs	PGDIT	Post Graduate Diploma In Information Technology	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
5	2 Yrs	PGDBCL	Post Graduate Diploma In Business and Corporate Law	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
6	2 Yrs	PGDCRM	Post Graduate Diploma In Customer Relationship Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
7	2 Yrs	PGDEXIM	Post Graduate Diploma In Export & Import Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
8	2 Yrs	PGDHRM	Post Graduate Diploma In Human Resource Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.

Sr. No.	Duration	Program Short Name	Program Full Name	Eligibility
9	2 Yrs	PGDIBM	Post Graduate Diploma In Insurance Business Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
10	2 Yrs	PGDRM	Post Graduate Diploma In Retail Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
11	2 Yrs	PGDSCM	Post Graduate Diploma In Supply Chain Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
12	2 Yrs	PGDTWBM	Post Graduate Diploma In Technical Writing In Business Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
13	2 Yrs	PGDPM	Post Graduate Diploma In Project Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
14	2 Yrs	PGDDS	Post Graduate Diploma In Data Science	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
15	2 Yrs	PGDP & HRM [LL]	Post Graduate Diploma In Personnel & HRM [Labour Laws]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
16	2 Yrs	PGDEM [RE]	Post Graduate Diploma In Energy Management [Renewable Energy]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
17	2 Yrs	CPGDBA	Corporate Post Graduate Diploma In Business Administration	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
18	1 Yr	PGCM [EM]	Post Graduate Certificate In Mgmt. [Event Management]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University /Institution.
19	1 Yr	PGCM [DM]	Post Graduate Certificate In Mgmt. [Digital Marketing]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
20	1 Yr	PGCM [CL]	Post Graduate Certificate In Mgmt. [Cyber Laws]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
21	1 Yr	PGCM [ED]	Post Graduate Certificate In Mgmt. [Entrepreneurship Dev.]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
22	1 Yr	PGCF [MA]	Post Graduate Certificate In Finance [Mgmt. Accounting]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.

Sr. No.	Duration	Program Short Name	Program Full Name	Eligibility
23	1 Yr	PGCF [TL]	Post Graduate Certificate In Finance [Taxation Laws]	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
24	1 Yr	PGCBA	Post Graduate Certificate in Business Analytics	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
25	1 Yr	PGCDT	Post Graduate Certificate in Design Thinking	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
26	1 Yr	PGCF	Post Graduate Certificate in FinTech	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.
27	1 Yr	PGCHM	Post Graduate Certificate in Healthcare Management	• Bachelor degree holder / Graduate in any discipline from a recognised University. • International / SAARC Graduate from a recognised / accredited University / Institution.

Note: Students who have appeared for final year of examination of their bachelor's degree program and are awaiting results can also apply, subject to successfully completing their bachelor's degree program / graduation within the time-period specified by SCDL.

12. Information of Infrastructure and Other Resources Available

A. Infrastructure for ODL courses at Headquarters:

Sr No.	Type of Area	Area in Sq. mtr.
1.	Academic area	960
2.	Administrative area	304.27
3.	Academic support area	600.66
4.	Amenities or other support facilities area	348.45
5.	Minimum Built Up Area	2584.49
6.	Internet Bandwidth	300 Mbps

B. Barrier Free Built Environment for disabled and elderly persons:

SCDL provides appropriate facilities to take care of the physically challenged students and elderly persons comprising Teaching/ Non-Teaching staff including students visiting the Institution. Barrier Free Built Environment for disabled/ elderly persons is available in the institution building. Institution building has an entrance accessible to the physically challenged. The entrance can be approached through a ramp.

C. Occupancy Certificate:

मुमादानु. १३५ (५०×३ पानी १०० पुस्तके) १-०२   बांधकाम नियंत्रण

पुणे महानगरपालिका
शिवाजीनगर, पुणे ४११००५.

बांधकाम नियंत्रण कार्यालय क्र. ६

क्रमांक : B६०/६/०८/१९८९

0001155

दिनांक : २०/१०/०६

मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९ कलम २६३ (१) अन्वये |

भोगवटा पत्र क्र. I.

श्री. / श्रीमती डॉ. एस. व्ही. मुजुमदार, प्रेसिडेंट सिम्बॉयसिस,
रहिवास C/o श्री - रज्जाक शेख, गोकि.,
५, एम. जी. रोड, पुणे - १   वांस -

आपणांस मुंबई प्रांतिक महानगरपालिका अधिनियम १९४९, कलमे २५३ / २५४ व एम. आर. टी. पी. ॲक्ट
कलमे ४५/६९ प्रमाणे पुणे, पेठ शिवाजीनगर घरांक — . फायनल प्लॉट क्र. १ ६२
से सर्व्हे क्र. ९०६५/बी टी. पी. स्किम नंबर — वांत —
इकडील संमती पत्र / कमेन्समेंट सर्टिफिकेट क्रमांक ६/२०/०७ दिनांक १६.१.२ . २००५ (नविन)
अन्वये बांधकाम करण्यास परवानगी देण्यात आली आहे. सदरील संमती पत्र / कमेन्समेंट सर्टिफिकेटप्रमाणे सर्व /
काही भागाचे काम पुरे झाल्याबद्दल व सदर नवीन बांधलेल्या इमारतीची जागा उपयोगात आणायचास संमती
मिळण्याबाबत दिनांक१६ /७० । २००६ रोजी अर्ज केल्याबहल आपणांस मुंबई प्रांतिक महानगरपालिका
अधिनियम १९४९, कलम २६३ (१) प्रमाणे कळविण्यात येते की, खाजील नमूद केलेल्या अटींवर पुढील कर्णिच्या
इमारतीचा भाग उपयोगात आणण्यास संमती देण्यात येत आहे.

उपयोगात आणावयाच्या बांधकामाचे वर्णन

—— मान्य नकाशानुसार इमारतीमध्दील तळमजला
पहिला मजला व दुसरा मजला संपूर्ण बांधकाम फक्त.

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Deputy Engineer,
(Dev. Signature valid
Poona Mpl. Corpor...
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Date: 2021...18 18:34:1...
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सहायक अभियंता,
बांधकाम नियंत्रण क्र. ६
पुणे महानगरपालिका

घुणावात् ३९५ (५०×३ थानी १००० पुस्तके) ... बांधकाम नियंत्रण

पुणे महानगरपालिका

शिवाजीनगर, पुणे ४११००१

बांधकाम नियंत्रण कार्यालय क्र. ६

क्रमांक- ...

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दिनांक ... २००७

| मुंबई प्रांतिक महानगरपालिका अधिनियम, १९४९ कलम २६१ (१) अन्वये |

भाई भोगवटा पत्र क्र./II

श्री./श्रीमती डॉ. एम. जी. मुह्हलाहार, प्रोप्रा. सिंक्रोपॉलिस,

संबंधित श्री. रफ़्ताक़ खोश ...

५, एम. जी. रोड, तेथे वर्ल्स, पुणे-

आपणास मुंबई प्रांतिक महानगरपालिका अधिनियम १९४९, कलम २६३/२५४ व एम. आर. टी. पी. अॅक्ट कलम ४५/६९ प्रमाणे पुणे, पेठ शिवाजीनगर येथील ... कायनल लॉट क्र./४२६/अ

वि. सर्व्हे क्र. ९०६५/अ ... टी. पी. स्कीम अ... जागा

इकरील संमती पत्र / अॅसेसमेंट सर्टीफिकेट क्र. ...

अन्वये बांधकाम करण्यास परवानगी देण्यात आली आहे. सदरील संमती पत्र ...

काही भयाचे काम पुरे झाल्यावाहून व सदरे नवीन बांधलेल्या इमारतीची जागा, उपयोगात आणण्यास संमती

मिळण्याबाबत दिनांक २९/२/२००० रोजी अर्ज केल्यावरून आपणास मुंबई प्रांतिक महानगरपालिका

अधिनियम १९४९, कलम २६३ (१) प्रमाणे कळविण्यात येते की, खालील नमूद केल्या खुळेल पुढील पुढील वर्णनाचा

इमारतीचा भाग उपयोगात आणण्यास संमती देण्यात येत आहे.

उपयोगात आणावयाच्या बांधकामाचे वर्णन

—— मान्य नकाशानुसार बेसमेंटमधील – स्टोअर + पार्किंग

व २ रा, ४ था, ५ वा मजला संपूर्ण बांधकाम क्षेत्र ——

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(२) अट- भविष्यात ...

(३)

शेर, पत्र

नंदिरन ...

देख साख्शीरी ...

... मालक संचेकछृ र् खुल स्वल्बर्स, येईल

TRUE-COPY

Deputy Engineer,
(Dev. Plan Division)
Poona Mpl. Corporation

Signature valid
Digitally signed by Swati
Mujumdar
Date: 2021.08.18 18:34:19
पुणे महानगरपालिका

D. Fire and Safety Certificate:

OMKAR FIREWISE PVT LTD
Innovative Fire Prevention Solutions

Office : Plot No. 553, (B), Nirman Sankalp Building, Ganesh Mala, Dattawadi, Pune - 411030.
Contact : 020 - 24254900 / +91 83088 24444 | customersupport@omkarfirewise.com | www.omkarfirewise.com

S. NO.	Section	Observation	Recommendations
Fire Safety Audit Report - Symbosis Centre for Distance Learning- 08 Aug 2019			
1	Fire Protection System	02 in numbers fire pump has provided. One at ground level of the capacity of 14 LPS. Second number is at terrace with capacity of 9 LPS. Fire Hydrant Post and Hose Reel drum assembly has provided at each floor.	System is operational. However, maintenance part is required to be more focus.
2	Fire Extinguisher	Total 41 in numbers fire extinguisher has provided in the complete premises.	Fire Extinguishers are in healthy condition.
3	Fire Detection System	Each Floor and Offices are equipped with Smoke Detectors/ MCP/ Hooter and Heat Detectors (where required).	System are in healthy condition.
4	Fire Signages	There is no signages at site	Signages in respect of - Exit sign, Strairecase Exit Sign, Assembly Point, Fire Extinguisher Indicatio sign to be placed at suitable location.
5	Evacuation Drill	Record not found.	Evacuation drill is required to be conducted on six monthly basis to make aware of staff that how to move on safer place in minimum designated timing. Also, to do the crowd management.
6	Training	Training has imparted on 19 Feb 2019.	Proper training to be imparted to the staff and security personnel for operation of fire fighting appliances and evacuation procedure.

For Omkar Firewise Pvt Ltd.

Authorised Signatory

Reference.: OFPL/OH/1920/1311
Date: 19|11|2019

SUPPLY AND AMC (FDS, PPS, FIRE EXTINGUISHER) | DESIGN, DRAWING & CONSULTANCY | SITE FIRE SYSTEM | CCTV, PA SYSTEM & ACCESS CONTROL | TRAINING & AUDIT

45

E. Library:

i. Library Collection (Books)

Sr. No	Course	Total No of Titles	Total No of Volumes
1	Management	947	2304
2	Law	423	884
3	Information Technology	366	638
	Total	**1736**	**3826**

ii. Print Journals /magazines details (Subscribed)

Sr No	Name of the Journal	National /International
1	Indian Journal of Commerce & Management Studies	National
2	Arthshashtra: Indian Journal of Economics & Research	National
3	Harvard Business Review	International
4	Vikalpa: the decision makers	National
5	Journal of Commerce & Trade	National
6	India Today	National
7	Outlook	National
8	BW/Business world	National
9	University News journal	National
10	Indian Journal of Open Learning	National

iii. Online e- National/ International Journals (subscribed)
EBSCO – Business Source Elite

- **1075** = Total number of journals & magazines in full text
- **6368** = Total number of journals & magazines indexed and abstracted

E-library (Subscribed)

- EBSCO INTERNATIONAL INC.
- EBSCOHOST- EBOOK BUSINESS COLLECTION (ESS NEGOTIATED PRICE) (**25087 e-books**)

F. Social Media Cell:

The objective of the Cell is to manage as well as communicate important details pertaining to various student activities as well as various initiatives taken by the institute, different events and activities organized at the institution.

Key functions:
a. To publish webinar series, online counselling, events etc.
b. To receive feedback, critics, review etc. and to initiate suitable actions.
c. To publish Student Testimonials, details of Alumni meet, Placement Meet etc.

The cell manages institute website www.scdl.net and all social media handles of Symbiosis Centre for Distance Learning namely Facebook, Twitter, YouTube, Instagram etc.

Links to Social Media Handles of the institute:
a. LinkedIn   : https://www.linkedin.com/school/symbiosiscentrefordistancelearning
b. Facebook : https://www.facebook.com/SCDLDistanceLearning
c. Instagram : https://www.instagram.com/symbiosisdistance/
d. Twitter   : https://twitter.com/SCDLSymbiosis

G. Computing Facilities

Sr No	Item	Qty	Description
1	Internet Bandwidth	----	• 300 Mbps
2	Number and configuration of System	175	• Intel Core2Duo, • i3, i5, i7 processor machines, • 4GB/8GB RAM, • 500GB/1TB Hard Disk/128/256/512 GB SSD • Monitor Thin Client
3	Total number of systems connected by LAN	175	----
4	Total number of systems connected by WAN	4	----
5	Major software packages available	----	• Windows 8.1/10/11 Desktop Operating System • Windows Server Operating System • Linux Operating System • Microsoft SQL Database • Oracle Database • JBoss • MySQL Database • Moodle • Koha • Tally
6	Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)	----	• Microsoft Teams, • Zoom • Google Meet
7	Facilities for conduct of classes/ courses in online mode (Theory & Practical)	----	• Microsoft Teams, • Zoom for online classes, JBoss Application for uploading Assignments • Moodle for uploading projects

H. Teaching Learning Process

1. Academic Calendar - July Admission Cycle

	April- December	
SN	**Activity**	**Month**
1	Admissions	April-June
2	Distribution of SLMs of Sem-I and III	May-June
3	Commencement of Sem-I and III	1st July
4	Online Classes and Face to Face personal Contact sessions of Sem-I & III	July- December
5	Assignment release of Sem-I and III	July
6	Examination of Sem-I and III	October
7	Declaration of Sem-I and III	Within 15 days from the conduct of exam.
8	Sem-I and III closes	December
	November- June	
SN	**Activity**	**Month**
1	distribution of SLMs of Sem-II and IV	November-December
2	Commencement of Sem-II and IV	2nd January
3	Online Classes and Face to Face personal Contact sessions of Sem-II & IV	January- June
4	Assignment release of Sem-II and IV	January
5	Examination of Sem-II and IV	March
6	Declaration of Sem-II and IV	Within 15 days from the conduct of exam.
7	Sem-I and III closes	June

2. Academic Calendar - January Admission Cycle

	November- June	
SN	**Activity**	**Month**
1	Admissions	November- December
2	distribution of SLMs of Sem-I and III	November- December
3	Commencement of Sem-Iand III	2nd January
4	Online Classes and Face to Face personal Contact sessions of Sem-I & III	January- June
5	Assignment release of Sem-I and III	January
6	Examination of Sem-I and III	March
7	Declaration of Sem-I and III	Within 15 days from the conduct of exam.
8	Sem-I and III closes	June
	April- December	
SN	**Activity**	**Month**
1	Distribution of SLMs of Sem-II and IV	April- June
2	Commencement of Sem-II and IV	1st July
3	Online Classes and Face to Face personal Contact sessions of Sem-II & IV	July- December
4	Assignment release of Sem-II and IV	July
5	Examination of Sem-II and IV	October
6	Declaration of Sem-II and IV	Within 15 days from the conduct of exam.
7	Sem-I and III closes	December

3. Academic Time Table:

Academic timetable is prepared on monthly basis to conduct the live classes for all courses. Appended below is specimen of the timetable.

VC Date	VCID	Subject Name	Description	Course Name	Expert Name	VC From Time	VC To Time
01-02-2024	339874	Current Trends in IT	Unit-7,8	PGDIT, PGDITM	Mr. Vivek Ware	10:00:00	11:00:00
01-02-2024	340144	Capital Market	Unit 1 &2	PGDBA, PGDBFS	Ms. Shraddha Shinde	14:00:00	15:00:00
01-02-2024	340199	Insolvency and Bankruptcy Laws	Unit 2-3	PGDBCL	Pallavi Ligade	11:00:00	12:00:00
01-02-2024	339976	Cost Planning and Analysis	Unit 8, 9 and 10	PGCF-MA, PGDBA	Prashant Ubarhande	12:00:00	13:00:00
01-02-2024	340101	Event Marketing	Unit3, 4 and Unit 5	PGCM-EM	Yogita	10:00:00	11:00:00
01-02-2024	340103	Customer Relationship Mgmt.	Unit 5 and unit 6	PGDBA, PGDCRM, PGDRM,	Yogita	12:00:00	13:00:00
02-02-2024	340241	Introduction to Project Mgmt.	Unit-1	PGDPM	Dr. Padmpriya Irabatti	11:00:00	12:00:00
02-02-2024	339897	Current Trends in IT	Unit-9	PGDIT, PGDITM	Mr. Vivek Ware	10:00:00	11:00:00
02-02-2024	340145	Group Financial Statements	(Unit 1,2)	PGCF-MA, PGDBA	Ms. Shraddha Shinde	11:00:00	12:00:00
02-02-2024	340146	Global Banking and Finance	(Unit 7,8,9)	PGDBFS	Ms. Shraddha Shinde	14:00:00	15:00:00
05-02-2024	340280	Marketing Research	Unit-5&6	PGCM-EM, PGDBA, PGDCRM, PGDIB	Dr. Padmpriya Irabatti	14:00:00	15:00:00
05-02-2024	340185	Business Statistics and Data Mining	Unit-1,2	PGCF	Mr. Vivek Ware	10:00:00	11:00:00
05-02-2024	340147	Group Financial Statements	Unit 3)	PGCF-MA, PGDBA	Ms. Shraddha Shinde	11:00:00	12:00:00
05-02-2024	340283	Law of Contracts	Unit 1-2	PGDBCL	Pallavi Ligade	11:00:00	12:00:00
05-02-2024	340245	Organizational Behaviour	Unit 13	PGDBA, PGDEA, PGDIB, PGDP&HRM (LL)	Vijay Masarkar	10:00:00	11:00:00
05-02-2024	340105	Labour Welfare	Unit 5 and 6	PGDP&HRM (LL)	Yogita	10:00:00	11:00:00
05-02-2024	340107	B2B Marketing	Unit 5 and 6	PGDBA	Yogita	12:00:00	13:00:00
06-02-2024	340281	Introduction to Project Mgmt.	Unit-4	PGDPM	Dr. Padmpriya Irabatti	11:00:00	11:40:00
06-02-2024	340186	Business Statistics and Data Mining	Unit-3,4	PGCF	Mr. Vivek Ware	10:00:00	11:00:00
06-02-2024	340108	B2B Marketing	Unit 7 and 8	PGDBA	Yogita	12:00:00	13:00:00
07-02-2024	340111	Advanced CRM	Unit 5 and 6	PGDBA, PGDCRM	Yogita	12:00:00	13:00:00
08-02-2024	340341	Managerial Economics	Units 4 and 5	PGDBA, PGDBFS, PGDIB	Prashant Ubarhande	12:00:00	13:00:00
08-02-2024	340112	Advanced CRM	Unit 7 and 8	PGDBA, PGDCRM	Yogita	12:00:00	13:00:00
10-02-2024	340268	Concepts in Supply Chain Mgmt.	Unit 1 & 2 by Col. Gautam Prasad	PGDRM, PGDSCM	Dr. Neha Kurhade	10:30:00	11:30:00
12-02-2024	340154	Group Financial Statements	(Unit 8,9)	PGCF-MA, PGDBA	Ms. Shraddha Shinde	11:00:00	12:00:00
12-02-2024	340155	Capital Market	(Unit 9,10)	PGDBA, PGDBFS	Ms. Shraddha Shinde	14:00:00	15:00:00
12-02-2024	340342	Managerial Economics	Units 6, 7 and 8	PGDBA, PGDBFS, PGDIB	Prashant Ubarhande	12:00:00	13:00:00
12-02-2024	340117	Virtual Marketing	Unit 5 and 6	PGDBA	Yogita	10:00:00	11:00:00
12-02-2024	340119	Brand Mgmt.	Unit 1 and 2	PGDRM	Yogita	12:00:00	13:00:00
13-02-2024	340381	Corporate Law	Unit 1	PGDBCL	Pallavi Ligade	11:00:00	12:00:00
13-02-2024	340251	Industrial Relations and Labour Laws	Unit 1	PGDBA,	Vijay Masarkar	10:00:00	11:00:00
13-02-2024	340118	Virtual Marketing	Unit 7 and 8	PGDBA	Yogita	10:00:00	11:00:00
13-02-2024	340120	Brand Mgmt.	unit 3 and 4	PGDRM	Yogita	12:00:00	13:00:00
15-02-2024	340385	Legal Aspects of SCM	Orientation+unit 1	PGDscM	Pallavi Ligade	11:00:00	12:00:00
15-02-2024	340343	Managerial Economics	Units 9, 10 and 11	PGDBA, PGDBFS, PGDIB	Prashant Ubarhande	12:00:00	13:00:00
16-02-2024	340418	Strategic Finance	Session 01	PGCF-MA, PGDBA	Prashant Ubarhande	12:00:00	13:00:00

VC Date	VCID	Subject Name	Description	Course Name	Expert Name	VC From Time	VC To Time
17-02-2024	350436	Advanced Statistics	Probability	PGDDS	Neha Chankhare	12:00:00	13:00:00
17-02-2024	340440	International Economics	Unit 3 and 4 by Ms. Shachi Kackar	PGDIB	Yogita	09:00:00	10:00:00
18-02-2024	340354	Python Programming	Unit-4	PGDDS	Mr. Vivek Ware	11:00:00	12:00:00
19-02-2024	340338	Green Logistics & Supply Chains	Unit 6 and 7 by Dr. Harshda Raut	PGDSCM	Dr. Neha Kurhade	08:00:00	09:00:00
20-02-2024	350433	Supply Chain Mgmt.	Overview session	PGDBA	Amber Batwara	15:00:00	16:00:00
20-02-2024	340344	Managerial Economics	Units 12 and 13	PGDBA, PGDBFS, PGDIB	Prashant Ubarhande	12:00:00	13:00:00
20-02-2024	340411	Labour Welfare and Industrial Safety	Unit 3	PGDHRM	Vijay Masarkar	15:00:00	16:00:00
21-02-2024	340257	Industrial Relations and Labour Laws	Unit 7	PGDBA,	Vijay Masarkar	10:00:00	11:00:00
22-02-2024	340348	Finance & Risk Analytics	Unit-6,7	PGCBA	Mr. Vivek Ware	19:00:00	20:00:00
23-02-2024	350441	Leadership & Personality Dev.	An Overview	PGDBF, PGDHRM	Col Nikhil Vaidya	15:00:00	16:00:00
24-02-2024	350434	Direct Taxation	Direct Taxation	PGDBA	Arundhati Joshi	10:00:00	11:00:00
25-02-2024	340339	Green Logistics & Supply Chains	Unit 8, 9 & 10 by Dr. Harshda Raut	PGDSCM	Dr. Neha Kurhade	08:00:00	09:00:00
26-02-2024	340419	Financial Mgmt.	Session 01	PGDBA, PGDBFS,	Prashant Ubarhande	12:00:00	13:00:00
27-02-2024	340420	Strategic Finance	Session 02	PGCF-MA, PGDBA	Prashant Ubarhande	12:00:00	13:00:00
29-02-2024	350440	Strategic HR and TQM	Total Quality Management	PGDBA	Ms. Amala Joshi	16:00:00	17:00:00
29-02-2024	340421	Financial Mgmt.	Session 02	PGDBA, PGDBFS,	Prashant Ubarhande	12:00:00	13:00:00
29-02-2024	350439	Human Resource Mgmt.	Recruitment & Selection	PGDBA, PGDHRM, PGDP&HRM (LL)	Sheetal Kulkarni	15:00:00	16:00:00

4. **Teaching Load of each Faculty:** Teaching load to faculty from all cadres is as per AICTE norms.

5. **Internal Continuous Evaluation System**
   - Evaluation System includes 'Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
   - The Evaluation system includes Formative Evaluation and Summative Evaluation.
   - The questions formulated are based on the program / course objectives.
   - The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application /Analysis/ Synthesis/ Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
   - The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective question's'.
   - The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation - Continuous comprehensive evaluation method is as under:
The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
   - Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation - Summative comprehensive evaluation method is as under:
   - The students are given opportunity to attend the exams as per their own pace.
   - These exams are taken course wise separately according to the convenience of the students.

- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 100 marks with 50% (50 Marks) passing.

6. Student's assessment of Faculty, System in place

Students provide the feedback for each faculty through student login on following aspects:
- Ability to clear doubts
- Case studies illustrations & activities
- Creativity & innovativeness
- Encouragement for interaction
- Overall impression
- Subject knowledge
- Communication skills
- Practical approach

7. Curricula and syllabus for each of the Programmes

i. Post Graduate Diploma in Business Administration (PGDBA)

Course Structure: **Total Credits- 80**

SEMESTER I:	SEMESTER II:
Principles and Practices of Management	Production or Operations Management
Organizational Behavior	Financial Management
Management Accounting	Human Resource Management
Managerial Economics	Marketing Management
Business Law	Management Information Systems

Finance Specialization

Semester III: Finance	Semester IV: Finance
Course Title	**Course Title**
Capital Market	Direct Taxation
Corporate Governance	Research Methodology and Statistical
Strategic Management	Quantitative Methods and Project
Electives (any one)	**Electives (any one)**
Project Finance	Strategic Finance
Security Analysis and Portfolio Management	International Finance
Financial Institutions and Banking	Indirect Taxation

Marketing Specialization

Semester III: Marketing	Semester IV: Marketing
Course Title	**Course Title**
Services Marketing	Sales and Distribution Management
Marketing Research	Research Methodology and Statistical
Strategic Management	Quantitative Methods and Project
Electives (any one)	**Electives (any one)**
Advertising and Public Relations	International Marketing
Consumer Behavior	B2B Marketing
Industrial Marketing	Virtual Marketing

Management Accounting Specialization

Semester III: Management Accounting	Semester IV: Management Accounting
Course Title	**Course Title**
Project Financial Management	Group Financial Statements
Cost Planning and Analysis	Research Methodology and Statistical
Budgeting and Management Control	Quantitative Methods and Project
Electives (any one)	**Electives (any one)**
Strategic Management	Corporate Governance
Strategic Management Accounting	International Finance
Strategic Finance	Capital Market

Human Resources Management Specialization

Semester III: Human Resource Mgmt.	Semester IV: Human Resource Mgmt.
Course Title	Course Title
Human Resource Development	Performance and Potential Management
Industrial Relations and Labour Laws	Research Methodology and Statistical Quantitative Methods and Project
Strategic Management	
Electives (any one)	Electives (any one)
Personnel Administration	Human Resource Information System
Compensation Management	Organizational Development
Industrial and Labour Economics	Strategic HR and TQM

Customer Relationship Management Specialization

Semester III: Customer Relationship Mgmt.	Semester IV: Customer Relationship Mgmt.
Course Title	Course Title
Customer Relationship Management	Advanced CRM
Consumer Behaviour	Research Methodology and Statistical Quantitative Methods and Project
Strategic Management	
Electives (any one)	Electives (any one)
B2B Markets and CRM	Technology in CRM
Business Communication	CRM in Service Industry
Consumer Protection Act, 2019	Marketing Research

Operations Specialization

Semester III: Operations	Semester IV: Operations
Course Title	Course Title
Quantitative Techniques	Supply Chain Management
Materials Management	Research Methodology and Statistical Quantitative Methods and Project
Strategic Management	
Electives (any one)	Electives (any one)
Techniques for Operations Efficiency	Technology Management
Operations Strategy	World Class Manufacturing
Project Management (Operations)	Business Process Re-engineering

COURSE CURRICULUM

Semester – I
Principles & Practices of Management (PPM)
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization and Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading: Directing • Communicating • Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

Organization Behaviour
1. Historical Evolution of Organisational Behaviour
2. Understanding Organisational Behaviour:
3. Perception
4. Personality
5. Attitudes
6. Motivation: The Driving Forces of Human Behaviour
7. Work Motivation Theories
8. Morale
9. Work and Conditions of Work
10. Conflict Management
11. Group Dynamics
12. Stress Management
13. Leadership
14. Management of Organisational Change
15. Organisational Culture
16. Organisational Power and Politics

Management Accounting
1. Introduction To Accounting
2. Basics of Financial Accounting
3. Process of Accounting
4. Cost Accountancy (Basic Concepts and Principles)
5. Elements of Costs
6. Material Costs
7. Labour Costs
8. Overhead Costs
9. Marginal Costing
10. Budgetary Control
11. Standard Costing

Managerial Economics
1. Introduction to Managerial Economics
2. Profit
3. Demand
4. Elasticity of Demand
5. Demand Forecasting
6. Supply Analysis
7. Production and Costs – I
8. Production and Costs – II
9. Pricing and Output Determination Under Perfect Competition
10. Imperfect Competition
11. Pricing Methods or Pricing Practices
12. Cost Benefit Analysis
13. Macro-Economic Analysis

Business Law
1. Indian Contract Act, 1872 – Part I
2. Indian Contract Act, 1872 – Part II
3. Special Types of Contracts
4. Partnership Act, 1932
5. Sale of Goods Act, 1930
6. The Negotiable Instruments Act, 1881
7. The Consumer Protection Act, 2019
8. Companies Act, 2013

Semester-II

Production / Operations Management
1. The Production (Manufacturing) Function
2. Manufacturing Methods
3. Facilities (Plant) Location
4. Facilities (Plant) Layout
5. Production Planning and Control (PPC)
6. Aggregate Planning
7. Master Production Schedule &Operation Scheduling
8. Production Activity Control
9. JIT and Kanban
10. Project Planning & Control: Critical Path Analysis (PERT/CPM)
11. Maintenance of the Plant
12. Quality Management- I
13. Quality Management - II
14. Six Sigma
15. Work Study - I (Method Study)
16. Work Study - II (Work Measurement)
17. Operations Management in Service Sector
18. Industry 4.0

Financial Management
1. Finance Function
2. Forms of Business Organisation
3. Financial Statements
4. Interpretation of Financial Statements (Ratio Analysis)
5. Interpretation of Financial Statements (Funds Flow/Cash Flow statements
6. Capitalisation
7. Sources of Long Term and Medium-Term Finance
8. Capital Structure
9. Leverages and Theories of Capital Structure
10. Capital Market
11. Capital Budgeting

12. Working Capital Management
13. Management of Cash
14. Management of Receivables
15. Management of Inventory
16. Dividend Policy

Human Resource Management

1. Nature of Human Resource Development
2. Human Resource Planning
3. Job Evaluation
4. Recruitment, Selection, Promotion and Transfer
5. Training and Development
6. Performance Improvement
7. Performance Appraisal
8. Career and Succession Planning
9. Total Quality Management
10. HRD Audit
11. Managing Change through Continuous Improvement
12. Good HR Practices
13. Recent Techniques in Human Resource Management
14. Human Resource Practices in Information Technology Industry

Marketing Management

1. Basic Concepts of Marketing
2. The Marketing Environment
3. Market Oriented Strategic Planning
4. Competition and Competitive Strategy
5. Market Research and Demand Forecasting
6. Consumer Behavior
7. Market Segmentation and Selecting Target Markets
8. Positioning
9. Product Concepts
10. Distribution Channels and Marketing of Services
11. Strategic Pricing
12. Integrated Marketing Communications

Management Information Systems

1. Management Information System
2. Information Technology
3. Data Communication and IT Enabled Services Management and
4. Decision Making
5. Information:

6. Decision Support System
7. System Analysis and Design
8. System Development
9. The Database Management System:
10. Data Warehousing and Data Mining:
11. Information Security and Control
12. Information Systems and Quality
13. Functional Applications
14. Applications in Service Sector

Marketing Specialisation

Semester-III
Services Marketing

1. Introduction to Services
2. Customer Expectations and Service Perceptions
3. Service Models and New Product Development
4. Pricing and Service Delivery
5. Service Promotion
6. The People Dimension of Services
7. Service Process Blueprinting and Physical Evidence
8. Service Quality

Marketing Research

1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling
4. Questionnaire Design Development
5. Scaling
6. Data Collection-Primary and Secondary
7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process and Design
11. Specialised Techniques in Market Research
12. Market and Sales Analysis Research
13. New Product Development and Test Marketing
14. Presentation of Research Findings
15. Research in Service Segments

Strategic Management
 1. Introduction to Strategic Management
 2. Understanding Strategy
 3. The Strategic Management Process
 4. Environmental Appraisal and SWOT
 5. Corporate Level Strategies: I
 6. Corporate Level Strategies: II
 7. Tools for Strategic Analysis and Choice: I
 8. Tools for Strategic Analysis and Choice: II
 9. Implementing Strategy: I
 10. Implementing Strategy: II
 11. Implementing Strategy: III
 12. Strategic Evaluation and Control

Advertising and Public Relations
 1. What is Advertising
 2. Objectives of Advertising, Planning and Decision Making
 3. Creating the Advertising Campaign
 4. Brand Image, Personality and Equity
 5. Advertising, Market Positioning, Segmentation
 6. Media Strategy, Budgets, Research
 7. Global Marketing and Advertising
 8. Advertising and Society, Ethics and Regulations
 9. What is Public Relations
 10. Nature and Scope of Public Relations
 11. Organisation and Practice
 12. Public Relations Practitioner
 13. Principal Areas of PR Work
 14. Case Studies
 15. Media Relations, Investor Relations

Consumer Behaviour
 1. Consumer Behaviour
 2. Consumer Research
 3. Motivation, Personality and Emotion
 4. Consumer Learning
 5. Consumer Perception
 6. Consumer Involvement
 7. Information Processing
 8. Attitude
 9. Social Class, Lifestyle and Culture
 10. Retail Consumer and Outlet Selection
 11. Consumerism
 12. Consumer/Satisfaction
 13. Organizational Buying Behaviour
 14. Consumer Modelling
 15. Rural Buying Behaviour

Industrial Marketing
 1. The Nature of Industrial Marketing
 2. Industrial Marketing Environment
 3. Industrial Buyer Behaviour
 4. Industrial Marketing Research
 5. Market Segmentation, Targeting and Positioning
 6. Product Planning and Development
 7. Integrated Marketing Communications (IMC)
 8. Distribution Channels and Logistics
 9. Role of Services
 10. Price and Pricing Strategies
 11. Personal Selling and Negotiations
 12. Strategic Marketing Planning
 13. International and Global Marketing Issues
 14. Future Trends

Marketing Specialisation

Semester-IV
Sales and Distribution Management
 Part-I
 1. Introduction to Sales Management
 2. Personal Selling
 3. Effective Sales Executive
 4. Sales Planning and Budgeting
 5. Sales Forecasting
 6. Sales Organisation
 7. Recruitment and Selection of Sales Force
 8. Sales Training
 9. Sales Quota and Compensating Sales Personnel
 10. Leading and Motivating the Sales Personnel
 11. Evaluation and Control of Sales Force
 12. Sales Territory
 13. Key Account Management

 Part-II
 1. Introduction to Distribution Management
 2. Retailing
 3. Wholesaling
 4. Warehousing
 5. Transportation
 6. Distribution Channels in Services
 7. Distribution Planning and Control

Research Methodology and Statistical Quantitative Methods

    Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

    Section – II Statistical Quantitative Methods
15. Arranging Data to Convey Meaning
16. Measures of Central Tendency (Mean, Median & Mode)
17. Correlation
18. Probability
19. Queuing Theory
20. Game Theory & Decision Theory

International Marketing
1. Introduction to International Marketing
2. Challenges of Globalisation
3. Why Firms Go International
4. The Task of International Marketing
5. Environmental Factors Affecting International Marketing
6. Foreign Market Entry Strategy
7. International Product Strategy
8. International Distribution Strategy
9. International Promotion Strategy
10. International Pricing Strategy
11. Outsourcing and Strategic Relationships
12. International Marketing Research
13. E-Marketing and E-Commerce
14. Future Trends

B2B Marketing
1. Introduction to Business Marketing
2. Organisational Buying / Buyer Behaviour
3. Enterprise Selling
4. Product Differentiation of Business Products
5. B2B Hub
6. Multi-Channel Marketing
7. B2B Database Marketing
8. Key Account Management (KAM)
9. Strategic B2B Marketing
10. Marketing Research in B2B Marketing

Virtual Marketing
1. E-Business Fundamentals
2. The Virtual Value Chain
3. Consumer Behaviour on the Internet
4. Information for Competitive Marketing Advantage
5. The Internet Marketing Mix
6. Customer Experience on the Web
7. E-Customer Relationship Management
8. Virtual Communities
9. Legal and Ethical Issues
10. Risk Mitigation & Consumer Rights
11. Business Models for Virtual Enterprises

Project
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Human Resource Management Specialisation

Semester-III

Human Resource Development
1. Introduction to Human Resource Development
2. Training and Organisation Environment
3. Training Needs Analysis
4. Learning Principles and Conditions
5. The Training Program: Selection, Design & Delivery
6. Assessing the Effectiveness of Training
7. Training Audit and Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment and Selection
11. Performance Appraisal, Feedback and Reward Systems
12. Quality of Work Life and Career Development

Industrial Relations and Labour Laws
1. Industrial Relations – Evolution, Concept and Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation, conciliation, Arbitration and Adjudication
5. Grievance Procedure
6. Industrial Relations in Public Sector Units
7. Trade Union and Collection Bargaining
8. Workers Participation in Management
9. Domestic Enquiry
10. The Regulative Labour Legislation
11. The Protective Labour Legislation
12. Wage Related Labour Legislation
13. Labour Legislation

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I
8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

Compensation Management
1. Compensation & Costs - Concepts & Context
2. Control Systems for Labour Costs
3. Compensation Systems Their Merits & Demerits
4. Wage and Salary Administration
5. Legal Framework for Wage and Salary Administration
6. Compensation Structures
7. Compensation Surveys
8. Pay Structure Today and Tomorrow
9. Incentives, Reward System & Pay Restructuring
10. Process and Steps for Preparation of Payroll
11. Tax Planning and Payroll Components
12. Emerging Issues and Trends
13. Constitutional and International Labour Standard Norms

Personnel Administration
1. Personnel Administration Concepts & Scope
2. Strategic Importance and Diagnostic Approach to Personnel Administration
3. Human Resource Planning – Recruitment & Selection
4. Training & Development & Personnel Manual
5. Employee Wage & Salary Administration
6. Compensation and Benefits, Promotion, Transfer, Demotion and W.P.M.
7. Career Development
8. Employee Welfare & Wellness Programme
9. Learning and Motivation
10. Employee Relations & Leadership/Team Building
11. Industrial Relations & Mgmt. of Conflict
12. Disciplinary Actions and Labour Laws
13. Information Technology and Personnel Administration

Industrial & Labour Economics
1. Nature and Scope of Labour Economics
2. Elasticity and Mobility of Labour
3. The Nature of Labour Market and its Problems
4. Efficiency of Labour
5. Wage Management
6. Employment Policy
7. Emerging issues in Labour Economics
8. Introduction Nature and Scope of Industrial Economics
9. Indian Industrial Growth
10. Theories of Industrial Location
11. Industrial Finance
12. Planning and Industrialisation

Human Resource Management Specialisation

Semester-IV

Performance & Potential Management
1. Performance Management System
2. Performance Planning and Goal Setting
3. Performance Appraisals
4. Performance and Training
5. Performance Feedback, Coaching and Counselling
6. Performance Parameters and Key Principles in Human Performance Improvement

7. Current Trends in Performance Management System
8. Performance Competencies
9. Self-Motivation for Managing Super Self Performance
10. Performance Appraisal Format and 360 Degree Sample

Research Methodology & Statistical Quantitative Methods
Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median & Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

Strategic HR and TQM
1. Introduction to Strategy
2. Human Resource Management
3. Developing HR Strategy
4. The Context for Strategic HR
5. Measuring the Impact of Strategic HRM
6. Designing and Implementing Strategic HRM
7. Bringing about Strategic Change
8. Managing HR in Mergers, Alliances and Downsizing
9. Total Quality: The Role of HR
10. From Traditional to Strategic HR
11. Evolution of Quality Concepts

12. Quality Culture and Leadership
13. TQM: Elements and Implementation
14. Leading Thinkers on Quality

Organizational Development
1. Organisation
2. Organisational Change and Organisational Development
3. Characteristics of Organisational Development
4. Foundation and Research of Organisation
5. Action Research and OD
6. Interventions
7. Team Interventions
8. Intergroup and Third-Party Peace-making Interventions and Structural Interventions
9. Organisation wide Interventions
10. Change Agents and Emerging Issues in OD
11. Power and Politics and Organisation Development

Human Resource Information System
1. Evolution of Human Resource information system
2. Introduction to Database Management system
3. Design of Human Resource Information system
4. HRIS – Need Analysis
5. Human Resources Analytics
6. Introduction to the Management of Change
7. Outsourcing and HRIS
8. Talent management
9. E-recruitment and Selection
10. Training and Development in e-learning Organisations
11. Performance Management System and Compensation
12. International HRM and HRIS

Project
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Finance Specialisation

Semester-III

Capital Market
1. Introduction to Capital Markets
2. Securities & Exchange Board of India (SEBI)
3. Money Markets
4. Mutual Funds
5. Merchant Banking
6. Recent Developments
7. Stock Exchanges
8. Venture Capital
9. Credit Rating
10. Share Buy Back
11. Portfolio Mgmt. & Financial Engineering
12. Corporate Governance
13. Mergers and Takeovers
14. Lease and Hire Purchase
15. Housing Finance

Corporate Governance
1. Overview of Corporate Governance
2. Corporate Board
3. Shaping Directorial Competence & Board Effectiveness
4. Financial Institutions and Nominee Directors
5. Corporate Disclosure and Investor Protection (Listing Agreement with Stock Exchange)
6. Corporate Reputation
7. Corporate Governance and Regulatory Bodies
8. Globalization and Corporate Governance
9. Regulatory Framework & Investor Protection - An Overview of existing Measures for Investor Protection
10. Corporate Social Responsibility and Corporate Governance
11. Majority Rule and Minority Protection - Prevention of Oppression and Mismanagement

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I

8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

Project Finance
1. Project Formation and Implementation
2. Promoter's Role/Functions, Data and Skills Requirements – I
3. Promoter's Role/Functions, Data and Skills Requirements – II
4. Financial Statements and Tools
5. Lenders' General Appraisal
6. Commercial Viability
7. Sources of Finance
8. Financial Feasibility Appraisal
9. Technical Feasibility Appraisal
10. Project Risks, Risk Management & Credit Rating
11. Working Capital Arrangements and Terms and Conditions of Project Finance
12. Project Scheduling, Implementation and Follow-Up
13. Legal Aspects of Project Finance & Documentation
14. Infrastructure Projects (Private Sector) Financing
15. Public-Private Partnership (PPP) Projects

Security Analysis & Portfolio Management
1. Basic Concepts
2. Investment
3. Introduction to Security Analysis
4. Risk and Return Concepts
5. Security Market Indicators
6. Fundamental Analysis
7. Technical Analysis
8. Efficient Market Theory
9. Bond Valuation
10. Portfolio Management
11. Portfolio Theory
12. Derivatives: Futures and Options
13. Mutual Fund and their Schemes

Financial Institutions & Banking
1. Overview of the Financial Markets - Meaning & Scope
2. Reserve Bank of India
3. Financial Institutions (FIs) (Industrial Sector)
4. Financial Institutions (Agriculture)
5. Financial Institutions – Others
6. Securitisation
7. Financial Institutions (Area Specific)
8. Bank and Banking
9. Indian Money Market
10. Financial Intermediaries
11. International Monetary Fund (IMF)

Finance Specialisation

Semester-IV

Direct Taxation
1. Definitions under Income Tax Act, 1961
2. Income Exempt from Tax
3. Income from Salaries
4. Income from House Property and other Sources
5. Profits and Gains from Business or Professions
6. Capital Gains
7. Deductions from Total Income
8. Tax Deducted at Source, Interest, Rebates and Relief
9. Assessment and Procedures
10. Taxation of Partnership Firms
11. Taxation of Companies
12. Set Off and Carry Forward of Losses
13. Tax Audit
14. Direct Tax Code

Research Methodology and Statistical Quantitative Methods
Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method

10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median and Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

Strategic Finance
1. Capital Structuring
2. Dividend Theories
3. Restructuring through Share Repurchase
4. Mergers and Acquisitions
5. Activity Based Costing: I
6. Activity Based Costing: II
7. Working Capital
8. Accounting Standards: I
9. Accounting Standards: II
10. Human Resources Accounting

International Finance
1. Introduction to International Finance
2. International Monetary and Financial System
3. Documents used in International Trade
4. External Commercial Borrowing
5. Foreign Investment in India
6. Direct Investment outside India
7. Foreign Exchange Markets
8. Foreign Exchange Risk Management
9. Export / Import Finance
10. Facilities for Residents and Non-Residents
11. Institutes involved in International Trade

Indirect Taxation
1. Introduction to GST I
2. Introduction to GST II
3. Registration
4. Processes under GST I
5. Processes under GST II
6. Offences and Penalties under GST
7. Appeals and Revisions
8. Rates of GST
9. Rates and Impact of GST

Project
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Operations Specialisation

Semester-III

Quantitative Techniques
1. Introduction to Quantitative Techniques
2. Decision Theory
3. Linear Programming - I
4. Linear Programming - II
5. Linear Programming - III
6. Transportation/Distribution Models
7. Assignment Models
8. Games Theory (Competitive Strategies)
9. Queueing Theory
10. Simulation

