

Session wise plan for Preparatory course for SEBI Examination

Date	Topics	Faculty	No. of hours
5th July 5:00 pm to 6:00 pm	General Awareness <ul style="list-style-type: none"> Current Affairs and Economy Indian Economic Structure 	CMA (Dr.) S K Gupta	1 Hour
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> Banking and Financial Awareness Sports and recreation Politics Awards and Honours 	CMA (Dr.) S K Gupta	1 Hour
7:00 pm to 8:00 pm	<ul style="list-style-type: none"> Authors and Writers Important dates and events Historical monuments Major organizations and headquarters 	CMA (Dr.) S K Gupta	1 Hour
6th July 10:30 am to 11:30 am	<ul style="list-style-type: none"> Composition and Structure of the Atmosphere Indian Constitution History, Culture, Geography 	CMA (Dr.) S K Gupta	1 Hour
11:30 am to 01:30 pm	English Language <ul style="list-style-type: none"> Reading Comprehension Grammar 	Dr. Sangeeta	2 Hours
2:15 pm to 4:15 pm	<ul style="list-style-type: none"> Fill in the blanks Multiple Meaning/Error Spotting Vocabulary 	Dr. Sangeeta	2 Hours
4:30 pm to 6:30 pm	<ul style="list-style-type: none"> Word Association Sentence Improvement Verbal Ability 	Dr. Sangeeta	2 Hours
7th July 10:00 am to 12:00 pm	Quantitative Aptitude <ul style="list-style-type: none"> Arithmetic ability Simplification Profit and Loss 	Prof. Payal Sheth	2 Hours
12:00 pm to 1:00 pm	<ul style="list-style-type: none"> Work and time Simple and compound interest 	Prof. Payal Sheth	2 Hours

2:00 pm to 4:00 pm	<ul style="list-style-type: none"> • Time and distance • Mensuration – Cylinder, Cone , Sphere • Data interpretation 	Prof. Payal Sheth	2 Hours
4:30 pm to 5:30 pm	<ul style="list-style-type: none"> • Ratio & Proportion, Percentage • Sequence & Series 	Prof. Payal Sheth	1 Hour
5:30 pm to 6:30 pm	<ul style="list-style-type: none"> • Permutation ,Combination &Probability • Number Systems 	Prof. Payal Sheth	1 Hour
8th July	Test of Reasoning	Dr. Suraj Shah	2 Hours
5:00 pm to 8:00 pm	<ul style="list-style-type: none"> • Logical Reasoning • Ranking /Alphabet Test 		
	<ul style="list-style-type: none"> • Data Sufficiency • Seating Arrangement 	Dr. Suraj Shah	1 Hours
9th July	<ul style="list-style-type: none"> • Puzzle • Tabulation 	Dr. Suraj Shah	0.5 Hour
5:00 pm to 8:30 pm			
	<ul style="list-style-type: none"> • Critical Reasoning • Ordering and Ranking 	Dr. Suraj Shah	1.5 Hours
	<ul style="list-style-type: none"> • Directions and Distance Input – Output 	Dr. Suraj Shah	1 Hour
10th July	Commerce	CMA (Dr.) S K Gupta	1 Hour
5:00 pm to 6:00 pm	<ul style="list-style-type: none"> • Nature and significance of Business management • Business environment • Concept, principles of Marketing management • Concept, principles of HR management 		
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> • Financial markets – Institutions and instruments • Capital market – Institutions and instruments 	CMA (Dr.) S K Gupta	1 Hour
7:00 pm to 8:00 pm	<ul style="list-style-type: none"> • Income tax basics • GST basics 	Mr. Adarsh Arora	1 Hour
11th July	<ul style="list-style-type: none"> • Insurance basics • E Commerce • Business statistics 	CMA (Dr.) S K Gupta	1 Hour
5:00 pm to 8:00 pm			

