



M.C.E. Society's
Abeda Inamdar Senior College
Of Arts, Science & Commerce, Pune
Affiliated to Savitribai Phule Pune University

DEPARTMENT OF CHEMISTRY

Name of Course : **Personality and Skill Development**
Duration : 30 Hrs
Fees : Rs.1200
Maximum Participants: 100 students, 1batch per year
Syllabus : Personality Development, Interview Skills, Leadership Qualities,
Spoken English, Presentation and Interview Skills

Course Outcomes:

1. Development of Interview skills, leadership qualities, spoken English and presentation skills.
2. Improvement of confidence in students to face interviews
3. Improvement of language skills, both oral and written.
4. Enhancement of Soft and life skills.

DEPARTMENT OF MICROBIOLOGY

Name of Course	: Bioinformatics - Next Generation Sequencing Data Analysis
Duration	: 36 Hrs
Fees	: Rs. 2500
Maximum Participants	: 20 students, 1 Batch

Syllabus

Introduction to Bioinformatics, Sequence Analysis and comparison, Sequence Alignment, Molecular Phylogeny, Gene Prediction, Genome analysis, Case study, Understanding principles behind NGS, Knowing the challenges created by NGS, Knowing how to submit and retrieve NGS data to and from databases,

Understand the uses of NGS data in: Whole genome assembly, Gene expression analysis, Genome annotation, Gene regulation analysis, Variation studies

Course Outcome

1. Development of basic and special knowledge about bioinformatics.
2. Learning of applications of NGS data in: Whole genome assembly, gene expression and gene regulation analysis, genome annotation and variation studies.
3. Acquisition of current knowledge on aspects of bioinformatics.

DEPARTMENT OF MICROBIOLOGY

Name of Course : **Molecular Biology - Jumping Genes**

Duration : 40 Hrs

Fees : Rs. 500

Maximum Participants: 25, 1 Batch

Syllabus

Section 1: Understanding concepts of gene transfer in Gram negative bacteria; Discussing the genetics of bacterial conjugation and the genes associated with it; Preparation of solid media and purification of donor cells.

Section 2: Concept of jumping genes: Significance in microbial genetics; Its use as a biological mutagen; comparison between physical & chemical mutagens; the method of using transposons in bacterial genetics; transposon vehicle; various drug resistant markers and its use in selecting hosts harboring a transposon; purification of a bacterial culture with a transposon.

Section 3: Understanding the role of recipient in a conjugation experiment; criteria for being a suitable recipient; concept of spontaneous mutation; introducing a drug resistant marker in a laboratory strain of *Escherichia coli*.

Section 4: Concept and reasons of PCR error; precautions while performing a PCR; Confirming presence of a transposon in donor cell by PCR; Gene specific primers; PCR amplification.

Section 5: Setting up a conjugation experiment; Solid media and choice of drug resistant markers in selecting transconjugants; selection of transconjugants; concept of suicide vectors; purification of a recipient *E. coli* harboring a transposon accepted from a donor *E.coli*.

Section 6: Setting up PCR reaction to confirm transfer of transposon from a donor to a recipient bacteria; profiling transposon PCR pattern for donor, recipient and transconjugants; its correlation with classical microbiology results.

Course Outcome

1. Knowledge about concept of jumping genes and their significance in microbial genetics.
The students also became aware about the concept of PCR and the chances of errors and precautions related to it.
2. Understanding of aspects of Molecular Biology.

DEPARTMENT OF MATHEMATICS

Name of Course	: Course on Latex
Duration	: 30 Hrs
Fees	: Rs.650
Maximum Participants	: 30

Syllabus

Installation of the software Latex, Understanding Latex compilation, Basic Syntex, Writing equations, Matrix, Tables, Page Layout – Titles, Abstract Chapters, Sections, References, Equation references, citation. List making environments,

Table of contents, Generating new commands, Figure handling, numbering, List of figures, List of tables, Generating index. Packages: Geometry, Hyperref, amsmath, amssymb, algorithms, algorithmic graphic, color, tiles listing.

Classes: article, book, report, beamer, slides. IEEtran.

Applications to: Writing Resume, Writing question paper, Writing articles/ research papers, Presentation using beamer. Theory, Practical and exercises based on the above concepts.