Material Management
1. Introduction to Materials Management
2. Materials Planning
3. Purchase Management: An Overview
4. Buying Policies
5. Buying at the Right Price
6. Project and Capital Goods Purchasing
7. Transport and Traffic Management
8. The Stores Function
9. Stores Operations
10. Fundamentals of Inventory Management
11. Economic Lot Size
12. Replenishment Systems
13. Just-in-Time (JIT)
14. Computerisation of Materials Management
15. Evaluation of Materials Department

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I
8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

Techniques for Operations Efficiency
1. Systematic Problem Solving
2. 7 QC Tools
3. Quality Circles
4. 5-S for Good Workplace Organisation
5. SMED for Set-up Time Reduction
6. MUDA (Waste) Elimination
7. Poka-Yoke (Mistake/Error Proofing)
8. Statistical Process Control (SPC)
9. Kaizen
10. Daily Work Management (DWM)
11. Benchmarking
12. Total Productive Maintenance
13. Total Quality Management (TQM)

Operations Strategy
1. History of Operations Management - Current Status and Vision 2020
2. Operations Strategy - A Strategic Fit with Corporate, Business and Technology Strategies
3. Operations Strategy and Competitive Dimension
4. Stakeholders and Strategy
5. Product/Process Design and Strategy
6. Operations Strategy and Market Requirements
7. Company / Product / Service Profiling and Downsizing
8. Capacity Decisions
9. Operation Strategy Implementation
10. Implementing Operation Strategy (Modern Techniques)
11. Strategic Quality Management, CAD, CAM and CIM
12. Delivering Value to Customers' Key Performance Indicators
13. Investment Decisions, Market Feedback and Organizational Learning

Project Management (Operations)
1. Introduction to Projects
2. Project Management Process
3. Project Financing and Evaluation
4. Project Estimation and Economic Analysis
5. Organising Projects
6. Project Planning
7. Networks for Project Management
8. Resource Levelling and Project Crashing
9. Project Implementation and Monitoring

10. Controlling Projects
11. Projects Contracts Management
12. Management Risk in Projects
13. Project Quality Management
14. Software Project Management
15. Issues in Project Management

Operations Specialisation

Semester-IV

Supply Chain Management
1. Introduction to Supply Chain Management
2. Logistics to Supply Chain Management
3. Forecasting and Aggregate Planning
4. Inventory Management in SCM
5. Transportation
6. Inbound Supply Chain Management
7. Outbound Supply Chain Management
8. Designing Supply Chain Distribution Network
9. Postponement and CRM in SCM
10. Outsourcing and Financial Aspects of SCM
11. Role of IT in Supply Chain Management
12. E-Business and the Supply Chain
13. SCM Measurement
14. The Indian Supply Chain Architecture

Research Methodology and Statistical Quantitative Methods
Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis
Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency
3. Correlation

4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

Technology Management
1. Introduction to Technology Management
2. Competitive Advantages through New Technologies
3. Technology Strategy
4. Technology Forecasting
5. Technology Assessment
6. Technology Diffusion and Absorption
7. Technology Transfer Management
8. Human Aspects in Technology Management
9. Issues in Technology Management

World-Class Manufacturing
1. Overview & History
2. Changing Scenario & Measures for WCM
3. Productivity & Work Study
4. Manufacturing Strategy
5. Product and Process Design
6. Waste Elimination
7. Toyota Production System (TPS)
8. Views of Experts (Gurus)
9. Lean Six Sigma
10. Modern Techniques
11. World Class Indian Companies

Business Process Re-Engineering
1. Introduction to BPR
2. Business Processes and MIS
3. Strategic Planning and BPR
4. Strategic Impact of IT and BPR
5. BPR Principles
6. Business Process Reengineering Techniques and Methodologies
7. BPR and QMS
8. Organising and Implementing BPR
9. Managing Barriers to BPR Success
10. BPR in Banks
11. ERP and BPR
12. SCM and BPR
13. Evolution of BPR for E-Business

Project
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Customer Relationship Management Specialisation

Semester-III

Customer Relationship Management
1. Introduction to customer Relationship Management
2. Customer Satisfaction and Loyalty
3. Relationship and Retention
4. Services Marketing and CRM
5. Data Management
6. Sales Force Automation
7. Implementing a CRM Programme
8. Effective CRM Today and Tomorrow

Consumer Behaviour
1. Consumer Behavior
2. Consumer Research
3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude
9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer Satisfaction
13. Organizational Buying Behavior
14. Consumer Modelling
15. Rural Buying Behavior

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I
8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

B2B Markets and CRM
1. Introduction to Business Marketing
2. Organizational Buying / Buyer Behaviour
3. Enterprise Selling
4. Segmentation
5. Targeting & Sales Planning
6. Relationship Marketing & CRM
7. Product Differentiation of Business Products
8. Pricing
9. Customer Service Management
10. Product Differentiation & Solution
11. B2B Hub
12. International Business
13. Marketing Communication

Business Communication
1. Communication in Business
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communication
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News & Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing and Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Consumer Protection Act, 2019
1. Introduction to Consumer Protection Act, 2019
2. Consumer' Under Consumer Protection Act
3. Consumer Disputes Redressal Agencies
4. Procedure for Filing Consumer Complaint
5. Appeals
6. Enforcement of Orders and Other Relevant Provisions
7. Forms

Customer Relationship Management Specialisation

Semester-IV

Advanced CRM
1. CRM Concepts
2. CRM through Effective Customer Complaints Handling
3. Call Centre to Contact Centre to Customer Interaction Centre
4. Sales Force Automation
5. Architectural Map for CRM Implementation
6. Industry Specific CRM Cases
7. Operational CRM
8. Analytical CRM
9. Customer Experience Management (CEM)

Research Methodology and Statistical Quantitative Methods
Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median and Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

Technology in CRM
1. Introduction to CRM
2. Introduction to E-CRM
3. Sales Force Automation (SFA)
4. Enterprise Marketing Automation
5. Implementing CRM
6. The Application Service Provider (ASP)
7. Customer Loyalty, CRM in FMCG and Data Mining in CRM
8. IT-Enabled CRM
9. Case Studies

CRM in Service Industry
1. An Introduction to Service Industry
2. Understanding Services
3. Understanding CRM
4. Relationship between Service & CRM
5. Designing of Service for CRM
6. Internal Marketing: People Dimension of Service & CRM
7. Service Management & Productivity
8. Service Quality & Customer Satisfaction
9. CEM-Customer Experience Management for Service Business

Marketing research
1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling
4. Questionnaire Design Development
5. Scaling
6. Data Collection-Primary and Secondary
7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process and Design
11. Specialised Techniques in Market Research
12. Market and Sales Analysis Research
13. New Product Development and Test Marketing
14. Presentation of Research Findings
15. Research in Service Segments 1
16. Strategic Audit

Project
Students are required to submit a project report by the end of semester 4

Management Accounting Specialisation

Semester-III

Project Financial Management
1. Introduction to Project Financial Mgmt.
2. Project Planning
3. Project Process
4. Tools and Techniques of Project Mgmt.
5. Project Evaluation Rules
6. Management Control and Change Control
7. Project Completion, Documentation & Reporting
8. Project Audit

Cost Planning and Analysis
1. Introduction to Cost Planning and Analysis
2. Tools for CVP Analysis
3. Value Analysis
4. Just-In-Time
5. Kaizen Costing and Learning Curves
6. Activity Based Costing
7. Life Cycle Costing
8. Value Chain and Supply Chain Management
9. Gain-Sharing Arrangement
10. Pareto Analysis

Budgeting and Management Control
1. Control System and Risk Management
2. Diversifying Risk
3. Internal Control Systems
4. Use of Budgets and Planning
5. Controllable and Uncontrollable Cost
6. Performance Analysis and Ratio Analysis
7. Responsibility Accounting
8. Performance Reporting
9. Behavioural Issues in Budgeting
10. Performance Evaluation
11. Transfer Pricing

Strategic Finance
1. Capital Structuring
2. Dividend Theories
3. Restructuring through Share Repurchase
4. Mergers and Acquisitions
5. Activity Based Costing: I
6. Activity Based Costing: II
7. Working Capital
8. Accounting Standards: I
9. Accounting Standards: II

10. Human Resources Accounting

Strategic Management Accounting
1. Introduction to Strategic Management Accounting
2. Strategic Management Accounting Techniques I
3. Strategic Management Accounting Techniques II
4. Strategic Performance Management
5. Customer Profitability Analysis
6. Inter-Organizational Cost Management Structure
7. Strategic Cost Management
8. Strategic Pricing I
9. Strategic Pricing II
10. Strategic Audit

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I
8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

Management Accounting Specialisation

Semester-IV

Group Financial Statements
1. Introduction to Group Financial Statements
2. Preparation of Consolidated Financial Statements I
3. Preparation of Consolidated Financial Statements II
4. Associates and Joint Ventures
5. Changes in Group Structure
6. Complex Groups
7. Foreign Currency Transactions
8. Group Statements of Cash Flows I
9. Group Statements of Cash Flows II

Research Methodology and Statistical Quantitative Methods

Section-I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection & Measurement
7. Sampling & Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques & Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median and Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

Corporate Governance
1. Overview of Corporate Governance
2. Corporate Board
3. Shaping Directorial Competence and Board Effectiveness
4. Financial Institutions and Nominee Directors
5. Corporate Disclosure and Investor Protection (Listing Agreement with Stock Exchange)
6. Corporate Reputation
7. Corporate Governance and Regulatory Bodies
8. Globalization and Corporate Governance
9. Regulatory Framework and Investor Protection - An Overview of existing Measures for Investor Protection
10. Corporate Social Responsibility and Corporate Governance
11. Majority Rule and Minority Protection - Prevention of Oppression and Mismanagement

International Finance
1. Introduction to International Finance
2. International Monetary and Financial System
3. Documents used in International Trade
4. External Commercial Borrowing
5. Foreign Investment in India
6. Direct Investment outside India
7. Foreign Exchange Markets
8. Foreign Exchange Risk Management
9. Export / Import Finance
10. Facilities for Residents and Non-Residents
11. Institutes involved in International Trade

Capital Market
1. Introduction to Capital Markets
2. Securities and Exchange Board of India (SEBI)
3. Money Markets
4. Mutual Funds
5. Merchant Banking
6. Recent Developments
7. Stock Exchanges
8. Venture Capital
9. Credit Rating
10. Share Buy Back
11. Portfolio Management and Financial Engineering
12. Corporate Governance
13. Mergers and Takeovers
14. Lease and Hire Purchase
15. Housing Finance

Project
Students are required to submit a project report by the end of semester 4

Faculty and support staff requirement

As per AICTE norms.

- **Teaching Learning Pedagogy**
  Teaching learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
  Media used for delivery of instruction for the course includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website.

Evaluation System

- Evaluation system includes Check your progress questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the Course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/ Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the Course requirement. (Additional 3 months are provided for working on research project and submitting the research project).

Number of SLMs: 76
Number of e-Learnings: 57

Library resources:

i.   **E-resource – EBSCO, JSTOR**

ii. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1.	Organizational Behaviour: Concepts, Controversies, Applications 7th ed.	Robbins Stephen
2.	International Marketing: Approaching & Penetrating International Marketplace 3rd ed	Curry J E
3.	Supply Chain Management for Global Competitiveness 2nd Ed.	Sahay BS
4.	Retail Management: A Strategic Approach 10th Ed.	Berman Bary,
5.	Managerial Economics: principles and worldwide applications 6th Ed	Salvatore, Dominick
6.	Marketing Research: An Applied Orientation 6th ed	Naresh Malhotra,
7.	Financial Management	Jain, Promod
8.	Management Accounting IC 89	Insurance Institute of India
9.	Management Accounting Text, Problems and Cases	Khan, M.Y
10.	Management Accounting	Inamdar, Satish M
11.	Marketing Strategy: A Decision-Focused Approach 5th ed	Walker, Orville C.
12.	Corporate Planning Theory and Practice	SarwateDilip
13.	An Introduction to Mgmt. Science Quantitative Approaches to Decision Making 10th ed	Anderson David
14.	Business Policy and Strategic Management 2nd ed	AzharKazmi
15.	Industrial Marketing 4th ed	Hill Richard
16.	Global Marketing Management 5th ed	Keegan W J
17.	Essentials of Management 5th ed	Harold Koonz
18.	Marketing Management: Analysis Planning Implementation and Control 9th ed.	Kotler Philip
19.	E-Commerce: Strategy, Technologies and Applications	Whiteley, David
20.	Corporate Finance	Kulkarni, P. V.
21.	Management Information System 7th ed.	Laudon K.C.
22.	Management Accounting	Rao, A.P.
23.	Marketing Management: A South Asian Perspective 12th ed	Kotler Philip
24.	Management Information System	Prasad LM
25.	International Marketing 8th Ed.	Terpstra Vern
26.	International Business 6th Ed.	Czinkota Michael R
27.	Purchasing And Supply Chain Management 2nd Ed.	Monczka Robert,
28.	Marketing Research: Text And Cases 7th Ed.	Boyd H W,
29.	Financial Management	Jain, Promod
30.	Business Communication	I.C.S.I.
31.	International Financial Management 2nd Ed.	Apte, P.G.
32.	Modern Marketing Management 7th Ed.	DavarRustom
33.	Marketing Research: Measurement And Method 6th Ed.	Tull Donald,
34.	Consumer Behaviour 9th Ed.	Schiffman Leon,
35.	Fundamentals Of Accounting For CPT 2nd Ed.	Maheshwari, S.N.
36.	Human Resource Management 10th Ed.	Ghanekar Anjali
37.	International Business Environment 4th Rev Ed.	Cherunilam Francis
38.	The Project Management Manual	Young Trevor L.
39.	Modernisation Of Materials Management	Jhamb LC
40.	Business Communication	I.C.S.I.
41.	Project Management; Managing Human Resources 12th Ed.	Choudhury S; Bohlander G
42.	Customer Relationship Mgmt.: Emerging Concepts, Tools & Applications.	Sheth JN
43.	Case Studies In Retail Management Vol I	ICFAI
44.	Retail Management	Bajaj Chetan
45.	Contemporary Business Communication 5th Ed.	Ober Scot
46.	Quantitative Analysis for Management 10th ed	Render Barry
47.	Corporate Accounting	Agarwal, N.P.
48.	Guide to Business Modelling	Tennent,
49.	Statistical and Quantitative Methods	Chitale, Ranjeet H.
50.	Marketing Research: An Applied Orientation 6th ed	Naresh Malhotra,
51.	Operations & Supply Management	Chase Richard

Grading System

- Grading System (All Courses): SCDL has a grading system, which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- Finance Manager
- Financial Analyst,
- Business Analyst,
- Marketing Manager,
- Sales Manager,
- Brand Manager,
- Senior HR Officer,
- Placement Officer,
- Recruitment Coordinator,
- HR Head,
- Administrative Head,
- Purchase Manager,
- Operations Head,
- Branch Head,
- Team Leader,
- Customer Service Manager,
- Project Manager,
- Business Development Manager, etc

ii. POST GRADUATE DIPLOMA IN BANKING AND FINANCIAL SERVICES (PGDBFS)

Course Structure: Total Credits- 80

SEMESTER I:	SEMESTER II:
Principles and Practices of Management	Financial Management
Management Accounting	Management Information Systems and Technology in Banking
Managerial Economics	Banking Regulations and Laws
Indian Banking and Financial System	Global Banking and Finance
Marketing of Banking Services	Financial Institutions and Markets
SEMESTER III:	**SEMESTER IV:**
Capital Market	Macro Economics
Accounting Systems and Financial Analysis	Micro Financing
Management of Bank	Risk Management
Security Analysis and Portfolio Management	Rural and Cooperative Banking
Bank Lending Policies and Procedures	Research Methodology and Statistical Quantitative Methods and Project

Curriculum

Semester I

Principles and Practices of Management
1. Business - the Purpose of Management
2. Designing Organisation for Business
3. Need for Managing Organisation and Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organising
9. Staffing
10. Leading Directing | Communicating | Motivating
11. Controlling
12. Coordinating (Synchronising)
13. Evolution of Management Thought
14. Pursuing Managerial Career

Management Accounting
1. Introduction
2. Basics of Financial Accounting
3. Process of Accounting
4. Cost Accountancy (Basic Concepts & Principles)
5. Elements of Costs
6. Material Costs
7. Labour Costs
8. Overhead Costs
9. Marginal Costing
10. Budgetary Control
11. Standard Costing

Managerial Economics
1. Introduction to Managerial Economics
2. Profit
3. Demand
4. Elasticity of Demand
5. Demand Forecasting
6. Supply Analysis
7. Production and Costs – I
8. Production and Costs – II
9. Pricing & Output Determination Under Perfect Competition
10. Imperfect Competition
11. Pricing Methods or Pricing Practices
12. Cost Benefit Analysis
13. Macro-Economic Analysis
14. Government and Private Businesses

Indian Banking and Financial System
1. Indian Financial System - An Overview
2. Overview of Banking & Structure of Banking in India
3. Role & Functions of Reserve Bank of India 33
4. Banks in India - Role and Functions
5. Changing Role of Banks
6. Banker - Customer Relationship
7. Types of Customers & Mode of Operation 115
8. Negotiable Instruments
9. Retail Banking Products - Deposits
10. Retail Banking Products - Loan
11. Foreign Exchange Business of Banks
12. Insurance

13. Mutual Funds
14. Recent Trends in Banking Regulation

Marketing of Banking Services
1. Marketing Concept in Banks
2. Marketing Strategy for Banks
3. Developing the Marketing Plan
4. Elements of the Marketing Mix
5. Delivery Channels
6. Promotional Mix for Bank Marketing
7. Product Identification and Corporate Image
8. Product Development and Pricing
9. Cross Selling of Banking Products
10. Relationship Management and Cross Selling
11. Marketing Research in Banks
12. Market Segmentation
13. Advertising and Communication
14. Customer Focus
15. Customer Delight
16. Customer Relationship Management (CRM) in Banking

Semester II

Financial Management
1. Finance Function
2. Forms of Business Organisation
3. Financial Statements
4. Interpretation of Financial Statements (Ratio Analysis)
5. Interpretation of Financial Statements (Funds Flow/Cash Flow Statements
6. Capitalisation
7. Sources of Long Term & Medium-Term Finance
8. Capital Structure
9. Leverages and Theories of Capital Structure
10. Capital Market
11. Capital Budgeting
12. Working Capital Management
13. Management of Cash
14. Management of Receivables
15. Management of Inventory
16. Dividend Policy

MIS and Technology in Banking
1. Management Information System
2. Information and Decision Making
3. Decision Support System
4. The Database Management System
5. Applications in Service Sector
6. Introduction to Core Banking Solutions (CBS)
7. IT Based Banking Services
8. Payment Solutions
9. Information Security

10. Data Warehousing and Data Mining
11. Cloud Computing

Banking Regulations and Laws
1. The Reserve Bank of India Act, 1934
2. Banking Regulation Act, 1949
3. Negotiable Instrument Act, 1881
4. Paying and Collecting Bankers
5. Relationship Between Banker and Customer
6. Securities Against Advances
7. Recovery Measures
8. Policy Regulation Since 1991
9. Foreign Exchange Management Act, 1999
10. Prevention of Money Laundering Act (PMLA), 2002
11. Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest (Sarfaesi) Act, 2003
12. Information Technology Act, 2000 and Laws Relating to Banking
13. Banking Ombudsman

Global Banking and Finance
1. Introduction to Global Banking and Finance (Introduction to NRI/PIOs)
2. Financial Regulations
3. Banks Engaged in Business of International Banking
4. Exchange Rate Mechanism
5. Developmental Financial Institutions and International Banking
6. New Financial Instruments
7. Derivatives
8. Credit Rating
9. Factoring and Forfaiting
10. Introduction to Insurance
11. Disinvestment of PSUs
12. Prevention of Money Laundering Act (Pmla), 2002

Financial Institutions and Markets
1. Overview of Financial Markets
2. Financial Institutions - I
3. Securitisation
4. Indian Money Market
5. International Monetary Fund (IMF)
6. Introduction to Capital Markets
7. Securities and Exchange Board of India (SEBI)
8. Merchant Banking
9. Role of Banks in Stock Market
10. Venture Capital and Private Equity
11. Portfolio Management and Financial Engineering
12. Mergers and Takeovers
Lease and Hire Purchase

Semester III

Capital Market
1. Introduction to Capital Markets
2. Securities and Exchange Board of India (SEBI)
3. Money Markets
4. Mutual Funds
5. Merchant Banking
6. Recent Developments
7. Stock Exchanges
8. Venture Capital
9. Credit Rating
10. Share Buy Back
11. Portfolio Management and Financial Engineering
12. Corporate Governance
13. Mergers and Takeovers
14. Lease and Hire Purchase
15. Housing Finance

Accounting Systems and Financial Analysis
1. Introduction to Financial and Cost Accounting
2. Accounting Standards and Accounting Mechanics
3. Accounting Aspect of Investment Decisions
4. Accounting Aspect of Financing Decisions (Share Capital)
5. Financial Statements of Limited Companies
6. Software Package for Financial Accounting
7. Overview of Taxation (Direct & Indirect Taxes)
8. Accounting Aspects of Mergers and Acquisitions
9. Consolidated Accounts of Holding and Subsidiary Companies
10. Financial Statements Analysis
11. Software Package for Financial Analysis
12. Funds Flow Analysis and Financial Forecasting
13. US GAAP and Recent Developments
14. Enterprise Resource Planning (ERP)

Management of Bank
1. Management of Basic Functions of Banks
2. Management of Bank's Budgeting and Finance
3. Management of Asset/Liability, NPA, Profitability and Capital Adequacy in Banks
4. Management of Customer Relationship
5. Management of Banking Organisation, Structure, Branch Expansion and Management of Delivery Channels
5. Management of Resources (HR / Infrastructure / Security and Services)
6. Investment and Treasury Management
7. Systems & Control and Risk Based Supervision
8. Mgmt. of IT Infrastructure & MIS in Banks
9. Measurement & Management of Risks in Banks
10. Management of Grievance and Corporate Governance

Security Analysis and Portfolio Management
1. Basic Concepts
2. Investment
3. Introduction to Security Analysis
4. Risk and Return Concepts
5. Security Market Indicators
6. Fundamental Analysis
7. Technical Analysis
8. Efficient Market Theory
9. Bond Valuation
10. Portfolio Management
11. Portfolio Theory
12. Derivatives: Futures and Options
13. Mutual Fund and their Schemes

Bank Lending Policies and Procedures
1. Types of Loans and Advances made by Banks
2. Factors Determining the Growth and Mix of
3. Bank Loans & Regulation of Lending
4. Asset Quality
5. Camels Rating System
6. Bank's Written Loan Policy
7. Credit Analysis
8. Basics of Lending
9. Lending Process
10. Common Types of Collateral Sources of Information about Loan Customers
11. Typical Loan Agreement
12. Loan Review and Loan Monitoring
13. Warning Signs of Problem Loans & Management of NPA's and Loan Workouts

Semester IV

Macro Economics
1. Introduction to Macroeconomics & Measuring Income & Output
2. Aggregate Demand and Supply
3. Aggregate Markets and Shocks
4. Unemployment and Business Cycles
5. Keynesian Economics
6. Money Markets
7. Central Banking, Federal Reserve Policy and Monetary Policy
8. Inflation: Measurement, Cost, Sources and Kinds and the Phillips Curve and Inflation
9. Fiscal Policy, Deficits and Public Debt and Deficit Financing in an Open Economy
10. Economic Growth, Aggregate Growth and Monetarism and Rational Expectation
11. Economic Crises & Policies for Growth & Stability

Micro Financing
1. Introduction to Microfinance
2. Models of Microfinance
3. Self-Help Groups
4. Models of Microfinance
5. Cooperative Microfinance
6. Client Impact Studies
7. Housing Microfinance
8. Development of Microfinance Products
9. Promoting Women's Enterprises
10. Equitable and Sustainable Development
11. Microfinance and Social Entrepreneurship
12. Corporate Values and Micro Financing
13. Strategic Issues in Microfinance: Gender, Activism, Scale and Management

Risk Management
1. Introduction to Risk Management
2. Asset Liability Management in Banks
3. Managing Credit Risk
4. Managing Market Risk
5. Managing Liquidity Risk
6. Managing Interest Rate Risk
7. Managing Foreign Exchange Risk
8. Operational Risk Management
9. Derivatives in Banks & Risk Mgmt. Strategies
10. Enterprise-Wide Risk Management in Banks
11. The New Basel Accord: Implications for Banks & Latest Capital Adequacy Regulatory Guidelines

Rural and Co-Operative Banking
1. Rural India and Panchayati Raj System for Rural Development
2. Agricultural Activities and Farm Development Loans
3. Allied Activities in Agriculture and Agricultural Marketing in India
4. Small Scale Industry and Green Revolution
5. Cooperative Banks in India
6. RBI Policies for Cooperative Banks
7. Types of Cooperative Banks
8. Functions of Cooperative Banks.

Research Methodology & Statistical Quantitative Methods
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project
Students are required to submit a project report by the end of semester 4

- **Faculty and support staff requirement**
  As per AICTE norms

- **Teaching Learning Pedagogy**
  Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
  Media used for delivery of instruction for the program includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs.

- **EVALUATION SYSTEM**
  i. Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
  ii. The Evaluation system includes Formative Evaluation and Summative Evaluation.
  iii. The questions formulated are based on the program / course objectives.
  iv. The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/ Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.

v. The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.

vi. The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

- **Formative Evaluation**

  Continuous comprehensive evaluation method is followed which is explained below:

  i. The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

  ii. Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

- **Summative Evaluation**

  Summative comprehensive evaluation method is as under:

  i. The students are given opportunity to attend the exams as per their own pace.

  ii. These exams are taken course wise separately according to the convenience of the students.

  iii. Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.

  iv. The question papers for the examinations are set centrally at Pune.

  v. The exams are conducted through test centres appointed by SCDL.

  vi. Answer papers are evaluated centrally at Pune.

  vii. Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

- **Number of SLMs**: 20
- **Number of e-Learnings:** 09
- **Library resources:**
  i. E-resource – EBSCO, JSTOR
  ii. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1.	Financial Management	Jain, Promod
2.	Financial Management 9th Ed.	Pandey I.M
3.	International Financial Management 2nd Ed.	Apte, P.G.
4.	Security Analysis and Portfolio Management 6th Ed.	Fischer, Donald E
5.	Cost and Management Accounting Intermediate Course:	Inst. Of Comp.Sec. Of India
6.	Financial Management: Text Problems & Cases 4th Ed.	Khan, M.Y
7.	Macroeconomics For Management Students 2nd Ed.	Nag, A
8.	Principles of Economics 2nd Ed.	Mankiw, N. Gregory
9.	Statistics for Business and Economics	Anderson, David R
10.	Macroeconomics 2nd Ed.	Farmer, Roger E. A.
11.	General Economics	Inst. Of Chartered Acct. Of India
12.	Ethical and Professional Standards and Quantitative Methods	CFA Program Curriculum Volume 1.; CFA
13.	Financial Reporting & Analysis	CFA Program Curriculum Vol 3: CFA
14.	Derivatives and Alternative Investments	CFA Program Curriculum Volume 6.: CFA
15.	Equity and Fixed Income	CFA Program Curriculum Volume 5: CFA
16.	Statistics for Management 7th Ed.	Levin Richard
17.	Management Accounting IC 89	Insurance Institute of India
18.	Risk Management IC 86	Insu. Inst. Of India
19.	Fundamentals of Accounting	Tulsian, P.C
20.	Cost Accounting: Principles and Practice 11th Ed.	Arora, M.N.
21.	Mastering Financial Modelling: A Practitioner's Guide to Applied Corporate Finance 2nd Ed.	Day, Alastair L.
22.	Solutions to Problems in Advanced Accounts Vol. I	Shukla, M. C.

Sr.No.	Title of the Book	Name of the Author
23.	Managerial Economics: Principles & Worldwide Applications 6th Ed	Salvatore, Dominick
24.	Fundamentals of Financial Management 13th Ed.	Van Horne, James C
25.	Managing Accounting 5th Ed.	Atkinson A A
26.	Principles Of Risk Management and Insurance 9th Ed.	Rajendra G E
27.	Financial Management	Kapil, Sheeba
28.	Financial Mgmt.: Recent Trends in Practical Application:	Iyer, Chandra Hariharan
29.	Management of Working Capital	Arora, Amit Kumar
30.	Microfinance and Empowerment of Rural Poor in India	Das, Sudhansu Kumar
31.	Public Finance	Singh, Supreet
32.	Macro Economics	Singh, S B
33.	Indian Economy 3rd Ed.	Deepashree
34.	Money matters macroeconomics and financial markets	Iyengar, Murali
35.	Managerial Economics	Saravanavel P.
36.	Financial Management	CIMA
37.	Statistical Methods	Gupta S. P.
38.	Risk Management	Indian Inst. of Banking and Finance
39.	Economics	Mankiw, N. Gregory
40.	Options, Futures and other Derivatives	Hull, John C
41.	Corporate Finance & Portfolio Mgmt. Vol IV, Level I 2009	CFA
42.	Investment Analysis and Portfolio Management 4th Ed	Chandra, Prasanna
43.	Statistics for Management 7th Ed.	Levin Richard
44.	Projects, Planning, Analysis, Selection, Financing & Review 6th Ed.	Chandra Prasanna
45.	Management Accounting Text, Problems and Cases	Khan, M.Y.
46.	Credit Appraisal, Risk Analysis and Decision Making	Mukherjee, D. D
47.	Risk Management	Risk Management
48.	Handbook of Banking Information	Toor, N.S
49.	Management Accounting	Inamdar, Satish M
50.	Financial Management	Dhond, Arvind A
51.	Financial Services and Markets	Pandian Punithavathy
52.	Macroeconomics Demystified	Swanenberg, August
53.	Indian Economy	Datt, Gaurav
54.	Effective Leadership: Theory, Cases and Applications	Humphrey, Ronald H
55.	Economics	Samuelson, Nordhaus
56.	Macro Economics	Sethi M. L.
57.	Financial Management: Theory and practice 6th Ed.	Chandra, Prasanna

Grading Mechanism

- Grading System:
  SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

1. Banking Officer and Bank Manager in Nationalised Banks, Private and Foreign Banks, Financial Analyst. Financial Planner, Portfolio Manager, Financial Reporting, Credit and Market Risk Analysist in Investment Banking, Treasurer, Controller, Financial Manager, Accountant, Financial Agents etc

iii. POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS (PGDIB)

Course Structure   **Total Credits: 80**

SEMESTER I	SEMESTER II
Principles and Practices of Management	International Economics
Organisational Behaviour	International Business Management
Management Accounting	Economic Environment and Business
Managerial Economics	Management Information Systems
Business Communication	Research Methodology and Statistical Quantitative Methods
SEMESTER III	**SEMESTER IV**
International Commercial Law	International Marketing
International Trade Logistics	Marketing Research
Financial Institutions and Banking	Exim Policies and Procedures
Strategic Management	International Finance
Foreign Exchange Management	Corporate Governance

CURRICULUM

Semester I

Principles & practices of Management (PPM)
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading Directing; Communicating; Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

Organization Behaviour
1. Historical Evolution of Organisational Behaviour
2. Understanding Organisational Behaviour
3. Perception
4. Personality
5. Attitudes
6. Motivation
7. Work Motivation Theories
8. Morale
9. Work and Conditions of Work
10. Conflict Management Group Dynamics
11. Stress Management
12. Leadership
13. Management of Organisational Change
14. Organisational Culture
15. Organisational Power and Politics

Management Accounting
1. Introduction
2. Basics of Financial Accounting
3. Process of Accounting
4. Cost Accountancy (Concepts & Principles)
5. Elements of Costs
6. Material Costs
7. Labour Costs
8. Overhead Costs
9. Marginal Costing
10. Budgetary Control
11. Standard Costing

Managerial Economics
1. Introduction to Managerial Economics
2. Profit
3. Demand

4. Elasticity of Demand
5. Demand Forecasting
6. Supply Analysis
7. Production and Costs – I
8. Production and Costs – II
9. Pricing and Output Determination Under Perfect Competition
10. Imperfect Competition
11. Pricing Methods or Pricing Practices
12. Cost Benefit Analysis
13. Macro-Economic Analysis
14. Government and Private Businesses

Business communication
1. Communication in Business
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communication
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News and Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing and Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Semester II

International Economics
1. The International Economy
2. International Trade Theory
3. New Trade Theory
4. International Trade Policy
5. Trade Restrictions
6. Terms of Trade
7. Regional Trading Arrangements
8. International Monetary Fund
9. International Bank for Reconstruction & Dev.
10. GATT & WTO
11. The Balance of Payment
12. Foreign Exchange Rate

13. Determination of Foreign Exchange Rate
14. Foreign Capital Movements & Multinational Corporations
15. External Sector – India

Economic Environment and Business
1. Basic Terms and Concepts
2. Economic Environment
3. Social Environment
4. Political Environment
5. Industrial Relations and Labour Issues
6. Infrastructure
7. Agriculture, Employment & other Indian Economic Issues
8. Finance
9. Globalisation and WTO
10. International Economic Backdrop
11. Foreign Trade
12. Media and Business

International Business Management
1. Theories of International Trade
2. Globalisation
3. Trade Barriers and Trade Block
4. Country Risk Analysis
5. Export-Import Finance
6. Balance of Payments
7. Multi-National Corporations
8. Export Promotion Schemes in India
9. Raising Money in International Markets
10. World Trade Organization:
11. International Marketing - Entry Strategies
12. International Monetary Fund
13. World Bank

Management Information Systems
1. Management Information System
2. Information Technology
3. Data Communication & IT Enabled Services
4. Management and Decision-Making
5. Information
6. Decision Support System
7. System Analysis and Design
8. System Development
9. The Database Management System
10. Data Warehousing and Data Mining
11. Information Security and Control
12. Information System and Quality
13. Functional Applications
14. Applications in Service Sector

Research Methodology and Statistical Quantitative Methods
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis
15. Arranging Data to Convey Meaning
16. Measures of Central Tendency (Mean, Median and Mode)
17. Correlation
18. Probability
19. Queuing Theory
20. Game Theory & Decision Theory

Semester III

International Commercial Law
1. Introduction to International Commercial Law &Foreign Trade.
2. Imp. of Commercial Law in Foreign Trade
3. Indian Contract Act, 1872:
4. Agreement to do Impossible Acts
5. Bailee's Lien & Pledge of Mercantile
6. Marine Insurance
7. Container, Air & Sea Transport
8. Agreement in Restraint of Legal Proceedings
9. GATT Procedure of Dispute Settlement
10. Intellectual Property in Patents & Trade Marks
11. Intellectual Property in Industrial Design & Copyright
12. Arbitration and Conciliation Act, 1996
13. Recourse Against Arbitral Award
14. A Brief Perspective of Cyber Laws in Different Countries
15. Cyber Laws in India

International Trade logistics
1. Marketing Logistics: An Introduction:
2. International Commercial Terms (Incoterm)
3. Organisation of Overseas Transport Services
4. Liner Shipping Services:
5. Chartering Principles and Practices:
6. Containerisation and Multi-modal Transportation of Goods
7. Ports System & its Role in India's Foreign Trade
8. Air Transport
9. Transport Intermediaries
10. Carriage of Goods by Sea and Multimodal Transport - Legal Aspects
11. Maritime Fraud

Financial Institutions and Banking
1. Overview of the Financial Markets - Meaning and Scope
2. Reserve Bank of India
3. Financial Institutions (FIs) (Industrial Sector)
4. Financial Institutions (Agriculture)
5. Financial Institutions – Others
6. Securitisation
7. Financial Institutions (Area Specific)
8. Bank and Banking
9. Indian Money Market
10. Financial Intermediaries
11. International Monetary Fund (IMF)

Strategic Management
1. Introduction to Strategic Management
2. Understanding Strategy
3. The Strategic Management Process
4. Environmental Appraisal and SWOT
5. Corporate Level Strategies: I
6. Corporate Level Strategies: II
7. Tools for Strategic Analysis and Choice: I
8. Tools for Strategic Analysis and Choice: II
9. Implementing Strategy: I
10. Implementing Strategy: II
11. Implementing Strategy: III
12. Strategic Evaluation and Control

Foreign Exchange Markets
1. Foreign Exchange Markets
2. The International Monetary System
3. Exchange Rate Determination
4. Regulatory Framework in India
5. Imports

6. Exports
7. Financing Exports
8. Methods of Payments
9. Facilities for Non-Residents
10. Export Credit Guarantee Corporation & Exim Bank

Semester IV

International Marketing
1. Environmental Factors Affecting International Marketing
2. Foreign Market Entry Strategy
3. International Product Strategy
4. International Distribution Strategy
5. International Promotion Strategy
6. International Pricing Strategy
7. Outsourcing and Strategic Relationships
8. International Marketing Research
9. e-Marketing and e-Commerce
10. Future Trends

Marketing Research
1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling
4. Questionnaire - Design Development.
5. Scaling Methods
6. Data Collection Primary / Secondary
7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process and Design
11. Specialised Techniques in Market Research
12. Market and Sales Analysis Research
13. New Product Dev. & Test Marketing
14. Presentation of Research Findings
15. Research in Service Segments

Exim Policy & procedures
1. Foreign Trade Policy

2. Export and Import Procedures
3. Documents Related to Export and Import
4. Instruments and Terms of Payment in Export – Import
5. Methods of Export - Import Financing
6. Letter of Credit and Bill of Exchange
7. Foreign Exchange Regulations & Formalities
8. Cargo Insurance
9. International Commercial Terms
10. Procedure and Documentation for Availing Export Incentives

International Finance
1. Introduction to International Finance
2. International Monetary & Financial System
3. Documents used in International Trade
4. External Commercial Borrowing
5. Foreign Investment in India
6. Direct Investment outside India
7. Foreign Exchange Markets
8. Foreign Exchange Risk Management
9. Export / Import Finance
10. Facilities for Residents and Non-Residents
11. Institutes involved in International Trade

Corporate Governance
1. Overview of Corporate Governance
2. Corporate Board
3. Shaping Directorial Competence & Board Effectiveness
4. Financial Institutions & Nominee Directors
5. Corporate Disclosure & Investor Protection
6. Corporate Reputation
7. Corporate Governance & Regulatory Bodies
8. Globalization and Corporate Governance
9. Regulatory Framework and Investor Protection - An Overview of existing Measures for Investor Protection
10. Corporate Social Responsibility & Corporate Gov.
11. Majority Rule and Minority Protection - Prevention of Oppression & Mismanagement

Faculty and support staff requirement: As per AICTE norms
Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students. Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs

Evaluation System

- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.

The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.

Number of SLMs: 20

Number of e-Learnings: 15

Library resources:

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1.	Organizational Behaviour: Concepts, Controversies, Applications 7th ed.	Robbins Stephen
2.	International Marketing: Approaching & Penetrating the International Marketplace 3rd ed	Curry J E
3.	Supply Chain Management for Global Competitiveness 2nd Ed.	Sahay BS
4.	Retail Management: A Strategic Approach 10th Ed.	Berman Bary,
5.	Managerial Economics: principles and worldwide applications 6th Ed	Salvatore, Dominick
6.	Marketing Research: An Applied Orientation 6th ed	Naresh Malhotra,
7.	Financial Management	Jain, Promod
8.	Management Accounting IC 89	Insurance Institute of India
9.	Management Accounting Text, Problems and Cases	Khan, M.Y

Sr.No.	Title of the Book	Name of the Author
10.	Management Accounting	Inamdar, Satish M
11.	Marketing Strategy: A Decision-Focused Approach 5th ed	Walker, Orville C.
12.	Corporate Planning Theory and Practice	Sarwate Dilip
13.	An Introduction to Management Science Quantitative Approaches to Decision Making 10th ed	Anderson David
14.	Business Policy and Strategic Management 2nd ed	Azhar Kazmi
15.	Industrial Marketing 4th ed	Hill Richard
16.	Global Marketing Management 5th ed	Keegan W J
17.	Essentials of Management 5th ed	Harold Koonz
18.	Marketing Mgmt.: Analysis Planning Implementation & Control 9th ed.	Kotler Philip
19.	E-Commerce: Strategy, Technologies and Applications	Whiteley, David
20.	Corporate Finance	Kulkarni, P. V.
21.	Management Information System 7th ed.	Laudon K.C.
22.	Management Accounting	Rao, A.P.
23.	Marketing Management: A South Asian Perspective 12th ed	Kotler Philip
24.	Management Information System	Prasad LM
25.	International Marketing 8th Ed.	Terpstra Vern
26.	International Business 6th Ed.	Czinkota Michael R
27.	Purchasing And Supply Chain Management 2nd Ed.	Monczka Robert,
28.	Marketing Research: Text And Cases 7th Ed.	Boyd H W,
29.	Financial Management	Jain, Promod
30.	Business Communication	I.C.S.I.
31.	International Financial Management 2nd Ed.	Apte, P.G.
32.	Modern Marketing Management 7th Ed.	Davar Rustom
33.	Marketing Research: Measurement And Method 6th Ed.	Tull Donald,
34.	Consumer Behaviour 9th Ed.	Schiffman Leon,
35.	Fundamentals Of Accounting For CPT 2nd Ed.	Maheshwari, S.N.
36.	Human Resource Management 10th Ed.	Ghanekar Anjali
37.	International Business Environment 4th Rev Ed.	Cherunilam Francis
38.	The Project Management Manual	Young Trevor L.
39.	Modernisation Of Materials Management	Jhamb LC
40.	Business Communication	I.C.S.I.
41.	Project Management; Managing Human Resources 12th Ed.	Choudhury S Bohlander George
42.	Customer Relationship Mgmt.: Emerging Concepts, Tools and Applications.	Sheth JN
43.	Case Studies In Retail Management Vol I	ICFAI
44.	Retail Management	Bajaj Chetan
45.	Contemporary Business Communication 5th Ed.	Ober Scot
46.	Quantitative Analysis for Management 10th ed	Render Barry
47.	International Marketing: Strategy and Theory 5th ed	Onkvisit Sak
48.	International Business: Strategy, Management, and the new Realities	Cavusgil S. Tamer
49.	International Mgmt. - Managing Across Borders & Cultures 5th Edition	Deresky Helen
50.	International Business: Environments and Operations 12th Edition	Daniels John
51.	Six Sigma Project Management - A Pocket Guide	Lowenthal J N
52.	International Trade	Oberoi P K
53.	Corporate Accounting	Agarwal, N.P.
54.	International Financial Management 6th ed	Apte, P.G.
55.	International Marketing 8th Ed.	Terpstra Vern
56.	International Business Environment 4th Rev Ed.	Cherunilam Francis
57.	International Marketing: Approaching & Penetrating the International Market place 3rd ed	Curry J E
58.	Industrial Marketing 2nd Ed.	Havaldar Krishna K

Sr.No.	Title of the Book	Name of the Author
59.	International Business 4th Ed.	Ashwatheppa K
60.	International Trade Documentation 3rd Ed.	Hinkelman Edward G.
61.	International Economics 3rd Ed.	So'dersten, Bo
62.	Schaum's Outline of Theory & Problems of International Economics 4th ed	Salvatore, Dominick
63.	International Business 5th Ed.	Paul Justin

Grading Mechanism

- Grading System (All courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Business Development Manager, International, Marketing Manager, International Financial Analyst, International Product Manager, Procurement Manager in an Import-Export House etc.

iv. POST GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY (PGDIT)

Course Structure   Total Credits: 80

SEMESTER I:	SEMESTER II:
Principles and Practices of Management	Business Requirement Analysis
Business Communication	Project Management (IT)
Information Technology Concepts	Business Applications and ERP
Database Management Systems	Software Engineering with UML
Algorithms and Programming Concepts	Data Warehousing and Data Mining
SEMESTER III:	**SEMESTER IV:**
Software Quality Management	Current Trends in IT
Introduction to Data Science, Machine Learning and AI	Business Process Modeling
E-Business	Cloud Computing
Information Security Management	Project
Software Documentation	

CURRICULUM

Semester – I

Principles and Practices of Management
1. Business - The Purpose of Management
2. Designing Organisation for Business
3. Need for Managing Organisation & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organising
9. Staffing
10. Leading - Directing, Communicating, Motivating
11. Controlling
12. Coordinating (Synchronising)
13. Evolution of Management Thought
14. Pursuing Management as a Career

Business Communication
1. Communication in Business
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communication
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing & Revising Business Messages
7. Writing Routine, Good News & Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing & Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Information Technology Concepts
1. Introduction to Information Technology
2. Fundamentals of Computers
3. Data Storage and Data Processing
4. Computer Software
5. Common Office Applications
6. Operating Systems
7. Networking and Security
8. E-Business
9. Mobile Computing
10. Social Media

Database Management Systems
1. Basic Concepts
2. Data Models
3. Relational Models
4. Relational Algebra
5. Structured Query Language (SQL)
6. Advanced Structured Query Language (SQL)
7. Integrity and Security
8. Normalisation
9. Transaction Management

10. Concurrent Execution
11. Solved Examples
12. SQL Syntax

Algorithms and Programming Concepts
1. Pseudocodes
2. Algorithms
3. Designing and Analysing Algorithms
4. Writing Language- Neutral Algorithms
5. Algorithms for Programming Cases
6. Advanced Constructs using Algorithms
7. Searching Algorithms
8. Sorting Algorithms
9. Special Problems and Algorithms

Semester II

Business Requirement Analysis
1. Basics of Requirement Engineering
2. Requirements Elicitation
3. Requirements Analysis
4. Requirements Specification
5. Requirements Verification and Validation
6. Requirements Mgmt. Principles & Practices
7. Adapting Requirement Practices to Project
8. Requirements using User Stories (Agile Req.)
9. Writing Effective Use Cases

Project Management (IT)
1. Software Project Management Concepts
2. Project Initiating
3. Managing Scope of the Project
4. Estimating and Scheduling
5. Managing Cost
6. Managing Quality
7. Managing Team
8. Managing Communication
9. Managing Risks
10. Software Configuration Management (SCM)
11. Update yourself: Current Trends

Business Applications and ERP
1. Basics of Business Applications
2. Business as a System
3. Development of Business Applications
4. Classification of Business Applications
5. Key Modules of Business Applications
6. Introduction to ERP
7. ERP Implementation Lifecycle
8. ERP Related Technologies
9. ERP Vendors and Case Study

Software Engineering with UML
1. Introduction to Software Process Models
2. Software Project Planning and Estimation
3. System Engineering & Business Process Engineering
4. System Modelling and UML – I
5. System Modelling and UML – II
6. Design Concepts and Principles
7. Architectural Design
8. Software Testing Techniques
9. Software Configuration Management

Data Warehousing and Data Mining
1. Introduction to Data Warehouse
2. Data Warehouse Architecture
3. Dimensional Modeling
4. Data Warehouse Implementation
5. Data Warehouse and OLAP Technologies
6. Introduction to Data Mining
7. Mining Association Rules
8. Classification and Prediction
9. Mining Complex Types of Data
10. Data Mining Applications and Trend

Semester III

Software Quality Management
1. Introduction to Quality
2. Software Configuration Management
3. Validation and Verification
4. Software Metrics
5. Defect Management
6. Quality Improvement
7. Software Quality Models
8. Internal Audit
9. Organizing QA Function and Quality Culture
10. Software Quality Assurance

Intro to Data Science, Machine Learning & AI
1. Basics of Data Science
2. Big Data, Datafication & its impact on Data Sci.
3. Data Science Pipeline, EDA & Data Preparation
4. Data Scientist Toolbox, Appl. & Case Studies
5. Basics of Machine Learning
6. Supervised Machine Learning
7. Unsupervised Machine Learning
8. Deep Learning
9. Artificial Intelligence
10. Business Intelligence
11. Web Analytics

Software Documentation
1. Introduction to Software Documentation
2. Principles of Technical Writing
3. Types of Software Documents
4. System Documentation
5. System Maintenance Documentation
6. Operations Manual
7. User Documentation/ User Manual
8. Software Documentation Metrics
9. Software Documentation Standards

E-Business
1. Computer Network
2. Web Publishing
3. E-Commerce
4. The Web Presence
5. E- Marketing
6. Technologies for E-Commerce
7. Electronic Data Interchange (EDI)
8. E-Payment
9. E-Security
10. E-Services
11. E-Business- An Evaluation
12. E-Business Intelligence
13. M-Commerce
14. The impact of e-business on different fields & industries
15. Case Studies

Information Security Management
1. Introduction to Information Security
2. Access Control
3. Communications Security
4. Risk Mgmt. & Business Continuity Planning
5. Policy, Standards and Organisation
6. Computer Architecture & Systems Security
7. Application Program Security
8. Computer Operation Security
9. Physical Security
10. Law, Investigation and Ethics

Semester IV

Current Trends in IT
1. Pervasive Computing
2. Unified Communication & Collaboration
3. Disruptive Technologies
4. Virtual Reality
5. Big Data
6. Crowdsourcing
7. Gartners' Trends- I
8. Gartners' Trends- II
9. The Indian Scenario-Road ahead

Business Process Modeling
1. Introduction to Business Processes
2. Business Process: Concepts and Fundamentals
3. Essentials of Process Modeling
4. Business Process Mapping
5. Business Process Analysis and Modeling
6. Business Process Analysis and Modeling - Tools and Methods
7. Business Process Architecture & Approaches
8. Business Process Reengineering - Concepts and Applications
9. Business Process Automation
10. Business Process Intelligence

Cloud Computing
1. Introduction to Cloud Computing
2. Principles of Parallel Computing
3. Principles of Distributed Computing
4. Virtualization- Technology Examples
5. Cloud Architecture
6. Aneka: Cloud- Computing Platform
7. Concurrent Computing: Thread Programming
8. High-Throughput Computing: Task Programming
9. Cloud Platforms in Industry
10. Cloud Applications

Project
Student is required to submit a project by the end of Semester IV.

