



Shri Sairaj Shikshan Pratishthan's

Reg. No. ID No. PU/NS/CS/139/2009

# Vishwalata Arts, Commerce & Science College

AISHE ID : C- 41471  
College Code : 892

BHATGAON, Tal. Yeola, 423401 Dist. Nashik

Mob. 9545126722

\* Affiliated to Savitribai Phule Pune University. \* NAAC Accredited C Grade (1st Cycle 2022) \* ISO 9001:2015

## Criteria No-06

### Governance, Leadership and Management

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.

Sr.No.	Document
1	Academic Calendar and Teaching Diary



Principal  
Vishwalata Arts Commerce  
& Science College Bhatgaon  
Tal. Yeola Dist-Nashik



Shri Sairaj Shikshan Pratishthan's  
Vishwalata Art's Commerce & Science College  
Bhatgaon, Tal - Yeola, Dist - Nashik - 423401

Academic Calendar - 2021-2022

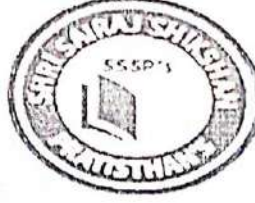
Month	Proposed Date	Event
June 2021	Declared HSC Result	Re-opening of the college-Admission open
	15 <sup>th</sup> June	First Term Start & Staff Meeting(UG)
	18 <sup>th</sup> June	Departmental Meeting
	21 <sup>th</sup> June	International Yoga Day
July 2021	1 <sup>st</sup> July	1 <sup>st</sup> term Start & Staff Meeting(PG)
	1 <sup>st</sup> Week	IQAC Meeting
	Last Week	Inauguration of All Department
August 2021	15 <sup>th</sup> August	Independence Day
	3 <sup>rd</sup> Week	Internal Evaluation – 1(UG) (Unit test 1 <sup>st</sup> )
September 2021	1 <sup>st</sup> Week	Internal Evaluation – 2(UG),1(PG) (Unit Test 2 <sup>nd</sup> )
	5 <sup>th</sup> September	Teacher's Day
	10 <sup>th</sup> September – 19 <sup>th</sup> September	Ganpati Mahosthav
	24 <sup>th</sup> September	NSS Day
	Last Week	Internal Evaluation -3(UG),2(PG) (Term End Exam)
October 2021	2 <sup>nd</sup> October	Mahatma Gandhi Jayanti
	2 <sup>nd</sup> Week	Semester Exam Start(UG)
	15 <sup>th</sup> October	Vachan Prerna Divas(Inspire Read Day)
	20 <sup>th</sup> October	First term Conclude & Staff Meeting(UG)
November 2021	15 <sup>th</sup> November	Children's Day & 2 <sup>nd</sup> Term Start & Staff Meeting (UG)
	Second Week	Internal Evaluation – 3(PG) (Term End Exam)
	1 <sup>st</sup> Week	Semester Exam Start(PG)

December 2021	3 <sup>rd</sup> December	Jaglik Apang Din
	6 <sup>th</sup> December	Mahaparinirwan Din
	10 <sup>th</sup> December	Manvi Hak Din
December 2021	11 <sup>th</sup> December	1 <sup>st</sup> Term Conclude & Staff Meeting (PG)
	20 <sup>th</sup> December	Gadge Maharaj Punyathith
	24 <sup>th</sup> December	Grahak din
	Last Week	NSS Special Camp
January 2022	1 <sup>st</sup> January	2 <sup>nd</sup> Start & Staff Meeting(PG)
	3 <sup>rd</sup> January	Krantijyoti Savitribai Phule Birth Anniversary
	7 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup>	Days & Gathering
	12 <sup>th</sup> January	Yuva Din
	26 <sup>th</sup> January	Republic Day
	3 <sup>rd</sup> Week	Internal Evaluation – 1 (UG)
February 2022	1 <sup>st</sup> Week	Internal Exam (Online)
	11 <sup>th</sup> February	SDO Workshop
	2 <sup>nd</sup> Week	Internal Evaluation – 2(UG),1(PG)
	19 <sup>th</sup> February	Chatrapati Shivaji Maharaj Birth Anniversary
	27 <sup>th</sup> February	Marathi Rajbhasha Day
	28 <sup>th</sup> February	Science Day
	Last Week	Convocation Ceremony
March 2022	1 <sup>st</sup> Week	EVS Theory Exam
	1 <sup>st</sup> Week	Oral/Practical Examination
	3 <sup>rd</sup> March – 9 <sup>th</sup> March	NSS Camp
	10 <sup>th</sup> March	Savitribai Punyathithi
	2 <sup>nd</sup> Week	Internal Evaluation -3 (UG),2(PG)
April 2022	1 <sup>st</sup> Week	Prepare Academic Calender 2022-23
	7 <sup>th</sup> April	Blood Donation Camp & Girl's Hemoglobin Testing
	2 <sup>nd</sup> Week	Collection of Online Feedback & Semester Exam Start(UG)