Course Outcome

1. Ability to install Latex on the computer.
2. Development of skill to make simple Latex document and make use of various enumerating commands in Latex.
3. Capability to type Mathematical expression and use of package amsmath, amssymb.
4. Ability to make tables and matrices in Latex and insert figure in Latex.
5. Ability to make cross referencing in Latex and make presentation in Beamer.
6. Development of Proficiency in making resume and set question paper in Latex.

DEPARTMENT OF MATHEMATICS

Name of Course	: Spoken English
Duration	: 60 Hrs
Fees	: Rs.1000
Maximum Participants	: 20

Syllabus

- **Grammar:** Uses of articles, Uses of prepositions, Tenses, Uses of pronouns/verb/adverbs, Adjectives, Conjunctions / uses, Synonyms, Antonyms, Forming Sentences for each of the above topics, Active and passive voice, Questions formation: Uses of What, Where, Which, Do; Worksheets.
- **Conversation- Speaking Skills:** Conversation between two (Market, Bank, Shops, Hospitals), Debate, Drama, Teachers and students, Extempore, Gist of lesson,
- **Activities :** Word ladder, Pictionary, Fruits game, Marketing activity, Use of audio visual aids, Presentation on different topics
- **Personality development session**
- **Preparation of Interviews (College, Jobs etc.)**

Course Outcome:

1. Development of basic Grammar Skill.
2. Development of vocabulary and sentence formation.
3. Development of conversational skills.
4. Enhancement of writing skills.

DEPARTMENT OF COMPUTER SCIENCE

Name of Course : **Android Training Program**

Duration : 30 Hrs

Fees Charged : Rs. 8500

Maximum Participants : 35 Students

Syllabus

Location Demo, Google Map Services, Internal preferences, External Storage, Sqlite, Content provider, XML Parser, Web Services, Notification & pending intent, Compound view, Multithreading, Asynchronous task, Handlers, Post methods, Styles and themes, Resources Accessing through code, Resources Accessing through XML, Externalization, Handling Routine Configuration, Reusable files, Passing Data, Getting result back in previous activity, Option Menu, Creating Menu through code using Menu Inflater, Dialogs: Alert, Date picker, time picker, custom, Grid View and custom view, Toast Notification ,custom toast Notification, status bar notification, notification manager services, List views, List adapters, Simple array adapters, Writing custom adapters, Sensor, telephony, camera, Bluetooth Wi-Fi

Course Outcome:

1. Development of understanding of the Android OS architecture.
2. Understanding the application development life cycle.
3. Developing apps in smart phones for commercial application.

DEPARTMENT OF COMPUTER SCIENCE

Name of Course : **German Language Course**

Duration : 30 Hrs

Fees : Rs. 1500

Maximum Participants : 30 students

Syllabus

What's different in German? Basic tips and patterns, Verbs in the present tense, Verb variations and irregular verbs , Irregular verbs: haben and sein, Separable verbs in the present tense, Imperatives, Questions, Nouns and gender, Plural of nouns, The four cases, The nominative case, The accusative case, The dative case, The genitive case, Personal pronouns, Possessive adjectives, Reflexive verbs, Negatives, Comparison of adjectives and adverbs, Modal verbs, The present perfect tense, The simple past tense, The future tense, Prepositions, Adjective endings, Numbers and dates, Conjunctions and clauses, Word order,

Course Outcome:

1. Ability in basic German communication.
2. Understanding of the foreign language culture.
3. Career Advancement Opportunities.

DEPARTMENT OF COMPUTER SCIENCE

Name of Course	: Android Application
Duration	: 30 Hrs
Fees	: Rs. 700
Maximum Participants	: 50 students

Syllabus

Unit 1: Introduction to Android, Installation of Android Bundle, Activities and Intent

Unit 2: User Interface, User input control, Menu, Screen Navigation

Unit 3: Background Task, Connecting to the Internet, Notification

Unit 4: Data Saving, retrieving and loading, Overview to storing data, SQLite primer

Course Outcome:

1. Ability to develop live projects in Android OS.
2. Development of multi-functional interactive applications for smart phones.
3. Development of skills to create location-based services, geo-coder, compass sensors, and create rich map-based applications.