Faculty and support staff requirement

As per AICTE norms

TEACHING LEARNING PEDAGOGY:

Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions which supplement the virtual classes for one-on-one problem-solving sessions for students.

Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website & interactive PCPs.

EVALUATION SYSTEM:

- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation
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Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report - A student has to submit a project report as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 18

Number of e-Learnings: 08

Library resources

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr. No.	Title of the Book	Name of the Author
1	3G Wireless Networks	Smith Clint
2	A Guide To Programming Logic And Design	Farrell Joyce
3	A Textbook Of Technology Management (Text & Cases)	Kiran Ravi
4	Active Server Pages 2.0 Unleashed	Walther Stephen
5	Advanced Oracle Tuning And Administration	Arnoff Eyal And Others
6	An Introduction To Database Systems	Date C J
7	Applied Operating System Concepts	Silberschatz Avi
8	Applying UML And Patterns	Larman Craig
9	ASP 3.0 A Beginners Guide	Mercer Dave
10	Beginning HTML, XHTML, CSS, and Javascript	Duckkett Jon
11	Beginning PHP6, Apache, MySQL	Boronczyk Timothy
12	Bigelow's Troubleshooting, Maintaining & Repairing PCs 5th Ed.	Bigelow Stephen J
13	Business Communication 2nd Edition	Bhatia R C
14	Business Data Analysis using Excel	Whigham David
15	Business Intelligence With ColdFusion	Gosney John W.
16	C ++ Primer 3rd Ed.	Lippman Stanley B.
17	Communication Skills in English	Kumar Keval J
18	Complete Course of Computer Fundamentals	Harischandve Anjali
19	Computer Architecture a Quantitative Approach	Hennessy John
20	Computer Architecture And Organization	Hayes John
21	Computer Architecture a Quantitative Approach 2nd Ed.	Hennessy John L
22	Computer Fundamentals 6th Ed	Sinha P K,
23	Computer Network 2nd Ed.	Black Uyless
24	Computer Networks	Tanenbaum AS
25	Data Structures Using C And C++ 2nd Ed.	Langsam, Yedidyah
26	Database Management Systems	Leon Alexis
27	Database Management Systems 3rd Ed.	Ramakrishnan Raghu
28	Database System Concepts 5th Ed.	Silberschatz Abraham
29	Database Warehousing Fundamentals	Ponniah Paulraj
30	Designing & Developing web Applications using Microsoft. Net Framwork4	Northrup Tony
31	Digital Communication	Katre J.S.
32	Distributed Operating Systems	Tanenbaum Andrew S.
33	E-BUSINESS	Gupta V. P.
34	Electronic Business	Kumar Ravindra
35	Electronic Commerce	Schneider Gary P
36	Electronic Commerce: Security, Risk Management and Control	Greenstein Marilyn
37	Encyclopedia Of Networking and Telecommunication	Sheldon Tom
38	Faster Smarter HTML And XML	Morrison M
39	Fundamental Algorithms 3rd Ed. Vol. I	Knuth D E
40	Fundamentals Of Computer 4th Ed.	Rajaraman V
41	Fundamentals Of Database Systems 4th Ed.	Elmasri Ramez
42	Fundamentals Of Information Technology Including MS Office	Maidson D,
43	HTML 4 Unleashed	Darnell Rick
44	Industrial Security Management	Kulkarni S K
45	Information Search And Analysis Skills	NIIT
46	Introduction To Computer 2nd Ed.	Norton Peter
47	Introduction To Database Management Systems	I.S.R.O. Group
48	Introduction To OOP & VB	Jain V K
49	Introduction To Theory Of Computer Science	Krishnamurthy E V
50	Knowledge Discovery in Database-An Introduction to Data Mining	Taneja Abhishek
51	Knowledge Management a resource book	Raman A Thothathri
52	Learning Web Design 2nd Ed.	Nilderst Jennifer
53	Let Us C 5th Reved.	Kanetkar Y
54	Management Concepts and Organisational Behaviour	Sahni N. K.

Sr. No.	Title of the Book	Name of the Author
55	Management Information System	Prasad L M
56	Management Information System 2nd Ed.	Oke Jayant K
57	Management Information System 7th ed.	Laudon Kenneth C.
58	Management Information Systems Text And Cases 3rd Ed.	Jawadekar W S
59	Management Information Systems, 4th Edition	O'brien James A.
60	Mastering Active Server Pages 3	Jones A. Russell
61	Mastering Algorithms With C	Loudon Kyle
62	Mastering Database Programming With Visual Basic 6	Petroutsos Evangelos
63	Mastering Oracle 8.1	Freeman Robert G.
64	MCSE Networking Essentials Study Guide 2nd Reved	Chellis James And Others
65	Microsoft SQL Server 2008	Nielsen Paul
66	Object Oriented Software Engineering	Jacobson Ivar
67	Object Oriented Analysis And Design 2nd Ed.	Booch G
68	Oracle 8 How To	Honour Edward And Others
69	Oracle 8 I DBA Bible	Gennick Jonathan
70	Peter Norton's Introduction To Computers 2nd Ed.	Norton Peter
71	Practical ASP	Bayross Ivan
72	Principles Of Compiler Design	Aho Alfred V
73	Project Management	Choudhary S
74	Project Management FAQ	Sudhakar G P
75	Six Sigma Project Management - A Pocket Guide	Lowenthal J N
76	Software Engineering Demystified	Bhanot Deepti
77	Software Engineering Principles & Practice	Jawadekar Waman S

Grading System:

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

After doing this program, candidates can take the opportunity of being employed in the IT industry at the following positions:

- Project Managers
- IT Managers
- Technical Leaders
- System Analyst
- Business Analysts
- Software Consultant

v. CORPORATE POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (CPGDBA)

Total Credit 80

SEMESTER I: COMMON FOR ALL SPECIALIZATIONS	SEMESTER II: COMMON FOR ALL SPECIALIZATIONS
Principles and Practices of Management	Production or Operations Management
Organizational Behavior	Financial Management
Management Accounting	Human Resource Management
Managerial Economics	Marketing Management
Management Information Systems	Strategic Management
FINANCE MANAGEMENT	**MANAGEMENT ACCOUNTING**
SEMESTER III:	**SEMESTER III:**
Project Finance	Project Financial Management
Capital Market	Cost Planning and Analysis
Financial Institutions and Banking	Budgeting and Management Control
International Finance	Group Financial Statements
Corporate Governance	Strategic Management Accounting
MARKETING MANAGEMENT	**HUMAN RESOURCE MANAGEMENT**
SEMESTER III:	**SEMESTER III:**
Consumer Behaviour	Personnel Administration
Sales and Distribution Management	Human Resource Development
Services Marketing and Brand Management	Industrial Relations
International Marketing	Performance and Potential Management
Marketing Research	Labour Laws
CUSTOMER RELATIONSHIP MANAGEMENT	**INTERNATIONAL BUSINESS MANAGEMENT**
SEMESTER III:	**SEMESTER III:**
Customer Relationship Management	International Economics
Advanced CRM	International Business Management
B2B Markets and CRM	Exim Policies and Procedures
Services Marketing	International Finance
International Marketing	Corporate Governance
INFORMATION TECHNOLOGY MANAGEMENT	**OPERATIONS MANAGEMENT**
SEMESTER III:	**SEMESTER III:**
E-Business	Materials Management
Software Engineering	Project Management (Operations)
Project Management (IT)	Techniques for Operations Efficiency
Database Management System	Supply Chain Management
Object Oriented Analysis and Design	Quantitative Techniques
RETAIL MANAGEMENT	**SUPPLY CHAIN MANAGEMENT**
SEMESTER III:	**SEMESTER III:**
Retail Management - I	Concepts in Supply Chain Management
Retail Management - II	Logistics and Distribution Management
Consumer Behaviour	Project Management (Operations)
Concepts in Supply Chain Management	Strategic Supply Chain Management
CRM in Service Industry	Warehouse Management

SEMESTER IV: COMMON FOR ALL SPECIALIZATIONS		
Business Communication	Research Methodology	Project Report

1. **Principles and Practices of Management**
   1. Business - the Purpose of Management
   2. Designing Organization for Business
   3. Need for Managing Organization & Business
   4. Management of Standard Functions
   5. Managing Resources
   6. Planning
   7. Decision Making
   8. Organizing
   9. Staffing
   10. Leading: Directing • Communicating • Motivating
   11. Controlling
   12. Coordinating (Synchronizing)
   13. Evolution of Management Thought
   14. Pursuing Managerial Career

2. **Organization Behaviour**
   1. Historical Evolution of Organizational Behaviour
   2. Understanding Organizational Behaviour
   3. Perception
   4. Personality
   5. Attitudes
   6. Motivation: The Driving Forces of Human Behaviour
   7. Work Motivation Theories
   8. Morale
   9. Work and Conditions of Work
   10. Conflict Management
   11. Group Dynamics
   12. Stress Management
   13. Leadership
   14. Management of Organizational Change
   15. Organizational Culture
   16. Organizational Power and Politics

3. **Management Accounting**
   1. Introduction To Accounting
   2. Basics of Financial Accounting
   3. Process of Accounting
   4. Cost Accountancy (Basic Concepts & Principles)
   5. Elements of Costs
   6. Material Costs
   7. Labour Costs
   8. Overhead Costs
   9. Marginal Costing
   10. Budgetary Control
   11. Standard Costing

4. **Managerial Economics**
   1. Introduction to Managerial Economics
   2. Profit
   3. Demand
   4. Elasticity of Demand
   5. Demand Forecasting
   6. Supply Analysis
   7. Production and Costs – I
   8. Production and Costs – II
   9. Pricing and Output Determination Under Perfect Competition
   10. Imperfect Competition
   11. Pricing Methods or Pricing Practices
   12. Cost Benefit Analysis
   13. Macro-Economic Analysis

5. **Management Information Systems**
   1. Management Information System
   2. Information Technology
   3. Data Communication & IT Enabled Services
   4. Management and Decision Making
   5. Information:
   6. Decision Support System
   7. System Analysis and Design
   8. System Development
   9. The Database Management System:
   10. Data Warehousing and Data Mining:
   11. Information Security and Control
   12. Information Systems and Quality
   13. Functional Applications
   14. Applications in Service Sector

1. **Production / Operations Management**
   1. The Production (Manufacturing) Function
   2. Manufacturing Methods
   3. Facilities (Plant) Location
   4. Facilities (Plant) Layout
   5. Production Planning and Control (PPC)
   6. Aggregate Planning
   7. Master Production Schedule
   8. Operations Scheduling
   9. Production Activity Control
   10. JIT and Kanban
   11. Project Planning & Control: Critical Path Analysis (PERT/CPM)
   12. Maintenance of the Plant
   13. Quality Management- I
   14. Quality Management - II
   15. Six Sigma
   16. Work Study - I (Method Study)

17. Work Study - II (Work Measurement)
18. Operations Management in Service Sector

2. **Financial Management**
   1. Finance Function
   2. Forms of Business Organization
   3. Financial Statements
   4. Interpretation of Financial Statements (Ratio Analysis)
   5. Interpretation of Financial Statements (Funds Flow/Cash Flow statements)
   6. Capitalization
   7. Sources of Long Term & Mid-Term Finance
   8. Capital Structure
   9. Leverages & Theories of Capital Structure
   10. Capital Market
   11. Capital Budgeting
   12. Working Capital Management
   13. Management of Cash
   14. Management of Receivables
   15. Management of Inventory
   16. Dividend Policy

3. **Human Resource Management**
   1. Nature of Human Resource Development
   2. Human Resource Planning
   3. Job Evaluation
   4. Recruitment, Selection, Promotion and Transfer
   5. Training and Development
   6. Performance Improvement
   7. Performance Appraisal
   8. Career and Succession Planning
   9. Total Quality Management
   10. HRD Audit
   11. Managing Change through Continuous Improvement
   12. Good HR Practices
   13. Recent Techniques in Human Resource Management
   14. Human Resource Practices in Information Technology Industry.

4. **Marketing Management**
   1. Basic Concepts of Marketing
   2. The Marketing Environment
   3. Market Oriented Strategic Planning
   4. Competition and Competitive Strategy
   5. Market Research and Demand Forecasting
   6. Consumer Behavior
   7. Market Segmentation & Selecting Target Markets
   8. Positioning
   9. Product Concepts

10. Distribution Channels & Marketing of Services
11. Strategic Pricing
12. Integrated Marketing Communications (IMC)

5. **Strategic Management**
   1. Introduction to Strategic Management
   2. Understanding Strategy
   3. The Strategic Management Process
   4. Environmental Appraisal and SWOT
   5. Corporate Level Strategies: I
   6. Corporate Level Strategies: II
   7. Tools for Strategic Analysis and Choice: I
   8. Tools for Strategic Analysis and Choice: II
   9. Implementing Strategy: I
   10. Implementing Strategy: II
   11. Implementing Strategy: III
   12. Strategic Evaluation and Control

Specializations: Marketing Management
Semester III

1. Consumer Behaviour
   1. Consumer Behaviour
   2. Consumer Research
   3. Motivation, Personality and Emotion
   4. Consumer Learning
   5. Consumer Perception
   6. Consumer Involvement
   7. Information Processing
   8. Attitude
   9. Social Class, Lifestyle and Culture
   10. Retail Consumer and Outlet Selection
   11. Consumerism
   12. Consumer/Satisfaction
   13. Organisational Buying Behaviour
   14. Consumer Modelling
   15. Rural Buying Behaviour

2. Sales and Distribution Management
   Part-I: Sales Management
   1. Introduction to Sales Management
   2. Personal Selling
   3. Effective Sales Executive
   4. Sales Planning and Budgeting
   5. Sales Forecasting
   6. Sales Organisation
   7. Recruitment and Selection of Sales Force
   8. Sales Training
   9. Sales Quota and Compensating Sales Personnel
   10. Leading and Motivating the Sales Personnel
   11. Evaluation and Control of Sales Force
   12. Sales Territory
   13. Key Account Management

Part-II: Distribution Management
1. Introduction to Distribution Management
2. Retailing
3. Wholesaling
4. Warehousing
5. Transportation
6. Distribution Channels in Services
7. Distribution Planning and Control

3. Services Marketing and Brand Management
Part I – Services Marketing
1. Introduction to Services
2. Customer Expectations & Service Perceptions
3. Service Models and New Product Development
4. Pricing and Service Delivery
5. Service Promotion
6. The People Dimension of Services
7. Service Process Blueprinting & Physical Evidence
8. Service Quality

Part II - Brand Management
1. Introduction to Brand
2. Brand identity and Brand Positioning
3. Brand Communication
4. Brand Equity and Brand Valuation
5. Branding, Brand Extension and Multiband
6. Branding Strategies.
7. Wining Brands
8. Case Study

4. International Marketing:
1. Introduction to International Marketing
2. Challenges of Globalization
3. Why Firms Go International
4. The Task of International Marketing
5. Environmental Factors Affecting International Marketing
6. Foreign Market Entry Strategy
7. International Product Strategy
8. International Distribution Strategy
9. International Promotion Strategy
10. International Pricing Strategy
11. Outsourcing and Strategic Relationships
12. International Marketing Research
13. E-Marketing and E-Commerce
14. Future Trends

5. Marketing Research
1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling

4. Questionnaire Design Development
5. Scaling
6. Data Collection-Primary and Secondary
7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process and Design
11. Specialized Techniques in Market Research
12. Market and Sales Analysis Research
13. New Product Development and Test Marketing

Semester IV

1. Business Communication
1. Communication in Business.
2. Process of Communication
3. Psychological & Cultural Dimensions of Business Comm.
4. Listening
5. The writing process –planning
6. Writing Process: Organizing, Composing & Revising Business Messages.
7. Writing Routine, Good News & Goodwill Messages.
8. Writing Indirect Messages.
9. Short and Long reports.
10. Dev. & Delivering Effective Presentations.
11. Interviews and Meetings
12. Group Communication Strategies.
13. Resumes and Employment Letter.
14. Communicating with technology.
15. Formats for Document.

2. Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Tech.& Attitudes Measurement Tech.
14. Data Presentation, Processing and Analysis

Project
In Semester IV, students are required to submit an online project of 100 marks

Specialization: Human Resources Management

1. Personnel Administration
1. Personnel Administration Concepts & Scope
2. Strategic Importance & Diagnostic Approach to Personnel Administration
3. Human Resource Planning – Recruitment & Selection
4. Training & Development & Personnel Manual
5. Employee Wage and Salary Administration
6. Compensation and Benefits, Promotion, Transfer, Demotion and W.P.M.
7. Career Development
8. Employee Welfare and Wellness Programme
9. Learning and Motivation
10. Employee Relations & Leadership/Team Building
11. Industrial Relations & Mgmt. of Conflict
12. Disciplinary Actions and Labour Laws
13. IT & Personnel Administration

2. Human Resources Development
1. Introduction to Human Resource Development
2. Training and Organization Environment
3. Training Needs Analysis
4. Learning Principles and Conditions
5. The Training Program: Selection, Design & Delivery
6. Assessing the Effectiveness of Training
7. Training Audit and Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment and Selection
11. Performance Appraisal, Feedback & Reward Systems
12. Quality of Work Life and Career Dev.

3. Industrial Relations
1. Industrial Relations – Evolution, Concept & Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation, conciliation, Arbitration and Adjudication
5. Grievance Procedure
6. Industrial Relations in Public Sector Units
7. Trade Union and Collection Bargaining
8. Workers Participation in Management
9. Domestic Enquiry

4. Performance and Potential Management
1. Performance Management System
2. Performance Planning and Goal Setting
3. Performance Appraisals
4. Performance and Training
5. Performance Feedback, Coaching & Counselling
6. Performance Parameters & Key Principles in Human Performance Improvement
7. Current Trends in PMS
8. Performance Competencies
9. Self-Motivation for Managing Super Self-Performance
10. Performance Appraisal Format and 360 Degree Sample

5. Labour Law
1. Factories Act, 1948
2. Maternity Benefit Act, 1961
3. Contract Labour (Regulation and Abolition) Act, 1970
4. The Minimum Wages Act, 1948
5. Payment of Wages Act, 1936
6. Payment of Bonus Act, 1965
7. Employees' Compensation Act, 1923
8. Industrial Disputes Act, 1947
9. Industrial Employment (Standing Orders) Act, 1946
10. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
11. Employees' State Insurance Act, 1948
12. Payment of Gratuity Act, 1972

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2. Process of Communication
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4. Listening
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6. Writing Process: Organizing, Composing and Revising Business Messages.
7. Writing Routine, Good News and Goodwill Messages.
8. Writing Indirect Messages.
9. Short and Long reports.
10. Dev. & Delivering Effective Presentations.
11. Interviews and Meetings
12. Group Communication Strategies.
13. Resumes and Employment Letter.
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4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project
In Semester IV, students are required to submit an online project of 100 marks

Specialization: Financial Management
1. Project Finance
1. Project Formation and Implementation
2. Promoter's Role/Functions, Data & Skills Req. – I
3. Promoter's Role/Functions, Data & Skills Req. – II
4. Financial Statements and Tools
5. Lenders' General Appraisal
6. Commercial Viability
7. Sources of Finance
8. Financial Feasibility Appraisal
9. Technical Feasibility Appraisal
10. Project Risks, Risk Mgmt. and Credit Rating
11. Working Capital Arrangements & T&C of Project Finance
12. Project Scheduling, Implementation & Follow-Up
13. Legal Aspects of Project Finance & Doc.
14. Infrastructure Projects (Private Sector) Financing
15. Public-Private Partnership (PPP) Projects

2. Capital Market
1. Introduction to Capital Markets
2. Securities and Exchange Board of India (SEBI)
3. Money Markets
4. Mutual Funds
5. Merchant Banking
6. Recent Developments
7. Stock Exchanges
8. Venture Capital
9. Credit Rating
10. Share Buy Back
11. Portfolio Management & Financial Engineering
12. Corporate Governance
13. Mergers and Takeovers

14. Lease and Hire Purchase
15. Housing Finance

3. Financial Institutions and Banking
1. Overview of the Financial Markets - Meaning and Scope:
2. Reserve Bank of India
3. Financial Institutions (FIs) (Industrial Sector)
4. Financial Institutions (Agriculture)
5. Financial Institutions – Others
6. Securitization
7. Financial Institutions (Area Specific)
8. Bank and Banking
9. Indian Money Market
10. Financial Intermediaries
11. International Monetary Fund (IMF)

4. International Finance
1. Introduction to International Finance
2. International Monetary and Financial System
3. Documents used in International Trade
4. External Commercial Borrowing
5. Foreign Investment in India
6. Direct Investment outside India
7. Foreign Exchange Markets
8. Foreign Exchange Risk Management
9. Export / Import Finance
10. Facilities for Residents and Non-Residents
11. Institutes involved in International Trade

5. Corporate Governance
1. Overview of Corporate Governance
2. Corporate Board
3. Shaping Directorial Competence and Board Effectiveness
4. Financial Institutions and Nominee Directors
5. Corporate Disclosure and Investor Protection (Listing Agreement with Stock Exchange)
6. Corporate Reputation
7. Corporate Gov. & Regulatory Bodies
8. Globalization and Corporate Governance
9. Regulatory Framework and Investor Protection - An Overview of existing
2. Measures for Investor Protection
10. Corporate Social Responsibility & Corporate Governance
11. Majority Rule and Minority Protection - Prevention of Oppression and Mismanagement

1. Business Communication
1. Communication in Business.
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communications.
4. Listening
5. The writing process –planning
6. Writing Process: Organizing, Composing and Revising Business Messages.
7. Writing Routine, Good News and Goodwill Messages.
8. Writing Indirect Messages.
9. Short and Long reports.
10. Developing and Delivering Effective Presentations.
11. Interviews and Meetings
12. Group Communication Strategies.
13. Resumes and Employment Letter.
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15. Formats for Document.

2. Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project
In Semester IV, students are required to submit an online project of 100 marks

Specialization: Customer Relationship Management
Semester III:
1. **Customer Relationship Management**
1. Introduction to customer Relationship Management
2. Customer Satisfaction and Loyalty
3. Relationship and Retention
4. Services Marketing and CRM

5. Data Management
6. Sales Force Automation
7. Implementing a CRM Programme
8. Effective CRM Today and Tomorrow

2. **Advance CRM**
1. CRM Concepts
2. CRM through Effective Customer Complaints Handling
3. Call Centre to Contact Centre to Customer Interaction Centre
4. Sales Force Automation
5. Architectural Map for CRM Implementation
6. Industry Specific CRM Cases
7. Operational CRM
8. Analytical CRM
9. Customer Experience Management (CEM)

3. B2B Markets and CRM
1. Introduction to Business Marketing
2. Organizational Buying / Buyer Behaviour
3. Enterprise Selling
4. Segmentation
5. Targeting and Sales Planning
6. Relationship Marketing and CRM
7. Product Differentiation of Business Products
8. Pricing
9. Customer Service Management
10. Product Differentiation and Solution
11. B2B Hub
12. International Business
13. Marketing Communication

4. Services Marketing
1. Introduction to Services
2. Customer Expectations & Service Perceptions
3. Service Models & New product Development
4. Pricing & Service Delivery
5. Service Promotion
6. The People Dimension of Services
7. Service Process blueprinting & Physical Evidence
8. Service Quality

5. **International Marketing**:
1. Introduction to International Marketing
2. Challenges of Globalization
3. Why Firms Go International
4. The Task of International Marketing
5. Environmental Factors Affecting International Marketing

6. Foreign Market Entry Strategy
7. International Product Strategy
8. International Distribution Strategy
9. International Promotion Strategy
10. International Pricing Strategy
11. Outsourcing and Strategic Relationships
12. International Marketing Research
13. E-Marketing and E-Commerce
14. Future Trends

Semester IV
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   1. Communication in Business.
   2. Process of Communication
   3. Psychological and Cultural Dimensions of Business Communications.
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   5. The writing process –planning
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   9. The Interview Method
   10. The Questionnaire Method
   11. The Survey Method
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   13. Scaling Techniques & Attitudes Measurement Techniques
   14. Data Presentation, Processing and Analysis

Project

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Specialization: International Business Management
Semester III:
1. **International Economics**
   1. The International Economy
   2. International Trade Theory
   3. New Trade Theory
   4. International Trade Policy
   5. Trade Restrictions
   6. Terms of Trade
   7. Regional Trading Arrangements
   8. International Monetary Fund
   9. International Bank for Reconstruction & Dev.
   10. GATT & WTO
   11. The Balance of Payment
   12. Foreign Exchange Rate
   13. Determination of Foreign Exchange Rate
   14. Foreign Capital Movements & Multinational Corps.
   15. External Sector – India
2. **International Business Management:**
   1. Theories of International Trade
   2. Globalization
   3. Trade Barriers and Trade Block
   4. Country Risk Analysis
   5. Export-Import Finance
   6. Balance of Payments
   7. Multi-National Corporations
   8. Export Promotion Schemes in India:
   9. Raising Money in International Markets
   10. World Trade Organization:
   11. International Marketing - Entry Strategies
   12. International Monetary Fund
   13. World Bank
3. **Exim Policies and Procedure:**
   1. Overview of International Marketing
   2. Starting the Exim- Registering for Exim/ Exim Duties (Customs) and Valuation
   3. Export Financing
   4. Import Financing
   5. Export Contracts
   6. Preparing Goods for Export– Packaging/Inspection/Fumigation
   7. Export Material Flow Process
   8. Exim Documents & Document Flow Process
   9. Customs Process for Export
   10. Customs Process for Import
   11. Warehousing in Customs

12. Provisions Related to Export
13. Baggage Import and Export
14. Offences and Penalties in Customs

4. International Finance:
1. Introduction to International Finance
2. International Monetary & Financial System
3. Documents used in International Trade
4. External Commercial Borrowing
5. Foreign Investment in India
6. Direct Investment outside India
7. Foreign Exchange Markets
8. Foreign Exchange Risk Management
9. Export / Import Finance
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1. Overview of Corporate Governance
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3. Shaping Directorial Competence & Board Effectiveness
4. Financial Institutions and Nominee Directors
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6. Corporate Reputation
7. Corporate Governance and Regulatory Bodies
8. Globalization and Corporate Governance
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5. Research Design
6. Data Collection and Measurement
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8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques & Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project
In Semester IV, students are required to submit an online project of 100 marks

Specialization: Information Technology Management
1. E-Business
1. Computer Network
2. Web Publishing
3. E-Commerce
4. The Web Presence
5. E- Marketing
6. Technologies for E-Commerce
7. Electronic Data Interchange (EDI)
8. E-Payment
9. E-Security
10. E-Services
11. E-Business- An Evaluation
12. E-Business Intelligence
13. M-Commerce
14. The impact of e-business on different fields and industries
15. Case Studies

2. Software Engineering
1. Introduction to Software Process Models
2. Software Project Planning and Estimation

3. System Engineering and Business Process Engineering
4. System Modelling and UML – I
5. System Modelling and UML – II
6. Design Concepts and Principles
7. Architectural Design
8. Software Testing Techniques
9. Software Configuration Management

3. Project Management
    1. Software Project Management Concepts
    2. Project Initiating
    3. Managing Scope of the Project
    4. Estimating and Scheduling
    5. Managing Cost
    6. Managing Quality
    7. Managing Team
    8. Managing Communication
    9. Managing Risks
    10. Software Configuration Management
    11. Update yourself: Current Trends

4. Data Base Management system
    1. Basic Concepts
    2. Data Models
    3. Relational Models
    4. Relational Algebra
    5. Structured Query Language (SQL)
    6. Advanced Structured Query Language (SQL)
    7. Integrity and Security
    8. Normalization
    9. Transaction Management
    10. Concurrent Execution
    11. Solved Examples
    12. SQL Syntax

5. Object Oriented Analysis and Design
    1. Introduction to Object Oriented Programming
    2. Object-Oriented Programming Basics
    3. Unified Approach (UA) & Unified Modelling Language (UML)
    4. Object Oriented Analysis (OOA)
    5. Object Oriented Design (OOD)
    6. Object Oriented Database Management Systems (OODBMS)
    7. Object Oriented Testing
    8. Metrics for OOA
    9. Simulation of Electrical Power System Network

Semester IV

1. Business Communication
    1. Communication in Business.
    2. Process of Communication
    3. Psychological & Cultural Dimensions of Business Communications.
    4. Listening
    5. The writing process –planning
    6. Writing Process: Organizing, Composing and Revising Business Messages.
    7. Writing Routine, Good News and Goodwill Messages.
    8. Writing Indirect Messages.
    9. Short and Long reports.
    10. Developing and Delivering Effective Presentations.
    11. Interviews and Meetings
    12. Group Communication Strategies.
    13. Resumes and Employment Letter.
    14. Communicating with technology.
    15. Formats for Document.

2. Research Methodology
    1. Understanding Research
    2. Scientific Methods and Research
    3. Formulating Research Problem and Hypothesis
    4. Hypothesis Testing
    5. Research Design
    6. Data Collection and Measurement
    7. Sampling and Sampling Technique
    8. Observation
    9. The Interview Method
    10. The Questionnaire Method
    11. The Survey Method
    12. The Experimental Method
    13. Scaling Techniques & Attitudes Measurement Techniques
    14. Data Presentation, Processing and Analysis

Project

In Semester IV, students are required to submit an online project of 100 marks

Specialization: Operations Management
Semester III:

1. Material Management:
    1. Introduction to Materials Management
    2. Materials Planning
    3. Purchase Management: An Overview
    4. Buying Policies
    5. Buying at the Right Price
    6. Project and Capital Goods Purchasing
    7. Transport and Traffic Management

8. The Stores Function
9. Stores Operations
10. Fundamentals of Inventory Management
11. Economic Lot Size
12. Replenishment Systems
13. Just-in-Time (JIT)
14. Computerization of Materials Management
15. Evaluation of Materials Department

2. Project Management (Operations)
1. Introduction to Projects
2. Project Management Process
3. Project Financing and Evaluation
4. Project Estimation and Economic Analysis
5. Organizing Projects
6. Project Planning
7. Networks for Project Management
8. Resource Levelling and Project Crashing
9. Project Implementation and Monitoring
10. Controlling Projects
11. Projects Contracts Management
12. Management Risk in Projects
13. Project Quality Management
14. Software Project Management
15. Issues in Project Management

3. Techniques for operations efficiency
1. Systematic Problem Solving
2. 7 QC Tools
3. Quality Circles
4. 5-S for Good Workplace Organization
5. SMED for Set-up Time Reduction
6. MUDA (Waste) Elimination
7. Poka-Yoke (Mistake/Error Proofing)
8. Statistical Process Control (SPC)
9. Kaizen
10. Daily Work Management (DWM)
11. Benchmarking
12. Total Productive Maintenance
13. Total Quality Management (TQM)

4. Quantitative Techniques
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median and Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

5. Supply Chain Management
1. Introduction to Supply Chain Management
2. Logistics to Supply Chain Management (SCM)
3. Forecasting and Aggregate Planning

4. Inventory Management in SCM
5. Transportation
6. Inbound Supply Chain Management
7. Outbound Supply Chain Management
8. Designing Supply Chain Distribution Network
9. Postponement and CRM in SCM
10. Outsourcing and Financial Aspects of SCM
11. Role of IT in Supply Chain Management
12. E-Business and the Supply Chain
13. SCM Measurement
14. The Indian Supply Chain Architecture

Semester IV

1. Business Communication
1. Communication in Business.
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communications.
4. Listening
5. The writing process –planning
6. Writing Process: Organizing, Composing and Revising Business Messages.
7. Writing Routine, Good News and Goodwill Messages.
8. Writing Indirect Messages.
9. Short and Long reports.
10. Developing and Delivering Effective Presentations.
11. Interviews and Meetings
12. Group Communication Strategies.
13. Resumes and Employment Letter.
14. Communicating with technology.
15. Formats for Document.

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1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project

In Semester IV, students are required to submit an online project of 100 marks

3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project

In Semester IV, students are required to submit an online project of 100 marks

Specialization: Management Accounting

<mark>Semester III:</mark>

1. Project Financial Management
    1. Introduction to Project Financial Management
    2. Project Planning
    3. Project Process
    4. Tools and Techniques of Project Management
    5. Project Evaluation Rules
    6. Management Control and Change Control
    7. Project Completion, Documentation and Reporting
    8. Project Audit
2. Cost Planning and Analysis
    1. Introduction to Cost Planning and Analysis
    2. Tools for CVP Analysis
    3. Value Analysis
    4. Just-In-Time
    5. Kaizen Costing and Learning Curves
    6. Activity Based Costing
    7. Life Cycle Costing
    8. Value Chain and Supply Chain Management
    9. Gain-Sharing Arrangement
    10. Pareto Analysis
3. Budgeting and Management Control
    1. Control System and Risk Management
    2. Diversifying Risk
    3. Internal Control Systems
    4. Use of Budgets and Planning
    5. Controllable and Uncontrollable Cost
    6. Performance Analysis and Ratio Analysis
    7. Responsibility Accounting
    8. Performance Reporting

9. Behavioral Issues in Budgeting
10. Performance Evaluation
4. Strategic Finance
    1. Capital Structuring
    2. Dividend Theories
    3. Restructuring through Share Repurchase
    4. Mergers and Acquisitions
    5. Activity Based Costing: I
    6. Activity Based Costing: II
    7. Working Capital
    8. Accounting Standards: I
    9. Accounting Standards: II
    10. Human Resources Accounting
    11. Performance Evaluation
5. Strategic Management Accounting
    1. Introduction to Strategic Management Accounting
    2. Strategic Management Accounting Techniques I
    3. Strategic Management Accounting Techniques II
    4. Strategic Performance Management
    5. Customer Profitability Analysis
    6. Inter-Organizational Cost Management Structure
    7. Strategic Cost Management
    8. Strategic Pricing - I
    9. Strategic Pricing - II
    10. Strategic Audit

<mark>Semester IV</mark>

1. Business Communication
    1. 1. Business Communication
    2. Communication in Business.
    3. Process of Communication
    4. Psychological and Cultural Dimensions of Business Communications.
    5. Listening
    6. The writing process –planning
    7. Writing Process: Organizing, Composing and Revising Business Messages.
    8. Writing Routine, Good News and Goodwill Messages.
    9. Writing Indirect Messages.
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    13. Group Communication Strategies.
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    1. Understanding Research
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    5. Research Design
    6. Data Collection and Measurement
    7. Sampling and Sampling Technique
    8. Observation
    9. The Interview Method
    10. The Questionnaire Method
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    12. The Experimental Method
    13. Scaling Techniques and Attitudes Measurement Techniques
    14. Data Presentation, Processing and Analysis.

Project

In Semester IV, students are required to submit an online project of 100 marks

Specialization: Supply Chain Management
Semester III:

1. Concepts in Supply Chain Management
    1. An Introduction to Concepts in Supply Chain Management
    2. Scope, Performance and Strategic Fit
    3. Drivers and Obstacles
    4. Designing a Supply Chain Distribution Network
    5. Role of Network Design in a Supply Chain
    6. Network Design in an Uncertain Environment
    7. Forecasting Demand
    8. Aggregate Planning and Managing Predictable Variability
    9. Managing Inventory
    10. Optimal Level of Product Availability
    11. Sourcing
    12. Transportation
    13. Information Technology
    14. E-Business and the Supply Chain

2. Logistics & Distribution Management
    1. Physical Distribution
    2. Distribution Channels
    3. Wholesaling
    4. Retailing
    5. Channel Power and Channel Conflict

6. Channel Design
7. Logistics Management
8. Inventory Management
9. Transportation
10. Packaging
11. Warehousing
12. Modern Concepts in Logistics

3 Strategic Supply Chain Management
    1. Introduction to Supply Chain Management
    2. Relationship Concerns in Integrated Supply Chain Mgmt
    3. Supplier Relationship Management (SRM)
    4. Customer Relationship Management
    5. Strategic Sourcing
    6. Facility Location and Network Design
    7. Supply Chain Integration Coordination and Collaboration
    8. Global Logistics for Effective Supply Chain Management
    9. Global Supply Chain Management
    10. Information Technology & Information Systems in SCM

4 Warehouse Management
    1. Introduction to Warehousing
    2. Warehouse Functions
    3. Warehouse Types
    4. Warehousing and Value-Added Services
    5. Warehouse Internal Operations
    6. Warehousing Equipment
    7. Inventory Management
    8. Safety and Security in Warehouses
    9. Future Trends in Warehousing

5. Project Management (Operations)
    1. Introduction to Projects
    2. Project Management Process
    3. Project Financing and Evaluation
    4. Project Estimation and Economic Analysis
    5. Organizing Projects
    6. Project Planning
    7. Networks for Project Management
    8. Resource Levelling and Project Crashing
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Project
In Semester IV, students are required to submit an online project of 100 marks

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the Course includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website.

Evaluation System
• Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
• The Evaluation system includes Formative Evaluation and Summative Evaluation
• The questions formulated are based on the course objectives.
• The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
• The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.

The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the Course requirement.