	Last Week	IQAC Meeting & Internal Evaluation- 3(PG)(Term End Exam)
	30 <sup>th</sup> April	2 <sup>nd</sup> Tem End & Staff Meeting (UG)
May 2022	1 <sup>st</sup> May	Maharashtra Din & Kamagar Din
	2 <sup>nd</sup> Week	Semester Exam Start (PG)
	20 <sup>th</sup> May	2 <sup>nd</sup> Term End & Staff Meeting



ज्ञान देव  
Principal  
Vishwakarma Arts, Commerce  
Science College, Bhatgaon  
Tal. Yeola, Dist. Nashik



Shree Sairaj Shikshan Pratishthan's

**Vishwalata Arts, Commerce & Science College,**

Bhatgaon, Yeola, Dist: Nashik - 423401

TEACHERS PROFILE

2021 - 2022

Name :- Prof. - Borade Geeta Suryabhan.

Faculty:- Commerce. Department Management

Designation:- Teachers. Date Of Birth 05/05/94

Educational Qualification:- M. B. A. (Finance)

Date of Appointment \_\_\_\_\_ Date of Confirmation \_\_\_\_\_

Phone No. \_\_\_\_\_ Mobile No. 8329275596.

Email. boradegss@gmail.com Blood Group \_\_\_\_\_

Local Address:- A/p - Jalgaon Neve, Nevegaon.

Permanent Address:- A/p - Jalgaon Neve, Nevegaon.

Adhar No. \_\_\_\_\_ Pan Card No. \_\_\_\_\_

Bank Account No. \_\_\_\_\_ IFSC Code: \_\_\_\_\_


F.Y. BBA/M.  
Business Demography.


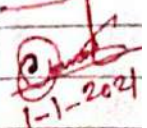
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Date	Topic Name	P	P	HOD sign
23-10-2021	Topic No. 1 <sup>st</sup> . - Concept of Demography  - Meaning - Definition - Importance	03		}
25-10-2021	- Study of Demography As an essential Discipline of social Economic change -	02		
27-10-2021	- scope and components of Demography - Birth Rate - Death Rate	05		
28-10-2021	- components of Demography A) CBR B) GFR C) ASFR D) TFR	04		
30-10-2021	- Factors Affecting Fertility	03		
13-11-2021	→	01		


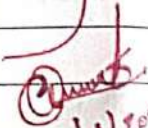
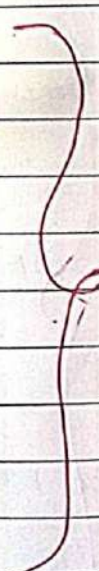

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2/12/21

Date	Topic Name	P	HOD Sign.
15-11-2021	Factors Affecting Mortality - Give Assignment.	01	
17-11-2021	Topic No. 2.		
	★ Distribution of population and Population Growth.	03	
	- Meaning		
	- Definition		
22-11-2021	2.1. - Density and population distribution	06	
	- Reason for uneven population		
24-11-2021	2.2. Concept of over and under population	05	
26-11-2021	2.3. Methods of Assessment of Population Growth	05	
29-11-2021	Topic End - Give to Assignment No. - 2. (Activity No. 1st)	04	

  
 2/12/21

date	Topic Name	P	HOD Sign
	Topic No. 3.		
29-11-2021	Population as Resources.	04	
03-12-2021	- Meaning - Definition.	03	
6-12-2021	- Resources - Natural Resources - manmade Resources.	03	
13-12-2021	3.1. Importance of Human Resource as development of the Nation.	07	
14-12-2021	— —	07	
15-12-2021	3.2. Concept of literacy and its importance in modern society	06	
17-12-2021	3.3. Concept of Sex Ratio, Age and Sex Pyramid, concept of working and dependent population.	07	
20-12-2021	— —	08	
24-12-2021	— —	02	 1-1-2021