DEPARTMENT OF ENVIRONMENTAL SCIENCE

Name of Course	: Environmental Management
Duration of Course	: 30 Hrs
Fees	: Rs. 620
Maximum Participants	: 15

Syllabus

EM 01-Environment –Issues and courses

EM 02- Environmental Management Systems and Environmental Legislations

EM 03- Environmental Impact Assessment, Environmental Auditing and Disaster Management

Course outcome:

1. Knowledge about Environmental Management Standards, Environmental Impact Assessment., Environmental management systems, ISO 14000 series, Environment Related Issues and Environmental Audit.
2. Better understanding of Environmental Management Techniques and Standards.

DEPARTMENT OF BOTANY

Name of Course	: Fruit and Vegetable Preservation
Duration	: 30 Hrs
Fees	: Rs.100
Maximum Participants	: 60 students

Syllabus

Methods of food processing and preservation, basic principles of the main methods of food processing and preservation, blanching, pasteurization, sterilization, canning, aseptic processing, extrusion, cooking, cold storage, freezing, designing of corresponding methods of food processing and preservation

Course Outcome:

1. Basic skills in food preservation.
2. Acquisition of skills to determine cost, flavor and appeal of final products

COMMERCE DEPARTMENT: B.Com

Name of Course	: Computerized Accounting (Tally)
Duration	: 30 Hrs
Fees	: Rs. 600
Maximum Participants	: 60 students, 02 Batches per year

Syllabus

Introduction to tally: Introduction, Meaning, Definition

Company Creation: Creation of Company and file under tally

Groups & Ledger: What are Groups and ledgers including Creation – Display – Alteration of the same. Classification of the ledger accounts

Voucher Entry: What are the different types of vouchers i.e. Contra, receipts, payment, sales, purchase and journal. Recording of transaction under the various vouchers i.e. receipts, payments, journal contra including maintaining balances on bill to bill basis.

Purchase & Sales entry: Inputting of sale and purchases including vat, Inputting of sale and purchase under inventory, Rectification / correction in transactions due to mistake created

Calculation of Interest: Calculation of Interest receivable and payable on day to day basis, Bank reconciliation in tally

Creation of Various reports: Creation of Various reports – Financial Statements, fund flow statements and other reports. Creation of backup and restoration of the backup using tally software and through the window explorer

Deletion of file created: Deletion of the tally file created using window explorer option and tally option, Out-standing receivable and payable reports with overdue days.

Course Outcome:

1. Development of Basic computerized Accounting skills like creation of account, making accounting voucher entries including advance voucher entries, bank statements, accrual adjustments and print financial statements in Tally ERP.9 software.
2. Proficiency in Tally data entry.

COMMERCE DEPARTMENT: B COM

Name of Course	: Taxation
Duration of Course	: 40 Hrs
Fees Charged	: Rs. 1200
Maximum Participants	: 40 Students

Syllabus

Income Tax: What is Income Tax? Who all are liable of income tax? What is PAN how to get the same including filling of the form? What is the due date for filing the income tax returns? What are the different source of income and how the same is to be computed? What is exempted income and why the same is exempt from tax? What is tax audit who all are covered up under tax audit and its limitation? What are the requirement for the tax audit and who can carry on the tax audit? How is the jurisdiction of the assessee decided? What are the different Income Tax Returns, and how to select the applicable Return Form, Registration for purpose electronic filing Income of Tax Return and Filling of the income tax forms manually and electronically? Requirement for submission of the Income Tax Returns

TDS: What is TDS? Who is liable of TDS? What is TAN how to get the same including filling of the form? What are the various payments on which TDS is applicable, its exemption and the rates? How the payments have to be done? Due date for filing of TDS returns, What are the different type of TDS Returns? Filling of TDS and TDS certificates

Service Tax: What is service tax and who all are liable for service tax? Registration for purpose of service tax, Computation of the income and tax liability, How the payment of service tax has to be done? Due date of payment of tax and the service tax returns

VAT: What is VAT and who all are liable to pay VAT? Registration for purpose of VAT Computation of VAT Liability, Payment of VAT, Due date of payment of tax and the returns

Course Outcome:

1. Understanding of types of incomes, taxability, expenses and deductions.
2. Knowledge of direct and indirect taxes.
3. Understanding of various sections for deduction of income tax.
4. Ability to file returns through manual and electronic mode.