Number of SLMs: 57

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

Sr.No.	Title of the Book	Author Name
1	Organizational Behaviour: Concepts, Controversies, Applications 7th ed.	Robbins Stephen
2	International Marketing: Approaching and Penetrating the International Marketplace 3rd ed	Curry J E
3	Supply Chain Management For Global Competitiveness 2nd Ed.	Sahay BS
4	Retail Management: A Strategic Approach 10th Ed.	Berman Bary,
5	Managerial Economics: principles and worldwide applications 6th Ed	Salvatore, Dominick
6	Marketing Research: An Applied Orientation 6th ed	Naresh Malhotra,
7	Financial Management	Jain, Promod
8	Management Accounting IC 89	Insurance Institute of India
9	Management Accounting Text, Problems and Cases	Khan, M.Y
10	Management Accounting	Inamdar, Satish M
11	Marketing Strategy: A Decision-Focused Approach 5th ed	Walker, Orville C.
12	Corporate Planning Theory and Practice	SarwateDilip
13	An Introduction to Management Science Quantitative Approaches to Decision Making 10th ed	Anderson David
14	Business Policy and Strategic Management 2nd ed	AzharKazmi
15	Industrial Marketing 4th ed	Hill Richard
16	Global Marketing Management 5th ed	Keegan W J
17	Essentials of Management 5th ed	Harold Koonz
18	Marketing Management: Analysis Planning Implementation and Control 9th ed.	Kotler Philip
19	E-Commerce: Strategy, Technologies and Applications	Whiteley, David
20	Corporate Finance	Kulkarni, P. V.
21	Management Information System 7th ed.	Laudon K.C.
22	Management Accounting	Rao, A.P.
23	Marketing Management: A South Asian Perspective 12th ed	Kotler Philip
24	Management Information System	Prasad LM
25	International Marketing 8th Ed.	Terpstra Vern
26	International Business 6th Ed.	Czinkota Michael R

Sr.No.	Title of the Book	Author Name
27	Purchasing And Supply Chain Management 2nd Ed.	Monczka Robert,
28	Marketing Research: Text And Cases 7th Ed.	Boyd H W,
29	Financial Management	Jain, Promod
30	Business Communication	I.C.S.I.
31	International Financial Management 2nd Ed.	Apte, P.G.
32	Modern Marketing Management 7th Ed.	DavarRustom
33	Marketing Research: Measurement And Method 6th Ed.	Tull Donald,
34	Consumer Behaviour 9th Ed.	Schiffman Leon,
35	Fundamentals Of Accounting For CPT 2nd Ed.	Maheshwari, S.N.
36	Human Resource Management 10th Ed.	Ghanekar Anjali
37	International Business Environment 4th Rev Ed.	Cherunilam Francis
38	The Project Management Manual	Young Trevor L.
39	Modernisation Of Materials Management	Jhamb LC
40	Business Communication	I.C.S.I.
41	Project Management	Choudhury S
42	Managing Human Resources 12th Ed.	Bohlander George
43	Customer Relationship Management: Emerging Concepts, Tools and Applications.	Sheth JN
44	Case Studies In Retail Management Vol I	ICFAI
45	Retail Management	Bajaj Chetan
46	Contemporary Business Communication 5th Ed.	Ober Scot
47	Quantitative Analysis for Management 10th ed	Render Barry
48	Corporate Accounting	Agarwal, N.P.
49	Guide to Business Modelling	Tennent,
50	Statistical and Quantitative Methods	Chitale, Ranjeet H.
51	Marketing Research: An Applied Orientation 6th ed	Naresh Malhotra,
52	Operations & Supply Management	Chase Richard

Grading System

- Grading System (All Courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

1. Finance Manager
2. Business Analyst,
3. Marketing Manager,
4. , Brand Manager,
5. Placement Officer,
6. Recruitment Coordinator,
7. HR Head,
8. Administrative Head,
9. Purchase Manager,
10. Operations Head,
11. Branch Head,
12. Team Leader,
13. Customer Service Manager,
14. Project Manager,
15. Business Development Manager, et

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vi. POST GRADUATE DIPLOMA IN BUSINESS AND CORPORATE LAWS (PGDBCL)

Course Structure   **Total Credits: 80**

SEMESTER I	SEMESTER II
Law of Contracts	Corporate Restructure Law
Corporate Law	Corporate Finance Law
Laws Related to Banking	Dispute Resolution Law
Consumer Protection Act, 2019 and Competition Act, 2002	Insolvency and Bankruptcy Laws
SEMESTER III	**SEMESTER IV**
Corporate Governance	Taxation Law
Intellectual Property Law	Research Methodology
IT Act (Cyber Context)	Project
Labour Laws	

CURRICULUM

Semester I

1. **Law of Contracts**
    1. Indian Contract Act, 1872
    2. Proposal & Acceptance
    3. Consideration
    4. Capacity to Contract
    5. Free Consent
    6. Void Agreements
    7. Contingent Contracts
    8. Performance of Contract
    9. Quasi-Contracts
    10. Discharge of Contracts
    11. Indemnity and Guarantee
    12. Bailment and Pledge
    13. Agency

2. **Corporate Law**
    1. Introduction to Company Law
    2. Incorporation of Company
    3. Capital
    4. Membership of Company
    5. Shares & Dividends
    6. Borrowing, Lending & Investments
    7. Directors and Other Managerial Personnel
    8. Reconstruction, Amalgamation & Meetings
    9. Winding Up
    10. Minority Protection and Audit & Accounts
    11. General Features of Partnership
    12. Relations of Partners
    13. Registration and Dissolution of a Firm
    14. Limited Liability Partnership

3. **Laws Relating to Banking**

1. Introduction to Banking Law
2. Overview of Banking & Structure of Banking in India
3. Banks in India - Role and Functions
4. Banker - Customer Relationship
5. Changing Role of Banks
6. Banking Ombudsman Schemes and Frauds
7. Overview of RBI
8. Role of RBI
9. Importance and Functions of RBI
10. Preliminaries & Types of Negotiable Instruments
11. Negotiation & Endorsement
12. Presentment, Payment & Discharge, Material Alteration and Forgery
13. Dishonor of Negotiable Instruments
14. Emerging Trends in Banking Law
15. Settlement of Disputes and Evidence Act

4. **Consumer Protection Act, 2019 and Competition Act, 2002**
    1. Introduction to Consumer Protection Act, 2019
    2. Consumer' Under Consumer Protection Act
    3. Consumer Disputes Redressal Agencies
    4. Procedure for Filing Consumer Complaint
    5. Appeals
    6. Enforcement of Orders & Other Relevant Provisions
    7. Forms
    8. Introduction to Competition Law
    9. Competition Commission of India
    10. Anti-Competitive Agreements & Competition Laws
    11. Concepts Related to Dominant Position & Criteria for Determining Abuse of Dominant Position
    12. Competition Laws and Regulation of Combinations

Semester-II

1. **Corporate Restructuring Law**
   1. Corporate Restructuring
   2. Various Types of Corporate Restructuring
   3. Merger and Amalgamation
   4. Demerger
   5. Takeover
   6. Reorganize Through Compromise or Arrangement
   7. Joint Ventures (JV) & Reorganizing Business
   8. Corporate Debt Restructuring
   9. Financial Restructuring
   10. Due Diligence and Corporate Governance
   11. Taxes and Stamp Duty Aspects of Mergers and Acquisitions
   12. FEMA, SEBI and Accounting Issues
   13. Mergers and Amalgamations Under Sick Industrial Companies (Special Provisions) Act 1985 (SICA)
   14. Cross - Border Restructuring
   15. . Mergers and Acquisition Agreements, Schemes and Documentation

2. **Corporate Finance Law**
   1. Introduction to Corporate Entity
   2. Securities Exchange Board of India
   3. Securities Contract (Regulation) Act, 1956
   4. Securities Exchange Board of India (SEBI) Guidelines Part-I
   5. SEBI Guidelines Part-II on Pricing of Issue
   6. Book Building
   7. Buy Back and ESOP
   8. Trading, Substantial Acquisition and Takeover
   9. Overseas Financing
   10. Foreign Exchange Management Act, 1999
   11. Foreign Investment
   12. Competition Act and its Relevance with Finance
   13. Depositories Act, 1996
   14. Listing of Securities
   15. Mutual Funds

3. **Dispute Resolution Law**
   1. Judicial/Basic Dispute Resolution
   2. Litigation
   3. Alternative Dispute Resolution (ADR)
   4. Alternative Models of ADR
   5. Arbitration
   6. Arbitral Tribunals
   7. Arbitration Award
   8. Finality of the Arbitration Award
   9. International Law on Arbitration Governing International Commercial Transactions
   10. Conciliation
   11. Conciliation Proceedings and Settlement Agreement
   12. Negotiation
   13. Mediation
   14. Civil Procedure Mediation Rules

4. **Insolvency and Bankruptcy Laws**
   1. Introduction to Insolvency and Bankruptcy Regime
   2. Authorities and Enforcement Mechanism
   3. Corporate Insolvency Resolution Process-1
   4. Corporate Insolvency Resolution Process-2
   5. Committee of Creditors
   6. Liquidation
   7. Insolvency process for Individuals and Partnership Firms-1
   8. Insolvency process for Individuals and Partnership Firms-2
   9. Case Law

Semester-III

1. **Corporate Governance**
   1. Overview of Corporate Governance
   2. Corporate Board
   3. Shaping Directorial Competence and Board Effectiveness
   4. Financial Institutions and Nominee Directors
   5. Corporate Disclosure and Investor Protection (Listing Agreement with Stock Exchange)
   6. Corporate Reputation
   7. Corporate Governance and Regulatory Bodies
   8. Globalization and Corporate Governance
   9. Regulatory Framework and Investor Protection - An Overview of existing Measures for Investor Protection
   10. Corporate Social Responsibility and Corporate Governance
   11. Majority Rule and Minority Protection Prevention of Oppression and Mismanagement

2. **Intellectual Property Law**
   1. Concept of Intellectual Property Rights
   2. Harmonisation of IP Laws by International Agencies - I
   3. Harmonisation of IP Laws by International Agencies - II
   4. The Paris Convention, 1883
   5. The Berne Convention, 1886
   6. Indian Patent Law
   7. Indian Copyright Law
   8. Indian Trademark and Industrial Design Law
   9. Case Laws

3. **Labour Law**
   1. Factories Act, 1948
   2. Maternity Benefit Act, 1961
   3. Contract Labour (Regulation & Abolition) Act, 1970
   4. The Minimum Wages Act, 1948
   5. Payment of Wages Act, 1936

6. Payment of Bonus Act, 1965
7. Employees' Compensation Act, 1923
8. Industrial Disputes Act, 1947
9. Industrial Employment (Standing Orders) Act, 1946
10. Employees' Provident Funds and Miscellaneous Provisions Act, 1952
11. Employees' State Insurance Act, 1948
12. Payment of Gratuity Act, 1972

4. IT Act (Cyber Context)
1. Introduction to Cyber Laws
2. E-Commerce and E-Governance
3. Certifying Authority and Controllers
4. Offences under it Act, Adjudicating Officer and Cyber Appellate Tribunal
5. Miscellaneous Provisions of IT Act, 2000
6. Introduction to Cyber Crimes
7. Cyber Offences
8. Constitutional Rights Vs. Cyber Crime
9. Intellectual Property in Cyberspace
10. Cyber Jurisprudence
11. Cyber Laws International Perspective
12. Case Studies

Semester IV

1. Taxation Law
1. Introduction to Taxation System
1. Introduction to Direct and Indirect Tax
2. Definitions

3. Residential Status of person, Determination of Residential status
4. Introduction to Income Tax Act, 1961
5. Tax Incidence under Income Tax Act 1961
6. Procedure for Assessment, Appeals, Revisions, Settlement of Cases and Penalties & Offences
7. Introduction to GST
8. **Levy and Collection of Tax**

2. Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation
8. The Interview Method
9. The Questionnaire Method
10. The Survey Method
11. The Experimental Method
12. Scaling Techniques and Attitudes Measurement Techniques
13. Data Presentation, Processing and Analysis
14. Hypothesis Testing and Interpretation of Data

Project

Students are required to submit a project by the end of the semester IV.

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions which supplement the virtual classes for one-on-one problem solving sessions for students.
Media used for delivery of instruction for the program includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs.

EVALUATION SYSTEM
- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation.
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Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

• Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

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Summative comprehensive evaluation method is as under:

• The students are given opportunity to attend the exams as per their own pace.
• These exams are taken course wise separately according to the convenience of the students.
• Summative evaluations are in the form of Computer Based Exams, course wise of 70 marks with 50% passing.
• The question papers for the examinations are set centrally at Pune.
• The exams are conducted through test centres appointed by SCDL.
• Answer papers are evaluated centrally at Pune.
• Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

Number of SLMs: 14

Number of e-Learnings: 03

   Library resources:
   1. **E-resource – EBSCO, JSTOR**
   2. **List of Books in Library**

LIST OF BOOKS AVAILABLE IN LIBRARY

SN	Title of the Book	Name of the Author	Publisher
1.	Outlines of Legal Language in India	Dr. Anirudh Prasad	Central Law Agency
2.	Constitution of India	V. N. Shukla	Eastern Book. Co.
3.	Corporate Governance	P.P. Arya, B.B. Tandon	Deep & Deep Pub.
4.	Corporate Finance	Kulkarni P V and Kulkarni S P	Himalaya
5.	International Business 6th Ed.	Czinkota M R, Ronkarnen I A, Molfett M H	Thomson Asia
6.	Mercantile Laws	Inst. Of Chartered Acct. Of India	I.C.A.I.
7.	Business Laws & Mgmt.	Inst. Of Comp.Sec. Of India	I.C.S.I
8.	Corp. Laws & Practice III Final Course	Inst. Of Comp.Sec. Of India	I.C.S.I.
9.	International Economics 3rd Ed.	So'devsten & Reed	Macmillan
10.	International Economics 4th Ed.	Cherunilam Francis	McGraw Hill
11.	International Economics 4th Ed.	Cherunilam Francis	McGraw Hill
12.	International Economics 4th Ed.	Sadvatore D	Tata McGraw Hill
13.	International Economics 2nd Ed.	Farmer Roger	Thomson
14.	General Economics	Inst. Of Chartered Acct. Of India	I.C.A.I.
15.	Consumer Protection Law in India	Paranjpe V N	Central Law Agency
16.	International Economics Law 3rd Ed.	Myneni S R	Allahabad Law Agency
17.	Business Law For Mgmt. 6th Rev Ed.	Bulchandani K R	Himalaya Publications
18.	Business Law For Mgmt.5th Ed.	Bulchandani K R	Himalaya Publications
19.	Taxman's Business Laws 2012	Taxman	Taxman
20.	Corporate Laws		Universal Law Pub. Co. Pvt. Ltd
21.	Law of Contract and Specific Relief	Avtar Singh	Eastern Book Co.
22.	Company Law	Avtar Singh	Eastern Book Co.

SN	Title of the Book	Name of the Author	Publisher
23.	Law of Consumer Protection Principles & Practice	Avtar Singh	Eastern Book Co.
24.	Comentary on The Consumer Protection Act, 1986	J.N. Barowalia	Universal Law Pub. Co. Pvt. Ltd
25.	Banking Law & Practice in India	M.L. Tannan	Wadhwa& Co.
26.	Law of Arbitration and Conciliation	Avtar Singh	Eastern Book Co.
27.	A Textbook on The Indian Penal Code	K. D. Gaur	Universal Law Pub. Co. Pvt. Ltd
28.	Constitution of India	V. N. Shukla	Eastern Book. Co.
29.	Outlines of Legal Language in India	Dr. Anirudh Prasad	Central Law Agency
30.	International Law and Human Rights	Dr. S.K. Kapoor	Central Law Agency
31.	Consumer Cases	Dr. R.G. Chaturvedi	Western Law Publishing
32.	The Law of Torts	Ratnal & Dhirajlal	Wadhwa& Co.
33.	SEBI Manual 2004	Taxmann	Taxmann
34.	The Negotiable Instruments Act 1881	Shikha Arora	Professional Book Publication
35.	The Reserve Bank of India Act, 1934	Shikha Arora	Professional Book Publication
36.	The Banking Regularation Act 1949		Professional Book Publication
37.	Principles of Corporate Finance	R.Brealy, S.Myers, P. Mohanty	McGraw Hill
38.	International Banking	Indinan Inst. of Banking and Finance	MacMillan
39.	Principles of Corporate Finance	R.Brealy, S.Myers, P. Mohanty	McGraw Hill
40.	Companies Act, 2013		Professional Book Publication
41.	Text Book of Mercantile Law	Mr. Gogna, P.P.S	S Chand & Company, 2009
42.	Business Law	Kuchhal, M.C. & Kuchhal, Vivek	Vikas Publication, 6th ed, 2014
43.	Elements of Mercantile Law	Kapoor, N.D.	S Chand & Company, 2017
44.	Business Law	Tulsian, P.C & Tulsian, Bharat	McGraw Hill, 3rd , 2014
45.	Company Law	Singh, Antar	Eastern Book Company, 17th 2016
46.	Labour Laws	Tan Mann	Tan Mann Publication, 2017
47.	Banking Law & Negotiable Instruments Act	Bangia, R. K	Allahabad Law Agency, 2016
48.	Mercantile Law	Gulshan, S. S.	Excel Books, 3rd edition, 2007
49.	Company Law	Gulshan, S. S.	Excel Books, 2nd edition, 2008
50.	Case Laws: On Industrial Relations: Issues and Implications	Mishra, L	Excel Books, 2006
51.	International Economic Law	Myneni, S. R.	Allahabad Law Agency, 2012
52.	Health Laws and Health Care System	Porkodi, S. & Haque, Ansarul	Global Acad. Pub. 2nd ed, 2005
53.	Business Law	Mathur, Y.S.	Advance Learner Press, 2014
54.	Industrial Jurisprudence & Labour Legislation	Sarma, A.M.	Himalaya Publishing House, 2015
55.	Legal Aspects of Business	Pathak, Akhileshwar	McGraw Hill, 6th edition, 2014
56.	Shipping Law	Institute of Chartered Shipbrokers	Institute of Chartered Shipbrokers, 2017

Grading Mechanism

- Grading System (All courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

After completion of this program candidates can take the opportunity of various corporate companies and can grow in his profession. Students can also associate with any legal corporate platforms in the following areas of,

1. Legal Officer,
2. Compliance Officer, Consultant,
3. Assistant Manager, Legal Manager,
4. Legal Process Outsourcing (LPO),
5. Knowledge Process Outsourcing (KPO) and
6. Various law firm

vii.   POST GRADUATE DIPLOMA IN CUSTOMER RELATIONSHIP MANAGEMENT (PGDCRM)

Course Structure   **Total Credit: 80**

SN	Semester-I Subject Names	SN	Semester-II Subject Names
1	Principles and Practices of Management	1	Advanced CRM
2	Marketing Management	2	Sales and Distribution Management
3	Customer Relationship Management	3	Services Marketing
4	Consumer Behaviour	4	CRM in Service Industry
SN	Semester-III Subject Names	SN	Semester-IV Subject Names
1	Business Communication	1	Consumer Protection Act, 1986
2	B2B Markets and CRM	2	Research Methodology
3	Marketing Research	3	Project
4	E-Business		

CURRICULUM

Semester I

1. Principles & Practices of Management (PPM)
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization and Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading: Directing • Communicating • Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

2. Marketing Management
1. Basic Concepts of Marketing
2. The Marketing Environment
3. Market Oriented Strategic Planning
4. Competition and Competitive Strategy
5. Market Research and Demand Forecasting
6. Consumer Behavior
7. Market Segmentation and Selecting Target Markets
8. Positioning
9. Product Concepts
10. Distribution Channels and Marketing of Services
11. Strategic Pricing
12. Integrated Marketing Communications (IMC)

3. Customer Relationship Management (CRM)
1. Introduction to customer Relationship Management
2. Customer Satisfaction and Loyalty
3. Relationship and Retention
4. Services Marketing and CRM
5. Data Management
6. Sales Force Automation
7. Implementing a CRM Programme
8. Effective CRM Today and Tomorrow

4. Consumer Behaviour
1. Consumer Behaviour
2. Consumer Research

3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude
9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer Satisfaction
13. Organizational Buying Behaviour
14. Consumer Modelling
15. Rural Buying Behaviour

Semester II

1. Advanced CRM
1. CRM Concepts
2. CRM through Effective Customer Complaints Handling
3. Call Centre to Contact Centre to Customer Interaction Centre
4. Sales Force Automation
5. Architectural Map for CRM Implementation
6. Industry Specific CRM Cases
7. Operational CRM
8. Analytical CRM
9. Customer Experience Management (CEM**)**

2. Sales and Distribution Management
Part–I- Sales Management
1. Introduction to Sales Management
2. Personal selling
3. Effective Sales Executive
4. Sales Planning and budgeting and forecasting
5. Sales force Recruitment, Selection and training
6. Sales Quota and Compensation sales Personnel
7. Leading & Motivating the Sales Personnel
8. Evaluation & Control of Sales force
9. Sales Territory
10. Key Account Management

Part- II- Distribution Management

1. Introduction to Distribution Management
2. Retailing and Wholesaling
3. Warehousing
4. Transportation
5. Distribution Channels in Services
6. Distribution Planning & Control

3. Service Marketing
1. Introduction to Services
2. Customer Expectations & Service Perceptions
3. Service Models & New product Development
4. Pricing & Service Delivery
5. Service Promotion
6. The People Dimension of Services
7. Service Process blueprinting & Physical Evidence 8. Service Quality

4. CRM in Service Industry
1. An Introduction to Service Industry
2. Understanding Services
3. Understanding CRM
4. Relationship between Service & CRM5. Designing of Service for CRM
5. Internal Marketing: People Dimension of Service & CRM
6. Service Management & Productivity
7. Service Quality & Customer Satisfaction
8. CEM-Customer Experience Management for Service Business

Semester III

1. Business Communication
1. Communication in Business
2. Process of Communication
3. Psychological and Cultural Dimensions of Business Communication
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News and Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing and Delivering Effective Presentations

11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology

2. B2B Markets and CRM
1. Introduction to Business Marketing
2. Buyer Behaviour
3. Enterprise Selling
4. Elements of Enterprise selling
5. Segmentation
6. Targeting & Sales Planning
7. Relationship Marketing & CRM
8. Product Differentiation of Business Products
9. Pricing
10. Customer Service Management
11. Product Differentiation & Solution
12. B2B Hub
13. International Business
14. Marketing Communication

3. Marketing Research
1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling
4. Questionnaire- Design Development
5. Scaling Methods
6. Data Collection Primary / Secondary
7. Data preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process & Design
11. Specified Techniques in Market Research
12. Market and Sales analysis Research
13. New Product Development & Test Marketing
14. Presentation of Research Findings
15. Research in Service Segments

4. E- Business
1. Computer Network
2. Web Publishing
3. E-Commerce
4. The Web Presence
5. E- Marketing
6. Technologies for E-Commerce

7. Electronic Data Interchange (EDI)
8. E-Payment
9. E-Security
10. E-Services
11. E-Business- An Evaluation
12. E-Business Intelligence
13. M-Commerce
14. The impact of e-business on different fields and industries
15. Case Studies

Semester IV

1. Consumer Protection Act, 2019
1. Introduction to Consumer Protection Act, 2019
2. Consumer' Under Consumer Protection Act
3. Consumer Disputes Redressal Agencies
4. Procedure for Filing Consumer Complaint
5. Appeals
6. Enforcement of Orders and Other Relevant Provisions
7. Forms

2. Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing 5. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation 9. The Interview Method
8. The Questionnaire Method
9. The Survey Method
10. The Experimental Method
11. Scaling Techniques and Attitudes Measurement Techniques
12. Data Presentation, Processing and Analysis

Project
Student is required to submit a project by the end of Semester IV.

Faculty and support staff requirement
As per AICTE norms
Teaching Learning Pedagogy
Teaching learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the course includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website.
Evaluation System
- Evaluation system includes Check your progress questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the Course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/ Analysis/ Synthesis/ Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the
- students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the Course requirement. (Additional 3 months are provided for working on research project and submitting the research project).

0Number of SLMs: 14

Number of e-Learnings: 13

Library Resources

1. **E-resource – EBSCO, JSTOR**

2. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1.	Marketing Research: Text and Cases 3rd ed	Rajendra Nargundkar
2.	Advertising Management 5th ed	Batra R.
3.	Advertising and Sales Promotion	Bootwala Shaila
4.	Basic Business Communication, concepts, applications and skills	Kumar Raj

Grading System

- Grading System (All Courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- Manager-Client Servicing
- Customer Relationship Manager
- CRM Specialist
- Relationship Manager
- Product Manager

viii.   **POST GRADUATE DIPLOMA IN EXPORT & IMPORT MANAGEMENT (PGDEXIM)**

COURSE STRUCTURE   **Total Credi t: 80**

Semester I	Semester II
Principles and Practices of Management	International Supply Chain Management
EXIM Policy Framework	Procedures & Practices in EXIM Management
International Business Environment	Export Import Regulations
International Marketing	Risk Management in Import Export Business

Semester III	Semester IV
Export Import promotional schemes in India	Insurance & Inspection in Foreign Trade
Foreign Exchange management	Research Methodology
International Trade Logistics	**Project**
Entrepreneurship Development and Management	

COURSE CURRICULUM

Semester I

1.   Principles & Practices of Management
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading: Directing • Communicating • Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

2.   EXIM Policy Framework
1. Foreign Trade Policy
2. Export & Import Procedures
3. Documents Related to Export & Import
4. Instruments & Terms of Payment in Export – Import
5. Methods of Export - Import Financing
6. Letter of Credit & Bill of Exchange
7. Foreign Exchange Regulations & Formalities

8. Cargo Insurance
9. International Commercial Terms
10. Procedure & Documentation for Availing Export Incentives

3.   International Business Environment
1. Theories of International Trade
2. Globalisation
3. Trade Barriers & Trade Block
4. Country Risk Analysis
5. Export-Import Finance
6. Balance of Payments
7. Multi-National Corporations
8. Export Promotion Schemes in India
9. Raising Money in International Markets
10. World Trade Organization
11. International Marketing - Entry Strategies
12. International Monetary Fund
13. World Bank

4.   International Marketing
1. Introduction to International Marketing
2. Challenges of Globalisation
3. Why Firms Go International
4. The Task of International Marketing
5. Environmental Factors Affecting International Marketing
6. Foreign Market Entry Strategy
7. International Product Strategy
8. International Distribution Strategy

9. International Promotion Strategy
10. International Pricing Strategy
11. Outsourcing & Strategic Relationships
12. International Marketing Research
13. E-Marketing & E-Commerce
14. Future Trends

Semester II
1. **International Supply Chain Management**
   1. Introduction to Supply Chain Management (SCM)
   2. International Supply Chain Management
   3. Scientific Purchasing
   4. Strategic Sourcing for Effective Global SCM
   5. Inventory Management
   6. Warehouse Management
   7. Transport Management
   8. Warehouse Management
   9. Supply Chain Integration Coordination & Collaboration
   10. Packaging & Labelling for Global Supply Chain
   11. Information Technology & Information Systems in Supply Chain Management
   12. Current Trends in SCM & SCM performance Measures

2. **Procedures & Practices in EXIM Mgmt.**
   1. Overview of International Marketing
   2. Starting the Exim- Registering for Exim/ Exim Duties (Customs) & Valuation
   3. Export Financing
   4. Import Financing
   5. Export Contracts
   6. Preparing Goods for Export– Packaging/Inspection/Fumigation
   7. Export Material Flow Process
   8. Exim Documents & Document Flow Process
   9. Customs Process for Export
   10. Customs Process for Import
   11. Warehousing in Customs
   12. Provisions Related to Export
   13. Baggage Import & Export
   14. Offences & Penalties in Customs

3. **Export Import Regulations**
   1. Regulations Related to Export
   2. Regulations Related to Import

3. Foreign Trade (Development & Regulation) Act, 1992
4. Foreign Trade Policy
5. Regulations Related to Excise & Customs
6. International Regulations in Exim
7. Export Promotion Councils & Commodity Boards
8. Trade Barriers
9. International Chamber of Commerce
10. GATT-1947 & WTO-1995
11. Exim Regulations of Emerging Markets
12. Future Trends in Exim
13. Supplies to Nepal & Bhutan

4. **Risk Management in Import Export Business**
   1. Introduction
   2. Evaluation of Risk
   3. Classification of Risk
   4. Export Credit Guarantee Corporation
   5. Marine Insurance Policies to Cover Transit Risk Against Loss or Damage of Goods
   6. Method of Claim Under Marine Policies
   7. Project Export
   8. Quantitative Techniques for Risk Management
   9. Hedging Techniques
   10. Exchange Rate Forecasting
   11. Regulations Governing Derivatives in India
   12. Risk Related to Service Export & Import
   13. Derivative Disasters

Semester-III
1. **Export Import promotional schemes in India**
   1. Advance Authorisation Scheme (Duty Exemption Schemes)
   2. Export Promotion of Capital Goods Scheme
   3. Duty Drawback Scheme
   4. SEZ
   5. Export Oriented Units (EOUs), Electronics Hardware Technology Parks (EHTPs), Software Technology Parks (STPs) & Bio-Technology Parks (BTPs)
   6. EOU Procedures
   7. Trade Facilitation & Ease of Doing Business
   8. Merchandise Export from India Scheme
   9. Service Exports from India Scheme
   10. Schemes for Exporters of Gems & Jewellery
   11. Deemed Exports
   12. Supplies to SEZ

2. **Foreign Exchange Management**
   1. Foreign Exchange Markets
   2. The International Monetary System
   3. Exchange Rate Determination
   4. Regulatory Framework in India
   5. Imports
   6. Exports
   7. Financing Exports
   8. Methods of Payments
   9. Facilities for Non-Residents
   10. Export Credit Guarantee Corporation & Exim Bank

3. **International Trade logistics**
   1. Marketing Logistics: An Introduction
   2. International Commercial Terms
   3. Organisation of Overseas Transport Services
   4. Liner Shipping Services
   5. Chartering Principles & Practices
   6. Containerisation & Multi-modal Transportation of Goods
   7. Ports System & its Role in India's Foreign Trade
   8. Air Transport
   9. Transport Intermediaries
   10. Carriage of Goods by Sea & Multimodal Transport - Legal Aspects
   11. Maritime Fraud

4. **Entrepreneurship Dev. & Management**
   1. Introduction to Entrepreneurship
   2. Business Ideas
   3. Developing a Business Plan
   4. Exchanging a Small-Scale Enterprise
   5. Functional Strategies for a new business
   6. Enterprise Planning
   7. Issues & Challenges
   8. Human Resource Management
   9. E-Commerce & E-Business

Semester IV

1. **Insurance & Inspection in Foreign Trade**
   1. Introduction to Risk & Insurance
   2. Legal Aspects of Insurance with Specific Reference to Marine Insurance
   3. Introduction - Marine Cargo Insurance
   4. Marine Cargo Insurance
   5. Marine Insurance Policies
   6. Marine Insurance Clause
   7. Marine Cargo Claims
   8. Export Quality Control & Pre-Shipment Inspection
   9. Export Credit Guarantee Corporation
   10. Reinsurance 2
   11. Piracy Insurance & Marine Case Laws
   12. Aviation - Risk Exposures & Insurance

2. **Research Methodology**
   1. Understanding Research
   2. Scientific Methods & Research
   3. Formulating Research Problem & Hypothesis
   4. Research Design
   5. Data Collection & Measurement
   6. Sampling & Sampling Technique
   7. Observation 8 The Interview Method
   8. The Questionnaire Method
   9. The Survey Method
   10. The Experimental Method
   11. Scaling Techniques & Attitudes Measurement Techniques
   12. Data Presentation, Processing & Analysis
   13. Hypothesis Testing & Interpretation of Data

Project
Students are required to submit a project by the end of the Semester IV

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the course includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website.

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- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the Course requirement. (Additional 3 months are provided for working on research project and submitting the research project).

List of Learning Resource-

Total SLMs available-14 (the SLMs of all subjects are available)

List of e-Learning-

Total e-Learning available-06

Library Resources

Management Books List	Name of Authors
Basic Business Communication : Skills for Empowering the Internet Generation	Lesikar Raymond V.
International Business 6th Ed.	Czinkota Michael R
International Business Environment 4th Rev Ed.	Cherunilam Francis
International Marketing : Approaching and Penetrating the Internatioanl Marketplace 3rd ed	Curry J E
International Business 4th Ed.	Ashwatheppa K
International Trade Documentation 3rd Ed.	Hinkelman Edward G.
International Economics 3rd Ed.	So'dersten, Bo
Customer Relationship Management : Emerging Concepts, Tools and Applications.	Sheth JN
Entrepreneurship	Shejwalkar PC
International Business Text And Cases 5th Ed.	Cherunilam Francis
International Business 5th Ed.	Paul Justin
International Business : The Challenge of Global Competition	Ball Donald A
International Business 2nd Ed.	Bennett Roger
International Business : country culture and corporate culture	Lee Hyun-Sook
International Marketing	Nargundkar Rajendra
Business Logistics/ Supply Chain Management With CD	Ballou Ronald
International Business : Strategy, Management, and the new Realities	Cavusgil S. Tamer
Derivatives and Risk Management	Janakiramanan, Sundaram
International Business : Environments and Operations 12th Edition	Daniels John
International Trade	Oberoi P K
International Business	Varma Sumati
Enterprise Management	CIMA
Financial Accounting	Maheshwari, S.N.
International Banking	Indinan Inst. of Banking and Finance
Basic Econometrics	Gujarati, Damodar N.

International Business Strategy : Rethinking the Foundations of Global Corporate Success 2nd ed	Verbeke Alain
International Marketing : Text and Cases 2nd ed	Paul, Justin
Case study in Management	Singal, R.K.
International trade and export management	Cherunilam, Francis
International Business : Competing in the Global Marketplace 10th ed	Hill, Charles W L.
International Business : Challenges and Choices 2nd ed	Sitkin, Alan
A Short Course in International Marketing Blunders 3rd Edi.	White Michael D.
A Short Course in International Joint Ventures 3rd edition	Gutterman Alan S.
A Short coruse in International Trade Documentation 3rd edition	Hinkelman Edward
International Business Text and Cases	Kumar Raj
International Business	Gupta, Sonia
International Financial Management : Text and Cases 7th ed	Bhalla, V.K.
International Marketing 10th ed	Czinkota, Michael R.
International Corporate Finance 10th ed	Madura, Jeff

Grading System

- Grading System (All Courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- After doing this Course candidates can take the opportunity of being self-employed by starting their own venture as Exporter, Importer, Deemed Exporter, International Supplier, International Logistics Provider and Entrepreneur.
- Students can also associate with any global trade platforms and can work as Risk Manager, Government Official in Export Promotion Councils, Trading Houses, Commodity Boards, etc

ix. POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (PGDHRM)

Couese Structure   **Total Credits: 80**

Semester: I		Semester: III	
Sr. No.	**Subject Names**	**Sr. No.**	**Subject Names**
1	Human Resource Management	1	Employee Relations
2	Human Resource Development	2	Organisational Development
3	Industrial and Labour Economics	3	Human Resource Information System
4	Leadership and Personality Development	4	Labour Law – II
Semester: II		**Semester: IV**	
Sr. No.	**Subject Names**	**Sr. No.**	**Subject Names**
1	Performance and Potential Management	1	TQM and HR Audit
2	Labour Welfare and Industrial Safety	2	Research Methodology and Statistical Quantitative Methods
3	Labour Laws - I	3	Project Work
4	Compensation Management		

CURRICULUM

SEMESTER I

1. Human Resource Management (HRM)
1. Human Resource Development
2. Human Resource Planning
3. Job Analysis, Job Description, Job Specification and Job
4. Recruitment, Selection, Promotion and Transfer
5. Training and Development
6. Performance Improvement
7. Planning Performance Appraisal
8. Career and Succession Planning
9. Quality Management
10. HRD Audit
11. Managing Change through Continuous Improvement
12. Good HR Practices
13. Recent Techniques in Human Resource Management
14. Human Resource Practices in Information Technology Industry

2. Human Resource Development
1. Introduction to Human Resource Development
2. Training and Organisation Environment
3. Training Needs Analysis
4. Learning Principles and Conditions
5. The Training Program: Selection, Design and Delivery
6. Assessing the Effectiveness of Training
7. Training Audit and Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment and Selection
11. Performance Appraisal, Feedback and Reward Systems
12. Quality of Work Life and Career Development

3. Industrial and Labour Economics
1. Nature and Scope of Labour Economics
2. Elasticity and Mobility of Labour
3. The Nature of Labour Market and its Problems
4. Efficiency of Labour
5. Wage Management

6. Employment Policy
7. Emerging issues in Labour Economics
8. Introduction Nature & Scope of Industrial Economics
9. Indian Industrial Growth
10. Theories of Industrial Location
11. Industrial Finance
12. Planning and Industrialisation

4. **Leadership and Personality Development**
    1. Leadership
    2. Attitudes
    3. Motivation: The Whys of Human Behaviour
    4. Work Motivation Theories
    5. Morale
    6. Conflict Management
    7. Group Dynamics
    8. Stress Management
    9. Decision Making
    10. Personality
    11. Techniques of Personality Dev.
    12. Communication & Interpersonal Skills

SEMESTER II

1. **Performance and Potential Management**
    1. Performance Management System
    2. Performance Planning and Goal Setting
    3. Performance Appraisals
    4. Performance and Training
    5. Performance Feedback, Coaching & Counselling
    6. Performance Parameters and Key Principles in Human Performance Improvement
    7. Current Trends in Performance Management System
    8. Performance Competencies
    9. Self-Motivation for Managing Super Self Performance
    10. Performance Appraisal Format and 360 Degree Sample

2. **Labour Welfare and Industrial Safety**
    1. Labour Welfare
    2. Labour Welfare Officer
    3. Workers Participation n Management
    4. Worker's Education Scheme
    5. Statutory Labour Welfare Activities

6. Non-Statutory Welfare Measures
7. International Labour Organisation and International Conference
8. Industrial Accidents and Industrial Safety
9. Motivation and Training
10. Personal Protective Equipment
11. Safeguarding of Machinery
12. Safety Officer and Inspection
13. Methods to Combat Fire Hazards

3. **Labour Laws - I**
    1. Factories Act, 1948
    2. Industrial Disputes Act 1947
    3. Industrial Employment Standing Order Act 1946
    4. Contract Labour (Regulation and Abolition) Act 1976
    5. Maternity Benefit Act, 1961
    6. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
    7. Payment of Gratuity Act, 1972

4. **Compensation Management**
    1. Compensation and Costs - Concepts and Context
    2. Control Systems for Labour Costs
    3. Compensation Systems Their Merits & Demerits
    4. Wage and Salary Administration
    5. Legal Framework for Wage and Salary Administration
    6. Compensation Structures
    7. Compensation Surveys
    8. Pay Structure Today and Tomorrow
    9. Incentives, Reward System and Pay Restructuring
    10. Process and Steps for Preparation of Payroll
    11. Tax Planning and Payroll Components
    12. Emerging Issues and Trends
    13. Constitutional & International Labour Standard Norms

SEMESTER III

1. **Employee Relations**
    1. Industrial Relations – Evolution, Concept & Approach
    2. Evolution of Industrial Relations Policies
    3. Industrial Disputes
    4. Mediation, conciliation, Arbitration and Adjudication
    5. Grievance Procedure

6. Industrial Relations in Public Sector Units
7. Trade Union and Collection Bargaining
8. Workers Participation in Management
9. Domestic Enquiry

2. Organisational Development
1. Organisation
2. Organisational Change & Organisational Dev.
3. Characteristics of Organisational Dev.
4. Foundation and Research of Organisation
5. Action Research and OD
6. Interventions
7. Team Interventions
8. Intergroup and Third-Party Peacemaking Interventions and Structural Interventions
9. Organisation wide Interventions
10. Change Agents and Emerging Issues in OD
11. Power and Politics and Organisation Development

3. Human Resource Information System
1. Evolution of HR information system
2. Introduction to DBMS
3. Design of HR Information system
4. HRIS – Need Analysis
5. Human Resources Analytics
6. Introduction to the Management of Change
7. Outsourcing and HRIS
8. Talent management
9. E-recruitment and Selection
10. Training & Development in e-learning Organisations
11. Performance Management System and Compensation
12. International HRM and HRIS

4. Labour Laws – II
1. Payment Of Wages Act 1936
2. Minimum Wages Act 1948
3. Payment of Bonus Act, 1965
4. Employees Compensation Act, 1923
5. ESI Act, 1948
6. EPF & Miscellaneous Provisions Act, 1952
7. Mines Act. 1952

Semester. IV

1. TQM and HR Audit
1. Evolution of Quality Concepts
2. TQM: Elements and Implementation
3. Quality Strategies for Business Performance
4. Quality Organisation
5. Quality Planning
6. Implementing QMS ISO 9001
7. Implementing CMMI - Process Integration and Product Improvement
8. Management Models Complementing Quality
9. Quality Costs
10. Introduction to HR Audit
11. HRD and HR Audit
12. HRD Audit Methodology and Issues
13. Audit Report

2. Research Methodology & Statistical Quantitative Methods (RM&SQM)
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling & Attitudes Measurement Tech.
14. Data Presentation, Processing and Analysis
15. Arranging Data to Convey Meaning
16. Measures of Central Tendency (Mean, Median & Mode)
17. Correlation
18. Probability
19. Queuing Theory
20. Game Theory & Decision Theory

Project
Student is required to submit a project by the end of the semester 4

Faculty and support staff requirement

As per AICTE norms

Teaching Learning Pedagogy

Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.

Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs

Evaluation System

• Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
• The Evaluation system includes Formative Evaluation and Summative Evaluation
• The questions formulated are based on the program / course objectives.
• The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/ Analysis/ Synthesis/ Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
• The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
• The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

• Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

• The students are given opportunity to attend the exams as per their own pace.
• These exams are taken course wise separately according to the convenience of the students.
• The question papers for the examinations are set centrally at Pune.
• The exams are conducted through test centers appointed by SCDL.
• Answer papers are evaluated centrally at Pune.
• Project report - A student has to submit as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 14

Number of e-Learnings: 08

Library resources:

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr. No	Name of the Books	Author	Publication	Place	Year
1	Human Resource Management	Dessler, Gary & Varkkey, Biji	Pearson	Delhi	2016
2	Management	Stoner, James A.F.; Freeman, R. Edward & Gilbert, Daniel R.	Pearson	Noida	1995
3	Essentials of Management	Koontz, Harold & Weihrich, Heinz	McGraw Hill	New Delhi	2015
4	Organizational Behaviour	Luthans, Fred	McGraw Hill	New Delhi	2015
5	First, break all the Rues: What do World's Greatest Managers Do Differently	Harter, Jim	Gallup Press	New York	2016
6	Good to Great: Why Some Companies Make the Leap and Others Don't	Collins, Jim	Random House	New Delhi	2001
7	Managerial Economics: Analysis, Problem & Cases	Mehta, P.L.	S Chand & Company	New Delhi	2014
8	Principles and Practice of Management	Prasad, L.M.	S Chand & Company	New Delhi	2015
9	Fundamentals of Statistics	Elhance, D.N. ; Elhance, Veena & Agarwal, B.M.	Kitab Mahal	Allahabad	2016
10	Essentials of Business Communication	Pal, Rajendra & Korlahalli	S Chand & Company	New Delhi	2013
11	Human Resource Management: Text and Cases	Aswathappa, K.	McGraw Hill	New Delhi	2015
12	Human Resource Management	Pattanayak, Biswajeet	PHI Learning	Delhi	2014
13	Principles of Managenent	Ramasamy, T.	Himalaya Publishing House	Mumbai	2016
14	Modern Economics Theory	Dewett, K.K. & Navalur, M.H.	S Chand & Company	New Delhi	2015
15	Business Communication	Rai, Urmila & Rai, S.M.	Himalaya Publishing House	Mumbai	2016
16	Personnel and Human Resource Management	Rao, P.Subba	Himalaya Publishing House	Mumbai	2016
17	Business Environment: text and Cases	Cherunilam, Francis	Himalaya Publishing House	Mumbai	2016
18	Business Law	Kuchhal, M.C. & Kuchhal, Vivek	Vikas Publication	Noida	2014
19	Organizational Behaviour	Prasad, L.M.	S Chand & Company	New Delhi	2013
20	Industrial Jurisprudence and Labour Legislation	Sarma, A.M.	Himalaya Publishing House	Mumbai	2015
21	Human Resource Management: Gaining a Competitive Advantage	Noe, Raymond A. & Hollenbeck, John R.	McGraw Hill	New Delhi	2013
22	Employee Training and Development	Noe, Raymond A. & Kodwani, Amitabh Deo	McGraw Hill	New Delhi	2012
23	Legal Aspects of Business	Pathak, Akhileshwar	McGraw Hill	New Delhi	2014
24	Essential of Management	Koontz, Harold & Weihrich, Heinz	McGraw Hill	New Delhi	2015
25	Organizational Behaviours: An Evidence Based Approach	Luthans, Fred	McGraw Hill	New Delhi	2015
26	CMMI	Nandyal, Raghav	Tata McGraw Hill	New Delhi	2011
27	Total Quality Management	Charantimath, Poornima M.	Pearson	Noida	2011
28	Statistics for Management	Levin, Richard I. & Rubin, David S.	Pearson	Noida	2013

Sr. No	Name of the Books	Author	Publication	Place	Year
29	Organizational Behaviour	Robbins, Stephen P. & Judge, Timothy A.	Pearson	Noida	2013
30	Total Quality Management	Besterfield, Dale H	Pearson	Delhi	2016
31	Human Resource Management	Beg, M.A.	Wisdam Publication	Delhi	2015
32	Total Quality Management	Rajaram, S. & Sivakumar, M.	Biztantra	Tamilnadu	2008
33	Group Discussion & Interview Skills with CD	Patnaik, Prlyacclasshi	Cambridge University Press	Delhi	2016
34	Business Ethics and Professional Values	Rao, A.B.	Excel Books	Delhi	2006
35	Management Information Systems	Obrien, James A.	McGraw Hill	New Delhi	2008
36	Human Resource Management: An Experiential Approach	Bernardin, H. John	McGraw Hill	New Delhi	2010
37	Business and Administration Communication with CD	Lockers, Kitty O.	McGraw Hill	New Delhi	2013
38	Organizational Chage: An Action-Oriented Toolkit	Cawsey, Tupper F.; Deszca, Gene & Ingols, Cynthia	Sage Publication	New Delhi	2012
39	Principles and Practices of Management and Organizational Behaviour	Singh, Chandrani & Khatri, Aditi	Sage Publication	New Delhi	2016
40	Research Methodology: A Step-by-step guide for Beginners	Kumar, Ranjit	Sage Publication	New Delhi	2014
41	Human Resource Informative Systems	Kanahagh, Michael J. & Thite, Mohan	Sage Publication	New Delhi	2012
42	Culture and Organizational Behaviour	Sinha, Jai B. P.	Sage Publication	New Delhi	2008
43	Organizational Behaviour	Nahavandi, Asbsaneh	Sage Publication	New Delhi	2015
44	Labour Laws	Tan Mann	Tan Mann Publication	New Delhi	2016
45	Leadership	Nerthouse, Peter G.	Sage Publication	New Delhi	2014
46	Organizational Chage: Theory and Practice	Burke, W. Warner	Sage Publication	New Delhi	2011
47	Compensation: Theory, Evidence and Strategic Implications	Gerhart, Barry & Rynes, Sara L.	Sage Publication	New Delhi	2003
48	HRD Audit	Rao, T.V.	Sage Publication	New Delhi	2014
49	Organizationa development: The Process of Leading Organizational Chage	Anderson, Donald L	Sage Publication	New Delhi	2012
50	Total Quality Management: An Integrated Approach	Nigam, Shailendra	Excel Books	New Delhi	2005
51	Patient Care Services and Hospitals	Porkodi, S.	Excel Books	New Delhi	2010
52	Customers Relationship Management: An Indian Perspective	Chaturvedi, Mukesh & Chaturvedi, Abhinav	Excel Books	New Delhi	2005
53	Strategic Human Resoruce Management and Development	Regis, Richard	Excel Books	New Delhi	2008
54	Marketing Research	Reddy, P. Narayana & Acharyulu, G.V.R.K.	Excel Books	New Delhi	2008
55	Business Ethics: Human Values	Hundekar, S. G.	Excel Books	New Delhi	2009
56	International Marketing	Vasudeva, P. K.	Excel Books	New Delhi	2010
57	Organizational Behaviour	Rao, V.S. P.	Excel Books	New Delhi	2009
58	Business Research Methods	Murthy, S. N. & Bhojanna, U.	Excel Books	New Delhi	2010
59	Compensation Management	Bhhatacharya, Mousumi & Sengupta, Nilanjan	Excel Books	New Delhi	2009
60	Quantitiave Methods in Management: Problems and Solutions	Selvaraj, R. & Loganathan, C.	Excel Books	New Delhi	2008

Sr. No	Name of the Books	Author	Publication	Place	Year
61	Case Laws: On Industrial Relations: Issues and Implications	Mishra, L	Excel Books	New Delhi	2006
62	Human Resource Management	Sanghil, Seema	Vikas Publishing House	Noida	2014
63	Business Communication	Verma, Shalini	Vikas Publishing House	Noida	2014
64	Human Communication	Pearson, Judy, C.; Nelson, Paul E. & Tilsworth, Scott	McGraw Hill	New Delhi	2011
65	Organizational Behaviour: Key concepts, Skills & Best Practices	Kinicki, Angelo & Kreither, Robert	McGraw Hill	New Delhi	2008
66	Labor Relations: Development, Structure, Process	Fossum, John A.	McGraw Hill	New Delhi	2009
67	Staffing Organizations	Heneman, Herbert G. & Judge, Timothy A.	McGraw Hill	New Delhi	2009
68	Financial Inclusion in India: Policies and Programmes	Mani, N	New Century Publication	New Delhi	2015
69	Organizational Behavior: Concepts and Application, Text and Cases	Kumar, Pradeep & Thakur, K.S.	Wisdom Publication	Delhi	2011
70	Compensation Management	Bhhatacharya, Mousumi & Sengupta, Nilanjan	Excel Books	New Delhi	2009
71	Organizational Behavior	Robbin, Stephen P.	Pearson	New Delhi	2014
72	Organizational Behavior: An Evidence Based Approach	Luthans, Fred	McGraw Hill	New Delhi	2011
73	Human Resource Management	Dessler. Gary & Varkkey, Biji	Pearson	New Delhi	2015
74	Group Discussion and Interview Skills with CD	Patnaik, Priyadarshi	Cambridge University Press	Delhi	2016
75	Human Resource Management: Text and Cases	Aswathappa, K.	McGraw Hill	New Delhi	2013
76	Financial Management: Text, Problems and Cases With CD	Khan, M.Y. & Jain, P.K.	McGraw Hill	New Delhi	2014
77	Employee Traning and Development	Noe, Raymond A. & Deo Kodwani, Amitabh	McGraw Hill	New Delhi	2012
78	Macroeconomics	Dornbusch, Rudiges.	McGraw Hill	New Delhi	2015
79	Quantitative Techniques in Management	Vohra, N.D.	McGraw Hill	New Delhi	2010
80	Business Organisation and Management	Gupta, C.B.	S Chand & Company	New Delhi	2016
81	Modern Business Organisation & Management	Sherlekar, S.A. & Sherlekar, V.S.	Himalaya Publishing House	Mumbai	2016
82	Developing Communication Skills	Mohan, Krishna & Banerji, Meera	Trinity	Bengaluru	2016
83	Business Environmental: Text & Cases	Cherunilam, Francis	Himalaya Publishing House	Mumbai	2016
84	Financial Management	Kulkarni, P.N. & Satyaprasad, B.G.	Himalaya Publishing House	Mumbai	2015
85	Manegerial Economics: Theory and Applications	Mithani, D.M.	Himalaya Publishing House	Mumbai	2016
86	Indian Economy	Puri, V.K. & Mistra, S.K.	Himalaya Publishing House	Mumbai	2016
87	Financial Accounting	Tulsian, P.C.	Pearson	Noida	2006
88	Effective Technical Communication	Rizvi, M. Mhraf	McGraw Hill	New Delhi	2005
89	Business Communication Today	Bovee, Courtland L.; Thill, John V. & Raina, Roshan	Pearson	Noida	2017

Sr. No	Name of the Books	Author	Publication	Place	Year
90	Human Resource Management: Gaining a Comperitive Advantage	Noe, Raymond A.; Hollenbeck, John R. & Gerhart, Bary	McGraw Hill	New Delhi	2006
91	Total Quality Management	Besterfield, Date H.; Besterfield, Glen H. & Urdhwareshe, Hemant	Pearson	Noida	2015
92	Humanitarian Logistics: Meeting the Challenge of Preparing for and responding to Disasters	Tathan, Peter & Christopher, Martin	Kogan Page	London	2014

Grading Mechanism

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

HR Officer, Senior HR Executive, Administrative Head, Placement Officer, Recruitment Coordinator, Recruiter, HR Consultant, HR Manager, Training and Development Officer, Learning and Development Officer etc.