Date	Topic Name	P	HOD Sign
27/12/2021	- concept of working and dependent population. - Advantages	04	
28-12-2021	Main and marginal working.  Assignment No - 03.		
	★ Topic No. 4. 0		
12-01-2022	Urbanisation and its Implication.	04	 11/1/22
17-01-2022	4.1 - Concept of urbanisation Urban Town Census Town. Ee Similarly census in India.	03	
18-01-2022	- Trends of urbanisation.	07	
19-01-2022	4.2 - Factor Affecting urbanisation and rural population.	07	
24-01-2022	4.3 - Features and Importance of urbanisation.		 21/2/22


Date	Particulars.	p.	HOD Sign.
24-01-2022	Steps Taken by Government to Improve Urban Development; (Successful / Unique / Innovative Examples of Urban Development Model; )	03	}
28-01-2022	Challenges of Urbanisation / Problems of Urbanisation:	03	
29-01-2022	4.4 - Behavioral and Demographic structure and various factors responsible for Urbanisation Economical Change. - Behavioral structure and Urbanisation.	04	
Syllabus End. —			

*(Signature)*  
02/02/22

F.Y. BBA (C.A).  
Principles of Management.

Page No.	
Date	

2021-22

Date	Topic Name	P.	H.O.D Sign.
09-12-2021	Topic No. - 01. Nature of management	20	 07/10/2022
14-12-2021	1.1 - Meaning, Importance, Nature		
16-12-2021	- Functions - Type of management	13	
18-12-2021	1.2 - Management as an Arts	22	
21-12-2021	- Management as a Science	20	
23-12-2021	- Management as an profession and social system.	<del>20</del> 13.	
23-12-2021	1.3. Universality of concept of Management and organisation.	13	
	—H—		
28-12-2021	give to assignment and Revision of Topic No. - 01.	13	

Date	Topic Name	P	H.O.D Sign.
31-12-2021	* Topic No-02. 0- Evolution of Management Thoughts	17	
01/01/2022	- 2.1. Concept of Management.	22	
13-01-2022 03-01-2022	- 2.2. Contribution of Taylor, Mayo Fayol and Drucker.	19	
	A] Contribution of F.W. Taylor - Elements, - Principles,		
04 08-01-2022	B] Contribution of Elton Mayo. - Introduction - Meaning  - Approaches		
05-01-2022	C] Contribution of Henry Fayol - Introduction - Elements  - Classification - Operations of Business	18	
6-01-2022	D] Contribution of Peter Drucker - Introduction - Definition	17	

Publications of Peter Drucker that changed management thinking.

08-01-2022

- Contribution of Peter Drucker to Management

17<sup>th</sup>

- Indian Management Ethos and different styles [For examples J.R.D. TATA, Dhirubhai Ambani, N.R. Narayana Murthy, V.K. Verghese Kurien]

A] Style of management of J.R.D. TATA.

12-01-2022

B] style of management of Dhirubhai Ambani;

07

(Founder of Reliance Industries Ltd)

C] style of management of Narayan Murthy

- prominent management styles of N. Murthy.

13-01-2022

D] style of management of Verghese Kurien

12

- Management style

01/02/2022

28-01-2022

Topic No. 4.

02

Recent Trends in Management.

11

4.1 - Management of change.

A] - Introduction

B] Meaning &amp; causes of change

- Forces Facilitating change

1. External Forces,

2. Internal Forces.

20-01-2022

C] Guiding Principles of change Management.

09

D] Merits of Management of change.

25-01-2022

4.2. Management of crisis.

05

A] Introduction

B] Causes of crisis

C] Essential Features

27-01-2022

D] crisis Management plan Principles

05

28-01-2022

4.3 - TQM

09

- Introduction

- Concept

Syll.

Principal

S.Y. BBA.

Banking and Finance.