COMMERCE DEPARTMENT: B COM

Name of Course	: Information Technology
Duration of Course	: 40 Hrs
Fees	: 500 `
Maximum Participants	: 35

Syllabus

Advance Excel: Introduction to excel 2007, learning the environment, Office Toolbar, Ribbon, Shortcut Keys. Learning to use simple functions and their parameters, Using Auto fill, Monthly Sales Report, SALES Summary Reports, Using the Formatting Options for Texts, Numbers and Cells, INVOICE, Payroll Calculations, Salary Slip, Using Sort and Filter, Using Find and Replace, Mark sheet, Conditional Formatting, Using IF Condition, Recording Macros, Printing Options

Access: Introduction to ACCESS 2007, Learning the Environment, Table Creations Using Sample students' database, Table Relationship, Data Form

Internet and Html: INTRODUCTION TO Internet, URLs, Domain names, Web Hosting, Using the Search Engines, HTML Basics, Putting your information on the internet

Photoshop and Corel Draw: Graphics Basics, File Conversions, Using Photoshop, Introduction to Corel Draw, Designing Greeting Card

Course Outcome:

1. Knowledge of Advance Excel and Access for data base management.
2. Ability to develop and design web pages through HTML coding.
3. Development of designing skills using Photoshop and Corel Draw.

COMMERCE DEPARTMENT: B COM

Name of Course : **Communication and Interview Skill**

Duration : 30 Hrs

Fees Charged : Rs. 50

Maximum Participants : 60, 04 Batches

Syllabus

Unit 1: Development of competency/proficiency in English, Practice on Oral/Spoken communication skill Developing Conversational Ability, Pronouncing Individual Sounds, Voice clarity, Voice Modulation Acquiring the Right Intonation and Word stress. Communicative Grammar Making Speeches, Components of Effective Communication

Unit 2: Written Communication skill Practice for Correction of Grammatical errors, Making of sentences, Paragraph writing, Leave application, Letter writing and Dialogue writing

Unit 3: Team building / Coordinating skills, Team building practices through, Group exercises, team task / Role Play. Ability to – Mixing & accommodation, Ability to work together, Follow up your communication

Unit 4: Presentation skill practice, Preparing in presentation, Delivery of presentation: Plan your presentation/communication, Select proper channel/medium, Set ease your environment, Encode/decode

Unit 5: Development of competency/proficiency in English, Spoken communication skill Grammar Basics (Vocabulary, Articles, Conjunctions), Pronouncing Individual Sounds Developing Conversational Ability, Self-Introduction, Voice clarity, Voice Modulation Acquiring the Right Intonation and Word stress, Components of Effective Communication

Course Outcome:

1. Development of written, verbal, non-verbal and technical communication skills.
2. Competency in public speaking and group interactions.

COMMERCE DEPARTMENT: B COM

Name of Course	: Bank Training Program
Duration	: 30 Hrs
Fees Charged	: NIL
Maximum Participants	: 15 Students, 10 Batches

Syllabus

Unit 1: Introduction & Structure of banking in India: Accounts Opening Procedure, Requisition of Documents, Types of different forms

Unit 2: Core Banking Solution Software

Unit 3: CIBIL Score and Loan Eligibility of customers. Loan Procedure, Documentation and its scrutiny

Unit 4: Non-performing Assets and its Management, Analysis of Bank Balance Sheet, Cash Receipts and Payment Management

Unit 5: Retail Banking, Collection and clearance of services, Interbank settlement, Cheques, NEFT, RTGS, SWIFT

Unit 6: Services Offered: Lockers, Franking, Safe Deposit Vaults

Unit 7: Use of Bank Technology, E-banking, ATM, Credit Card, Debit Card, Mobile Banking, Net Banking, Demat

Unit 8: Bank Visit/Training

Unit 9: Conduct test examination & Project evaluation

Course outcome:

1. Comprehensive knowledge of banking through practical training.
2. Development of communication skills and work culture.

COMMERCE DEPARTMENT: M. Com.