X. POST GRADUATE DIPLOMA IN RETAIL MANAGEMENT (PGDRM)

COURSE STRUCTURE   **Total Credits: 80**

Semester I	Semester II
Principles And Practices of Management	Marketing Management
Retail Management – I	Retail Management – Ii
Consumer Behavior	Management Information System
Service Marketing	Concepts In Supply Chain Management
Sales Management	

Semester III	Semester IV
Brand Management	Advertising And Public Relations
Merchandise Management	Research Methodology
Customer Relationship Management	**Project**

COURSE CURRICULAM

Semester-I

PRINCIPLES AND PRACTICES OF MANAGEMENT
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading • Directing • Communicating • Motivating
11. Controlling
12. Co-coordinating (Synchronizing)
13. Evolution of Management Thought
14. Practicing Managerial Career

RETAIL MANAGEMENT – I
1. Enter the Planet of Retailing
2. Global and Indian Retailing Scenario
3. Store Based Retail Formats
4. Retail Consumer Behavior
5. Retail Market Strategy
6. Retail Financial Strategy
7. Retail Location
8. Operations Management
9. Supply Chain Management in Retail
10. I.T. in Retail

CONSUMER BEHAVIOUR
1. Consumer Behavior
2. Consumer Research
3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude
9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer Satisfaction
13. Organizational Buying Behavior
14. Consumer Modelling
15. Rural Buying Behavior

SERVICES MARKETING
1. Introduction to Services
2. Customer Expectations and Service Perceptions
3. Service Models and New Product Development
4. Pricing and Service Delivery
5. Service Promotion
6. The People Dimension of Services
7. Service Process Blueprinting and Physical Evidence
8. Service Quality

SALES MANAGEMENT
1. Introduction to Sales Management
2. Personal Selling
3. Effective Sales Executive
4. Sales Planning and Budgeting
5. Sales Forecasting
6. Sales Organisation
7. Recruitment and Selection of Sales Force
8. Sales Training
9. Sales Quota and Compensating Sales Personnel
10. Leading and Motivating the Sales Personnel
11. Evaluation and Control of Sales Force
12. Sales Territory
13. Key Accounts Management

Semester II

MARKETING MANAGEMENT
1. Basic Concepts of Marketing
2. The Marketing Environment
3. Market Oriented Strategic Planning
4. Competition and Competitive Strategy
5. Market Research and Demand Forecasting
6. Consumer Behavior
7. Market Segment & Selecting Target Markets
8. Positioning
9. Product Concepts
10. Distribution Channels and marketing of services
11. Strategic Pricing
12. Integrated Marketing Communications (IMC)

RETAIL MANAGEMENT – II
1. Merchandise Planning
2. Buying Merchandise
3. Pricing
4. Retail Communication
5. Store Layout and Designing
6. Customer Service
7. Human Resource Management in Retail
8. Establishing Retail Image
9. Non-Store Retailing
10. Franchising

MANAGEMENT INFORMATION SYSTEMS
1. Management Information System
2. Information Technology
3. Data Communication and IT Enabled Services
4. Decision Support System
5. System Analysis and Design
6. System Development
7. The Database Management System
8. Data Warehousing and Data Mining
9. Information Security and Control
10. Information Systems and Quality
11. Functional Applications
12. Applications in Service Sector

CONCEPTS IN SUPPLY CHAIN MANAGEMENT
1. Introduction to Concepts in Supply Chain Mgmt
2. Scope, Performance and Strategic Fit
3. Drivers and Obstacles
4. Designing a Supply Chain Distribution Network
5. Role of Network Design in a Supply Chain
6. Network Design in an Uncertain Environment
7. Forecasting Demand
8. Agg. Planning & Managing Predictable Variability
9. Managing Inventory
10. Optimal Level of Product Availability
11. Sourcing
12. Transportation
13. Information Technology
14. E-Business and the Supply Chain

Semester III

MERCHANDISE MANAGEMENT
1. Managing Merchandise
2. Product Introduction
3. Basics of Merchandise
4. Merchandise Planning
5. Merchandise Analysis and Implementation
6. Buying
7. Retail Vendor Management
8. Category Management
9. Visual Merchandising and Space & Design Comm.

BRAND MANAGEMENT
1. Introduction to Brands
2. Brand Identity and Brand Positioning
3. Brand Communication
4. Brand Equity and Brand Valuation
5. Co-Branding, Brand Extension & Multi-brands
6. Branding Strategies
7. Winning Brands
8. Case Studies

CUSTOMER RELATIONSHIP MANAGEMENT
1. Introduction to customer Relationship Mgmt.
2. Customer Satisfaction and Loyalty
3. Relationship and Retention
4. Services Marketing and CRM
5. Data Management
6. Sales Force Automation
7. Implementing a CRM Programme
8. Effective CRM Today and Tomorrow

Semester IV

ADVERTISING AND PUBLIC RELATIONS
1. What is advertising?
2. Obj. of Advertising, Planning & Decision Making
3. Creating the Advertising Campaign
4. Brand Image, Personality and Equity
5. Advertising, Market Positioning, Segmentation
3. . Media Strategy, Budgets, Research
6. Global Marketing and Advertising
7. Advertising and Society, Ethics and Regulations
8. What is Public Relations?
9. Nature and Scope of Public Relations
10. Organisation and Practice

11. Public Relations Practitioner
12. Principal Areas of PR Work
13. Case Studies
14. Media Relations, Investor Relations

RESEARCH METHODOLOGY
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation
8. The Interview Method
9. The Questionnaire Method
10. The Survey Method
11. The Experimental Method
12. Scaling & Attitudes Measurement Techniques
13. Data Presentation, Processing and Analysis
14. Hypothesis Testing and Interpretation of Data

Project
Students are required to submit one hard copy project by the end of Semester IV

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the course includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website.

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- Evaluation system includes Check your progress questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
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- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the Course requirement. (Additional 3 months are provided for working on research project and submitting the research project).

Learning Resources- Total Number of SLMs- 14, SLMs of all subjects are available

List of e-Learnings Total Number of e-Learnings - 08,

Library resources:

Title of the Book	Name of Author
Advertising Management	Batra R.
Brand Management	Verma Ranjeet
Business Communication	I.C.S.I.
Services Marketing	Apte Govind
Retailing Management Text And Cases 2nd Ed.	Pradhan Swapna
Retail Management : A Strategic Approach 10th Ed.	Berman Bary,
Case Studies In Retail Management Vol I	ICFAI
Case Studies In Retail Management Vol I	ICFAI
Retail Management	Bajaj Chetan
Retail Management	Vedamani Gbison
Retail Marketing Management 2nd Ed.	Gilbert David
Retail Marketing Management 2nd Ed.	Gilbert David
Retail Management	Vedamani G G
Retail Management : Functional Principles & Practices 3rd Ed.	Vedamani Gibson
Retailing Management	Levy, Michael
Customer Relationship Management	Kumar, Alok
Retailing and E-Tailing	Gupta, Sundar Lal,
Retail Management : An Indian Perspective	Gopal, R
Business communication	Dutta, Suparna
Supply Chain Management	Mentzer, John T
Supply Chain Management	Allekar, R.V.

Retailing Management	Levy, Michael
Customer Relationship Management	Kumar, Alok
Retailing and E-Tailing	Gupta, Sundar Lal,
Retail Management : An Indian Perspective	Gopal, R
Business communication	Dutta, Suparna
Supply Chain Management	Mentzer, John T
Supply Chain Management	Allekar, R.V.
Advertising & Promotions an IMC Perspective	Shah K, Dsouza A
Supply Chain Management - Text and Cases	Shah Janat
Advertising : Principles and Practice 7th Edition	Wells W D
Sales and Distribution	Jyoti Amar
Case Studies in Marketing : The Indian Context	Srinivasan R
Cases in Rural Marketing : An Integrated Approach	Krishnamachary CSG
Retailing Management 6th ed	M.Levy,
Indian Economy	Datt, Gaurav
Advertising & Promotions an IMC Perspective	Kruti shah,
Business Communication	ICFAI
Supply Chain Management : Text and cases	Solple, V. V.
Business Ethics	Boylan Michael
Retailing and E-Tailing	Gupta, S.L.
Consumer Behaviour	Schiffman, Leon G,
Retailing Management : Text And Cases 2nd Ed.	Pradhan, Swapna
Supply Chain Management : Text and cases	Sople, V.V.
Supply Chain Management : Text and cases	Shah, Janat
Retail Management : a Strategic Approach 11th ed	Berman, Barry
Supply Chain Management : Text and cases	Shah, Janat
Retailing Management 6th ed	Levy, Michael
Supply Chain Management : Text and cases	Sople, V.V.
Retailing : An Introduction 5th ed	Cox, Roger
Advertising & Promotions an IMC perspective	Shah, Kruti
Fundamentals of Selling : Customers for Life Through Service	Futrell, Charles M
Retailing Management Text And Cases 4nd Ed.	Pradhan Swapna
Retail Management	Sheikh, Arif
Brand Management	Sahu, Praveen
Behaviour for Managers	Misra, Rabi Narayana
Brand Management	Sahu, Praveen
CRM at the Speed of Light : Essential Customer Strategies for the 21st Century 3rd ed	Greenberg, Paul
Business Marketing : Text and Cases 4th ed	Havaldar, Krishna K.

Grading System

- Grading System (All Courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Marketing manager, Manager Store operations, Store manager, Sales manager, channel sales manager etc.

Students can also associate with any virtual marketing platforms in the following areas of,
1. Retail stores management, Distribution management
2. Supply chain management in the retail environment
3. Customer relationship manger, Marketing Manager

xi. POST GRADUATE DIPLOMA IN SUPPLY CHAIN MANAGEMENT (PGDSCM)

Course Structure   **CREDIT POINTS: 80**

Semester I:		Semester III:	
Course Title (short name)		**Course Title (short name)**	
Concepts in Supply Chain Management		Warehouse Management	
Logistics & Distribution Management		Green Logistics & Supply Chains	
Legal Aspects of Supply Chains Management		World Class Manufacturing	
Project Management (Operations)		Research Methodology	
Semester II:		**Semester IV:**	
Course Title (short name)		**Course Title (short name)**	
Entrepreneurship Development & Management		Knowledge Management in Supply Chain	
Strategic Supply Chain Management		Supply Chain Performance Measurement	
E-Business		**Project**	
International Supply Chain Management			

CURRICULUM:

Semester I

1. **Concepts in Supply Chain Management**
   1. An Introduction to Concepts in Supply Chain Management
   2. Scope, Performance and Strategic Fit
   3. Drivers and Obstacles
   4. Designing a Supply Chain Distribution Network
   5. Role of Network Design in a Supply Chain
   6. Network Design in an Uncertain Environment
   7. Forecasting Demand
   8. Aggregate Planning and Managing Predictable Variability
   9. Managing Inventory
   10. Optimal Level of Product Availability
   11. Sourcing
   12. Transportation
   13. Information Technology
   14. E-Business and the Supply Chain

2. **Logistics & Distribution Management**
   13. Physical Distribution
   14. Distribution Channels
   15. Wholesaling
   16. Retailing
   17. Channel Power and Channel Conflict

18. Channel Design
19. Logistics Management
20. Inventory Management
21. Transportation
22. Packaging
23. Warehousing
24. Modern Concepts in Logistics

3. **Legal Aspects of Supply Chain Management**
   1. The Indian Contract Act, 1872
   2. The Sale of Goods Act, 1930
   3. Negotiable Instruments Act, 1881
   4. The Consumer Protection Act, 1986
   5. The Standards of Weights and Measures Act, 1976
   6. Insurance Laws
   7. Insurance Cover
   8. Income Tax Act
   9. Central Excise Act, 1944
   10. Labour Laws
   11. Child Labour Act and Contract Labour Act
   12. Documentation Laws
   13. The Motor Vehicles Act, 1988

4. **Project Management (Operations)**
   1. Projects Overview
   2. Projects Management Process
   3. Projects Financing and Evaluation

4. Project Estimation and Economic Analysis
5. Organizing for Project
6. Project Planning
7. Networks for Project Management
8. Resource Levelling and Project Crashing
9. Project Implementation and Monitoring
10. Controlling Project
11. Projects Contracts Management
12. Management Risk in Projects
13. Project Quality Management
14. Software Project Management
15. Issues in Project Management

Semester II

1. **Entrepreneurship Development & Mgmt.**
   1. Introduction of Entrepreneurship
   2. Business Ideas
   3. Developing a Business Plan
   4. Establishing a Small-Scale Enterprise
   5. Functional Strategies for a New Business
   6. Enterprise Planning
   7. Issues and Challenges
   8. Human Resources Management
   9. E-Commerce and E-Business
   10. Project Work
2. **Strategic Supply Chain Management**
   1. Introduction to SCM
   2. Relationship Concerns in Integrated SCM
   3. Supplier Relationship Management (SRM)
   4. Customer Relationship Management
   5. Strategic Sourcing
   6. Facility Location and Network Design
   7. SCM Integration Coordination & Collaboration
   8. Global Logistics for Effective SCM
   9. Global Supply Chain Management
   10. IT & Information Systems in SCM
3. **E-Business**
   1. The Internet
   2. The Web
   3. E-Commerce
   4. The Web Presence
   5. Internet Marketing
   6. Technologies for E-Commerce

7. Electronic Payment
8. E-Security
9. E-Services
10. E-Business – An Evaluation
11. E-Business Intelligence
12. M – Commerce
13. The Road Ahead
14. Case Studies

4. **International Supply Chain Management**
   1. Introduction to Supply Chain Management
   2. International Supply Chain Management
   3. Scientific Purchasing
   4. Strategic Sourcing for Effective Global SCM
   5. Inventory Management
   6. Warehouse Management
   7. Transport Management
   8. Global Logistics
   9. Supply Chain Integration Coordination and Collaboration
   10. Packaging and Labelling for Global Supply Chain
   11. Information Technology and Information Systems in Supply Chain Management
   12. Current Trends in SCM and SCM Performance Measures

Semester III

1. **Warehouse Management**
   1. Introduction to Warehousing
   2. Warehouse Functions
   3. Warehouse Types
   4. Warehousing and Value-Added Services
   5. Warehouse Internal Operations
   6. Warehousing Equipment
   7. Inventory Management
   8. Safety and Security In Warehouses
   9. Future Trends In Warehousing
2. **Green Logistics & Supply Chains**
   1. Environmental Sustainability & Green Logistics
   2. Environmental Costs of Logistics
   3. Reverse Logistics for Waste Management
   4. Public Policy and Green Supply Chains
   5. Green Supply Chains
   6. Green Corridors
   7. Green Land Transportation
   8. Green 'Air Transportation' & Green 'Water Transportation'
   9. Green Procurement
   10. Green Supplier Dev. & Collaboration

3. **Supply Chain Risk Management**
   1. Basic of Risk Management
   2. Risk in Supply Chain
   3. Identifying & Analysing Risk
   4. Creating Resilient SC
   5. **Business Continuity Management**
   6. Supply Chain Risk Management in Agriculture and Food Industry
   7. Management of Risks in Sourcing & Procurement
   8. Supply Chain Risk Management in Manufacturing
   9. IT in Supply Chain Risk Management
4. **Research Methodology**
   1. Understanding Research
   2. Scientific Methods and Research
   3. Formulating Research Problem & Hypothesis
   4. Research Design
   5. Data Collection and Measurement
   6. Sampling and Sampling Technique
   7. Observation
   8. The Interview Method
   9. The Questionnaire Method
   10. The Survey Method
   11. The Experimental Method
   12. Scaling & Attitudes Measurement Tech.
   13. Data Presentation, Processing & Analysis
   14. Hypothesis Testing and Interpretation of Data

Semester IV
1. **Knowledge Management in Supply Chain**
   1. Knowledge Management in Supply Chain
   2. Supply Chain IT Framework
   3. Supply Chain Information Systems
   4. Digital Markets & Efficient Supply Chains
   5. E-Supply Chain Opportunities
   6. Technology Standards
   7. Enterprise Resource Planning
   8. Emerging Technologies in SCM
   9. IT Tools in Procurement
2. **Supply Chain Performance Measurement**
   1. Performance Measurement of Integrated SC
   2. Traditional Approaches to Supply Chain Performance Measurement
   3. World Class Performance Measures for SC
   4. Process Driven Metrics
   5. Balanced Score Card – Supply Chain
   6. SCOR Model
   7. Case Studies in SCM
   8. Case Study on Logistics Performance Measurement

Project
Students are required to submit one Project by the end of Semester IV

Faculty and support staff requirement
As per AICTE

TEACHING LEARNING PEDAGOGY
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website & interactive PCPs

EVALUATION METHODOLOGY:
• Evaluation pedagogy includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
• The Evaluation system includes Formative Evaluation and Summative Evaluation
• The questions formulated are based on the program / course objectives.
• The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
• The student's views, opinions, power of expression, clarity of thought, application of knowledge and

analytical ability are tested through 'subjective questions'.

• The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

FORMATIVE EVAULATION

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

• Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

• Continuous comprehensive Evaluation takes place in the live video conferencing lectures (Virtual Classes) and interactive faculty interaction sessions.

• Quiz Lectures and Revision Lectures are also conducted through the live video conferencing lectures.

SUMMATIVE EVAULATION

Summative comprehensive evaluation method is as under:

• The students are given opportunity to attend the exams as per their own pace.

• These exams are taken course wise separately according to the convenience of the students.

• Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.

• The question papers for the examinations are set centrally at Pune.

• The exams are conducted through test centers appointed by SCDL.

• Answer papers are evaluated centrally at Pune.

• Project report- A student has to submit a project report as per the program requirement.

Number of SLMs: 14

Number of e-Learnings: 03

Library resources:

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

SN	Title of the Book	Name of the Author
1.	Purchasing And Supply Chain Management 2nd Ed.	Monczka Robert,
2.	The Management of Business Logistics: A Supply Chain Perspective 7th Ed.	Coyle John J
3.	A Textbook Of Technology Management: Text & Cases	Kiran, U. Ravi
4.	Total Quality Management	Kumar S
5.	Quantitative Techniques In Management 3rd Ed.	Vohra ND
6.	Industrial Management I	Jhamb L C,
7.	A Textbook Of Production (Operations) Management	Jhamb LC
8.	Purchasing And Materials Management	Gopalkrishnan, P
9.	Maintenance And Spare Parts Management	Gopalkrihnan P.
10.	Modernisation Of Materials Management	Jhamb LC
11.	Operations Management 9th Ed.	Gaither Norman
12.	Production Planning And Inventory Control 2nd Ed.	Narashimhan Seetharama L
13.	Supply Chain Management For Global Competativeness 2nd Ed.	Sahay BS
14.	Logistacal Management	Bowersox Donald J
15.	Entrepreneurship Devlopment And Management	Singh AK

Grading Mechanism

- Grading System (All courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES:

1. Purchase Manager, Strategic Planner, Purchase Analyst/Assistant, Materials Analyst, Materials Manager, Procurement Manager, Supply Chain Manager, Commodity Manager, Inventory Manager, Strategic Sourcing Manager, Operations Manager, Sourcing Manager, Warehousing Manager, etc.

xii. Post Graduate Certificate in Management (Cyber Laws) (PGCM (CL))

PROGRAMME STRUCTURE   **Total Credits: 40**

SN	SEMESTER I:	SN	SEMESTER II:
1	Introduction to Legal System	1	Information Privacy
2	Introduction to Information Technology	2	E-Commerce Related Laws
3	IT Act (Cyber Context)	3	Information Security Management
		4	Research Methodology
		5	Research Project

Curriculum

Semester - I

Introduction to Legal System
1. Concept of Law and Legal System
2. Sources and Development of Law
3. Administration of Justice & Courts During British Period
4. Administration of Justice During Growth of Indian Federalism
5. Rule of Law, Independence of Judiciary and Separation of Power
6. Courts in India
7. Hierarchy of Courts in India & their Jurisdiction
8. Arbitration, Tribunal Adjudication & Alternate Dispute Resolution Mechanisms -Part I
9. Arbitration, Tribunal Adjudication and Alternate Dispute Resolution Mechanisms -Part II
10. Public Interest Litigation
11. Regulating Legal Profession and Ethics
12. Police System in India
13. Legal Aid and Advice
14. Prison System and Other Detention Institutions

Introduction to Information Technology
1. Introduction to Computers
2. Operating Systems
3. Business Data Processing
4. Computer Networks
5. Network Securities
6. Comm. Protocols & Wireless Networks
7. Internet Technology
8. Applications of the Internet
9. Case Studies

IT Act (Cyber Context)
1. Introduction to Cyber Laws
2. E-Commerce & E-Governance Certifying Authority & Controllers
3. Offences under it Act, Adjudicating Officer and Cyber Appellate Tribunal
4. Miscellaneous Provisions of IT Act, 2000
5. Introduction to Cyber Crimes
6. Cyber Offences
7. Constitutional Rights Vs. Cyber Crime
8. Intellectual Property in Cyberspace
9. Cyber Jurisprudence
10. Cyber Laws International Perspective
11. Case Studies

Semester - II

E-Commerce Related Laws
1. The Concept of E-Commerce
2. Payment Mechanism in Cyberspace
3. Online Advertising and Taxation
4. Types of Online Contracts
5. Features of Online Contract
6. Issues Emerging from Online Contracting
7. Copyright Law and Digital Technology
8. Industrial Property Rights
9. Protection of Consumer Rights – I
10. Protection of Consumer Rights – II
11. Awareness and Remedies Available
12. Three-Tier Redressal Mechanism
13. Appellate Authority
14. Landmark Judicial Pronouncements

Information Privacy
1. Introduction to Information Privacy
2. Indian Charter on Privacy
3. Privacy Issues and Remedies
4. Notion of Cyber Security
5. Introduction of Data
6. Aspects of Data
7. International Perspectives on Data Privacy – I
8. International Perspectives on Data Privacy – II

9. Security Audit
10. Privacy Policy
11. Children's Online Privacy Protection
12. Technological Flaws and Legal Responses
13. Emerging Trends in IT
14. Case Laws

Information Security Management
1. Introduction to Information Security
2. Access Control
3. Communications Security
4. Risk Mgmt. & Business Continuity Planning
5. Policy, Standards and Organisation
6. Computer Architecture and Systems Security
7. Application Program Security
8. Computer Operations Security
9. Physical Security
10. Law, Investigation and Ethics

Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation
8. The Interview Method
9. The Questionnaire Method
10. The Survey Method
11. The Experimental Method
12. Scaling & Attitudes Measurement Techniques
13. Data Presentation, Processing and Analysis
14. Hypothesis Testing & Interpretation of Dat

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the program includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs.

EVALUATION SYSTEM
- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation
Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are Computer Based Exams, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 07

Number of e-Learnings: 02

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

Sr. No.	Title of the Book	Name of the Author	Publisher
1	E. Commerce	Whitly, David	Tata McGraw Hill
2	Electronic Commerce	Schneider Gary P & Perry James T	Course Technology
3	E Commerce	Chan, Henvy, Lee R, Dilon T, Chang E	Wiley
4	Computers Today	Basandra Suresh	Galgotia Publishing Company
5	Electronic Commerce 4th Annual Edition	Schneider GP	Thomson
6	Information Technology IC 21	Insurance Institute of India	Insurance Inst.of India
7	e-business	V.P. Gupta	RBC
8	Information Technology Law and Practice	Vakul Sharma	Universal Law Pub. Co. Pvt. Ltd
9	Cyber Laws	Justice Yatindra Singh	Universal Law Pub. Co. Pvt. Ltd
10	Law Relating to Com. Internet & E-com.	Nandan Kamath	Universal Law Pub. Co. Pvt. Ltd
11	Outlines of Legal Language in India	Dr. Anirudh Prasad	Central Law Agency
12	Constitution of India	V. N. Shukla	Eastern Book. Co.
13	Administrative Law	S.P. Sathe	LexiNexis Butter Worths
14	Lectures in Jurisprudence	N.K. Jayakumar	Butterworths

Grading Mechanism

- Grading System (All courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

The program will help practicing lawyers and those working in IT and other companies to update their knowledge of Cyber Laws.

xiii. POST GRADUATE CERTIFICATE IN MANAGEMENT (ENTREPRENUERSHIP DEVELOPMENT) PGCM (ED)

Program Structure   **Total Credits: 40**

Semester I:

SN	Subject Title
1	Principles and Practices of Management
2	Management Accounting
3	Marketing Management
4	Management Information Systems
5	Entrepreneurship Development & Management

Semester II:

SN	Subject Title
1	Sources of Funds
2	Introduction To Legal System
3	Logistics And Distribution Management
4	Risk Management
5	Project

CURRICULUM

Semester I

Principles and practices of management
1. Business - the Purpose of Management
2. Designing Organization for Business
3. Need for Managing Organization & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organizing
9. Staffing
10. Leading: Directing • Communicating • Motivating
11. Controlling
12. Coordinating (Synchronizing)
13. Evolution of Management Thought
14. Pursuing Managerial Career

Management accounting
1. Introduction To Accounting
2. Basics of Financial Accounting
3. Process of Accounting
4. Cost Accountancy (Basic Concepts & Principles)
5. Elements of Costs
6. Material Costs
7. Labour Cost
8. Overhead Costs
9. Marginal Costing
10. Budgetary Control
11. Standard Costing

Marketing Management
1. Basic Concepts of Marketing
2. The Marketing Environment
3. Market Oriented Strategic Planning
4. Competition and Competitive Strategy
5. Market Research and Demand Forecasting
6. Consumer Behavior
7. Market Segmentation and Selecting Target Markets
8. Positioning
9. Product Concepts
10. Distribution Channels and Marketing of Services
11. Strategic Pricing
12. Integrated Marketing Communications (IMC)

Management Information Systems
1. Management Information System
2. Information Technology
3. Data Communication and IT Enabled Services 4. Management & Decision Making
4. Information
5. Decision Support System
6. System Analysis and Design
7. System Development
8. The Database Management System:
9. Data Warehousing and Data Mining:
10. Information Security and Control
11. Information Systems and Quality
12. Functional Applications
13. Applications in Service Sector

Entrepreneurship Development & Management
1. Introduction to Entrepreneurship
2. Business ideas
3. Development of a Business plan
4. Establishing a small-scale enterprise
5. Functional strategies for new business
6. Overview of financial markets – Meaning & scope
7. Enterprise planning
8. Issues and challenges

9. Leadership
10. Human Resource Management
11. Venture capital and Private Equity
12. E-Commerce and E-Business
13. Logistics and SCM
14. Project Work

SEMESTER II

Sources of Fund
1. Startup Ecosystem in India and World
2. Policy and Institutional Infrastructure for Small Enterprises
3. Establishing the Small-Scale Enterprises
4. Building Product, Talking to Users, and Growing
5. Preparation of Business Plan
6. Conventional Sources of Finance
7. Venture Capital and Private Equity
8. Managing Startup Risks
9. Govt. Schemes in India for Promoting Startup
10. Govt. and Banking Funding for Startup

Introduction to Legal System
1. Concept of Law and Legal System
2. Sources and Development of Law
3. Admn. of Justice & Courts during British Period
4. Administration of Justice during Growth of Indian Federalism
5. Rule of Law, Independence of Judiciary and Separation of Power
6. Courts in India
7. Hierarchy of Courts in India & their Jurisdiction
8. Arbitration, Tribunal Adjudication & Alternate Dispute Resolution Mechanisms
9. Arbitration, Tribunal Adjudication and Alternate Dispute Resolution Mechanisms-Part II
10. Public Interest Litigation
11. Regulating Legal Profession and Ethics
12. Police System in India
13. Legal Aid and Advice
14. Prison System and Other Detention Institutions

Logistics & Distribution Management
1. Physical Distribution
2. Distribution Channels
3. Wholesaling
4. Retailing
5. Channel Power and Channel Conflict
6. Channel Design
7. Logistics Management
8. Inventory Management
9. Transportation
10. Packaging
11. Warehousing
12. Modern Concepts in Logistics

Risk Management
1. Introduction to Risk Management
2. Asset Liability Management in Banks
3. Managing Credit Risk
4. Managing Market Risk
5. Managing Liquidity Risk
6. Managing Interest Rate Risk
7. Managing Foreign Exchange Risk
8. Operational Risk Management
9. Derivatives in Banks & Risk Mgmt. Strategies
10. Enterprise-Wide Risk Management in Banks
11. The New Basel Accord: Implications for Banks & Latest Capital Adequacy Regulatory Guidelines

Project
Student is required to submit a project in the end

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the program includes print material, face to face tutorials, face to face counselling, work books/activity sheets, e-learnings, recorded archive lectures on website and interactive PCPs.

Evaluation System
• Evaluation system includes 'Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities. given in e-learning and solving self-assessment questions given at the end of the Online Classes.

- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit 'Assignments' for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are of Computer Based Exams, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 09

Number of e-Learnings: 08

Library Resources:
1. E-resource – EBSCO, JSTOR
2. List of Books in Library

SN	Title of the Book	Name of the Author
1	Management Information Systems 2nd Ed.	Davis Gordon B.
2	Management Information Systems Text And Cases 3rd Ed.	Jawadekar W S
3	Management Information Systems Text And Cases 2nd Ed.	Jawadekar W S
4	Principles Of Economics 2nd Ed.	Mankiw N Gregory
5	Entrepreneurial Development	Sarwate Dilip
6	Dynamics Of Entrepreneurial Development & Management	Desai Vasant
7	Entrepreneurship	Shejwalkar P. C.
8	Entrepreneurship Development And Management	Singh A K
9	Corporate Finance	Kulkarni P V and Kulkarni S P
10	Marketing Management	Kotler, P
11	MKTG: A South Asian Perspective	Lamb, Charles W.
12	Entrepreneurship Development 2nd Ed	Balraj Singh
13	Management Accounting	Shankaranarayana, H.V.
14	B2B Marketing: A South-Asian Perspective 11th Ed.	Hutt, Michael D.

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- After doing this program candidates can take the opportunity of being self employed by starting their own venture, starting a new business concept, buying a franchise, buying an existing business.
- Students also have an opportunity to start a 'Work at home' business or a consultancy. They will gain in-depth understanding of various aspects of running an enterprise.

xiv.   Post Graduate Certificate in Management Digital Marketing (PGCM (DM))

PROGRAM STRUCTURE   **Total Credit: 40**

<table>
<tr><td colspan="2" align="center">Semester I:</td><td colspan="2" align="center">Semester II:</td></tr>
<tr><td>SN</td><td>Course Title</td><td>SN</td><td>Course Title</td></tr>
<tr><td>1</td><td>E-Customer Relationship Management</td><td>1</td><td>Online Market Research</td></tr>
<tr><td>2</td><td>E-Supply Chain Management</td><td>2</td><td>Search Engine Optimisation</td></tr>
<tr><td>3</td><td>Internet and Web Optimisation</td><td>3</td><td>Social Media Marketing</td></tr>
<tr><td>4</td><td>Integrated E-Marketing</td><td>4</td><td>Email Marketing and Mobile SEO</td></tr>
<tr><td>5</td><td>Search Engine Optimisation</td><td>5</td><td>Project</td></tr>
</table>

CURRICULUM

Semester I

Integrated E-Marketing

Section I
1. Introduction to Marketing, Definition, Concepts, 4p's, Extended 3P's of Marketing, Marketing 4.0.
2. What Is Digital Marketing?
3. Advantages And Disadvantages of Digital Marketing

Section II
4. Marketing Mix in Digital Business
5. Product In Digital World
6. Price In Digital World
7. Distribution In Digital World
8. Promotion In Digital World
9. Performance Marketing

E-Customer Relationship Management
1. Data Warehousing
2. Data Mining
3. Know Your Customer
4. Customer Loyalty and Retention
5. E-Marketing – Intelligence
6. M – Commerce
7. Digital Communities
8. CRM Through Effective Customer Complaint Handling
9. Call Centre to Contact Centre to Customer Interaction Centre
10. Customer Experience Management

Digital Marketing Strategy and Planning
1. Introduction to Digital Marketing Strategy and Planning
2. Overview of Digital Marketing Landscape -Post Covid Impact

3. Setting Goals and Objectives for Digital Marketing Strategy
4. Developing a Digital Marketing Plan
5. Budgeting and Forecasting for Digital Marketing
6. Implementing Digital Marketing Strategies
7. Measuring and Optimizing Digital Marketing Campaigns
8. Ethical Considerations in Digital Marketing
9. Future of Digital Marketing Strategy and Planning

Introduction to Web Designing
1. Internet And Web Optimisation
2. Web And Internet
3. Internet Retailing
4. Types of Websites
5. Website Optimization
6. Server Webhosting
7. Secure Electronic Transaction (SET)
8. Track Your Product

Search Engine Optimization (SEO)
1. Search Engines and Basics
2. On Page Optimization
3. Advanced SEO Course Content
4. Off-Page Optimization
5. Content Through SEO
6. Content and Copywriting
7. White Hat SEO

Semester II

Online Market Research
1. Fundamentals Of Market Research
2. Online Market Research Process – I
3. Sampling
4. Questionnaire Design Development
5. Scaling
6. Data Collection – Online Primary Data

7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Presentation Of Research Findings

Search Engine Marketing (SEM)
1. The Concept Of SEM
2. Advertising On Google Ads: An Overview
3. Creating Your Ad Campaign
4. Creating A Text Ad, Search Ads and Video Ads
5. Automation Tools in Google Ads
6. How Ad Groups Work, Understanding Your Ad Group Status
7. Google Remarketing
8. Google Analytics and Ad
9. Competitive study of Brands important to include in terms of SEO

Words Social Media Marketing (SMM)
1. Social Media Landscape: Importance, Value of social media, Business
2. Uses, Understand Your Audiences
3. Social Media Monitoring and Listening
4. Social Media Platforms
5. Introduction to Meta Platforms for SMM: Facebook and Instagram
6. Introduction to various Platforms for SMM: You Tube, Tumblr, Reddit, Snapchat, Twitter, LinkedIn
7. Developing a Social Media Strategy

8. Measuring returns of Social Media Marketing Investments

Email Marketing and Mobile SEO
1. Tips To Maximize Email Marketing Success, Know Your Audience
2. Craft Your Message, Choose the Right Format, Look for Measurable Results
3. Difference between email and email campaigns
4. Types of Email Marketing
5. Best Practices of email marketing
6. Email Marketing Tools
7. Measuring your Email Campaign Success & Analysing Test Results
8. Ascertaining Budget for Email Campaigns and Legal Implications of Email Marketing
9. Understanding of few metrics such as Open rates, click-through-rates, unsubscribe rates, conversion rates, and bounce rates.
10. Understand Different Devices, Key Points in Going Mobile
11. Short codes & Long codes in Mobile Marketing
12. Signal Your Configuration to Search Engines
13. Frequently Asked Questions & Avoid Common Mistakes &Case studies

Project
Students are required to submit an online Project by the end of Semester II.

Faculty and support staff requirement
As per AICTE

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs

Evaluation Systems
- Evaluation pedagogy includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/ Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and

analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation
- **Continuous comprehensive** evaluation method is followed which is explained below:
- The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.
- Continuous comprehensive Evaluation takes place in the live video conferencing lectures (Virtual Classes) and interactive faculty interaction sessions.
- Quiz Lectures and Revision Lectures are also conducted through the live video conferencing lectures.

Summative Evaluation –
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.

Grading System

Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

Rs. ₹ 20000

CAREER OPPORTUNITIES:

- Digital Marketing Manager
- Social Media Marketing Experts,
- Search Engine Marketers,
- E-Customer Relationship Manager.

xv. Post Graduate Diploma in Project Management (PGDPM)

PROGRAMME STRUCTURE   **Total Credits: 80**

SEMESTER I:	SEMESTER II:
Principles and Practice of Management	MIS, Project Analytics & Dashboard
Operations Strategy and management	Project Risk Management
Introduction to Project Management	Agile project management using scrum
Project Scope, Time, Cost & Total Quality Management	Project procurement, supply chain and contracts Management
SEMESTER III:	**SEMESTER IV:**
Moving from project management to project leadership	IT-Software Project management using DevOps
Soft skills for Project Managers	Project Management maturity model for excellence
Project Management tool box & MS-Project	Project Management in New Product Development and Infrastructure Sector
Strategic Project Management & Competitive advantage	Project Submission

CURRICULUM

SEMESTER I

1. Principles and Practice of Management
   1. Business - the Purpose of Management
   2. Designing Organization for Business
   3. Need for Managing Organization and Business
   4. Management of Standard Functions
   5. Managing Resources
   6. Planning, Decision Making
   7. Organizing, Staffing
   8. Leading: Directing, Communicating, Motivating
   9. Controlling, Coordinating (Synchronizing)
   10. Evolution of Management Thought
   11. Pursuing Managerial Career

2. Operations Strategy and management
   1. Introduction Of Operations Strategy
   2. Competitive Dimension
   3. Operations Performance
   4. Capacity Strategy
   5. Purchasing And Supply Strategy
   6. Process Technology Strategy
   7. Improvement Strategy
   8. Product Development Strategy
   9. Process Of Operations Strategy –Formulation, Implementation, Monitoring & Control

3. Introduction to Project Management
   1. Introduction To Project Management: Genesis, History And Evolution
   2. Project Phases And Organisation
   3. Understanding And Meeting Client Expectations
   4. Project Planning

   5. Working with People on Projects
   6. Networks for Project Management
   7. Resource Levelling and Project Crashing
   8. Project Implementation and Monitoring
   9. Controlling Projects
   10. Introduction to Projects Contracts Management
   11. Focussed areas from PMBOK 6 & 7
   12. Introduction of other useful frameworks

4. Project Scope, Time, Cost & Total Quality Management
   1. Introduction – Triple Constraints
   2. Work Breakdown Structure
   3. Project Time Management
   4. CPM-PERT Methods
   5. Crashing The Project Time Duration
   6. Introduction Project Cost Management
   7. Operating Cycle, Budget & Control
   8. Earned Value Measurement
   9. Variance And Earned Value
   10. Cost Overrun Dilemma
   11. Quality Control, Quality Assurance, TQM & Its Impact On Time And Cost
   12. Quality Management Tools

SEMESTER II

1. MIS, Project Analytics & Dashboard
   1. Introduction & Importance of Project Analytics
   2. Data Driven Decision Making
   3. Statistical tools
   4. Analytic hierarchy process
   5. Lean Six Sigma
   6. Statistical Application In Project Management

2. Project Risk Management
1. Introduction & Components Of Risk Mgmt.
2. Definition And Tolerance For Risk
3. Plan Risk Management
4. Risk Identification & Analysis
5. Qualitative And Quantitative Risk Analysis
6. Plan Risk Response
7. Monitor And Control Risks
8. Holistic Approach For Risk Management
9. Use Of Lessons Learned In Risk Management

3. Agile project management using scrum
1. Introduction To 'Agile' And Its Evolution
2. Introduction Of Scrum
3. Planning A Project Using Scrum
4. Release And Sprint Planning
5. Scrum Roles
6. Scrum Flow
7. Scrum Artifacts
8. The Team
9. Getting Maximum Out Of Sprints
10. Scrum For Software Development
11. Scrum For Services

4. Project Procurement, Supply Chain & Contracts Management
1. Introduction- Procurement Management
2. Project Procurement Processes And Vendor Selection Strategies
3. Project Procurement Management Plan
4. Types Of Contracts
5. Contract Principles, Terms & Condition
6. International Contracts
7. Legal Aspects Of Project Procurement
8. Introduction SCM In Projects
9. Closing Out Project Procurement
10. Strategic Procurement Practice

SEMESTER III

1. Moving from project management to project leadership
1. Introduction Of Project Leadership
2. Understanding Teamwork
3. Teams V/S Groups And Leadership V/S Mgmt.
4. Extraordinary Project Leader
5. Dealing With Change
6. Leading Generation Y And Generation Z
7. Leadership Development
8. Organisation Structure & Culture
9. Getting Things Done As Project Leader,
10. Managing Virtual Teams
11. Managing Global Teams

2. Soft skills for Project Managers
1. Persuasion & Negotiation
2. Critical Thinking
3. Conflict Management
4. Emotional Intelligence
5. Adaptability
6. Teamwork
7. Trust Building
8. Communication
9. Coaching
10. Motivation

3. Project Management tool box & MS-Project
1. Introduction To Project Management Tool Box
2. Project Selection Tools
3. Project Initiation Tools
4. Project Planning Tools
5. Schedule Development Tools
6. Budget / Cost Planning Tools
7. Project Implementation Tools
8. Project Performance Reporting Tools
9. Project Closure Tools
10. Risk Management Tools
11. Influencing Stakeholder Tools
12. Introduction To MS Project
13. Using MS-Project In A Project

4. Strategic Project Management & Competitive advantage
1. Introduction Of Strategic Project Management
2. Think Out Of The Bar Chart
3. Strategic Project Management Framework
4. Aligning Projects With Strategic Intent / Corporate Strategy
5. Critical Strategic Questions
6. Project Decision Making Using Dashboard
7. Managing Strategic Action Cycle
8. Taking Strategic Actions For Competitive Avantage

SEMESTER IV

1. IT-Software Project management using DevOps
1. Introduction & Overview Of Devops
2. Adopting Devops
3. Devops For Optimizing IT Proj. Delivery Pipeline
4. Devops For Driving Innovation In IT Projects
5. Leading Devops Adoption In The Organisation
6. Scaling Devops For The Organisation

2. Project Management maturity model for excellence
1. Define Project Management Maturity
2. Project Management Maturity Levels & Model
3. Self-Assessment Of Project Mgmt. Maturity
4. Best Practices In Project Management Maturity
5. Steps To Achieve Highest Maturity Level

3. Project Management in New Product Development and Infrastructure Sector

Part-1 PM In New Product Development
1. Introduction Of Innovation & Creativity
2. New Product Portfolio & Strategic alignment
3. Product Concept Definition, Scope & Integration
4. New Product Dev. Proj. In Consumer Electronics
5. Risk & Quality Mgmt. In New Product Dev. Proj.
6. Org. Structure, Process, Team Work & Culture

Part-2 PM In Infrastructure Sector
1. Reasons Of Time & Cost Overrun In Infra. Proj
2. Construction & Infrastructure Sector Project Process

3. Stakeholders & Their Interests
4. Organizing Project Team
5. Estimating, Planning, Monitoring & Completion
6. Project Documentation

4. Project Submission
- Identify live projects in your industry, Plan, execute and manage project using various tools, techniques and practices
- Preparation & submission of report as per the SCDL Project Preparation Guidelines

Faculty and support staff requirement

As per AICTE norms

Teaching Learning Pedagogy:

Teaching Learning pedagogy consists of Virtual Classes & online faculty interactions to supplement virtual classes for one-on-one problem-solving sessions for students. Reference link will be given for self-study

Media used for delivery of instruction for the programme includes online material, Personal Contact Program, face to face counselling, work books/Activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary

Evaluation pedagogy:
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below: The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are Computer Based Exams, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- submit a project report as per the guidelines for 70 marks with 50% (35 Marks) passing.