Page No.	
Date	

2021-22

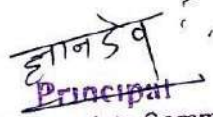
Date	Topic Name	P	HOD Sign.
8/12/2021	Introduction.  - Introduction. origin meaning & definition of bank.	02	
10-12-2021	- Evolution of banking in India  - Structure of Banking	02	
13-12-2021	- System in India.	04	
13-12-2021	Topic No - 02. 0- Functions of Banks.  - Function of Bank A] - Primary function. - Accepting deposits. -	04	
15-12-2021	- Granting loan	04	
17-12-2021	B] Secondary Function. Meaning	04	
20-12-2021	Public Utility services and agency services.	03	

Date	Topic Name	P	HOD Sign
	Topic No - 03 . Regulatory Authorities in India.		
22/12/2021	3.1 - Reserve Bank of India (RBI) 3.1.1 - Role of RBI 3.1.2 - Function of RBI	02	
3/12/2021	3.2 Credit Control Measures 3.2.1 - Qualitative credit control 3.2.2 - Quantitative credit control	03	
1/12/2021	3.3. Insurance Regulatory Development Authority (IRDA) 3.3.1 - Objective 3.3.2 - Power 3.3.3 - Functions of IRDA.	04	
12/2021	3.4 - Securities and Exchange Board of India (SEBI) 3.4.1 - objective 3.4.2 - Power 3.4.3 - Functions of SEBI.	02	
	MCQ wise Lectures.	02	

*Signature*  
22/12/21



Date	Topic Name	P	HOD sign
	<p>* <u>Chapter No-4</u> Technology in Banking</p>		
29/12/2021	<p>4.1 - Need and Importance of technology in Banking</p> <ul style="list-style-type: none"> <li>- Role</li> <li>- Need</li> </ul>	02	}
	<p>4.2. ATM</p>	02	
30/12/2021	<p>4.3. - Debit card and credit card - personal Identification Number</p> <p>4.4 - Tele Banking 4.5 - Net Banking</p>	03	
03/12/2021	<p>4.6 - Mobile Banking - BMIM /UPI</p> <p>4.7 - Electronic Funds Transfer (EFT) 4.8 - Real Time Gross Settlement (RTGS) 4.9 - National Electronic Fund Transfer (NEFT)</p>	02	
04/12/2021	<p>4.10 - Society of Worldwide Inter Bank Financial Telecommunication (SWIFT)</p> <p>4.11 - cyber security in E-Banking.</p>	04	

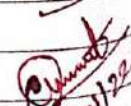
  
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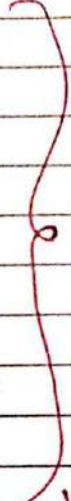
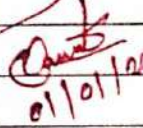
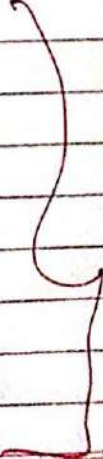
Principle of HRM  
S.Y. BBA.

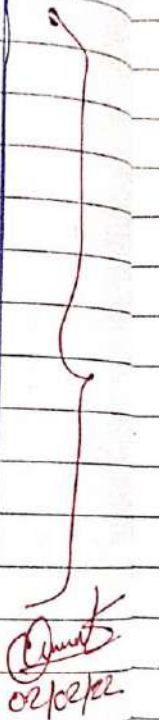
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Date	V Topic Name	P.	H.O.D Sign.
08/12/2021	Topic No - 01 Introduction to HRM.  - Meaning - Definition - Features	02	}
16-12-2021	- Scope - objectives - Importance	02	
11-12-2021	- Principles of HRM - Evolution of HRM - Function of HRM	04	
13-12-2021	- Challenges of HRM - Role of HR Manager - difference between HRM & Personnel mgmt	04	
15-12-2021	- challenges before HRM.	04	
17-12-2021	Topic No - 02. Job Analysis and planning For Human Resources.	04	
20-12-2021	- Job Analysis - Meaning	03	