Name of Course	: Human Values and Professional Ethics
Duration	: 40 Hrs
Fees	: Rs. 600
Maximum Participants	: 30 students (Intake 25)

Syllabus

UNIT 1: Introduction-Ethics & Values: Ethics Concept-Indian Ethos-Importance of Human Values-Profession & Values-Work, Ethos-Social Ethics- Current issues related to Social Ethics

UNIT 2: Indian Ethical Practices to be followed In Different professional & business fields: Ethical Practices to be followed in the field of Marketing, Indian Ethical Practices in Employment, Indian Ethical Practices in Gender Discrimination, Guidelines for Managing Ethics in the Workplace

UNIT 3: Code of Ethics & Conducts: Common Ethical Dilemmas at Workplace, Benefits of Managing Ethics at Workplace, Meaning of Code of Ethics & Types, Code of Conduct, Ten Commandments of Ethics, Examples of Best Ethical Practices followed by the Indian Companies

UNIT 4: Professional Ethics for Corporate Citizens: Professional Ethics for Corporate Citizens

UNIT 5: Introduction of Human Values: Need & process of Values Education, Understanding Value Education, Self Exploration

UNIT 6: Understanding the Human Being As Co-Existence of Self And Body: Continuous Happiness & Prosperity: A look at basic Human Aspirations, Harmony in self, Harmony with the Body, Harmony in the Family & Society

Course outcome:

1. Understanding of Basic Human Values.
2. Understanding of aspects of Ethical and Professional Competence.
3. Competency in personal, organizational and corporate standards.
4. Understanding of Ethical Practices Professional field.

COMMERCE DEPARTMENT: BBA

Name of Course	: Retail Management
Duration	: 30 Hrs
Fees	: Nil
Maximum Participants	: 45 Maximum Participants 01, Batch

Syllabus

Unit 1: Overview of Retailing, Classification of Retailers, Traditional Retail Formats, Modern Retail Formats

Unit 2: Retail Location and Site Selection, Store Layout and Design and Visual Merchandising, Category Management

Course Outcome:

1. Understanding of principles and concepts in Retail Management.
2. Learning the methods of market research.
3. Understanding the logistics in retail management.

COMMERCE DEPARTMENT: BBA

Name of Course: **Event Management**

Duration : 30 hours

Fees : Nil

Maximum Participants: 45 students, 1 batch

Syllabus

Event Organizers, Execution of Event, Marketing of Event Positioning of Events, Strategies of Event Management Critical Success Factor Analysis, Facets of Event Management Client

Course Outcomes

1. Understanding of Event Management and its Execution
2. Development of skills in Marketing Strategies and Event Management

COMMERCE DEPARTMENT: BCA

Name of Course	: Personality Development
Duration	: 30 hours
Fees	: Rs. 150
Maximum Participants	: 40 students, 1 batch

Syllabus

Communication Skills: Public Speaking, Body Language- Non-verbal, Organizing Thoughts / Story Telling, Presentation Skills.

Confidence Building: Hesitation Removal, Shyness Removal

Leadership/Skills: Developing Leadership Traits, Assertiveness, Time Management, Team Work, Decision Making, Initiative Taking

Life Skills: Stress Management, Conflict Management, Anger Management, Positive Thinking, Inter-personal Skills, Improving concentration, Social Etiquettes and Pleasing mannerisms.

Course outcomes

1. Development of self confidence for public speaking.
2. Ability to overcome stage fright and stress.
3. Development of positive attitude and professional manners.

COMMERCE DEPARTMENT: BCA

Name of Course : **Soft Skill Development**

Duration : 30 Hrs

Fees : Rs100

Maximum Participants: 140 students, 1 batch

Syllabus

Grammar: Tenses, Direct-Indirect speech, Active-Passive voice, Articles, Adjectives, Prepositions, Verbs, Adverbs

Vocabulary: Meaning, Phrases, Word ladder

Activities: Enactment, Group discussion, Presentations, Skit, Interview, Essay writing

Course outcomes

1. Learning of English Grammar and Vocabulary.
2. Improvement in ability to make quality speeches and presentations.
3. Development of ability to handle situations with grace and professional attitude.

COMMERCE DEPARTMENT: BCA

Name of Course	: Web Designing
Duration	: 30 Hrs
Fees	: Rs100
Maximum Participants	: 50 students, 1 batch

Syllabus

HTML Introduction The World Wide Web (WWW) - HTML History, Hypertext And Hypertext Markup Language

HTML Documents: Dividing the Document into 2 Parts-Headers, Body; Tags: Format, Representing 2 Types Of Tag (Odd and Even), Elements of an HTML Document, Text Elements, Tag Elements, Special Character Elements

Structural Elements of HTML Documents: Header Tags, Body Tags, Paragraphs, Titles; Lists, Numbered List, Non-Numbered Lists, Definition Lists