Library resources:

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr. No.	Title of the Book	Name of the Author	Publisher
01	Introduction to Accounting	Marriott, Pra; Edwards, J.R. & Mellett, H.J.	Sage Publication
02	Advanced Accounts Vol-I	Shukla, M.C.; Grewal, T.S. & Gupta, S.C.	S Chand & Company
03	Advanced Accounts Vol-II	Shukla, M.C.; Grewal, T.S. & Gupta, S.C.	S Chand & Company
04	Research Methodology	Kumar, Ranjit	Sage Publication
05	Essentials of Financial Management	Pandey, I.M.	Vikas Publication
06	Text Book of Mercantile Law	Gogna, P.P.S.	S Chand & Company
07	Environmental Studies	Rajagopalan, R.	Oxford University Press
08	Accountancy Vol-2	Paul. S.KR	New Central Books Agency
09	Accountancy Vol-1	Paul. S.KR	New Central Books Agency
10	Marketing Research	Malhotra, Naresh K. & Dash, Satyabhusan	Pearson
11	Business Communication Today	Bovee, Courtland L.; Thill, John W. & Chatterjee, Abha	Pearson
12	An Introduction to Accountancy	Maheshwari, S.N.; Maheshwari, Suneel K. & Maheshwari, Sharad K.	Vikas Publication
13	Human Resource Management	Dessler, Gary & Varkkey, Biji	Pearson
14	Management	Stoner, James A.F.; Freeman, R. Edward & Gilbert, Daniel R.	Pearson
15	Essentials of Management	Koontz, Harold & Weihrich, Heinz	McGraw Hill
16	Organizational Behaviour	Luthans, Fred	McGraw Hill
17	Financial Management	Chndra, Prasanna	McGraw Hill
18	Management Information Systems	Davis, Gordon B. & Olson, Margrethe H.	McGraw Hill
19	Competitive Strategy: Techniques for Analyzing Industries & Competitors	Porter, Michael F.	Free Press
20	First, Break all the Rues: What the World's Greatest Managers Do Differently	Harter, Jim	Gallup Press
21	Production & Operations Mgmt. 5th Ed	Adam Everett E	PHI Learning
22	Insurance and Risk Management	Sharma B S	Anikit Pub. House
23	Logistics Management	Bhattacharya S K	S.Chand, New delhi
24	Corporate Finance	Kulkarni P V and Kulkarni S P	Himalaya
25	Mercantile Laws	Inst. Of Chartered Acct. Of India	I.C.A.I.
26	Business Laws And Management	Inst. Of Comp. Sec. Of India	I.C.S.I
27	Business Logistics/ SCM With CD	Ballou Ronald	Pearson
28	Operations Management Contemporary Concepts & Cases 3rd Ed.	Schroder Roger	Tata Mcgraw Hill
29	World Class SC 7th Ed. With CD	Burt David	Tata Mcgraw Hill
30	Consumer Protection Law in India	Paranjpe V N	Central Law Agency
31	International Economics Law 3rd Ed.	Myneni S R	Allahabad Law Agency

Grading Mechanism

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

Career Opportunities: Qualified project managers are in high demand in today's workplace in both large and small organizations. It opens opportunities in a wide range of industries like construction, automotive, information technology, pharmaceutical, telecommunications, oil, gas and petrochemical, finance, government and all project-based organization**.**

xvi. POST GRADUATE DIPLOMA IN DATA SCIENCE (PGDDS)

PROGRAM STRUCTURE   **Total Credits: 80**

SEMESTER I:	SEMESTER II:
Basics of Statistics	Python Programming
Introduction to Data Science	Advanced Statistics
Data Structures and Algorithms	Big Data with Data Warehousing & Data Mining
Introduction to R Programming	Submission I
SEMESTER III:	**SEMESTER IV:**
NOSQL Database	Emerging Trends in Data Science
Data Visualisation	Submission II
Machine Learning with R and Python	Project
Ethical and Legal Issues in Data Science	

CURRICULUM

Semester - I

Basics of Statistics
1. Basics of Statistics
2. Data Collection and Measurement
3. Data Presentation
4. Data Processing and Analysis
5. Measures of Central Tendency (Mean, Median and Mode)
6. Measures of Dispersion
7. Correlation

Introduction to Data Science
1. Basics of Data
2. Basics of Data Science
3. Big Data, Datafication & its impact on Data Science
4. Data Science Pipeline, EDA & Data Preparation
5. Data Scientist Toolbox, Applications & Case Studies

Data Structures and Algorithms
1. Programming Fundamentals
2. Control Flow
3. Arrays and Pointers
4. Functions
6. Stacks and Queues
7. Linked Lists
8. Trees
9. Searching Algorithms
10. Sorting Algorithms
11. Graphs

Introduction to R Programming
1. Introduction to R
2. Data Types and Data Structures
3. Loops and Functions in R
4. Mathematics in R
5. Graphs
6. String Manipulation and Input/output
7. Object Oriented Programming – I
8. Object Oriented Programming – II
9. Debugging and Condition Handling
10. Introduction to Parallel Computing in R

Semester II

Big data with Data Warehousing and Data Mining
1. Fundamentals of Data Warehouse
2. Architecture of Data Warehouse
3. Dimensional Modelling
4. ETL and OLAP
5. Introduction to Data Mining
6. Data Mining Techniques
7. Applications of Data Mining
8. Introduction to Big Data
9. Hadoop Ecosystem
10. Querying big data with Hive

Advanced Statistics
1. Sampling and Sampling Technique
2. Probability
3. Normal Distribution
4. Linear Regression
5. Multiple Linear Regression
6. Random Variables

Python Programming
1. Introduction to Python
2. Variables, expressions and statements
3. Control Structures, Data structures- Arrays and Linked lists, Queues
4. Functions
5. Conditionals, recursion and iteration
6. Strings
7. Lists and Tuples
8. Dictionaries
9. Object Oriented Programming
11. Files and Error Handling
12. Testing, Debugging and Profiling
13. Handling data with Python
14. Python Graphical User Interface Development

Submission I

In Semester II students are required to submit a submission as per guidelines given by SCDL.

Semester III

NoSQL Databases
1. Introduction to NoSQL
2. Basics of NoSQL
3. Replication and Sharding
4. Key-Value Databases
5. Document Databases
6. Column-Oriented Databases
7. Graph Databases
8. Advanced NoSQL

Data Visualisation
1. Introduction to Data Visualisation
2. Visualisation of Numerical Data
3. Visualisation of Non-numerical Data
4. Common Visualisation Idioms
5. Visualisation of Spatial Data, Networks & Trees
6. Data Reduction
7. Introduction to Tableau
8. Data Visualisation with SPSS

Machine Learning with R and Python
1. Basics of Machine Learning
2. Supervised Machine Learning
3. Unsupervised Learning
4. Regression Algorithms
5. Clustering Models
6. R Markdown, Knitr, Rpubs
7. ggplot2
8. Computation with Python – NumPy, SciPy
9. Pandas
10. Aggregating and Analysing Data with dplyr
11. Data Visualisation in Python – Matplotlib
12. Introduction to scikit-learn
13. Web Scraping in Python – Beautiful Soup
14. Introduction to (Py) Spark

Ethical and Legal Issues in Data Science
1. What are Ethics?
2. Some Ethical concern of Data Science
3. History, Concept of Informed Consent
4. Data Ownership
5. Privacy, Anonymity, Data Validity
6. Algorithmic Fairness
7. Societal Consequences
8. Code of Ethics

Semester IV

Emerging Trends in Data Science
1. Big Data
2. Apache Spark and Scala
3. Deep Learning
4. Artificial Intelligence
5. Business Intelligence
6. Natural language processing
7. Data Analytics
8. Web Analytics
9. Case Study

Submission II
In Semester IV students are required to submit a submission as per guidelines given by SCDL.

Project
Students are required to submit a online Project by the end of Semester.

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy

Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one on one problem solving sessions for students.

Media used for delivery of instruction for the programme includes e-Books, online tutorials, face to face counselling, e-learnings, recorded archive lectures on website.

Evaluation System

- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
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Formative Evaluation

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The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to convenience of students.
- Summative evaluations are in the form of Computer Based Examination,
- Course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement.

Library resources:

A full-fledged library is available in the campus, as well as, access to resources like EBSCO, support are also given to the students, also link of eBooks from websites is given to students.

1. **E-resource – EBSCO, JSTOR**
2. **List of Books**

   1. Data Analytics Made Accessible, by Dr. Anil Maheshwari e-book
   2. Predictive Analytics: The Power to Predict Who Will Click, Buy, Lie, or Die by E. Siegel e-Book
   3. Lean Analytics: Use Data to Build a Better Startup Faster, by A. Croll and B. Yoskovitz e- Book
   4. Knowledge Discovery in Database-An Introduction to Data Mining By Taneja Abhishek

5. E- book for free at www.sandal.tw/upload/Python_programming_2nd_Edition.pdf
6. Swaroop C H, A Byte of Python, https://python.swaroopch.com/, Download this book for free at https://python.swaroopch.com
7. Downey, A. (2013). Think Python. Debugging. Needham, MA: Green Tea Press. Retrieved March 18, 2017, from green tea press, http://greenteapress.com/wp/think-python/ Download this book for free at http://greenteapress.com/wp/think-python/
8. pdp– The Python Debugger https://docs.python.org/2/library/pdb.html
9. Molnar, Christoph. "Interpretable machine learning. A Guide for Making Black Box Models Explainable", 2019. https://christophm.github.io/interpretable-ml-book/.
10. r-statistics.co by Selva Prabhakaran: https://r-statistics.co/
11. Scipy Lecture Notes, https://scipy-lectures.org
12. https://annefou.github.io/pyspark/03-pyspark_context/
13. GitHub repos: Pandas exercises and "Effective Pandas"
14. Website Scraping with Python: Using BeautifulSoup and Scrapy by Gábor László Hajba
15. Scipy-lectures.org — tutorials on pandas, numpy, matplotlib and scikit-learn

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- Data Scientist
- Data Analyst
- Analytics Manager/Lead.
- Machine Learning Engineer.
- Statistical Programming Specialist.
- Big Data Engineer

xvii.   POST GRADUATE DIPLOMA IN ENERGY MANAGEMENT (PGDEM –RE)

Program Content: **CREDIT POINTS: 80**

SEMESTER I:	SEMESTER II:
Conventional Energy and Environmental Implications	Government Policies and Regulations
Fundamentals of Heat and Electricity	Renewable Energy Technologies
Renewable Energy Sources	Project Management (Operations)
Business Law	Renewable Energy Economics
SEMESTER III:	**SEMESTER IV:**
Shared Energy Infrastructure	Fundamentals of Solar Power
Introduction to Energy Management and Auditing	Integration of Renewable Systems
Environmental and Health Impact of Energy Use	Project
Energy Conservation & Management	

CURRICULUM

Semester I

Conventional Energy & Environmental Implication
1. Energy Resources - An Overview
2. Energy Use and Impact on Environment
3. Conventional & Sustainable Energy
4. Energy Production and Consumptions

Fundamentals of Heat and Electricity
1. Graphing Functions, Domain and Range
2. Polynomial and Rational Functions
3. Limits
4. Derivatives
5. Integration
6. Current and Resistance
7. Introduction to Magnetic Fields
8. Faraday's Law of Induction
9. Thermodynamics
10. Heat Transfer Mechanisms

Business Law
1. Indian Contract Act, 1872 – Part I
2. Indian Contract Act, 1872 – Part II
3. Special Types of Contracts
4. Partnership Act, 1932
5. Sale of Goods Act, 1930
6. The Negotiable Instruments Act, 1881
7. The Consumer Protection Act, 1986
8. Companies Act, 2013

Renewable Energy Sources
1. Introduction to Renewable Energy Resources
2. Solar Energy
3. Bio-Energy
4. Wind Energy
5. Other Renewable Energy Sources

Semester II

Renewable Energy Technologies
1. Solar Energy
2. Bio Energy
3. Wind Energy
4. Other Renewable Energy Technologies

Renewable Energy Economics
1. Policy issues and economic implications.
2. Energy Transition -Economic Dev. Co-relation.
3. Economic Rationale for renewables
4. Market situation
5. Accelerating energy transition to Renewables
6. Impact of renewable Energy Consumption on economics in India.

Government Policies and Regulations
1. Government Policies And Regulations
2. Laws And Acts Of Electricity In India
3. Regulations
4. State Governments Policies

Project Management (Operations)
1. Projects Overview
2. Projects Management Process
3. Projects Financing and Evaluation
4. Project Estimation and Economic Analysis
5. Organizing for Project
6. Project Planning
7. Networks for Project Management
8. Resource Levelling and Project Crashing
9. Project Implementation and Monitoring
10. Controlling Project
11. Projects Contracts Management
12. Management Risk in Projects
13. Project Quality Management
14. Software Project Management
15. Issues in Project Management

Semester III

Shared Energy Infrastructure

1. National Grid operation and management
2. State Electricity companies
3. Load Dispatch Centres
4. Renewable energy integration with grid

Introduction to Energy Management & Auditing
1. Definitions and objectives of energy management and audit.
2. Need for energy audit. Types of energy audit
3. Energy audit methodology. Energy management approach
4. Energy audit instrumentation
5. Data and information analysis.

Environmental & Health Impact of Energy Use
1. Energy and the challenge of Sustainability

2. Energy and Health Impacts of a Policy to Phase out nuclear power in India
3. Environmental & Health Impact of Coal use for energy.
4. Environmental Challenges in Energy Carbon Dioxide, Air, Water and Land use.
5. Energy Impact of Renewable Electricity Generation

Energy Conservation and Management
1. Energy Management & Conservation
2. General Principles of Energy Management
3. Energy Mgmt. Planning, Energy Consumption pattern
4. Energy Storage Devices

Semester IV

Fundamentals of Solar Power
1. Solar Energy – I
2. Solar Energy - II
3. Photo voltaic cell working principle, Photovoltaic Sensor
4. Photovoltaic Design
5. Photovoltaic Installation
6. Residential Photovoltaic Systems.

Integration of Renewable Systems.
1. Grid Integration Issues of Renewable Energy Sources
2. Case Study – Renewable Integration
3. Harnessing and Integrating India's Renewable Energy Resources
4. Computer Aided Power Systems Operation and Analysis

Project Work

Students are required to submit the hard copy of the project by the end of the semester IV.

Faculty and support staff requirement
As per AICTE norms

TEACHING LEARNING PEDAGOGY
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website & interactive PCPs

EVALUATION METHODOLOGY:
- Evaluation pedagogy includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

FORMATIVE EVAULATION
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.
- Continuous comprehensive Evaluation takes place in the live video conferencing lectures (Virtual Classes) and interactive faculty interaction sessions.
- Quiz Lectures and Revision Lectures are also conducted through the live video conferencing lectures.

SUMMATIVE EVAULATION
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement.

Library resources:
1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

SN	Title of the Book	Name of the Author
1.	The Practice and Theory of Project Mangement	Newton Richard
2.	Project Management 5th Edition	Nagrajan K
3.	The Project Management Manual	Young Trevor
4.	Project Management: New Trends and Techniques	by Jani Jyotindra M
5.	Project Management: The Managerial Process 4th ed	Gray Clifford

SN	Title of the Book	Name of the Author
6.	Business Law For Management 5th Ed.	Bulchandani K R
7.	Business Law For Management	Salvatore D
8.	Legal Aspects of Business	by Sheth Tejpal
9.	Business Law	Bansal C. L

Grading Mechanism

- Grading System (All courses): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES:

After doing this program candidates can take the opportunity of being self employed by starting their own business in the Renewable Energy management field. After completion of the course students can also work as,

1. Business Development Manager (Renewable Energy)
2. Consultant
3. Chief Investment Officer in Renewable Energy
4. Project Manager Energy
5. Purchase Manager, etc.

xviii. POST GRADUATE CERTIFICATE IN FINANCE (Management Accounting)

PROGRAM STRUCTURE   **Total Credits: 40**

SEMESTER I:	SEMESTER II:
Cost Planning and Analysis	Corporate Governance
Budgeting and Management Control	Strategic Finance
Group Financial Statements	Research Methodology
Strategic Management Accounting	Project
Project Financial Management	

CURRICULUM AND SYLLABUS

Semester I

Cost Planning and Analysis
1. Introduction to Cost Planning and Analysis
2. Tools for CVP Analysis
3. Value Analysis
4. Just-In-Time
5. Kaizen Costing & Learning Curves
6. Activity Based Costing
7. Life Cycle Costing
8. Value Chain and SCM
9. Gain-Sharing Arrangement
10. Pareto Analysis

Budgeting and Management Control
1. Control System & Risk Management
2. Diversifying Risk
3. Internal Control Systems
4. Use of Budgets and Planning
5. Controllable and Uncontrollable Cost
6. Performance Analysis & Ratio Analysis
7. Responsibility Accounting
8. Performance Reporting
9. Behavioral Issues in Budgeting
10. Performance Evaluation
11. Transfer Pricing

Group Financial Statements
1. Introduction to Group Financial Statements
2. Prep. - Consolidated Financial Statements I
3. Prep. - Consolidated Financial Statements II
4. Associates and Joint Ventures
5. Changes in Group Structure
6. Complex Groups
7. Foreign Currency Transactions
8. Group Statements of Cash Flows I
9. Group Statements of Cash Flows II

Strategic Management Accounting
1. Introduction to Strategic Mgmt. Accounting
2. Strategic Mgmt. Accounting Techniques I
3. Strategic Mgmt. Accounting Techniques II
4. Strategic Performance Management
5. Customer Profitability Analysis
6. Inter-Organizational Cost Mgmt. Structure
7. Strategic Cost Management
8. Strategic Pricing - I
9. Strategic Pricing - II
10. Strategic Audit

Project Financial Management
1. Introduction to Project Financial Mgmt.
2. Project Planning
3. Project Process
4. Tools and Te&chniques of Project Mgmt.
5. Project Evaluation Rules
6. Management Control and Change Control
7. Project Completion, Doc. & Reporting
8. Project Audit

Semester II

Corporate Governance
1. Overview of Corporate Governance
2. Corporate Board
3. Shaping Directorial Competence & Board Effectiveness
4. Financial Institutions and Nominee Directors
5. Corporate Disclosure and Investor Protection (Listing Agreement with Stock Exchange)
6. Corporate Reputation
7. Corporate Governance and Regulatory Bodies
8. Globalisation and Corporate Governance

9. Regulatory Framework & Investor Protection - Overview of existing Measures for Investor Protection
10. Corporate Social Responsibility & Corporate Governance
11. Majority Rule & Minority Protection - Prevention of Oppression & Mismanagement

Strategic Finance
1. Capital Structuring
2. Dividend Theories
3. Restructuring through Share Repurchase
4. Mergers and Acquisitions
5. Activity Based Costing: I
6. Activity Based Costing: II
7. Working Capital
8. Accounting Standards: I
9. Accounting Standards: II
10. Human Resources Accounting

Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling & Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Project
Students are required to submit a project by the end of Semester 2

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
Media used for delivery of instruction for the program includes print material, face to face counselling, work books/activity sheets, e-learnings and recorded archive lectures on website.

Evaluation System
- Evaluation System includes 'Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/ Analysis/ Synthesis/ Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centres appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 08

Number of e-Learnings: 02

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of books in library**

SN	Title of the Book	Name of the Author
1.	Financial Management	Jain, Promod
2.	Management Accounting IC 89	Insurance Institute of India
3.	Fundamentals of Accounting	Tulsian, P.C
4.	Cost Accounting: Principles and Practice 11th Ed.	Arora, M.N.
5.	Managing Accounting 5th Ed.	Atkinson A A
6.	Financial Management	CIMA
7.	Management Accounting Text, Problems and Cases	Khan, M.Y
8.	Management Accounting	Inamdar, Satish M
9.	Management Accounting: Text, Problems and Cases 5th Ed.	Khan, M.Y.
10.	Financial Management	Kapil, Sheeba

Grading System

SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

- Accounts Manager
- Cost Planner
- IFRS expert, etc.

PROGRAMME STRUCTURE   **Total Credits- 80**

SEMESTER I	SEMESTER II
Introduction to Technical Communication	Technical Communication Software Tools
Information Development Life Cycle - I	Advanced Concepts in Technical Communication
Information Development Life Cycle - II	Technical Communication Project Management
Technical Writing Style and Editing	Principles and Practices of Management
English Grammar	
SEMESTER III	**SEMESTER IV**
Business Communication	Advanced Technical Writing Tools
Instructional Design for Business Communication	Research Methodology
Advanced Documentation Types & Processes	Project
Introduction to Creative Writing in Business Communication	

PROGRAMME CURRICULUM

Semester – I

English Grammar
1. Basics of Grammar
2. Grammatical Terms
3. Adjectives and Pronouns
4. Verbs
5. Mood and Tenses
6. More Grammatical Terms
7. Structures
8. Proofreading
9. Illustrations
10. Reports and Proposals
11. House style
12. Subject wise Technical Writing

Introduction to Technical Communication
1. Communication Theory
2. Frame of References
3. Communication Technology
4. Need for Technical Comm.
5. Roles & Functions of Technical Comm.
6. History of Technical Comm.
7. Barriers in Technical Comm.
8. Challenges in Technical Comm.
9. Diff. Kinds of Tech. Doc. (On Paper/On Line)
10. Skills required for Technical Comm.

Technical Writing Style and Editing
1. Milestones in the Writing Process
2. Rhetoric and Composition

3. Methods of Development - Part I
4. Methods of Development - Part-II
5. Style and Tone in Technical Comm.
6. Sentence Construction & Para. Writing
7. Quoting, Paraphrasing & Writing Introductions & Conclusions
8. Style and Language
9. Writing for Localization
10. Editing
11. Style Guide
12. User Interface

Information Development Life Cycle – I
1. Introduction to DDLC (Doc. Dev. Life Cycle)
2. Writing Process
3. Research Methodology
4. Requirements in IDLC: Doc. Specification & Study of Functional Domain
5. Audience Analysis in Technical Comm.
6. Documentation Outline
7. Estimation of Timelines & Resources
8. Information Design
9. Typography of Design
10. Designs for Print Doc.
11. Designs for Online Doc.

Information Development Life Cycle – II
1. Developing a Prototype
2. Style Guides and Templates
3. Development of Style Guides
4. Reviewing

5. Packaging for Printed Doc.
6. Packaging for Online Help
7. Testing Help Systems
8. SDLC and DDLC
9. Planning & Estimating Doc.
10. Single Sourcing
11. HTML and XML
12. DITA

Semester – II

Technical Communication Software Tools
1. Getting Familiar with Technical Comm. Software Tools
2. Working with Layouts
3. Formatting Text, Paragraphs & Tables
4. Formatting Layouts – I
5. Formatting Layouts – II
6. Illustration Tools
7. Screen Capturing Tools
8. Content Management System
9. XML Editors
10. DITA

Advanced Concepts in Technical Communication
1. Concept of Usability in Technical Writing
2. Human Factors Engineering
3. Legal Aspects of Technical Writing (Copyright & Trade Name)
4. Legal Writing
5. Medical and Engineering Writing
6. Multimedia
7. Introduction to Instructional Design
8. Theories in Instructional Design
9. Instructional Design Process - ADDIE Model and Kirkpatrick Model
10. Content Development and Review
11. Storyboarding and Script Writing

Technical Communication Project Management
1. Project Management - An Overview
2. Requirements Study
3. Estimation
4. Project Scope
5. Project Deliverables
6. Resource Identification
7. Project Initiation
8. Project Planning
9. Risk Management

10. Technical Comm. Team Mgmt.
11. Working with Partners/External Service Providers/Content Developers
12. Project Tracking

Principles and Practices of Management
1. Business - The Purpose of Mgmt.
2. Designing Organisation for Business
3. Need for Managing Organisation & Business
4. Mgmt. of Standard Functions
5. Managing Resources
6. Planning
7. Decision Making
8. Organising
9. Staffing
10. Leading - Directing, Communicating, Motivating
11. Controlling
12. Coordinating (Synchronising)
13. Evolution of Mgmt. Thought
14. Pursuing Mgmt. as a Career

Semester III

Business Communication
1. Communication in Business
2. Process of Communication
3. Psychological & Cultural Dimensions of Business Comm.
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News & Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing & Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Instructional Design for Business Communication
1. Bloom's Taxonomy– A Critical Appreciation
2. Component Display Theory
3. Instructional Design – Various Schools of Thought
4. Learner Analysis – Learning Styles & Demographics
5. The Design of Instruction for Organisations

6. Instructional Design at the Frontier
7. Strategic Communication
8. ID Tools/Rapid Authoring Tools
9. Articulate 360
10. Sample Business Documents

Introduction to Creative Writing in Business Communication
1. Business writing essentials
2. Writing for sales, marketing & comm. teams
3. Writing for SoMe (FB/Insta/Company Profile)
4. Self-expression
5. Write Well-Organized, Effective Sentences, Paragraphs, and Words
6. Conclusion with impact
7. Web Content/Blogs

Advanced Documentation Types and Processes
1. Specialized Documentation Formats
2. Wiki
3. CMS
4. epub (ebooks)
5. Android Aps
6. iPhone Aps
7. Modern Processes
8. Agile Documentation Processes
9. Topic-based Authoring Process
10. Structured Authoring Process
11. Scrum Model – Tech. Writer in Scrum Team
12. Lean Principles to TW

Semester IV
Advanced Technical Writing Tools
1. RoboHELP Advanced Features
2. Wiki
3. DITA Open Toolkit
4. Calibre
5. Macro-builder
6. Cloud-based authoring & editing
7. Adobe Captivate
8. Visio
9. SnagIt
10. Google Analytics
11. Tracking Tools
12. Github
13. Confluence to Manage TW

Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem & Hypothesis
4. Research Design
5. Data Collection and Measurement
6. Sampling and Sampling Technique
7. Observation
8. The Interview Method
9. The Questionnaire Method
10. The Survey Method
11. The Experimental Method
12. Scaling Techniques and Attitudes Measurement Techniques
13. Data Presentation, Processing and Analysis
14. Hypothesis Testing & Interpretation of Data

Project
Student is required to submit a project by the end of the semester 4.

Faculty and support staff requirement
As per AICTE norms

TEACHING LEARNING PEDAGOGY:
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.
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- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report - A student has to submit as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 15

Number of e-Learnings: 03

Library resources

A full fledge library is available in the campus, as well as, access to resources like EBSCO, support are also given to the students.

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1	Web Programming	Jamsa Kris
2	Fundamentals Of Information Technology Including MS Office	Maidasani, Dinesh
3	Information Development Life Cycle I	Garud Geeta
4	Learning Web Design: A Beginner's Guide to HTML, Graphics and Beyond 2nd Ed.	Niederst, Jennifer
5	Information Search And Analysis Skills	NIIT
6	Web Technologies: TCP/IP to Internet Application Architectures	Godbole A,
7	Web Technologies	SCDL

Sr.No.	Title of the Book	Name of the Author
8	Basic Technical Communication	Tyagi Kavita
9	E-Resources And Digital Services	Jeevan VKJ
10	HTML Complete	Sybex
11	Flash 4 Bible	Reinhardt Robert
12	Faster Smarter HTML And XML	Morrison, Michael
13	HTM 4 Unleashed 2nd Ed.	Darnell Rick
14	Technical Communication A Practical Approach	Pfeiffer William S
15	Information & Communication Technologies for Classess & Masses	Chowdary T. H.
16	Introduction to Telecommunications	Gokhale, Anu A.
17	Telecommunications Essentials: the complete global source	Goleniewski, Lillian
18	Introduction to Telecommunications	Gokhale, Anu A.
19	Mass Communication in India	Kumar Keval
20	Technical Communication: Principles and Practice,2nd ed with CD	Raman, Meenakshi
21	Mobile Learning for All: Supporting Accessibility with the iPad	Perez Luis
22	Handbook for Technical Writing	McMurrey, David A.
23	Beginning HTML, XHTML, CSS, and Javascript	Duckkett Jon
24	HTML5 the missing manual	MacDonald Matthew
25	Effective Technical Communication	Rizvi, M. Ashraf
26	Technical Communication: A Reader Centered Approach 6th ed	Anderson, Paul V.
27	Beginning Dreamweaver MX 2004	Wiley
28	Adobe Photoshop CS6 Bible: The Comprehensive, Tutorial Resource	Dayley, Lisa DaNae
29	Word 2010: in Simple Steps	Kogent Learning
30	Introduction to Telecommunication: Voice, Data, and the Internet 2nd ed	Cole, Marion
31	Web Technologies	Roy, Uttam K
32	Web Design: In Easy Steps	McManus, Sean
33	Technical Communication: Principles and Practice	Raman, Meenakshi
34	Technical Communication: process and product	Gerson, Sharon J.
35	Word 2010: in Simple Steps	Kogent Learning
36	Corel DRAW X7 in Simple Steps	Kogent Learning
37	Internet Research Methods a Practical Guide for the Social and Behavioural Sciences	Hewson, Claire
38	Dreamweaver 4 From A to Z	Williamson Heather A
39	Web Design Principles 5th ed	Sklar, Joel

Grading System:

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

The amount of information available in the world doubles every year. Half of that information becomes obsolete in two years. Technical writing is considered a highly skilled area and a very lucrative profession.

After doing this program candidates can take the opportunity of being self employed by starting their own venture of technical writing services. Learners can also associate in the following areas,

1. Technical Writing, Multimedia and Web Content Developer, Courseware Developer
2. Online Technical Writer, Usability Tester, Copywriter, Instructional Designer

xx.   Post Graduate Certificate in Management (Event Management)

PGCM (EM)

PROGRAM STRUCTUREV   **Total Credit: 40**

SEMESTER I:	SEMESTER II:
Event Planning & Production	Event Matrix
Event Marketing	Event Laws & Licenses
Business Communication	Marketing Research
Consumer Behaviour	Advertising & Media Planning
Submission	Research Project

CURRICULUM

Semester I

Event Planning and Production
1. Analysis of concept, Logistics of concept, Feasibility
2. Fabrication, light & sound
3. Facilities and services
4. Logistic policy, procedures,
5. Performance standards
6. Event Coordination
7. Event Production
8. Producing a Great Show
9. Supply of Facilities
10. Event Logistics
11. Catering as an Event Mgmt.Tool

Business Communication
1. Communication in Business,
2. Process of Communication
3. Psychological & Cultural Dimensions of Business Comm.
4. Listening skills
5. The Writing Process - Planning
6. Writing Process: Organizing, Composing & Revising Business Messages
7. Writing Routine, Good News & Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Dev. & Delivering Effective Presentations
11. Interviews & Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Event Marketing
1. Historical Perspective
2. Introduction to event Mgmt.
3. Size & type of event
4. Event Team
5. Code of ethics
6. Principles of event Mgmt. concept & designing
7. Keys to success, SWOT Analysis
8. Introduction to Production & Logistic Handling venders

Consumer Behaviour
1. Consumer Behaviour
2. Consumer Research
3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude
9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer/Satisfaction
13. Organizational Buying Behaviour
14. Consumer Modelling
15. Rural Buying Behaviour

Submission*
Student is required to submit a online submission by end of semester 1

Semester II

Event Matrix
1. Media in Event Management
2. Mice in Big Business
3. Special Event Risk Management
4. Time Management in Events
5. Uses of Information Technology for Events
6. Selecting, Contracting & Managing Performers
7. Corporate Sponsorship For Promotional Events And Programs
8. The 10 Biggest Mistakes Most Event Planners Make And How To Avoid Them
9. Fashion Shows as an Event
10. Notes, Bills and Cheques
11. Bankers and Customers
12. Nature of Company
13. Forming Your Own Event Company

Marketing Research
1. Fundamentals of Market Research
2. Application and Limitations
3. Sampling
4. Questionnaire Design Development
5. Scaling
6. Data Collection - Primary and Secondary
7. Data Preparation and Processing
8. Data Analysis and Interpretation
9. Multivariate Analysis
10. Research Process and Design
11. Specialized Techniques in Market Research
12. Market and Sales Analysis Research
13. New product Dev. & Test Marketing
14. Presentation of Research Findings
15. Research in Service Segments

Event Laws & Licenses
1. Relevant legislations
2. liquor licenses
3. Trade Acts
4. Stake holders and official bodies
5. Contracts
6. Tax Tips in Events
7. The Indian Contract Act

Advertising & Media Planning
1. Introduction to advertising world
2. Objectives of Advertising, Planning and Decision Making
3. Creating the Advertising Campaign
4. Advertising and Society, Ethics and Regulations
5. Introduction to Public Relations
6. Basics of Media Planning and Media Mix
7. Media Buying
8. Outdoor Advertising
9. Point of Purchase of Advertising
10. Media Brief
11. Digital Media
12. Media Calculations and Terms
13. Innovative Media
14. Advertising Agencies and Media Relations Organizations

Research Project
Students are required to submit a research project by the end of the semester 2

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students. Reference material link will be given for self-study. Media used for delivery of instruction for the programme includes online material, face to face tutorials, face to face counselling, work books/Activity sheets, recorded archive lectures on website, webinars

Evaluation System
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives. The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'. The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. Every course carries 30marks assignment. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

• Continuous comprehensive Evaluation takes place in the live video conferencing lectures (Virtual Classes) and interactive faculty interaction sessions.
• The students have to compulsory submit course wise "Online Assignment". The dates of submissions are given in the log – in of students as well as in the guidelines. The guidelines monitor the students for the completion of the submissions course wise

Summative Evaluation

Summative comprehensive evaluation method is as under:

• The students are given opportunity to attend the exams as per their own pace.
• These exams are taken course wise separately according to the convenience of the students.
• Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing. 60 marks are allocated for Multiple Choice Questions and 10 marks are allocated for Subjective questions of short answers.

Library Resources

1. E-resource – EBSCO, JSTOR
2. List of Books in Library

Sr.No.	Title of the Book	Name of the Author
1.	Event Mgmt.For Tourism, Cultural, Business, & Sporting Events	Wagen, Lynn Van Der
2.	Event Management	Bhiwandiwalla Hoshi
3.	Marketing Research: Text and Cases 3rd ed	Rajendra Nargundkar
4.	Advertising Management 5th ed	Batra R.
5.	Advertising and Sales Promotion	Bootwala Shaila
6.	Basic Business Comm., concepts, applications & skills	Kumar Raj

Grading System

• Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

• After doing this program candidates can take the opportunity of being self employed by starting their own venture as Event Managers, Event Supervisors, Event Planners, Special Event Planner.
• Students can also associate with any Event Management companies and can work as Wedding Planners, Conference Planners, etc.

xxi. **Post Graduate Diploma in Personnel and Human Resource Management [PGDP&HRM (LL)]**

PROGRAM STRUCTURE   **Total Credits:** 80

SEMESTER I:	SEMESTER II:
Personnel Administration	Laws Related to Social Security
Laws Relating to Industrial Relation	Laws Related to Specific Industries
Employee Relations	Human Resource Management
Submission - I	Submission - II
SEMESTER III:	**SEMESTER IV:**
Organisational Behaviour	Labour Welfare
Laws Related to Employment and Training	Laws Related to Equality and Empowerment of Woman and Laws Related to Deprived and Disadvantaged Section of the Society
Laws Related to Wages	Project
Submission - III	

CURRICULUM
Semester I
1. Personnel Administration
1. Personnel Administration concept & Scope
2. Strategic Importance and Diagnostic Approach to Personnel Administration
3. HR Planning – Recruitment & Selection
4. Training & Dev. & Personnel Manual
5. Employee Wage and Salary Administration
6. Compensation and Benefits, Promotions, Transfer, Demotions and W.P.M.
7. Career Development
8. Employee Welfare & Wellness Programme
9. Learning and Motivation
10. Employee Relations & Leadership / Teambuilding
11. Industrial Relations & Mgmt. of Conflicts
12. Disciplinary Actions and Labour Laws
13. IT & Personnel Administration

2. Employee Relations
1. Industrial Relations – Evolution, Concept & Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation & Conciliation, Arbitration & Adjudication
5. Grievance Procedure
6. Trade Unions
7. Collective Bargaining
8. Workers' Participation in Mgmt.
9. Domestic Enquiry

3. Laws Related to Industrial Relation
1. Trade Unions Act, 1926
2. Industrial Employment (Standing Orders) Act, 1946
3. Industrial Disputes Act, 1947
4. Prevention of Unfair Labour Practices Act, 1971

4. Submission – I
  Students will be required to submit an online submission.

Semester II
1. Human Resource Management
1. Human Resource Development
2. Human Resource Planning
3. Job Evaluation
4. Recruitment, Selection, Promotion & Transfer
5. Training and Development
6. Performance Improvement
7. Planning Performance Appraisal
8. Career and Succession Planning
9. Quality Management
10. HRD Audit
11. Managing Change thro' Continuous Improvement
12. Good HR Practices
13. Recent Techniques in HRM
14. HR Practices in IT Industry

2. Laws Related to Social Security
1. Employees' State Insurance Act, 1948
2. Workmen's Compensation (Amendment) Act, 2010

3. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
4. Payment of Gratuity Act, 1972

3. Laws Related to Specific Industries
1. Factories Act, 1948
2. Shops and Establishments Act, 2017
3. Contract Labour (Regulation & Abolition) Act, 1970 / Migrant Worker
4. Building & Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996
5. Motor Transport Workers Act, 1961
6. Sales Promotion Employees (Conditions of Service) Act, 1976
7. Mines Act, 1952
8. Plantation Labour Act, 1951

4. Submission – II
Students will be required to submit an online submission.

Semester III
1. Organisational Behaviour
1. Historical Evolution of Organisational Behaviour
2. Understanding Organisational Behaviour:
3. Perception
4. Personality
5. Attitudes
6. Motivation: The Driving Forces of Human Behaviour
7. Work Motivation Theories
8. Morale
9. Work and Conditions of Work
10. Conflict Management
11. Group Dynamics
12. Stress Management
13. Leadership
14. Management of Organisational Change
15. Organisational Culture
16. Organisational Power & Politics

2. Laws related to Employment & Training

1. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
2. Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1959
3. Apprentices Act, 1961

3. Laws Related to Wages
1. Payment of Wages Act, 1936
2. Minimum Wages Act, 1948
3. Working Journalist (Fixation of Rates of Wages) Act, 1958
4. Payment of Bonus Act, 1965

4. Submission – III
Students will be required to submit an online submission.

Semester IV
1. Labour Welfare
1. Introduction to Labour Welfare
2. Labour Welfare Officer
3. Workers' Participation in Management
4. Workers' Education Scheme
5. Statutory Labour Welfare Activities
6. Non-Statutory Welfare Measures
7. International Labour Organization & International Labour Conference
8. Industrial Accidents and Industrial Safety

2. Laws related to Equality and Empowerment of Women and Laws related to Deprived and Disadvantaged Sections of Society
1. Prevention of sexual harassment Act, 2013
2. Maternity Benefit Act, 1961
3. Equal Remuneration Act, 1976
4. Bonded Labour System (Abolition) Act, 1976
5. Child Labour (Prohibition & Regulation) Act, 1986
6. The Maharashtra Mathadi Hamal and other Manual Workers (Regulation of Employment and Welfare) Act, 1969

Project
Students will be required to submit a Project in the end of semester IV.

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students. Reference material link will be given for self-study
Media used for delivery of instruction for the programme includes online material, face to face tutorials, face to face counselling, work books/Activity sheets, recorded archive lectures on website, webinars

Evaluation pedagogy
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

Number of SLMs: 11

Number of e-Learnings 03

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

Sr. No	Name of the Books	Author
1	Human Resource Management	Dessler, Gary & Varkkey, Biji
2	Management	Stoner, James A.F.; Freeman, R. Edward & Gilbert, Daniel R.
3	Essentials of Management	Koontz, Harold & Weihrich, Heinz
4	Organizational Behaviour	Luthans, Fred
5	First, break all the Rues: What the World's Greatest Managers Do Differently	Harter, Jim
6	Good to Great: Why Some Companies Make the Leap and Others Don't	Collins, Jim
7	Managerial Economics: Analysis, Problem & Cases	Mehta, P.L.
8	Principles and Practice of Management	Prasad, L.M.
9	Fundamentals of Statistics	Elhance, D.N.; Elhance, Veena & Agarwal, B.M.

Sr. No	Name of the Books	Author
10	Essentials of Business Communication	Pal, Rajendra & Korlahalli
11	Human Resource Management: Text and Cases	Aswathappa, K.
12	Human Resource Management	Pattanayak, Biswajeet
13	Principles of Managment	Ramasamy, T.
14	Modern Economics Theory	Dewett, K.K. & Navalur, M.H.
15	Business Communication	Rai, Urmila & Rai, S.M.
16	Personnel and Human Resource Management	Rao, P. Subba
17	Business Environment: text and Cases	Cherunilam, Francis
18	Business Law	Kuchhal, M.C. & Kuchhal, Vivek
19	Organizational Behaviour	Prasad, L.M.
20	Industrial Jurisprudence and Labour Legislation	Sarma, A.M.
21	HRM: Gaining a Competitive Advantage	Noe, Raymond A. & Hollenbeck, John R.
22	Employee Training and Development	Noe, Raymond A. & Kodwani, Amitabh Deo
23	Legal Aspects of Business	Pathak, Akhileshwar
24	Essential of Management	Koontz, Harold & Weihrich, Heinz
25	OB: An Evidence Based Approach	Luthans, Fred
26	CMMI	Nandyal, Raghav
27	Total Quality Management	Charantimath, Poornima M.
28	Statistics for Management	Levin, Richard I. & Rubin, David S.
29	Organizational Behaviour	Robbins, Stephen P. & Judge, Timothy A.
30	Total Quality Management	Besterfield, Dale H
31	Human Resource Management	Beg, M.A.
32	Total Quality Management	Rajaram, S. & Sivakumar, M.
33	Group Discussion and Interview Skills with CD	Patnaik, Prlyacclasshi
34	Business Ethics and Professional Values	Rao, A.B.
35	Management Information Systems	Obrien, James A.
36	HRM: An Experiential Approach	Bernardin, H. John
37	Business and Administration Comm. with CD	Lockers, Kitty O.
38	Organizational Chage: An Action-Oriented Toolkit	Cawsey, Tupper F.; Deszca, Gene & Ingols, Cynthia
39	PPM & OB	Singh, Chandrani & Khatri, Aditi
40	Research Meth.: A Step-by-step guide for Beginners	Kumar, Ranjit
41	Human Resource Informative Systems	Kanahagh, Michael J . & Thite, Mohan
42	Culture and Organizational Behaviour	Sinha, Jai B. P.
43	Organizational Behaviour	Nahavandi, Asbsaneh
44	Labour Laws	Tan Mann
45	Leadership	Nerthouse, Peter G.
46	Organizational Chage: Theory and Practice	Burke, W. Warner
47	Compensation: Theory, Evidence & Strategic Implications	Gerhart, Barry & Rynes, Sara L.
48	HRD Audit	Rao, T.V.
49	OD: The Process of Leading Organizational Chage	Anderson, Donald L
50	TQM: An Integrated Approach	Nigam, Shailendra
51	Patient Care Services and Hospitals	Porkodi, S.
52	CRM: An Indian Perspective	Chaturvedi, Mukesh & Chaturvedi, Abhinav
53	Strategic HRM and Development	Regis, Richard
54	Marketing Research	Reddy, P. Narayana & Acharyulu, G.V.R.K.
55	Business Ethics: Human Values	Hundekar, S. G.
56	International Marketing	Vasudeva, P. K.
57	Organizational Behaviour	Rao, V.S. P.
58	Business Research Methods	Murthy, S. N. & Bhojanna, U.
59	Compensation Management	Bhhatacharya, Mousumi & Sengupta, Nilanjan
60	Quantitiave Methods in Mgmt: Problems & Sols.	Selvaraj, R. & Loganathan, C.
61	Case Laws: On IR: Issues & Implications	Mishra, L
62	Human Resource Management	Sanghil, Seema
63	Business Communication	Verma, Shalini

Sr. No	Name of the Books	Author
64	Human Communication	Pearson, Judy, C.; Nelson, Paul E. & Tilsworth, Scott
65	OB: Key concepts, Skills & Best Practices	Kinicki, Angelo & Kreither, Robert
66	Labor Relations: Development, Structure, Process	Fossum, John A.
67	Staffing Organizations	Heneman, Herbert G. & Judge, Timothy A.
68	Financial Inclusion in India: Policies & Programmes	Mani, N
69	OB: Concepts and Application, Text and Cases	Kumar, Pradeep & Thakur, K.S.
70	Compensation Management	Bhhatacharya, Mousumi & Sengupta, Nilanjan
71	Organizational Behavior	Robbin, Stephen P.
72	OB: An Evidence Based Approach	Luthans, Fred
73	Human Resource Management	Dessler. Gary & Varkkey, Biji
74	Group Discussion and Interview Skills with CD	Patnaik, Priyadarshi
75	Human Resource Management: Text and Cases	Aswathappa, K.
76	Financial Mgmt.: Text, Problems and Cases With CD	Khan, M.Y. & Jain, P.K.
77	Employee Traning & Development	Noe, Raymond A. & Deo Kodwani, Amitabh
78	Macroeconomics	Dornbusch, Rudiges.
79	Quantitative Techniques in Management	Vohra, N.D.
80	Business Organisation and Management	Gupta, C.B.
81	Modern Business Organisation & Management	Sherlekar, S.A. & Sherlekar, V.S.
82	Developing Communication Skills	Mohan, Krishna & Banerji, Meera
83	Business Environmental: Text & Cases	Cherunilam, Francis
84	Financial Management	Kulkarni, P.N. & Satyaprasad, B.G.
85	Manegerial Economics: Theory & Applications	Mithani, D.M.
86	Indian Economy	Puri, V.K. & Mistra, S.K.
87	Financial Accounting	Tulsian, P.C.
88	Effective Technical Communication	Rizvi, M. Mhraf
89	Business Communication Today	Bovee, Courtland L.; Thill, John V. & Raina, Roshan
90	HRM: Gaining a Comperitive Advantage	Noe, Raymond A.; Hollenbeck, John R. & Gerhart, Bary
91	Total Quality Management	Besterfield, Date H.; Glen H. & Urdhwareshe, Hemant
92	Humanitarian Logistics: Meeting the Challenge of Preparing for and responding to Disasters	Tathan, Peter & Christopher, Martin

Grading Mechanism

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

Career Opportunities: Diploma in Labour Laws student has plenty of options to choose from in terms of his/her career. He/she can choose to work in Factory as HR Officer, ER/ IR Manager, Labour Laws Consultant, Labour Welfare In charge etc.

xxii. POST GRADUATE CERTIFICATE IN FINANCE (Taxation Laws)

PROGRAM STRUCTURE   **Total Credits:** 40

Semester I:	Semester II:
Managerial Accounting	Direct Tax (Application and Procedure)
Introduction to Taxation in India	GST I
Income Tax Act, 1961	GST II
Submission 1	Submission 2

PROGRAM CURRICULUM

Semester I
Managerial Accounting
1. Introduction to Accounting
2. Basics of Financial Accounting
3. Process of Accounting
4. Cost Accountancy (Basic Concepts and Principles)
5. Elements of Cost
6. Material Costs
7. Labour Costs
8. Overhead Costs
9. Marginal Costing
10. Budgetary Control
11. Standard Costing

Introduction to Taxation in India
1. History of Taxation in India
2. Introduction to Taxation System
3. Definition under Income Tax Act 1961 - I
4. Definition under Income Tax Act 1961 - II
5. Residential Status
6. Taxation of Different Kinds of Persons

Income Tax Act, 1961
1. General Laws affecting Taxation and Basic ConceptsConstitution
2. Salaried Income
3. House Property and Income Tax
4. Business-Professions and Taxation Law
5. Capital Gains Tax
6. Other Sources of Income and Exempted Income
7. Appointment, Control and Jurisdiction of Income Tax Authorities
8. Penalties Imposable, Offences and Prosecutions

Submission 1
Students are required to submit a submission by end of semester 1

Semester II

Direct Tax (Application and Procedure)
1. Computation of Taxable Income from Salary
2. Computation of Taxable Income from House Property
3. Computation of Taxable Capital gains
4. Computation of Taxable Income from Business and Profession
5. Computation of Taxable Income from Other sources
6. Clubbing of Income
7. Computation of Tax Liability
8. Registration
9. Advance Tax

GST I
1. Introduction to GST
2. Supply
3. Registration
4. ICT Mechanism in GST
5. Levy and Collection of Tax
6. Valuation of Taxable supply of Goods and Services

GST II
1. Invoice
2. Other Processes under GST
3. Offences and Penalties under GST
4. Appeals and Revisions

Submission 2
Students are required to submit a submission by the end of semester 2

Faculty and support staff requirement

As per AICTE norms

Teaching Learning Pedagogy

Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one on one problem solving sessions for students. Textbooks / Reference material link will be given for self-study and students will be provided with class/ lecture notes if required.