*Signature*  
01/01/22

Date	Topic Name	P	HOD Sign.
22-12-2021	<ul style="list-style-type: none"> <li>- Definition</li> <li>- Objective</li> <li>- Benefits.</li> </ul>	03	}
12-01-2022	<ul style="list-style-type: none"> <li>- Method Job analysis components.</li> <li>- Job description</li> <li>- Job specification.</li> <li>- Job evaluation</li> <li>- HRP. (Human Resource planning)               <ul style="list-style-type: none"> <li>- Meaning</li> <li>- Definition</li> <li>- Objective</li> </ul> </li> <li>- Process</li> <li>- Factors Influencing the estimation of H.R. in org<sup>n</sup>.</li> <li>- Advantages &amp; limitation of HRP</li> </ul>	01	
<p>★ <u>Topic No - 03.</u>    0-</p>			
19-01-2022	<ul style="list-style-type: none"> <li>○ Career planning Employee Morale and Job Satisfaction.</li> <li>- Career planning</li> <li>- Meaning</li> <li>- Definition.</li> </ul>	01	 01/01/22

Date	Topic Name	P	HOD Sign
20/01/2022	<ul style="list-style-type: none"> <li>- objective</li> <li>- Process</li> <li>- Benefits and stages.</li> </ul>	02	
21/01/2022	Employee Morale & Job Satisfaction <ul style="list-style-type: none"> <li>- employee morale               <ul style="list-style-type: none"> <li>- meaning</li> <li>- definition</li> <li>- causes</li> </ul> </li> </ul>	02	
22/01/2022	Job Satisfaction <ul style="list-style-type: none"> <li>- meaning</li> <li>- definition</li> </ul>	04	
24/01/2022	<ul style="list-style-type: none"> <li>- Importance</li> <li>- measurement Advantages.</li> </ul>	03	
25/01/2022	★ Topic No. - 04 — HRM in changing Environment and Trends in HRM. <ul style="list-style-type: none"> <li>4.1 - Work force Diversity               <ul style="list-style-type: none"> <li>- meaning</li> <li>- Definition</li> <li>- Factor</li> </ul> </li> </ul>	02	
27/01/2022	4.2. - Technological changes and HRM	02	

Date	Topic Name	P	HOD Sign.
28/01/2022	4.4 E - Human Resource Management  4.5 - Out - Sourcing - Type - Advantages - Disadvantages.	01	
29/01/2022	- Changing Role of HRM - Change Agent - Employee Champion.	03	
— Syllabus End —			

ॐ  
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T.Y. BBA (IB)

Business Reporting & Analysis.

Page No.	
Date	

Date	Topic Name	P.	Sign.
06/12/2021	Topic No - 01 Introduction to Business.	02	
	1.1. - Definition objective Importance		
07/12/2021	- Type of Business Report. - Essential of good Report.	02	
13/12/2021	- scope of Business Reporting - Users of Business Report.	02	
16/12/2021	- Factor Affecting Business Reporting	02	
	Topic No - 02. Introduction to Business Reporting, Business and Industry		
17/12/2021	2.1 - Business - Introduction - Characteristics of Business - Business as a system.	02	
18/12/2021	- Sectorial list of Industries - Industry, category and segment.	03	

*[Signature]*  
01/01/22

20/12/2021	22. Analysing Parameters	02
	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Segment size</li> <li>- Growth pattern</li> </ul>	
21/12/2021	KPI's	02
22/12/2021	23 - Category Attractiveness	02
	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Aggregate Market Factor</li> </ul>	
24/12/2021	<ul style="list-style-type: none"> <li>- BCG Matrix</li> <li>- Porter's Five Forces M.</li> </ul>	01
	2.4 - Business Report	
	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Nature of Report</li> <li>- Reports of different kind</li> </ul>	
27/12/2021	- Qualities of Good Business Report.	03
	<ul style="list-style-type: none"> <li>- Objective or Function or Importance of Report</li> <li>- Designing</li> <li>- Writing the Report</li> </ul>	

Completed  
01/01/22





Date	Particular	P.	Sign.
28/12/2021	★ Topic No - 03. Business Reports 3.1 - Areal of reporting Format 3.2 - Marketing Report 3.3 - Financial Report.	01	}
31/12/2021	- 3.4. - Intercompany & Intracompany Analysis. 3.5. - Macro - economic Analysis.	02	
01/01/2022	3.6 - HRM Need & Importance 3.7. - Global Apportunities & diversification - Revision	04	
03/01/2022	Topic No - 04. <sup>o</sup> — Business Analysis & Interpretation 4.1. - Business analysis. - procedures - Factors - value chain	04	
12/01/2022	4.2 - Analysis Tools & Techniques	05	
	4.3. Company analysis - Economic analysis - Sector Analysis & its Correlation with business analysis		

*[Signature]*  
02/02/22