Formatting HTML Documents: Logical Styles (Source Code, Text Enhancements, Variables), Physical Styles (Bold, Italic, Underlined, Crossed)

Managing Images in HTML: Image Format (Quality, Size, Type), Importing Images (Scanners), Tags Used To Insert Images Frames

Tables in HTML Documents: Tags Used In Table Definition, Tags Used For Border Thickness, Tags Used For Cell Spacing, Tags Used For Table Size, Dividing Table With Lines, Dividing Lines With Cells, Cell Types-Titles Cells, Data Cells

Hypertext and Link in HTML Documents: URL/FTP/HTTP-Types of Links, Internal Links, External Links, Link Tags, Links with Images and Buttons, Links that send email Messages;

Special Effects in HTML Documents: Text Fonts, Sensitive Images, Tip Tables, Page Background, Variable, Fixed, Rotating Messages (Marquee), Counters

CSS (Cascading Style Sheets): Introduction, How does CSS work?, Types of CSS, Colors and backgrounds, Identification and grouping of elements (class and id), Floating elements (floats)

Course Outcomes

1. Understanding of fundamentals of web page structure and design.
2. Development of coding skills for client and server interactions.
3. Development of coding skills in HTML and understanding of CSS.
4. Ability to read, write and identify HTML tags in a page.
5. Ability to build a website.

DEPARTMENT OF ENGLISH

Name of Course : **An Intensive Course in English Grammar**

Duration : 30 Hrs

Fees : Nil

Maximum Participants: 30 students, 1 batch

Syllabus

English Tenses, Use of Count and Non-Count Nouns, Modal Auxiliaries, Phrasal Verbs, Use of Participles and Adjectives and comparative and superlative forms, Compound and Complex sentences, Use of Active and Passive Voice, Adjectives Clauses, Use of Gerunds and Infinites, Use of Conditional Sentences

Course Outcomes

1. Learning of Grammar and development of vocabulary.
2. Improvement of pronunciation and speaking skills.
3. Improvement of writing skills.

DEPARTMENT OF ENGLISH

Name of Course : **An Intensive Course in English Vocabulary**

Duration : 30 Hrs

Fees : Nil

Maximum Participants: 30 Students, 1 Batch

Syllabus

Reading, Synonyms ,Homonyms, Homophones, Homographs ,Words of foreign origin, Misleading Words, Power Words, Knowing Antonyms, Verbal Analogies, More Vocabulary Building Exercises

Course Outcomes

1. Development of vocabulary and understanding of grammar.
2. Ability to use word structure, including roots, prefixes and suffixes.
3. Understanding of semantics of English.
4. Proficiency in usage of dictionary and thesaurus.

DEPARTMENT OF SOCIOLOGY

Name of Course : **Gender Sensitization**

Duration : 30 Hrs

Fees : Rs 500

Maximum Participants : 40 students, 1 batch

Syllabus

Unit One: Introduction to Concept of gender- Gender: Masculinity and Femininity, Sex and sexuality, Patriarchy

Unit Two: Understanding gender inequalities- Gender and Class, Gender and Caste, Gender and Community

Unit Three: Understanding violence -Domestic violence, Sex selective abortion, Sexual harassment

Unit Four: Prevention of gender inequality- Law and women, Gender sensitive language, Role of men.

Course Outcomes

1. Development of understanding of gender inequalities and their adverse effects on women as well as men.
2. Awareness about legal provisions for empowering women.

DEPARTMENT OF ECONOMICS

Name of Course : **Fundamentals of Banking and Finance**

Duration : 30 Hrs

Fees : Rs 500

Maximum Participants : 20 students, 2 batches

Syllabus

Unit-1: Evolution of banking in India. Structure and Role of Indian Banking System: Structure of Indian Banking System Central bank - Commercial banks - Cooperative banks – Developmental Banks Regional Rural Banks - Local Area Banks Difference between scheduled and non scheduled bank Role of banking system in the economic growth and development.

Unit-2: Functions of Bank , Primary functions: A) Accepting deposits: Demand deposits: Current and Savings; No Frills Account, Time deposits-Recurring and Fixed deposits, Flexi Deposits (Auto Sweep) B) Granting Loans and Advances- Term Loan, Short term credit, Overdraft, Cash Credit, Purchasing, Discounting of bills, Secondary functions: A) Agency Functions- Payment and Collection of Cheques, Bills and Promissory notes, Execution of standing instructions, Acting as a Trustee, Executor. B) General Utility Functions: Safe Custody, Safe deposit vaults, Remittances of funds, Pension Payments, Acting as a dealer in foreign exchange.