Media used for delivery of instruction for the course includes class/lecture notes, online material, face to face tutorials, face to face counselling, work books/activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary.

Evaluation pedagogy

- The Evaluation system includes Formative Evaluation and Summative Evaluation.
- The questions formulated are based on the course / subject objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions mainly based on lecture notes and textbooks.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerised system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the subjects. Every subject carries 30 marks assignment. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Continuous comprehensive Evaluation takes place in the live video conferencing lectures (Virtual Classes) and interactive faculty interaction sessions.

Summative Evaluation

Summative comprehensive evaluation method is as under:

- The students have to compulsory submit two 'online submissions' at the end of each semester. The dates of submissions will be given in the log – in of students as well as in the guidelines. The guidelines monitor the students for the completion of the submissions subject wise.
- The students are given opportunity to attend the exams as per their own pace.
- Exams are taken subject wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, subject wise of 70 marks with 50% passing. 60 marks are allocated for Multiple Choice Questions and 10 marks are allocated for Subjective questions of short answers.

Library resources:

1. **E-resources – EBSCO, JSTOR**
2. **List of Books in Library**

Sr.No.	Title of the Book	Name of the Author
1.	Management Accounting: Text, Problems and Cases 5th Ed.	Khan, M.Y.
2.	Management Accounting	Inamdar, Satish M
3.	Cost And Management Accounting Intermediate Course	Inst. Of Comp.Sec. Of India
4.	Cost Accounting: Principles and Practice 11th Ed.	Arora, M.N.
5.	Principles and Practice of Auditing	Pagare, Dinkar
6.	Indirect Taxes: Law and Practice 35th Ed	Datey, V.S.
7.	Taxmann's Corporate and Allied Laws 2nd Ed	Sheth, Tejpal
8.	Students Guide to Income Tax	Singhania, Vinod
9.	Taxation and Tax Planning: Theory and Practice	Sharma, Nand Bhai
10.	Income-Tax, VAT and Service Tax	Manoharan, T.N.
11.	Indirect Tax Laws	Sareen, V.K.
12.	Students Guide to Income Tax including Service Tax/VAT	Singhania, Vinod K.
13.	Taxation and Tax Planning: Theory & Practice	Sharma, Nand Bhai
14.	Central Sales Tax Law and Practice	Datey, V S,
15.	Central Sales Tax Law and Practice	Subramanian, P.L.
16.	Wealth Tax Act Expenditure Tax Act with Rules	Taxmann
17.	Managing Accounting 5th Ed.	Atkinson A A

Grading System

Grading System: SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES
After completing this diploma course, a candidate can work as a tax consultant.

xxiii. POST GRADUATE DIPLOMAIN INSURANCE BUSINESS MANAGEMENT (PGDIBM)

PROGRAMME STRUCTURE: **Total Program Credit: 80**

	Semester I		Semester I
	Specialisation: General Insurance		**Specialisation: Life Insurance**
SN	**Course Title**	**SN**	**Course Title**
1	Principles and Practices of Management	1	Principles and Practices of Management
2	Principles of Insurance including IT	2	Principles of Insurance including IT
3	Indian Insurance Environment	3	Indian Insurance Environment
4	Business Communication	4	Business Communication
	Semester II		**Semester II**
	Specialisation: General Insurance		**Specialisation: Life Insurance**
SN	**Course Title**	**SN**	**Course Title**
1	Practices of General Insurance including Insurance Accounting	1	Underwriting & Claims Management
2	Property & Liability Insurance	2	Practices & Applications of Life Insurance
3	Marketing of General Insurance	3	Life Insurance Marketing
4	Risk Management in General Insurance	4	Risk Management in Life Insurance
	Semester III		**Semester III**
	Specialisation: General Insurance		**Specialisation: Life Insurance**
SN	**Course Title**	**SN**	**Course Title**
1	Consumer Behaviour	1	Consumer Behaviour
2	Personal & Health Insurance	2	Life Insurance Products
3	Legal Aspects of Insurance	3	Legal Aspects of Insurance
4	CRM in Service Industry	4	CRM in Service Industry
	Semester IV		**Semester IV**
	Specialisation: General Insurance		**Specialisation: Life Insurance**
SN	**Course Title**	**SN**	**Course Title**
1	Financial Institutions and Markets	1	Financial Institutions and Markets
2	Research Methodology and Statistical Quantitative Methods	2	Research Methodology and Statistical Quantitative Methods
3	Project – General Insurance	3	Project – Life Insurance

Curriculum

Semester I: Common for both General Insurance and Life Insurance Specialisation

1 Principles and Practices of Management
1. Business- The Purpose of Management
2. Designing Organisation for Business
3. Need for Managing Organisation & Business
4. Management of Standard Functions
5. Managing Resources
6. Planning
7. Decision-Making
8. Organising
9. Staffing
10. Leading: Directing | Communicating | Motivating
11. Controlling
12. Coordinating (Synchronising)
13. Evolution of Management Thought
14. Pursuing Management as a Career

2 Principles of Insurance including IT
1. Concept of Risk
2. Theory of Probability & Functions of Insurance
3. History and Development of Insurance
4. The Basic Principles
5. Indemnity
6. Insurable Interest
7. Principles of Subrogation & Contribution
8. Proximate Cause
9. Reinsurance
10. Introduction to Computers
11. Applications of Computers
12. Information & Information Technology
13. Programming Concepts & System Dev.
14. Technology Applications in Insurance – I
15. Technology Applications in Insurance – II
16. Networking and E-Business

3. Indian Insurance Environment
1. Indian Insurance Environment
2. Physical Environment
3. Legal Environment
4. Social Environment
5. Political Environment
6. Economic Environment
7. Commercial Environment
8. Financial Environment
9. Technological Environment
10. Educational Environment

4 Business Communication
1. Communication in Business
2. Process of Communication
3. Psychological & Cultural Dimensions of Business Comm.
4. Listening
5. The Writing Process – Planning
6. Writing Process: Organizing, Composing and Revising Business Messages
7. Writing Routine, Good News and Goodwill Messages
8. Writing Indirect Messages
9. Short and Long Reports
10. Developing & Delivering Effective Presentations
11. Interviews and Meetings
12. Group Communication Strategies
13. Resumes and Employment Letters
14. Communicating with Technology
15. Formats for Business Documents

Semester II

Specialization: General Insurance

1 Practices of General Insurance including Insurance Accounting
1. Introduction
2. Insurance Legislation
3. Conceptual Framework of Risk
4. Essential Features & Fundamentals of General Insurance
5. Insurance Coverages
6. Insurance Documents
7. Analysis of Insurance Transaction and Underwriting of Policies
8. Premium Rating
9. Claims
10. Financial Aspects of Insurance
11. Basics of Accounting
12. Preparation of Final Accounts
13. Errors in Accounting and Bank Reconciliation
14. Books of Accounts and Accounting Modules
15. Legal Framework

2 Property & Liability Insurance
1. Introduction to Property Insurance
2. Fire Insurance - I
3. Fire Insurance – II
4. Marine Insurance
5. Motor Insurance
6. Engineering Insurance - I
7. Engineering Insurance - II
8. Miscellaneous Insurance
9. Underwriting and Claims
10. Liability Insurance - I
11. Liability Insurance - II

3 Marketing of General Insurance
1. Brief History of Indian General Insurance Business
2. Marketing Infrastructure in General Insurance Business
3. Marketing
4. Marketing Strategy
5. Marketing Roles in Services and Insurance
6. Product Development
7. Pricing and Promotions
8. Distribution and Servicing
9. Advertisement, Publicity and Public Relations
10. Various Marketing Problems

4 Risk Management in General Insurance
1. Basic Concept of Risk Management
2. The Process of Risk Management
3. Risk Identification – I
4. Risk Identification – II
5. Risk Measurement
6. Exposures
7. Risk Control – I
8. Insurance: A Risk Financing Tool
9. Types of Insurance Covers
10. Retention
11. Emerging Trends in Risk Management
12. Administration of Risk Management Department in the Organisation

Semester III:
Specialisation: General Insurance

1 Consumer Behaviour
1. Consumer Behaviour
2. Consumer Research

3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude
9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer Satisfaction
13. Organizational Buying Behaviour
14. Consumer Modelling
15. Rural Buying Behaviour

2 Personal & Health Insurance
1. Personal Insurance
2. Personal Accident Insurance
3. Insurance of Persons: Other Insurance Policies
4. Insurance of Personal Properties
5. Householders' Insurances
6. Property Insurance for Commercial Establishments
7. Health Insurance Cover in India
8. Health Insurance Cover when Overseas
9. Motor Vehicle Insurance
10. Rural Insurance
11. Liability Insurance
12. Strategies in Marketing of Personal Insurances

3 Legal Aspects of Insurance
1. Needs for Law in Insurance
2. Laws for Insurance Firms
3. Laws for Insurance Contract
4. Laws for Insurance as a Special Contract
5. Laws governing Insurance of Properties
6. Laws governing Insurance against Damage out of Performance
7. Laws governing Insurance of Person (Health, Injury, Disability, Death) and of Society
8. Acts governing Insurance Underwriting and Marketing
9. Laws governing Insurance Claims
10. Laws governing Claimants, Consumers' Grievances

4 CRM in Service Industry
1. An Introduction to Service Industry
2. Understanding Services
3. Understanding CRM

4. Relationship between Service & CRM
5. Designing of Service for CRM
6. Internal Marketing: People Dimension of Service & CRM
7. Service Management & Productivity
8. Service Quality & Customer Satisfaction
9. CEM-Customer Experience Management for Service Business

Semester II
Specialisation: Life Insurance
1 Underwriting & Claims Management
1. Basic Elements of Life Insurance
2. Introduction to Underwriting
3. Genetics and related Underwriting Studies
4. Life Insurance Premium: Pricing Elements
5. Technology in Underwriting
6. Financial Underwriting
7. Non-Income Underwriting
8. Underwriting Document
9. Physiological Factors and Related Underwriting Issues
10. Physiological Factors and Special Category Underwriting
11. Claims Management: An Introduction
12. Claims Management
13. Life Insurance Claims: Forms and Procedures
14. Claims: Redressal of Grievances
15. Consumer Protection: Court Decisions and Case Laws

2 Practices & Applications of Life Insurance
1. Concept of Life Insurance
2. History of Life Insurance in India - Part I
3. History of Life Insurance in India - Part II
4. Important Aspects of Life Insurance
5. Practical Aspects of Life Insurance
6. Principles of Life Insurance
7. Distribution Channels
8. Organizational Set Up of Insurance Companies
9. Application and Acceptance of Life Insurance
10. Policy Conditions
11. Other Important Points of Life Insurance Contract
12. Policy Claims
13. Some Popular Life Insurance Plans & Riders

3. Life Insurance Marketing
1. Introduction to Life Insurance
2. Introduction to Marketing
3. Traditional Channels of Life Insurance Distribution: Advantages and Limitations
4. Alternative Channels of Distribution
5. Bancassurance: Convergence of Banking and Insurance
6. Alternate Channels: Regulations and Conflicts
7. Micro-Insurance and Rural Market
8. Impact of Consumerism & Spending Habits on Insurance Marketing
9. Product Development
10. Role of Internet in Insurance Distribution
11. Marketing of Unit Linked Insurance Plans
12. Consumer Satisfaction and Business Ethics
13. Distribution Channel Models for the Future

4 Risk Management in Life Insurance
1. Introduction to Risk
2. The Nature and Theory of Risk
3. Need for Risk Management
4. Life Insurance - An Overview
5. Risk Management Process
6. Exposures: Life, Health and Loss of Income
7. Integrated Risk Management
8. Non-Insurance Methods of Risk Management
9. Insurance for Rural and Social Sectors
10. Risk Management Applications: Employee Benefits through group Insurance Schemes
11. Government Regulation of Insurance and Risk Management
12. Risk Capital and Risk Hedging
13. Scenario Analysis and Risk Management
14. Reinsurance
15. Risk Management: Alternative Risk Transfer (ART**)**

Semester III:
Specialisation: Life Insurance

1 Consumer Behaviour
1. Consumer Behaviour
2. Consumer Research
3. Motivation, Personality and Emotion
4. Consumer Learning
5. Consumer Perception
6. Consumer Involvement
7. Information Processing
8. Attitude

9. Social Class, Lifestyle and Culture
10. Retail Consumer and Outlet Selection
11. Consumerism
12. Consumer Satisfaction
13. Organizational Buying Behaviour
14. Consumer Modelling
15. Rural Buying Behaviour

2. Life Insurance Products
1. Introduction to Life Insurance
2. Life Insurance Industry: An Overview
3. Traditional Life Insurance Products
4. Term Insurance - Types and Significance
5. Whole Life and Endowment Plans
6. Annuity Plans
7. Consumer Need Analysis and Insurance Planning
8. Group Insurance
9. Insurance for Rural and Social Sectors
10. Unit Linked Insurance Plans
11. Life Insurance - Laws & Regulations
12. Life Insurance Plans - Comparative Analysis

3 Legal Aspects of Insurance
1. Needs for Law in Insurance
2. Laws for Insurance Firms
3. Laws for Insurance Contract
4. Laws for Insurance as a Special Contract
5. Laws governing Insurance of Properties
6. Laws governing Insurance against Damage out of Performance
7. Laws governing Insurance of Person (Health, Injury, Disability, Death) and of Society
8. Acts governing Insurance Underwriting & Marketing
9. Laws governing Insurance Claims
10. Laws governing Claimants, Consumers' Grievances

4 CRM in Service Industry
1. An Introduction to Service Industry
2. Understanding Services
3. Understanding CRM
4. Relationship between Service & CRM
5. Designing of Service for CRM
6. Internal Marketing: People Dimension of Service & CRM
7. Service Management & Productivity
8. Service Quality & Customer Satisfaction
9. CEM-Customer Experience Management for Service Business

Semester IV: Common for both General Insurance and Life Insurance Specialisation

1. Financial Institutions and Markets
1. Overview of Financial Markets
2. Financial Institutions - I
3. Securitisation
4. Indian Money Market
5. International Monetary Fund (IMF)
6. Introduction to Capital Markets
7. Securities and Exchange Board of India (SEBI)
8. Merchant Banking
9. Role of Banks in Stock Market
10. Venture Capital and Private Equity
11. Portfolio Mgmt. and Financial Engineering
12. Mergers and Takeovers
13. Lease and Hire Purchase

2. Research Methodology and Statistical Quantitative Methods
Section – I Research Methodology
1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

Section – II Statistical Quantitative Methods
1. Arranging Data to Convey Meaning
2. Measures of Central Tendency (Mean, Median and Mode)
3. Correlation
4. Probability
5. Queuing Theory
6. Game Theory & Decision Theory

4 Project

Students are required to submit one Project in Hard copy by the end of the Semester

Faculty and support staff requirement

As per AICTE norms

Teaching Learning Pedagogy

Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students.

Media used for delivery of instruction for the programme includes print material, face to face tutorials, face to face counselling, work books/Activity sheets, e-learnings, recorded archive lectures on website, Lecture DVDs & interactive PCPs

Evaluation System

- Evaluation system includes Check your progress' questions and activities specified in SLM, answering questions asked in online faculty interaction sessions, doing activities given in e-learning and solving self-assessment questions given at the end of the Online Classes.
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions. Application/Analysis/ Synthesis/Evaluation (based on Blooms Taxonomy) is tested through 'Pictorial' and Case based questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report - A student has to submit as per the program requirement for 100 marks with 50% (50 Marks) passing.

Number of SLMs: 22

Number of e-Learnings: 12

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

Sr.No	Title	Author
1	Insurance and Risk Management	Sharma B S
2	Insurance Principles And Performance	Chandarana Harish M
3	Insurance Theory And Practice	Sharma N.K.
4	Insurance Principles And Practice	Mishra M. N.
5	Principles Of Risk Management And Insurance 9th Ed.	Rejda George
6	Risk Management And Insurance 2nd Ed	Harrington Scott E.
7	Narain's Insurance	Sharma R
8	Principles Life Insurance 2nd Ed.	Karve Shrikrishna Laxman
9	Solutions to Problems in Advanced Accounts Vol-I	Shukla M. C.
10	Risk Mangement IC 86	Insu. Inst. Of India
11	Management Accounting IC 89	Insurance Institute of India
12	Practice of General Insurance IC 11	Insurance Institute of India
13	Insurance Business Environment IC 12	Insurance Institute of India
14	Principles of Insurance IC 01	Insurance Institute of India
15	Liability Insurance IC 74	Insurance Institute of India
16	Legal Aspects of Life Insurance IC 24	Insurance Institute of India
17	Personal Accident Sickness and Miscellaneous Insurance IC 73	Insurance Institute of India
18	Legal Aspects of Industrial Relations IC 97	Insurance Institute of India
19	Marketing and Public Relation IC 88	Insurance Institute of India
20	Case Studies In Insurance	ICFAI
21	Company Accounts Theory And Practice	Inst. Of Comp.Sec. Of India
22	Glosssary Of International Trade 5th Ed.	Hinkelman Edward
23	Principles of Insurance Management	Gulati Neelam C
24	Insurance and Risk Management	Basotia G.R.
25	Financial Inclusion for Inclusive Growth	Singha A.Rajmani
26	What Every Indian Should Know Before Investing	Pottayil Vinod
27	Risk Management & Insurance	Harrington Scott E.
28	Insurance for everyone	Patukale Kshitij
29	Risk Management and Insurance Planning	IMS Proschool
30	Banking and Insurance: Principles & Practices	Gulati Neelam C
31	Principles of Insurance Management	Gulati Neelam C.
32	Encyclopaedia of Insurance Vol-2	Banwait S.S.
33	Encyclopaedia of Insurance Vol-1	Banwait S.S.
34	Encyclopaedia of Insurance Vol-3	Banwait S.S.
35	Insurance Management	Sharma K.C.

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Insurance Consultants, Business Development Officers, Insurance Agents, Insurance Brokers

xxiv. POST GRADUATE CERTIFICATE IN DESIGN THINKING (PGCDT)

PROGRAMME STRUCTURE: **Total Program Credit: 40**

SN	Semester - I	SN	Semester - II
1	Introduction to Design Thinking	1	Prototypes of a Big Idea
2	Empathy with Users	2	Big Ideas with Design Thinking
3	Discovery and Interpretation of Challenges	3	Tracking and Testing of Success
		4	Capstone Project

Curriculum

SEMESTER 1

Introduction to Design Thinking
1. What Is Design Thinking?
2. Design Thinking History and Theory
3. Design Thinking Frameworks
4. Problems That Design Thinking Helps Solve
5. Distinctions between Design & Design Thinking
6. Design Thinking as a Strategy for Innovations

Empathy with Users
1. Design Thinking Five Stage Process
2. Understanding Users through Empathy
3. Empathy Map – What and How to Use It
4. Engaging with Extreme Users
5. Analogous Empathy
6. Personas

Discovery and Interpretation of Challenges
1. Defining the Real Problem
2. A Good Problem Statement
3. Analysis and Synthesis
4. Interpret the Results
5. A Holistic Approach to Challenges
6. Stories of What Works

SEMESTER 2

Big Ideas with Design Thinking
1. Feature vs. Idea
2. Qualities That Set Big Ideas Apart
3. How to Generate Big Ideas
4. Identifying No Brainers vs. Big Bets
5. Ideation Methods
6. How to Diverge and Converge

Prototypes of a Big Idea
1. Types of Prototyping
2. Guidelines for Prototyping
3. Prioritization and Evaluation
4. Prioritization Grids and Affinity Maps
5. Evaluating Ideas Based on Importance and Feasibility
6. Scaling Design Thinking

Tracking and Testing of Success
1. How to Maintain Momentum
2. Generate User Feedback
3. Test for Desirability, Feasibility and Viability
4. Design Thinking and Agile
5. Steps to Success with Design Thinking
6. Measure Results from Design Thinking

Submission
Students are required to submit an online Project by end of the semester 2

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy:
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one on one problem solving sessions for students. Reference material link will be given for self-study Media used for delivery of instruction for the programme includes online material, Personal Contact Program, face to face counselling, work books/Activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary

Evaluation pedagogy:

- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 100 marks with 50% (35 Marks) passing.

Number of SLMs: 06

Library resources:

E-resource – EBSCO, JSTOR

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Business Analysts (work with design thinking teams), Design Thinking Managers, Design Thinking Leaders, Design Thinking Consultants, Product Manager, Design Architect, HR Operations, Project Manager, Emerging Technologies Architect Manager

xxv. POST GRADUATE CERTIFICATE IN FINTECH PGCF

PROGRAMME STRUCTURE   **Total Program Credit: 40**

SN	Semester - I	SN	Semester - II
1	FinTech Foundations and Overview	1	FinTech Disruptive Innovation
2	Financial Accounting and Business Economics	2	Understanding the Fintech Models and Products
3	Banking, Insurance and Financial Systems	3	FinTech Risk Management
4	Business Statistics and Data Mining	4	FinTech Security and Regulations
		5	Capstone Project

Curriculum

SEMESTER I

1. FinTech Foundations and Overview
   1. What is FINTECH, its importance & evolution
   2. Blockchain and Crypto currency
   3. Raising Capital: Credit Tech & Crowd funding
   4. Artificial Intelligence
   5. Digitization of Financial Services

2. Financial Accounting and Business Economics
   1. Financial Accounting
   2. Accounting & Financial systems in BFSI sector
   3. Financial Statements and Ratios Analysis
   4. Accounts of Banking and Insurance
   5. Business economics- Demand, Supply & Price fundamentals
   6. Marketing and consumer psychology
   7. Software Package for Financial Accounting
   8. Taxation of services

3. Banking, Insurance and Financial Systems
   1. Introduction to Core Banking Solutions (CBS)
   2. Role and Functions of RBI, IRDA, SEBI etc.
   3. Insurance sector in India
   4. Negotiable Instruments
   5. FEMA
   6. Payment Solutions
   7. Information Security
   8. FinTech infrastructure

4. Business Statistics and Data Mining
   1. Data Collection and Representation
   2. Statistical Methods
   3. Big Data

SEMESTER II

1. FinTech Disruptive Innovation: Implications for Society
   1. Evolution vs Revolution
   2. Diversity of Impact
   3. Predicting the Future of FinTech
   4. Government initiatives in FinTech
   5. Implications for Careers

2. Understanding the Fintech Models & Products
   1. Competing on technological innovation
   2. Organizing for digital innovation
   3. Fintech Models
   4. Fintech Products
   5. Cloud Computing
   6. FinTech Platforms

3. FinTech Risk Management
   1. Compliance with financial requirements
   2. FinTech Compliance with corporate governance: Objectives, guidelines, & policy
   3. Data Risks- Fraud, Crimes, & Security
   4. Risk of adopting new technology
   5. Financial risks

4. FinTech Security and Regulation
   1. Introduction to FinTech Security & Regulation
   2. Risk Management & Government Control
   3. AML & KYC in FinTech
   4. Government Regulation to Protect Consumers
   5. Global Trends and Government Initiatives
   6. Introduction to IT Act (related sections)

Project

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy:
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one on one problem solving sessions for students. Reference material link will be given for self-study Media used for delivery of instruction for the programme includes online material, Personal Contact Program, face to face counselling, work books/Activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary

Evaluation pedagogy:
- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:
The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –
- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –
Summative comprehensive evaluation method is as under:
- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

Number of SLMs: 08

Library resources:

1. **E-resource – EBSCO, JSTOR**
2. **List of Books in Library**

Sr.No	Title	Author
1	Risk Management And Insurance 2nd Ed	Harrington Scott E.
2	Narain's Insurance	Sharma R
3	Principles Life Insurance 2nd Ed.	Karve Shrikrishna Laxman
4	Solutions to Problems in Advanced Accounts Vol-I	Shukla M. C.
5	Risk Mangement IC 86	Insu. Inst. Of India
6	Management Accounting IC 89	Insurance Institute of India
7	Practice of General Insurance IC 11	Insurance Institute of India

Sr.No	Title	Author
8	Insurance Business Environment IC 12	Insurance Institute of India
9	Principles of Insurance IC 01	Insurance Institute of India
10	Liability Insurance IC 74	Insurance Institute of India
11	Legal Aspects of Life Insurance IC 24	Insurance Institute of India
12	Personal Accident Sickness & Misc. Insurance IC 73	Insurance Institute of India
13	Legal Aspects of Industrial Relations IC 97	Insurance Institute of India
14	Marketing and Public Relation IC 88	Insurance Institute of India
15	Case Studies In Insurance	ICFAI
16	Company Accounts Theory And Practice	Inst. Of Comp.Sec. Of India
17	Glosssary Of International Trade 5th Ed.	Hinkelman Edward
18	Principles of Insurance Management	Gulati Neelam C
19	Insurance and Risk Management	Basotia G.R.
20	Financial Inclusion for Inclusive Growth	Singha A.Rajmani
21	What Every Indian Should Know Before Investing	Pottayil Vinod
22	Risk Management & Insurance	Harrington Scott E.
23	Insurance for everyone	Patukale Kshitij
24	Risk Management and Insurance Planning	IMS Proschool

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Financial Analyst, WealthTech Advisor, Robo-, Advisor, Payments/ Billing/ Money Transfers System, Developer, Crowdfunding Expert, Blockchain, Developer vis-à-vis Apps Developer (Technical, Expertise required).

xxvi. POST GRADUATE CERTIFICATE IN HEALTHCARE MANAGEMENT (PGCHM)

PROGRAMME STRUCTURE   **Total Program Credit: 40**

SN	Semester - I	SN	Semester - II
1	Management Principles and Organizational Behaviour	1	Medico Legal Services
2	Fundamentals of Healthcare Administration	2	Healthcare Analytics
3	Entrepreneurship in Healthcare Sector	3	Telemedicine & Healthcare Tourism
4	Health Economics	4	Project
5	Marketing of Healthcare Services		

Curriculum
SEM-I

1. **Management Principles and Organizational Behaviour**
    1. What is Management and its Principles
    2. Planning and Organizing
    3. Staffing and Directing
    4. Motivating
    5. Controlling
    6. Understanding Organisational Behaviour
    7. Work Motivation Theories
    8. Work and Conditions of Work
    9. Conflict Management
    10. Group Dynamics and Stress Management

2. **Fundamentals of Healthcare Administration**
    1. Overview of Good administration
    2. Maintenance function of the organisation
    3. Human Resource system
    4. Financial management
    5. Support service utilities
    6. Workplace safety policy in healthcare administration
    7. Institutional food services
    8. Crisis management
    9. Quality management "Audit and inspection"
    10. Strategic planning
    11. Maintaining the moral and social order of healthcare organizations

3. **Entrepreneurship in Healthcare Sector**
    1. Introduction of Entrepreneurship
    2. Micro-level Topics in Healthcare Entrepreneurship
    3. Entrepreneurship in Healthcare: Past Contributions and Future Opportunities

4. Value through Hybrid organising in health care sector.
5. The Role of Incubators and Accelerators in Healthcare Innovation
6. Case Studies in Healthcare entrepreneurship
7. Entrepreneurial Challenges & Opportunities in Healthcare
8. The Antecedents of Healthcare Social Entrepreneurship

4. **Health Economics**
    1. Introduction of Economics
    2. Overview of Health Industry
    3. Need and demand of healthcare services
    4. Economic efficiency, Cost efficiency and Revenue Cycle in Health Care
    5. Microeconomic Tools for Health Economics
    6. Health Insurance and Risk Management
    7. Organisation & funding of healthcare services
    8. Government role & Intervention in healthcare sector
    9. Health Economics of Beds
    10. Statistical tools of healthcare Economics

5. **Marketing of Healthcare Services**
    1. Marketing of Healthcare product & services
    2. Healthcare Marketing mix
    3. Health Product Management
    4. Health Production Management
    5. Health Sales and Distribution Mgmt.
    6. Brand Management and Rural Marketing
    7. OTC Marketing
    8. Ayurveda and Herbal Market in India
    9. Online market for healthcare products and services

10. Reasons of Market Failure in Healthcare sector
11. Supply chain management and Information system in healthcare.

SEMESTER II

1. **Medico Legal Services**
   1. Introduction to government laws: COPRA 2019 and amendments
   2. Requirement of Legal Reporting
   3. Medical records their legal importance and digitization
   4. Doctor Patient relationship legal importance.
   5. Patient rights and responsibility
   6. Medical staff rights and responsibility
   7. Medical malpractice.
   8. Medical negligence.
   9. Intentional and quasi-intentional Tort
   10. Tort reform and risk reduction (Insurance)
   11. Medical lawsuit and Trial process

2. **Healthcare Analytics**
   1. Introduction to Healthcare management
   2. Introduction to data analytics
   3. Introduction to Health care analytics

4. Healthcare Data Acquisition and Management
5. Applied Healthcare Statistics
6. Data mining and Forecasting in Healthcare
7. Quantitative Methods and Decision Analysis

3. **Telemedicine & Healthcare Tourism**
   1. Introduction of telecare basics
   2. Telemedicine
   3. Challenges and opportunities in Telehealth
   4. IT in Hospitals (Hospital Management Information System) and Telehealth.
   5. Medical Tourism and its types. Facilitation by Travel Agencies.
   6. Steps of Medical Tourism (including process flow charts and work flow diagrams)
   7. International Accreditation e.g., JCI, ACHSI, AC, CBAHI etc.
   8. SWOT analysis of Medical Tourism in India
   9. Laws applicable to Medical Tourism in India and Internationally

4. **Project**
   Students are required to submit an online project.

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy:
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one on one problem solving sessions for students. Reference material link will be given for self-study
Media used for delivery of instruction for the programme includes online material, Personal Contact Program, face to face counselling, work books/Activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary

Evaluation pedagogy:
• The Evaluation system includes Formative Evaluation and Summative Evaluation
• The questions formulated are based on the program / course objectives.
• The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
• The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions'.
• The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation
Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

Number of SLMs: 08

Library resources:

1. **E-resource – EBSCO, JSTOR**

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES

Business Analysts (work with design thinking teams), Design Thinking Managers, Design Thinking Leaders, Design Thinking Consultants, Product Manager, Design Architect, HR Operations, Project Manager, Emerging Technologies Architect Manager.

xxvii. POST GRADUATE CERTIFICATE IN BUSINESS ANALYTICS PGCBA

PROGRAMME STRUCTURE: **Total Program Credit: 40**

SN	Semester - I	SN	Semester - II
1	Business Intelligence & Analytics for Competitive Advantage	1	Business Analytics with R
2	Statistics for Business Analytics	2	Analytics with Tableau
3	Data Visualization and Communication	3	Capstone Project
	Finance Specialisation		
	Semester - I		**Semester - II**
1	Introduction to Financial Analytics	1	Finance & Risk Analytics
	Marketing Specialisation		
	Semester - I		**Semester - II**
1	Introduction to Marketing Analytics	1	Retail Analytics
	Human Resource Specialisation		
	Semester - I		**Semester - II**
1	Introduction to Human Resource Technology and Analytics	1	Advanced HR Analytics

Curriculum

SEM I

1. Business Intelligence & Analytics for Competitive Advantage

1. Overview of Business Intelligence Landscape
2. Designing effective BI Architecture
3. Understanding Enterprise Data Models
4. Big Data, Datafication & its impact on Data Science
5. Data Warehousing and Data Mining
6. DDL and DML Discovering Knowledge with Data Mining
7. Data Mining Process
8. Dash boarding and Scorecards
9. SQL Workshop
10. Data Governance & Data Security

2. Statistics for Business Analytics

1. Economic model and Econometric model
2. Basics of Statistics
3. Data Collection and Measurement
4. Measures of Central Tendency (Mean, Median and Mode)
5. Sampling and Estimation
6. Measures of Dispersion and Correlation
7. Linear Regression and Logistic Regression
8. Ordinary least squares (OLS) estimation

9. Statistical inferences
10. Generalized least squares (GLS) estimation
11. Time-series regression

3. Data Visualization and Communication

1. Introduction to Data Visualisation
2. Visualisation of Numerical Data
3. Visualisation of Non-numerical Data
4. Common Visualisation Idioms
5. Visualisation of Spatial Data, Networks & Trees
6. Data Reduction
7. Data Visualisation with Industry Tools (Power BI, tableau, Alteryx etc.)

SEM II

1. Business Analytics with R
1. Introduction to R
2. Data Types and Data Structures
3. Loops and Functions in R
4. Mathematics in R
5. Visualization using R
6. Missing Value Treatment
7. Exploratory Data Analysis using R

2. Analytics with Tableau
1. Introduction to Tableau architecture
2. Connections for organizing data

3. Tableau graphs, reports, and calculations
4. Working with groups and set
5. Working with dashboard
6. Data blending and aggregation
7. Data visualization
8. Generated fields and special fields
9. Case Study: Hands on using Tableau

Capstone Projects

- Retail: Market basket analysis for consumer durables (used by retail stores to predict and increase impulse purchases based on groups of items a customer buys)
- Banking: Developing best prediction model of credit default (used by retail banks to analyse data on credit defaults using logistic regression)
- HR: Developing best prediction model the probability of attrition using a logistic regression (used by organization for manpower requirement planning)

Specialisation – Sem I
HR - Introduction to Human Resource Technology and Analytics

1. What is human resource management?
2. HR Technology Overview
3. What is HR Analytics?
4. HR Analytics popular frameworks
5. Skills required for HR Analytics
6. HR Automation with Analytics Tools
7. Importance of data availability and governance

Marketing - Introduction to Marketing Analytics

1. What is Marketing Management?
2. Marketing Technology Overview
3. What is Marketing Analytics?
4. Marketing Analytics popular frameworks
5. Skills required for Marketing Analytics
6. Marketing Automation with Analytics Tools
7. Importance of data availability and governance

Finance - Introduction to Financial Analytics

1. What is financial management?
2. Financial Technology Overview
3. What is Financial Analytics?
4. Financial Analytics popular frameworks
5. Skills required for Financial Analytics
6. Financial Automation with Analytics Tools
7. Importance of data availability and governance

Specialization – Sem II
HR - Advanced HR Analytics

1. Primary Sources of Employee Data
2. Secondary sources of Employee data
3. Efficiency & Effectiveness metrics
4. General employee data fields
5. Key metrics for each vertical of HR
6. HR Scorecards and HR Scorecard Practice Case Study
7. HR Case study of correlation
8. HR Case study of Linear regression
9. HR Case study of Logistic regression

Marketing - Retail Analytics

1. Retail Analytics
2. Terminologies: Review
3. Customer Analytics
4. KNIME
5. Retail Dashboards
6. Customer Churn
7. Association Rules Mining

Finance - Finance & Risk Analytics

1. What is Risk, Risk Management –overview and Concepts
2. Why Credit Risk-Using a market case study
3. Risk Management using Derivatives strategies
4. Comparison of Credit Risk Models
5. Overview of Probability of Default (PD) Modelling
6. PD Models, types of models, steps to make a good model
7. Market Risk
8. Value at Risk- using stock case study
9. Fraud Detection

Faculty and support staff requirement
As per AICTE norms

Teaching Learning Pedagogy:
Teaching Learning pedagogy consists of Virtual Classes and online faculty interactions to supplement the virtual classes for one-on-one problem-solving sessions for students. Reference material link will be given for self-study

Media used for delivery of instruction for the programme includes online material, Personal Contact Program, face to face counselling, work books/Activity sheets, recorded archive lectures on website, Webinars or Workshops wherever necessary

Evaluation pedagogy:

- The Evaluation system includes Formative Evaluation and Summative Evaluation
- The questions formulated are based on the program / course objectives.
- The objective type questions are designed to test student's knowledge, comprehension through factual and textual questions.
- The student's views, opinions, power of expression, clarity of thought, application of knowledge and analytical ability are tested through 'subjective questions.
- The questions are randomly generated through the computerized system and hence the chances of malpractice / copy are remote.

Formative Evaluation

Continuous comprehensive evaluation method is followed which is explained below:

The students have to submit Assignments for all the courses. As a compulsory academic component of curriculum, students are required to submit assessment in the form of Computer Based Examination. The Formative Evaluation implemented is as follows –

- Assessment in the form of Computer Based Examination, course wise of 30 marks with 50% passing.

Summative Evaluation –

Summative comprehensive evaluation method is as under:

- The students are given opportunity to attend the exams as per their own pace.
- These exams are taken course wise separately according to the convenience of the students.
- Summative evaluations are in the form of Computer Based Examination, course wise of 70 marks with 50% passing.
- The question papers for the examinations are set centrally at Pune.
- The exams are conducted through test centers appointed by SCDL.
- Answer papers are evaluated centrally at Pune.
- Project report- A student has to submit a project report as per the program requirement for 70 marks with 50% (35 Marks) passing.

Number of SLMs: 11
Library resources:
E-resource – EBSCO, JSTOR

Grading System

- Grading System (All programs): SCDL has a grading system which gives aggregate percentage as well as the respective grade.

Grade	Class	Percentage
A+	Distinction	70% and Above
A	First Class	60% - 69.99%
B	Second Class	55% - 59.99%
C	Pass Class	50% - 54.99%
D	Fail	Below 50%

CAREER OPPORTUNITIES Market Research Analyst, Technical Team Lead, Data Business Analyst, Predictive Modeller, Analytics Manager, Financial Analyst

13. Enrolment details of students in the last 3years
A. Enrolment for AY 2020-21

Course_Name	Full Name	AY 2020-2021
C-PGDBA	Corporate Post Graduate Diploma in Business Administration	48
PGCF-MA	Post Graduate Certificate In Finance [Management Accounting]	80
PGCF-TL	Post Graduate Certificate In Finance [Taxation Laws]	112
PGCM-CL	Post Graduate Certificate In Management [Cyber Laws]	44
PGCM-DM	Post Graduate Certificate In Management [Digital Marketing]	244
PGCM-ED	Post Graduate Certificate In Management [Entrepreneurship Development]	80
PGCM-EM	Post Graduate Certificate In Management [Event Management]	29
PGDBA	Post Graduate Diploma in Business Administration	3811
PGDBCL	Post Graduate Diploma In Business and Corporate Law	106
PGDBFS	Post Graduate Diploma in Banking & Finance	776
PGDCRM	Post Graduate Diploma In Customer Relationship Management	99
PGDDS	Post Graduate Diploma In Data Science	300
PGDEM(RE)	Post Graduate Diploma In Energy Management (Renewable Energy)	77
PGDEXIM	Post Graduate Diploma In Export & Import Management	87
PGDHRM	Post Graduate Diploma in Human Resource Management	996
PGDIB	Post Graduate Diploma in International Business	240
PGDIBM	Post Graduate Diploma In Insurance Business Management	38
PGDIT	Post Graduate Diploma in Information Technology	329
PGDP&HRM (LL)	Post Graduate Diploma in Labour Laws and Employee Relations	80
PGDPM	Post Graduate Diploma In Project Management	363
PGDRM	Post Graduate Diploma In Retail Management	83
PGDSCM	Post Graduate Diploma In Supply Chain Management	441
PGDTWBM	Post Graduate Diploma in Technical Writing in Business Management	36
	Grand Total	**8499**

B. Enrollment for AY 2021-2022

Course Name	Program Name	AY 2021 - 2022
C-PGDBA	Corporate Post Graduate Diploma in Business Administration	233
PGCF-MA	Post Graduate Certificate In Finance [Management Accounting]	118
PGCF-TL	Post Graduate Certificate In Finance [Taxation Laws]	130
PGCM-CL	Post Graduate Certificate In Management [Cyber Laws]	51
PGCM-DM	Post Graduate Certificate In Management [Digital Marketing]	350
PGCM-ED	Post Graduate Certificate In Management [Entrepreneurship Development]	73
PGCM-EM	Post Graduate Certificate In Management [Event Management]	30
PGDBA	Post Graduate Diploma in Business Administration	4153
PGDBCL	Post Graduate Diploma In Business and Corporate Law	145
PGDBFS	Post Graduate Diploma in Banking & Finance	978
PGDCRM	Post Graduate Diploma In Customer Relationship Management	89
PGDDS	Post Graduate Diploma In Data Science	431
PGDEM(RE)	Post Graduate Diploma In Energy Management (Renewable Energy)	92
PGDEXIM	Post Graduate Diploma In Export & Import Management	131
PGDHRM	Post Graduate Diploma in Human Resource Management	1361
PGDIB	Post Graduate Diploma in International Business	254
PGDIBM	Post Graduate Diploma In Insurance Business Management	56
PGDIT	Post Graduate Diploma in Information Technology	355
PGDP&HRM (LL)	Post Graduate Diploma in Labour Laws and Employee Relations	73
PGDPM	Post Graduate Diploma In Project Management	477
PGDRM	Post Graduate Diploma In Retail Management	84
PGDSCM	Post Graduate Diploma In Supply Chain Management	611
PGDTWBM	Post Graduate Diploma in Technical Writing in Business Management	51
	Grand Total	**10326**

C. Enrollment for AY 2022-2023-

Course Name	Program Name	AY 2022 - 2023
C-PGDBA	Corporate Post Graduate Diploma in Business Administration	656
PGCBA	Post Graduate Certificate in Business Analytics	136
PGCDT	Post Graduate Certificate in Design Thinking	18
PGCF	Post Graduate Certificate in FinTech	18
PGCF-MA	Post Graduate Certificate in Finance [Management Accounting]	104
PGCF-TL	Post Graduate Certificate in Finance [Taxation Laws]	96
PGCHM	Post Graduate Certificate in Healthcare Management	70
PGCM-CL	Post Graduate Certificate in Management [Cyber Laws]	34
PGCM-DM	Post Graduate Certificate in Management [Digital Marketing]	238
PGCM-ED	Post Graduate Certificate in Management [Entrepreneurship Development]	40
PGCM-EM	Post Graduate Certificate in Management [Event Management]	17
PGDBA	Post Graduate Diploma in Business Administration	1801
PGDBCL	Post Graduate Diploma in Business and Corporate Law	114
PGDBFS	Post Graduate Diploma in Banking & Finance	538
PGDCRM	Post Graduate Diploma in Customer Relationship Management	58
PGDDS	Post Graduate Diploma in Data Science	343
PGDEM(RE)	Post Graduate Diploma in Energy Management (Renewable Energy)	67
PGDEXIM	Post Graduate Diploma in Export & Import Management	78
PGDHRM	Post Graduate Diploma in Human Resource Management	988
PGDIB	Post Graduate Diploma in International Business	130
PGDIBM	Post Graduate Diploma in Insurance Business Management	26
PGDIT	Post Graduate Diploma in Information Technology	285
PGDP&HRM (LL)	Post Graduate Diploma in Labour Laws and Employee Relations	40
PGDPM	Post Graduate Diploma in Project Management	365
PGDRM	Post Graduate Diploma in Retail Management	44
PGDSCM	Post Graduate Diploma in Supply Chain Management	456
PGDTWBM	Post Graduate Diploma in Technical Writing in Business Management	42
Grand Total		**6802**

D. Enrollment for AY 2023-2024

Course Name	Program Name	AY 2023-2024
C-PGDBA	Corporate Post Graduate Diploma in Business Administration	350
PGCBA	Post Graduate Certificate in Business Analytics	159
PGCDT	Post Graduate Certificate in Design Thinking	15
PGCF	Post Graduate Certificate in FinTech	32
PGCF-MA	Post Graduate Certificate in Finance [Management Accounting]	95
PGCF-TL	Post Graduate Certificate in Finance [Taxation Laws]	106
PGCHM	Post Graduate Certificate in Healthcare Management	99
PGCM-CL	Post Graduate Certificate in Management [Cyber Laws]	40
PGCM-DM	Post Graduate Certificate in Management [Digital Marketing]	198
PGCM-ED	Post Graduate Certificate in Management [Entrepreneurship Development]	56
PGCM-EM	Post Graduate Certificate in Management [Event Management]	20
PGDBA	Post Graduate Diploma in Business Administration	2494
PGDBCL	Post Graduate Diploma in Business and Corporate Law	119
PGDBFS	Post Graduate Diploma in Banking & Finance	556
PGDCRM	Post Graduate Diploma in Customer Relationship Management	38
PGDDS	Post Graduate Diploma in Data Science	318
PGDEM(RE)	Post Graduate Diploma in Energy Management (Renewable Energy)	52
PGDEXIM	Post Graduate Diploma in Export & Import Management	107
PGDHRM	Post Graduate Diploma in Human Resource Management	942
PGDIB	Post Graduate Diploma in International Business	152
PGDIBM	Post Graduate Diploma in Insurance Business Management	32
PGDIT	Post Graduate Diploma in Information Technology	173
PGDP&HRM (LL)	Post Graduate Diploma in Labour Laws and Employee Relations	9

Course Name	Program Name	AY 2023-2024
PGDPM	Post Graduate Diploma in Project Management	61
PGDRM	Post Graduate Diploma in Retail Management	5
PGDSCM	Post Graduate Diploma in Supply Chain Management	74
PGDTWBM	Post Graduate Diploma in Technical Writing in Business Management	3
Grand Total		6305

14. List of Research Projects/ Consultancy Works

A. Industry Linkage:

Symbiosis Centre for Distance Learning maintains close links with business and industry, to promote the employability of our graduates and encourage them to recruit our students for vacancies. SCDL partners with local, national, and international organizations to offer the corporate programs. Leading organizations including Wipro, UPL, STFC, Tieto, TATA AIA, Finolex, Centrient Pharmaceuticals, Conneqt Business Solutions etc are amongst others who have collaborated with SCDL to offer the corporate programs. The curriculum is designed and constantly updated through inputs of corporate and business leaders from top ranks of the industry having several years of experience.