Unit - 3 : Procedure for opening and operating of deposit account , Procedure for Opening of Deposit Account: Know Your Customer- Needs and Norms (KYC Norms), Application form, Introduction, Proof of residence, Specimen signature and Nomination: Their Importance , Procedure for Operating Deposit Account: Pay-in-slips, Withdrawal slips, Issue of pass book, (Current Savings or Recurring deposits), Issue of Cheque book, Issue of fixed deposit receipt, Premature encashment of fixed deposits and loan against fixed deposit. Recurring deposits: Premature encashment and loan against recurring deposit, Closure of accounts b) Transfer of accounts to other branches/Banks.

Unit - 4: Methods of Remittances-Demand drafts, bankers' Cheques and Truncated Cheques, Mail transfer, Telegraphic transfer, Electronic Funds Transfer- RTGS, NEFT and SWIFT

Unit- 5: Technology in Banking, Need and importance of technology in banking, E-Banking: ATM, Credit card, Debit card, Tele Banking, Mobile Banking, Net Banking, SWIFT (Society for Worldwide Inter-bank Financial Telecommunication, Concept and benefits of Core Banking Solution.

Unit- 6: Nationalized banks: Social control over banks, Nationalization of banks - Arguments for and against nationalization, Objectives of nationalization, Progress of nationalized banks pertaining to branch expansion, deposit mobilization, credit development and priority sector lending: Lead Bank Scheme,

Unit- 7: Reserve Bank of India (RBI) : Evolution of the Reserve Bank of India, Organization and Management of the RBI A) Functions of the RBI: Issue and Management of currency Banker to the government Bankers' bank: lender of the last resort, central clearance Supervision of banking system, controller of credit-Qualitative and Quantitative methods of credit control, Custodian of foreign exchange reserves Collections and furnishing of credit information Agricultural finance, Export finance, Industrial finance B) Changing role of RBI: Promotional role, Development role & Super regulation work.

Unit- 8: Banking Sector Reforms: Rationale and objectives of reforms, Problems of nationalized banks A) Recommendations of the Narasimham Committee (I) Reforms of the committee pertaining to- Deregulation of interest rate, CRR (Cash Reserve Ratio), SLR (Statutory Liquidity Ratio), CD Ratio- Credit Deposit Ratio Interest rate structure, Directed credit program, Income recognition, Asset classification, Capital adequacy norms, Provisioning, Redefining of the NPAs Management of Non Performing Assets (NPAs), Debt Recovery Tribunals, B) Recommendations of the Narasimham Committee (II) Consolidation of banking system, Directed credit program, Revision in the Capital adequacy C) Financial Inclusion: Role of Micro Finance – Development of Self Help Groups

Unit- 9: Indian Money Market 2.1 Meaning and Scope of Indian Money Market 2.2 Structure and Characteristics of Money Market 2.3 Functions of Indian Money Market 2.4 Institutions in

the Money Market 2.5 Deficiencies of Indian Money Market. 2.6 Reforms in Indian Money Market after 1991

Unit- 10: Indian Capital Market 3.1 Meaning and Scope of Indian Capital Market. 3.2 Characteristics of Capital Market. 3.3 Maximum Participants of Capital Market BSE - Bombay Stock Exchange NSE -National Stock Exchange OTCEI - Over the Counter Exchange of India. 3.4 Primary and Secondary Markets: its working 3.5 Reforms in Indian Capital Market after 1991.

Course Outcomes

1. Acquisition of skills in banking and its practice.
2. Acquisition of knowledge of financial markets and segments.
3. Knowledge of computer based techniques in banking operations.

DEPARTMENT OF ECONOMICS

Name of Course	: Fundamentals of Insurance
Duration	: 30 Hrs
Fees	: Rs 500
Maximum Participants	: 20 students, 3 batches

Syllabus

Unit 1: An Introduction to Insurance - Concept - Meaning - Need of Insurance-Insurance as a social security tool – Economic and commercial significance of insurance.

Unit 2: Principles of Insurance - Types of Insurance contract Personal Insurance - Property Insurance –Guarantee Insurance., Fundamental principles of Insurance - Primary and secondary.

Unit 3: Life Insurance – Meaning - Significance - Procedure of taking life Insurance, Policy - Policy conditions, Types of Policy - Whole Life Policy, Endowment Group and Unit Linked insurance Policy (Only-meaning beaters, merits and demerits), Settlement of claims , Life Insurance Corporation of India- Role- marketing and promotion strategy of Insurance services.

Unit 4: Fire Insurance - Meaning - Procedure of taking fire Insurance policy - policy conditions- kinds of policy - cancellation and forfeiture of policy - Renewal of policy - settlement of claims.

Unit 5: Accidental Insurance (only nature & cover), Motor Insurance, Personal Accidental and sickness Insurance, Burglary Insurance , Liability Insurance, Fidelity guarantee Insurance, Cattle Insurance, Crop Insurance , Health Insurance.

Unit 6: Privatization of Insurance business & IRDA Act - Privatization of Insurance business- merits and demerits- Foreign Direct Investment(FDI) in Insurance Business in India - merits and demerits. Insurance Regulatory Development Act 1999 – Structure, organizational set up and Functions.

Course Outcomes

1. Learning of fundamentals of Life Insurance and General Insurance.
2. Knowledge of global trends in insurance business.

DEPARTMENT OF POLITICAL SCIENCE

Name of Course: **Autonomous Course in International Relations, Human Rights and Role of International Law**

Duration : 50 Hrs

Fees : Rs.7000

Maximum Participants : 60 students, 4 batches

Syllabus

Geo-Politics & National Security, International Relations-Global & Regional, Development Economics, Current Issues (National /Regional/Global), Human Rights and International Order, International Law

Course Outcomes

1. Basic and special knowledge about International Relations, Human Rights and International Law.
2. Understanding of Defense Services, Indian Foreign Services and International Relations.
3. Awareness of International Relations, Human Rights and International Law

DEPARTMENT OF POLITICAL SCIENCE

Name of Course: **Autonomous Course in UNO Studies**

Duration : 50 Hrs

Fees : Rs.7000

Maximum Participants: 60 students, 4 batches

Syllabus

United Nations and Its Organs, Specialized Agencies, UN Programs and Organs, Functional Commissions

Course Outcomes

1. Understanding of role of UNO (United Nations Organization) and its working.
2. Understanding of world politics with special reference to United Nations.

DEPARTMENT OF POLITICAL SCIENCE

Name of Course	: Barclays Training Program
Duration	: 30 Hrs
Fees	: Nil
Maximum Participants	: 25 students, 1 batch

Syllabus

Communication Skills, Interview Skills, Resume Writing, Confidence Building, Grooming, E-mail writing

Course Outcomes

1. Interaction with the best minds from the industry, education and technology domains.
2. Learning through innovative technologies.

DEPARTMENT OF PSYCHOLOGY

Name of Course : **Introduction to Psychopathology**

Duration : 30 Hrs

Fees : Rs 1000

Maximum Participants : 30 students, 1 batch

Syllabus

Topics related to defining and classifying Abnormal Behavior, Approaches to Psychopathology, Types and Symptoms of Psychological disorders

Course Outcomes

1. Acquaintance with the concept and classification of abnormality.
2. Understanding of causes and symptoms of various types of psychological disorders.

DEPARTMENT OF PSYCHOLOGY

Name of Course : **Counseling Skills**

Duration : 30 Hrs

Fees : Rs. 1000

Maximum Participants: 30 students, 01batch

Syllabus

Topics related to counseling process, skills, various approaches in counselling as well as ethics in counseling

Course Outcomes

1. Understanding of intricacies of counseling process.
2. Learning of aspects of healthy communication, ethical issues and objective approach.
3. Understanding the requirements of counseling for different age and social groups.
4. Awareness of career in counseling practices.

DEPARTMENT OF HISTORY

Name of Course	: MODI Script
Duration	: 30 Hrs
Fees Charged	: Nil
Maximum Participants	: 30 students, 2 batches

Syllabus

Basic reading and writing of MODI Script

Course Outcomes

1. Learning of MODI Script
2. Understanding of Socio-economic, Cultural and Political background of 17th century Maharashtra for deciphering the Royal Documents from Maratha kingdom.