Sr No	Industry / Sector	Partner Company
1.	IT	- Ascendion - Collabera - Wipro - Mphasis - TIETO - Evry India
2.	Insurance	- Bharati Axa - Allianz Technology - Allianz Services
3.	Finance	Bajaj Finserv
4.	Manufacturing	Sigma Electric
5.	Wellness & health	Krsnaa Diagnostics
6.	Real Estate	Newmark

B. MoUs with Industries:

SCDL has entered into MOUs with several entities in order to design, develop, deliver and offer its programs and training of its students.

Sl No	BETWEEN PARTIES		DATED
1	Symbiosis Centre for Distance Learning	Newmark (Hyderabad)	14-03-2023
2	Symbiosis Centre for Distance Learning	Sigma Electric (Pune)	12-05-2023
3	Symbiosis Centre for Distance Learning	Bharti AXA (Mumbai)	02-08-2023
4	Symbiosis Centre for Distance Learning	Bajaj Finserv	26-10-2023
5	Symbiosis Centre for Distance Learning	Allianz Technology and Allianz Services (Trivandrum, Pune)	01-12-2023

15. LoA and subsequent EoA till the current Academic Year:
i. AICTE LOA (AY 2018-19)

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela MargVasantKunj, New Delhi-110067
PHONE: 23724151/52/53/54/55/56/57 FAX: 011-23724183 www.aicte-india.org

F.No.

Date: 24-May-2018

To,

The Principal / Director,
Symbiosis Centre for Distance Learning,
Pune, Maharashtra –411016

Sub: Letter of Approval to Standalone Institutions to conduct Courses through ODL Mode- 2018-19 - Corrigendum

Sir/Madam,

Approval is granted to the following Institution with the approval of the Council

Permanent Id	1-3898569091	Application Id	1-3898569091
Name of the Institution	Symbiosis Centre for Distance Learning	Institution Address	1065B, Symbiosis Bhawan, Gokhale Cross Road, Model Colony Shivaji Nagar, Pune, Maharashtra -411016
Institution Type	Unaided – Private	Region	Western

To conduct following Courses through ODL Mode with the intake indicated below for the academic year 2018-2019

Sr. No	Level	Specialization	Course Duration in years	Intake Approved 2018-19
1	PG	PG Diploma in Business Administration (Specialization in Marketing, Finance, HR, Operations, CRM, Management Accounting)	2	6800
2	PG	PG Diploma in International Business	2	500
3	PG	PG Diploma in Banking and Finance	2	1250
4	PG	PG Diploma in Information Technology Management	2	950
5	PG	Corporate PG Diploma in Business Administration	1.5	350
6	PG	PG Diploma in Human Resource Management	1.5	1450
7	PG	PG Diploma in Insurance Management (Specialization – General & Life)	1.5	100
8	PG	PG Diploma in Retail Management	1.5	200
9	PG	PG Diploma in Customer Relationship Management	1.5	250
10	PG	PG Diploma in Supply Chain Management	1.5	850
11	PG	PG Diploma in Export and Import Management	1.5	250
12	PG	PG-Diploma in Technical Writing in Business Management	1.5	100
13	PG	PG Diploma in Business and Corporate Law	1.5	350
14	PG	PG Certificate Program in Management Accounting	1	100
15	PG	PG Certificate Program in Entrepreneurship Development	1	100
16	PG	PG Certificate Program in Cyber law	1	150
17	PG	PG certificate program In Digital Marketing	1	150

The Applicant Society/ Trust/ Institution shall send information about commencement of the above courses to AICTE including the number of candidates admitted in each course latest by 30/08/2018.

Page 1 of 3

Note: This is a Computer generated Report. No signature is required.

The Institution shall fulfill the following general conditions:

1. The Institution shall publish details regarding the Institution, courses / programs being conducted, eligibility criteria for admission, academic calendar, fees charged, details of infrastructural facilities, faculty members, mode of examination/ examination Centers and the last date of admission in the form of mandatory disclosure and shall be displayed on the Institution's website. The information shall be revised every year with updated information about all aspects of the Institution and the whole process shall be made in accordance with the same.

2. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action, as per the norms of AICTE, shall be initiated against the Institution.

3. In the event of a student / candidate cancelling admission before the last date of admissions, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.

4. The Institution shall constitute an Academic Council/Board to decide on curriculum and examination. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.

5. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.

6. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the norms of AICTE shall be initiated against the Institution.

7. The accounts of the Institution should get audited annually by a certified Chartered Accountant by the Institution and shall be open for inspection by the Council or persons authorized by it.

8. If the Institution fails to disclose the information or suppresses and / or misrepresents the information, appropriate action as per the norms of AICTE shall be initiated against the Institution.

9. Institution shall become a member of National Academic Depository (NAD) and shall submit details of certification of all candidates on NAD. This information shall also be shared with AICTE every year.

10. All financial transactions shall be effected only through digital means.

11. The Institution shall establish a grievance redressal committee and shall have an online mechanism to address the grievances of students and stakeholders.

12. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any misrepresentation, violation of norms & standards, mal-practices etc.

13. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.

14. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institution, the Council shall take appropriate action as per the norms.

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The Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observes any violation of the above conditions and/or non-adherence to the norms and standards prescribed by the Council, Mis-representation of facts and submitting factually incorrect information to it.

Prof. Alok Prakash Mittal
Member Secretary, AICTE

Copy to:

1. The Regional Officer,
   All India Council for Technical Education
   2nd Floor, Industrial assurance Building,
   Veer Nariman Road, Church Gate,
   Mumbai-400020

2. The Principal Secretary (Technical),
   4th floor, Mantralaya, Mumbai

3. Guard File(AICTE)

Note: **-Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned.

Note: This is a Computer generated Report. No signature is required.

ii. AICTE (EOA AY 2019-20)

Date: 30-April-2019

To,

The Principal / Director,
Symbiosis Centre for Distance Learning,
Pune, Maharashtra –411016

Sub: Extension of Approval for the Academic Year 2019-20

Sir/Madam,

In terms of the norms, standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-3898569091	Application Id	1-3898569091
Name of the Institution	Symbiosis Centre for Distance Learning	Institution Address	1065B, Symbiosis Bhawan, Gokhale Cross Road, Model Colony Shivaji Nagar, Pune, Maharashtra –411016
Institution Type	Unaided – Private	Region	Western

To conduct following Courses through ODL Mode with the intake indicated below for the academic year 2019-2020

Sr. No	Level	Specialization	Course Duration in years	Intake Approved 2018-19
1	PG	PG Diploma In Business Administration (Specialization In Marketing, Finance, HR, Operations, CRM, Management Accounting)	2	6800
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5	PG	Corporate PG Diploma In Business Administration	1.5	350
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The Applicant Society/ Trust/ Institution shall send information about commencement of the above courses to AICTE including the number of candidates admitted in each course latest by 30/08/2019.

Page 1 of 3

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2. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action, as per the norms of AICTE, shall be initiated against the Institution.

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11. The Institution shall establish a grievance redressal committee and shall have an online mechanism to address the grievances of students and stakeholders.

12. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any misrepresentation, violation of norms & standards, mal-practices etc.

13. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.

14. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institution, the Council shall take appropriate action as per the norms.

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Prof. Alok Prakash Mittal
Member Secretary, AICTE

Copy to:

1. The Regional Officer,
   All India Council for Technical Education
   2nd Floor, Industrial assurance Building,
   Veer Nariman Road, Church Gate,
   Mumbai-400020

2. The Principal Secretary (Technical),
   4th floor, Mantralaya, Mumbai

3. Guard File(AICTE)

Note: **-Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned.

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iii. AICTE (EOA AY 2020-21)

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg,Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2020-21
Extension of Approval (EoA)

F.No. Western/1-3898569091/2020/EOA
Date: 15-Jun-2020

To,
The Principal /Director,
SYBMBIOSIS CENTRE FOR DISTANCE LEARNING,
Maharashtra

Sub: Extension of Approval for the Academic Year 2020-21

Ref: Application of the Institution for Extension of Approval for the Academic Year 2020-21

Dear Sir/Madam,

I am directed to convey the approval to the Institution

Permanent Id	NA	Application Id	1-3898569091
Name of the Institute	SYBMBIOSIS CENTRE FOR DISTANCE LEARNING	Institute Address	Symbiosis Bhavan, 1065 B, Gokhale Cross Road Model Colony, Pune, Pune, Maharashtra, 411030
Institute Type	Private-Self Financing	Region	Western

To conduct following Courses through ODL Mode with the Intake indicated below for the Academic Year 2020-21

HEADQUARTER

Program	Level	Course	Affiliating Body (Univ/Body)	Intake Approved for 2019-20	Intake Approved for 2020-21
Management	POST GRADUATE DIPLOMA	BUSINESS ADMINISTRATION	SELF	6800	6800
Management	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT (BANKING AND FINANCIAL SERVICES)	SELF	1250	1250
Management	POST GRADUATE DIPLOMA	INTERNATIONAL BUSINESS	SELF	500	500
Management	POST GRADUATE DIPLOMA	INFORMATION TECHNOLOGY	SELF	950	950
Management	POST GRADUATE DIPLOMA	Corporate Post Graduate Diploma in Business Administration	SELF	350	350
Management	POST GRADUATE DIPLOMA	BUSINESS AND CORPORATE LAW	SELF	350	350
Management	POST GRADUATE DIPLOMA	CUSTOMER RELATIONSHIP MANAGEMENT	SELF	250	250
Management	POST GRADUATE DIPLOMA	EXPORT AND IMPORT MANAGEMENT	SELF	250	250
Management	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT (HUMAN RESOURCE MANAGEMENT)	SELF	1450	1450
Management	POST GRADUATE	POST GRADUATE	SELF	200	200

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Letter Printed On:20 June 2020

	DIPLOMA	DIPLOMA IN RETAIL MANAGEMENT			
Management	POST GRADUATE DIPLOMA	SUPPLY CHAIN MANAGEMENT	SELF	850	850
Management	POST GRADUATE CERTIFICATE	CYBER LAW	SELF	150	150
Management	POST GRADUATE CERTIFICATE	ENTREPRENEURSHIP	SELF	100	100
Management	POST GRADUATE CERTIFICATE	DIGITAL MARKETING	SELF	150	300
Management	POST GRADUATE DIPLOMA	PROJECT MANAGEMENT	SELF	0	500
Management	POST GRADUATE DIPLOMA	DATA SCIENCE	SELF	0	600
Management	POST GRADUATE DIPLOMA	ENERGY MANAGEMENT	SELF	0	200
Management	POST GRADUATE CERTIFICATE	POST GRADUATE CERTIFICATE PROGRAME IN MANAGEMENT ACCOUNTING	SELF	100	100
Management	POST GRADUATE DIPLOMA	Post Graduate Diploma in Technical Writing in Business Management	SELF	100	100
Management	POST GRADUATE CERTIFICATE	Post Graduate Certificate in Event Management	SELF	0	200
Management	POST GRADUATE DIPLOMA	Post Graduate Diploma in Personnel & HRM (LL)	SELF	0	200
Management	POST GRADUATE CERTIFICATE	Post Graduate Certificate in Finance (Taxation Laws)	SELF	0	250
Management	POST GRADUATE DIPLOMA	Post Graduate Diploma in Insurance Management	SELF	100	100

The Applicant Society/ Trust/ Institution shall send information about commencement of the above courses to AICTE including the number of candidates admitted in each course latest by 30/10/2020.

The Institution shall fulfill the following general conditions:

1. The Institution shall publish details regarding the institution, courses / programs being conducted, eligibility criteria for admission, academic calendar, fees charged, details of infrastructural facilities, faculty members, mode of examination/ examination Centers and the last date of admission in the form of mandatory disclosure and shall be displayed on the Institution's website. The information shall be revised every year with updated information about all aspects of the institution and the whole process shall be made in accordance with the same.

2. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action, as per the norms of AICTE, shall be initiated against the Institution.

3. In the event of a student / candidate cancelling admission before the last date of admissions, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.

4. The Institution shall constitute an Academic Council/Board to decide on curriculum and examination. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.

5. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.

6. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the norms of AICTE shall be initiated against the Institution.

7. The accounts of the Institution should get audited annually by a certified Chartered Accountant by the Institution and shall be open for inspection by the Council or persons authorized by it.

8. If the Institution fails to disclose the Information or suppresses and / or misrepresents the Information, appropriate action as per the norms of AICTE shall be initiated against the Institution.

9. Institution shall become a member of National Academic Depository (NAD) and shall submit details of certification of all candidates on NAD. This information shall also be shared with AICTE every year.

10. All financial transactions shall be effected only through digital means.

11. The Institution shall establish a grievance redressal committee and shall have an online mechanism to address the grievances of students and stakeholders.

12. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any misrepresentation, violation of norms & standards, mal-practices etc.

13. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.

14. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institution, the Council shall take appropriate action as per the norms.

The Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observes any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

Prof.Rajive Kumar
Member Secretary, AICTE

iv. AICTE (EOA AY 2021-22)

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg,Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2021-22

Extension of Approval (EoA)

F.No. Western/1-9355614837/2021/EOA   Date: 25-Jun-2021

To,

The Secretary,
Tech. & Higher Education Deptt.
Govt. of Maharashta, Mantralaya,
Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2021-22

Ref: Application of the Institution for Extension of Approval for the Academic Year 2021-22

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, Notified on 4th February, 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to:

Permanent Id	1-3898569091	Application Id	1-9355614837
Name of the Institution /University	SYBMBIOSIS CENTRE FOR DISTANCE LEARNING	Name of the Society/Trust	SYMBIOSIS OPEN EDUCATION SOCIETY
Institution /University Address	SYMBIOSIS BHAVAN, 1065 B, GOKHALE CROSS ROAD MODEL COLONY, PUNE, PUNE, Maharashtra, 411030	Society/Trust Address	SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR,PUNE,PUNE,Maharashtra,411016
Institution /University Type	Private-Self Financing	Region	Western

Approved ODL Courses for 2021-22:

Sr.No.	Program	Name of the Course	Year Started	Intake Approved 2021-22
1.	Management	Business Administration	1995	6800
2.	Management	Post Graduate Diploma In Management (Banking And Financial Services)	2011	1250
3.	Management	International Business	2002	500
4.	Management	Information Technology	2004	950
5.	Management	Corporate Post Graduate Diploma In Business Administration	2004	350
6.	Management	Business And Corporate Law	2010	350
7.	Management	Customer Relationship Management	2007	250
8.	Management	Export And Import Management	2010	250
9.	Management	Post Graduate Diploma In	2002	1450

Application No:1-9355614837   ALL INDIA COUNCIL FOR TECHNICAL EDUCATION   Page 1 of 3
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		Management (Human Resource Management)		
10.	Management	Post Graduate Diploma In Retail Management	2007	200
11.	Management	Supply Chain Management	2007	850
12.	Management	Cyber Law	2008	150
13.	Management	Entrepreneurship	2007	100
14.	Management	Digital Marketing	2016	300
15.	Management	Project Management	2020	500
16.	Management	Data Science	2020	600
17.	Management	Energy Management	2020	200
18.	Management	Post Graduate Certificate Programe In Management Accounting	2014	100
19.	Management	Post Graduate Diploma In Technical Writing In Business Management	2009	100
20.	Management	Post Graduate Certificate In Event Management	2020	200
21.	Management	Post Graduate Diploma In Personnel & Hrm (LI)	2020	200
22.	Management	Post Graduate Certificate In Finance (Taxation Laws)	2020	250
23.	Management	Post Graduate Diploma In Insurance Management	2002	100

It is mandatory to comply with all the essential requirements as given in APH 2021-22 (Appendix 6)

The Institution/ University is having the following deficiencies as per the online application submitted to AICTE (self-disclosure based) and the same shall be complied within Six Months from the date of issue of this EoA

Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 is implemented without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years.

2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2021-22 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook.

3. Strict compliance of Anti-Ragging Regulation, Establishment of Committee for SC/ ST, Establishment of Internal Complaint Committee (ICC), Establishment of Online Grievance Redressal Mechanism, Barrier Free Built Environment for disabled and elderly persons, Fire and Safety Certificate should be maintained as per the provisions made in Approval Process Handbook and AICTE Regulation notified from time to time.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy ** to:

1. **The Director of Technical Education**, Maharashtra

2. **The Principal / Director,**
SYBMBIOSIS CENTRE FOR DISTANCE LEARNING
Symbiosis Bhavan, 1065 B, Gokhale Cross Road Model Colony,
Pune,Pune,
Maharashtra,411030

3. **The Secretary / Chairman,**
SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR
PUNE,PUNE
Maharashtra,411016

4. **The Regional Officer,**
All India Council for Technical Education
Industrial Assurance Building
2nd Floor, Nariman Road
Mumbai - 400 020, Maharashtra

5. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at http://www.aicte-india.org/ .

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.

This is a computer generated Statement. No signature Required

v. AICTE (LOR AY 2022-23)

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2022-23

Letter of Recommendation/NOC

F.No. Western/2022-23/1-11022203456   Date: 31-May-2022

To,
The Vice Chancellor
SYMBIOSIS OPEN EDUCATION SOCIETY
SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR,
PUNE, Pune,
Maharashtra, 411016

Sub: Letter of Recommendation Open and Distance Learning (ODL) / Online Learning (OL) 2022-23

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) (1st Amendment) Regulations, 2021 notified on 24th February 2021 and other notifications as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-3898569091	Application Id	1-11022203456
Name of the Institution/University	SYBMBIOSIS CENTRE FOR DISTANCE LEARNING	Name of the Society/Trust	SYMBIOSIS OPEN EDUCATION SOCIETY
Institution/University Address	SYMBIOSIS BHAVAN, 1065 B, GOKHALE CROSS ROAD MODEL COLONY, PUNE, PUNE, Maharashtra, 411030	Society/Trust Address	SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR, Pune, Pune, Maharashtra, 411016
Institution/University Type	Private-Self Financing	Region	Western

To conduct following Courses in ODL mode for the Academic Year 2022-23*

Sr. No.	Program	Level	Course	Center	Number of Seats
1	Management	POST GRADUATE DIPLOMA	BUSINESS ADMINISTRATION	Headquarter	6800
2	Management	POST GRADUATE DIPLOMA	BANKING AND FINANCIAL SERVICES	Headquarter	1250
3	Management	POST GRADUATE DIPLOMA	INTERNATIONAL BUSINESS	Headquarter	500
4	Management	POST GRADUATE DIPLOMA	INFORMATION TECHNOLOGY	Headquarter	950
5	Management	POST GRADUATE DIPLOMA	Corporate Post Graduate Diploma in Business Administration	Headquarter	350
6	Management	POST GRADUATE DIPLOMA	BUSINESS AND CORPORATE LAW	Headquarter	350
7	Management	POST GRADUATE DIPLOMA	CUSTOMER RELATIONSHIP MANAGEMENT	Headquarter	250
8	Management	POST GRADUATE DIPLOMA	EXPORT AND IMPORT MANAGEMENT	Headquarter	250
9	Management	POST GRADUATE DIPLOMA	HUMAN RESOURCE MANAGEMENT	Headquarter	1450

Application Number: 1-11022203456   Page 1 of 3

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Application Number: 1-11022203456

Note: This is a Computer generated Report. No signature is required.

Page 2 of 3

Letter Printed On: 31 May 2022

The university shall fulfill all the norms and requirements as mentioned in the All India Council for Technical Education (Open and Distance Learning Education & Online Education) Guidelines, 2021 Notified on 3rd March, 2021 and amended from time to time.

The University shall obtain necessary approval from University Grants Commission (UGC) as per the prescribed schedule and procedure.

The Administration/ Management of the University shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the recommendation, in case it observes any violation of said ODL/OL regulations, mis-representation of facts and submitting factually incorrect information to it.

Note : Recommended

Prof. Rajiv Kumar
Member Secretary, AICTE

Copy to:
1. **Secretary, University Grants Commission**

2. **The Regional Officer,**
   All India Council for Technical Education
   Industrial Assurance Building
   2nd Floor, Nariman Road
   Mumbai - 400 020, Maharashtra

3. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at http://www.aicte-india.org/

** Copy of this letter will not be communicated through Post/Email. However, provision is made in the AICTE portal for downloading letter through Authorized login credentials allotted to concerned State Secretary / DTE/ Registrar.

Application Number: 1-11022203456

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Page 3 of 3

Letter Printed On: 31 May 2022

vi.   AICTE (EOA AY 2023-24)

All India Council for Technical Education
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg,Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

APPROVAL PROCESS 2023-24

Extension of Approval (EoA)

F.No. Western/1-43354469444/2023/EOA   Date: 10-Jun-2023

To,

The Secretary,
Tech. & Higher Education Deptt.
Govt. of Maharashta, Mantralaya,
Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2023-24

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2023-24

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education) Regulations, 2020 notified on 4th February 2020 and amended on 24th February 2021 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to:

Permanent Id	1-3898569091	Application Id	1-43354469444
Name of the Institution	SYBMBIOSIS CENTRE FOR DISTANCE LEARNING	Name of the Society/Trust	SYMBIOSIS OPEN EDUCATION SOCIETY
Institution Address	SYMBIOSIS BHAVAN, 1065 B, GOKHALE CROSS ROAD MODEL COLONY, PUNE, PUNE, Maharashtra, 411030	Society/Trust Address	SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR,PUNE,PUNE,Maharashtra,411016
Institution Type	Private-Self Financing	Region	Western
Year of Establishment	2020		

To conduct following Courses with the Intake indicated below for the Academic Year 2023-24

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2022-23	Intake Approved for 2023-24	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status

Approved ODL Courses for 2023-24:

Application No:1-43354469444   ALL INDIA COUNCIL FOR TECHNICAL EDUCATION   Page 1 of 5
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Sr.No.	Level	Program	Name of the Course	Year Started	Intake Approved 2023-24
1.	POST GRADUATE CERTIFICATE		Business Analytics	2022	300
2.	POST GRADUATE CERTIFICATE		Cyber Law	2008	150
3.	POST GRADUATE CERTIFICATE		Digital Marketing	2016	400
4.	POST GRADUATE CERTIFICATE		Entrepreneurship	2007	100
5.	POST GRADUATE CERTIFICATE		Fintech	2022	200
6.	POST GRADUATE CERTIFICATE		Healthcare Management	2022	200
7.	POST GRADUATE CERTIFICATE		Post Graduate Certificate Programe In Management Accounting	2014	100
8.	POST GRADUATE CERTIFICATE		Post Graduate Certificate In Management - Design Thinking	2022	200
9.	POST GRADUATE CERTIFICATE		Post Graduate Certificate In Event Management	2020	200
10.	POST GRADUATE CERTIFICATE		Post Graduate Certificate In Finance (Taxation Laws)	2020	250
11.	POST GRADUATE DIPLOMA		Data Science	2020	600
12.	POST GRADUATE DIPLOMA		Banking And Financial Services	2011	1250
13.	POST GRADUATE DIPLOMA		Business Administration	1995	6800
14.	POST GRADUATE DIPLOMA		Business And Corporate Law	2010	350
15.	POST GRADUATE DIPLOMA		Customer Relationship Management	2007	250
16.	POST GRADUATE DIPLOMA		Corporate Post Graduate Diploma In Business Administration	2004	350

Application No:1-43354469444   ALL INDIA COUNCIL FOR TECHNICAL EDUCATION   Page 2 of 5
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No.				Year	Intake
17.	POST GRADUATE DIPLOMA		Energy Management	2020	200
18.	POST GRADUATE DIPLOMA		Export And Import Management	2010	250
19.	POST GRADUATE DIPLOMA		Human Resource Management	2002	1450
20.	POST GRADUATE DIPLOMA		Information Technology	2004	950
21.	POST GRADUATE DIPLOMA		International Business	2002	500
22.	POST GRADUATE DIPLOMA		Project Management	2020	500
23.	POST GRADUATE DIPLOMA		Post Graduate Diploma In Insurance Management	2002	100
24.	POST GRADUATE DIPLOMA		Post Graduate Diploma In Personnel & Hrm (LJ)	2020	200
25.	POST GRADUATE DIPLOMA		Post Graduate Diploma In Technical Writing In Business Management	2009	100
26.	POST GRADUATE DIPLOMA		Retail Management	2007	200
27.	POST GRADUATE DIPLOMA		Supply Chain Management	2007	850

It is mandatory to comply with all the essential requirements as given in APH 2023-24 (Appendix 6)

Application No:1-43354469444

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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

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Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 is implemented without affecting the reservation percentages of SC/ ST/ OBC(NCL) / General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years.

2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2023-24 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook.

3. Strict compliance of Anti-Ragging Regulation, Establishment of Committee for SC/ ST, Establishment of Internal Committee (IC), Establishment of Online Grievance Redressal Mechanism, Barrier Free Built Environment for disabled and elderly persons, Fire and Safety Certificate should be maintained as per the provisions made in Approval Process Handbook and AICTE Regulation notified from time to time.

4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

5. As per the AICTE Notification dated 29.01.2014 and amended thereto, it shall be mandatory for each Technical Education Institution, University Department and Institution Deemed to be University imparting Technical Education to get accreditation (NBA) for at least 60% of the eligible courses in the next ONE (1) Years' time, otherwise EoA for the subsequent Academic Year (A.Y. 2024-25) shall not be issued by the Council.

6. Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. The Director Of Technical Education**, Maharashtra

2. The Principal / Director,
   SYBMBIOSIS CENTRE FOR DISTANCE LEARNING
   Symbiosis Bhavan, 1065 B, Gokhale Cross Road Model Colony,
   Pune,Pune,
   Maharashtra,411030

3. The Secretary / Chairman,
   SYMBIOSIS BHAVAN, 1065 B,GOKHALE CROSS ROAD, MODEL COLONY, SHIVAJINAGAR
   PUNE,PUNE
   Maharashtra,411016

4. Guard File(AICTE)

Note: Validity of the Course details may be verified at http://www.aicte-india.org/

** Individual Approval letter copy will not be communicated through Post/Email. However, a consolidated list of Approved Institutions(bulk) may be downloaded from the respective login id's.

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Application No:1-43354469444   ALL INDIA COUNCIL FOR TECHNICAL EDUCATION   Page 4 of 5
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15. **Accounted audited statement for the last three years:**

A. Accounted audited statement for FY 2020-21

Name : Symbiosis Open Education Society (Consolidated) *

Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Balance Sheet as at 31st March 2021

Funds & Liabilities	Sch	Rupees	Rupees	Property & Assets	Sch	Rupees	Rupees
Trust Funds or Corpus	01	75,000	75,000	Immovable properties	06		
Balance as per last Balance Sheet				Opening Balance		3,095,610,520	
Adjustments during the year		.		Add: Additions During the Year		30,486,092	
				Less: Transferred during the year		22,791,599	
Other Earmarked Funds				Less: Deletion During the Year		.	
Depreciation Fund				Less: Depreciation		76,647,622	3,026,657,391
Sinking Fund							
Reserve Fund				Investments	07		2,364,010,545
Any Other Fund	02	4,933,755,532	4,933,755,532				
				Furniture and Fixtures, and Other Assets	08		
Loan (Secured or Unsecured)				Opening Balance		250,919,362	
From Trustees		.		Add: Additions During the Year		34,101,121	
From Others		.	.	Less: Deletion During the Year		(1,208,506)	
				Less: Depreciation		(32,304,612)	
Liabilities							251,507,365
Other Liabilities	03	1,933,618		Loan (Secured or Unsecured)			
For Advance	.	.		Good/doubtful		.	
For Rent and other deposits	04	22,481,684		Loans Scholarships		-	
For Sundry credit balance	05	2,249,387	26,664,690	Other Loans		-	.
Income and Expenditure Account				Advances			
Balance as per last Balance Sheet		819,945,021		To Trustees		.	
Less Transferred to Endowment Fund				To Employees	09	194,687	
Add/Less : Surplus or deficit as per Income and Expenditure Account		23,519,139	843,464,160	To Contractor	10	2,283,755	
				To Lawyers		.	
				To Others	11		
				- a) Advances	(a)	18,466,221	
				- b) Deposits	(b)	8,029,748	28,974,410
				Income Outstanding			
				Rent		-	
				Interest		-	
				Other Income		-	.
				Cash and Bank Balances			
				(a) In current or savings account	12	132,758,172	
				(b) With the trustee		-	
				(c) With Manager	13	51,500	132,809,671
Total			5,803,959,382	Total			5,803,959,382

Notes forming part of accounts Sch. 25

See Note 6(a) in notes to accounts

Income Outstanding

(If accounts are kept on Cash Basis)

Rent –

Interest –   8,74,34,487   —

Other Income –

For Symbiosis Open Education Society

Trustee   Trustee   Trustee

Place : Pune

Date : 16/08/2021

UDIN: 21035151AAAAAZ2515

For Shashank Patki & Assoc.

Chartered Accountants

FRN : 1220054W

(Shashank Patki)

Partner

MRN : 035151
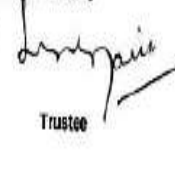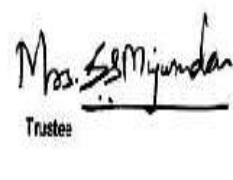
Place : Pune

Date : 16/08/2021

Name : Symbiosis Open Education Society (Consolidated)
Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Income and expenditure account for the year from 1st April 2020 to 31st March 2021

Expenses	Sch	Total	Total	Income	Sch	Total	Total
To Expenditure in Respect of Properties --	14			By Rent	19		
Rates, Taxes, cess		12,809,611		(Accrued) --			
Repairs & maintenance		9,540,791		(Realized) --		646,062	646,062
Salaries							
Insurance				By Interest	20		
Depreciation		76,647,622	98,998,024	(Accrued) --			
To Establishment Expenses	15		11,883,591	(Realized) --			
				On Securities			
To Remuneration to Trustees			9,522,912	On Loan (Staff Loan)			
				On Bank Account		113,509,762	113,509,762
				By Dividend			
				By Donation / Grant	21		22,282,490
To Audit Fees	16		413,000				
				By Income from Other Source			
				Sale of Publication			
To Amounts Written off-				Other Income	22	64,335,895	
(a) Bad Debts				Fees from Student	23	722,553,321	786,889,016
(b) Loans Scholarships		-					
(c) Irrecoverable rents		-					
(d) Other Income		-					
To Miscellaneous expenses	17		13,187				
To Depreciation	08		32,304,612				
To Amounts transferred to Reserve or Specific Funds	02		451,000,000				
To Expenditure on object of Trust							
(a) Religious		-					
(b) Educational	18	295,672,764					
(c) Medical Relief		-					
(d) Relief of Poverty		-					
(e) Other Charitable Objects		-	295,672,764				
To Surplus carried over to Balance Sheet							
Surplus During the year			23,519,139				
Total			923,327,330	Total			923,327,330

For Symbiosis Open Education Society
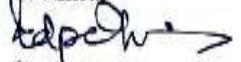
Trustee   Trustee   Trustee

Place : Pune
Date : 16/08/2021

UDIN: 21035151AAAAAZ2515

For Shashank Patki & Assoc.
Chartered Accountants
FRN : 122054W

(Shashank Patki)
Partner
MRN : 035151
Place : Pune
Date : 16/08/2021

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B. Accounted audited statement for FY 2021-22

Name : Symbiosis Open Education Society (Consolidated)

Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Balance Sheet as at 31st March 2022

Funds & Liabilities	Sch	Rupees	Rupees	Property & Assets	Sch	Rupees	Rupees
Trust Funds or Corpus	01	75,000	75,000	Immovable properties	06		
Balance as per last Balance Sheet		-		Opening Balance		3,026,657,391	
Adjustments during the year		-		Add: Additions During the Year		11,136,129	
				Less : Transferred during the year		-	
Other Earmarked Funds				Less: Deletion During the Year		-	
Depreciation Fund		-		Less: Depreciation		(73,590,348)	
Sinking Fund		-				2,964,203,172	2,964,203,172
Reserve Fund		-		Investments	07	3,024,894,777	3,024,894,777
Any Other Fund	02	5,446,861,914	5,446,861,914				
				Furniture and Fixtures, and Other Assets	08		
Loan (Secured or Unsecured)				Opening Balance		251,507,364	
From Trustees		-		Add: Additions During the Year		15,504,964	
From Others		-	-	Less: Deletion During the Year		(93,406)	
				Less: Depreciation		(30,491,172)	
Liabilities						236,427,750	236,427,750
Other Liabilities	03	3,508,326		Loan (Secured or Unsecured)			
For Advance	-	-		Good/doubtful		-	
For Rent and other deposits	04	25,252,685		Loans Scholarships		-	
For Sundry credit balance	05	2,602,405	31,363,416	Other Loans		-	-
Income and Expenditure Account				Advances			
Balance as per last Balance Sheet		843,464,161		To Trustees		-	
Less Transferred to Endowment Fund		-		To Employees	09	133,774	133,774
Add/Less : Surplus or deficit as per Income and Expenditure Account		82,348,954		To Contractor	10	2,927,218	2,927,218
Less: Transferred			925,813,115	To Lawyers		-	
				To Others	11		
				- a) Advances	(a)	13,734,567	
				- b) Deposits	(b)	8,361,275	22,095,842
Advance from inter-group institutes		-	-	Advances to other inter group institutes		-	-
				Income Outstanding			
				Rent		-	
				Interest		-	
				Other Income		-	-
				Cash and Bank Balances			
				(a) In current or savings account	12	153,402,456	
				(b) With the trustee		-	
				(c) With Manager	13	28,456	153,430,912
Total			6,404,113,445	Total			6,404,113,445

Notes forming part of accounts Sch. 25
See Note 6(a) in notes to accounts

Income Outstanding
(If accounts are kept on Cash Basis)
Rent – 141,780
Interest – 119,304,540
Other Income – 14,933,874

For Symbiosis Open Education Society

Trustee   Trustee   Trustee

Place : Pune

UDIN: 22035151AOGPWQ8531
For Shashank Patki & Assoc.
Chartered Accountants
FRN : 122054W

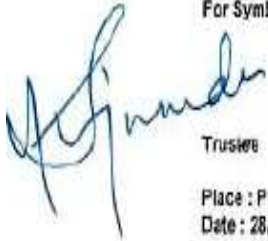(Shashank Patki)
Partner
MRN : 035151

Name : Symbiosis Open Education Society (Consolidated)
Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Income and expenditure account for the year from 1st April 2021 to 31st March 2022

Expenses	Sch	Total	Total	Income	Sch	Total	Total
To Expenditure in Respect of Properties --	14			By Rent	19		
Rates, Taxes, cess,		12,807,512		(Accrued) --			
Repairs & maintenance		13,592,939		(Realized) --		2,621,990	2,621,990
Salaries		-					
Insurance		-		By Interest	20		
Depreciation	08	70,951,251	97,351,802	(Accrued) --			
				(Realized) --			
To Establishment Expenses	15	26,390,622	26,390,622	On Securities		-	
				On Loan (Staff Loan)		-	
To Remuneration to Trustees		10,108,276	10,108,276	On Bank Account		90,357,111	90,357,111
				By Dividend		-	-
To Legal Expenses	16	-	-	By Donation In Kind		-	-
				By Donation / Grant	21	7,013,060	7,013,060
To Audit Fees	16	590,000	590,000				
				By Income from Other Source			
				Sale of Publication		-	
To Amounts Written off-				Other Income	22	111,663,279	
(a) Bad Debts		-		Fees from Student	23	895,416,968	1,007,080,247
(b) Loans Scholarships.		-					
(c) Irrecoverable rents.		-					
(d) Other Income		-	-				
To Miscellaneous expenses	17	8,736	8,736				
To Depreciation	08	30,491,172	30,491,172				
To Amounts transferred to Reserve or S	02	533,475,995	533,475,995				
To Expenditure on object of Trust							
(a) Religious							
(b) Educational	18	344,037,368					
(c) Medical Relief		-					
(d) Relief of Poverty		-					
(e) Other Charitable Objects		-	344,037,368				
To Surplus carried over to Balance Sheet							
Surplus During the year			64,618,438				
Total			**1,107,072,408**	**Total**			**1,107,072,408**

UDIN: 22035151AOGPWQ8531

For Symbiosis Open Education Society
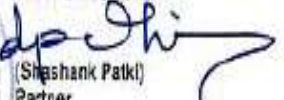
Trustee   Trustee   Trustee

Place : Pune
Date : 28/07/2022

For Shashank Patki & Assoc.
Chartered Accountants
FRN : 122054W

(Shashank Patki)
Partner
MRN : 035151
Place : Pune
Date : 28/07/2022

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C. Accounted audited statement for FY 2022-23

Name : Symbiosis Open Education Society (Consolidated)
Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Balance Sheet as at 31st March 2023

Funds & Liabilities	Sch	Rupees	Rupees	Property & Assets	Sch	Rupees	Rupees
Trust Funds or Corpus	01	75,000	75,000	Immovable properties	06		
Balance as per last Balance Sheet				Opening Balance		2,964,203,172	
Adjustments during the year		-		Add: Additions During the Year		-	
		-		Less : Transferred during the year		-	
Other Earmarked Funds				Less: Deletion During the Year		-	
Depreciation Fund				Less: Depreciation		(70,064,242)	2,894,138,930
Sinking Fund		-					
Reserve Fund		-		Investments	07	3,594,932,017	3,594,932,017
Any Other Fund	02	5,838,168,195	5,838,168,195				
				Furniture and Fixtures, and Other Assets	08		
Loan (Secured or Unsecured)				Opening Balance		236,427,750	
From Trustees		-		Add: Additions During the Year		43,713,401	
From Others		-	-	Less: Deletion During the Year		(1,657,499)	
Liabilities				Less: Depreciation		(33,788,825)	244,694,828
Other Liabilities	03	2,682,025		Loan (Secured or Unsecured)			
For Advance	-			Good/doubtful		-	
For Rent and other deposits	04	39,319,626		Loans Scholarships		-	
For Sundry credit balance	05	714,682	42,716,333	Other Loans		-	-
Income and Expenditure Account				Advances			
Balance as per last Balance Sheet		925,813,115		To Trustees		-	
Less Transferred to Endownment Fund		-		To Employees	09	243,635	243,635
Add/Less : Surplus or deficit as per		75,479,775		To Contractor	10	2,895,010	2,895,010
Income and Expenditure Account				To Lawyers		-	
Less: Transferred		-	1,001,292,890	To Others	11		
				- a) Advances	(a)	23,023,147	
				- b) Deposits	(b)	8,135,675	31,158,822
Advance from inter-group institutes		-	-	Advances to other inter group institutes		-	-
				Income Outstanding			
				Rent		-	
				Interest		-	
				Other Income		-	-
				Cash and Bank Balances			
				(a) In current or savings account	12	114,083,460	
				(b) With the trustee		-	
				(c) With Manager	13	105,717	114,189,177
Total			6,882,252,418	Total			6,882,252,418

Notes forming part of accounts Sch. 25
See Note 6(a) in notes to accounts

For Symbiosis Open Education Society

Trustee   Trustee   Trustee

Place : Pune
Date : 16/08/2023

UDIN:23035151BGWWQC7052
For Shashank Patki & Assoc.
Chartered Accountants
FRN : 122054W

(Shashank Patki)
Partner
MRN : 035151
Place : Pune
Date : 16/08/2023

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Name : Symbiosis Open Education Society (Consolidated)
Address : Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune-411016

Income and expenditure account for the year from 1st April 2022 to 31st March 2023

Expenses	Sch	Total	Total	Income	Sch	Total	Total
To Expenditure in Respect of Properties --	14			By Rent	19		
Rates, Taxes, cess,		12,749,284		(Accrued) --			
Repairs & maintenance		43,604,397		(Realized) --		6,583,573	6,583,573
Salaries		-					
Insurance		-					
Depreciation	08	66,841,614	123,195,295	By Interest	20		
				(Accrued) --			
To Establishment Expenses	15	30,084,347	30,084,347	(Realized) --			
				On Securities		-	
To Remuneration to Trustees		10,905,982	10,905,982	On Loan (Staff Loan)		-	
				On Bank Account		27,465,014	27,465,014
				By Dividend		-	-
To Legal Expenses	16	500,870	500,870	By Donation In Kind		-	-
				By Donation / Grant	21	59,462,931	59,462,931
To Audit Fees	16	590,000	590,000				
				By Income from Other Source			
To Amounts Written off-				Sale of Publication		-	
(a) Bad Debts.				Other Income	22	67,619,861	
(b) Loans Scholarships.		-		Fees from Student	23	1,012,936,718	1,080,556,579
(c) Irrecoverable rents.		-					
(d) Other Income		-					
To Miscellaneous expenses	17	2,183	2,183				
To Depreciation	08	33,788,825	33,788,825				
To Amounts transferred to Reserve o|	02	394,528,909	394,528,909				
To Expenditure on object of Trust							
(a) Religious		-					
(b) Educational	18	504,991,912					
(c) Medical Relief		-					
(d) Relief of Poverty		-					
(e) Other Charitable Objects		-	504,991,912				
To Surplus carried over to Balance Sheet							
Surplus During the year			75,479,775				
Total			**1,174,068,098**	**Total**			**1,174,068,098**

For Symbiosis Open Education Society

Trustee

Trustee

Trustee

Place : Pune
Date : 16/08/2023

UDIN:23035151BGWWQC7052
For Shashank Patki & Assoc.
Chartered Accountants
FRN : 122054W

(Shashank Patki)
Partner
MRN : 035151
Place : Pune
Date : 16/08/2023

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