	<ul style="list-style-type: none"> • Liberalization, deregulation, and privatization • Indian planning system • New Industrial Policy 	CMA (Dr.) S K Gupta	1 Hour
	<ul style="list-style-type: none"> • Corporate Governance, Cyber Laws • Government policy regarding Small Scale Industries • International Business Environment 	CMA (Dr.) S K Gupta	1 Hour
12th July 5:00 pm to 6:00 pm	<ul style="list-style-type: none"> • Foreign investment: FDI, foreign portfolio investment • Foreign exchange risk exposure management • World financial markets, international banking 	Prof. Sameer	0.5 Hour
	<ul style="list-style-type: none"> • External debt management, country risk analysis • International taxation • Regional Economic Cooperation, FTAs 	Prof. Sameer	0.5 Hour
12th July 6:00 pm to 8:00 pm	Accountancy <ul style="list-style-type: none"> • Nature, concept, principles of accountancy • Basic Accounting Terms- Entity, Business Transaction, Capital, Drawings. Liabilities (Non-Current and Current). Assets (Non-Current, Current); Expenditure (Capital and Revenue), Expense, Revenue, Income, Profit, Gain, Loss, Purchase, Sales, Goods, Stock, Debtor, Creditor, Voucher, Discount (Trade discount and Cash Discount) 	CMA Bhagwan Lal	1 Hour
	<ul style="list-style-type: none"> • Basic Accounting Concept : Business Entity, Money Measurement, Going Concern, Accounting Period, Cost Concept, Dual Aspect, Revenue Recognition, Matching, Full Disclosure, Consistency, Conservatism, Materiality and Objectivity, System of Accounting. Basis of Accounting: 	CMA Bhagwan Lal	1 Hour

	<p>cash basis and accrual basis. Difference between capital and revenue</p> <ul style="list-style-type: none"> Accounting Standards: Applicability of Accounting Standards (AS) and Indian Accounting Standards (IndAS) 		
<p>13th July</p> <p>5:00 pm to 8:00 pm</p>	<ul style="list-style-type: none"> Recording of Transactions: Books of Original Entry- Journal <ul style="list-style-type: none"> □ Special Purpose books: Need and preparation, Bank Reconciliation Statement Depreciation, Provisions and Reserves <ul style="list-style-type: none"> □ Depreciation: Meaning, Features, Need, Causes, factors □ Other similar terms: Depletion and Amortisation □ Methods of Depreciation: i. Straight Line Method (SLM) ii. Written Down Value Method (WDV) Trial balance: objectives, meaning and preparation 	CMA Bhagwan Lal	1 Hour
	<ul style="list-style-type: none"> Financial Statements: Meaning, objectives and importance; Revenue and Capital Receipts; Revenue and Capital Expenditure; Deferred Revenue expenditure. Opening journal entry. Trading and Profit and Loss Account: Gross Profit, Operating profit and Net profit. Preparation. Balance Sheet: need, grouping and marshalling of assets and liabilities. Preparation. Adjustments in preparation of financial statements with respect to closing stock, outstanding expenses, prepaid expenses, accrued income, income received in advance, depreciation, bad debts, provision for doubtful debts, provision for discount on debtors, Abnormal loss, Goods taken for personal use/staff welfare, interest on capital and managers 	CMA Bhagwan Lal	1 Hour

	commission. Preparation of Trading and Profit and Loss account and Balance Sheet of a sole proprietorship with adjustments.		
	<ul style="list-style-type: none"> Inventory valuation and depreciation, financial statement analysis, fund flow analysis, The statement of cash flows; Management accounting concept, need, importance and scope 	CMA Bhagwan Lal	1 Hour
14th July 10:00 am to 11:00 am	Management <ul style="list-style-type: none"> Concept and foundations of management, Evolution of Management Thoughts Principles of management, Key topics include planning, organizing, staffing, directing and controlling functions 	CMA (Dr.) S K Gupta	1 Hour
11:00 am to 12:00 pm	<ul style="list-style-type: none"> Organizational behaviour, human resource management Marketing management, production management 	Ms. Ekta Kumar	1 Hour
12:00 pm to 1:00 pm	<ul style="list-style-type: none"> Motivation theories, performance management, pricing strategies, product development, Social responsibility and managerial ethics, Managing in a global environment 	CMA (Dr.) S K Gupta	1 Hour
	<ul style="list-style-type: none"> Employee morale and productivity, Job evaluation 		
2:00 pm to 3:00 pm	Finance <ul style="list-style-type: none"> Financial Management: Goal of Finance Function. Concepts of value and return. Valuation of bonds and Shares, 	Prof. Abhishek Maheshwari	1 Hour
3:00 pm to 4:00 pm	<ul style="list-style-type: none"> Management of working capital : Estimation and Financing, Management of cash, receivables, inventory and current liabilities; Cost of capital 	CMA (Dr.) S K Gupta	1 Hour
4:00 pm to 5:00 pm	<ul style="list-style-type: none"> Capital budgeting; Financial and operating leverage 	Prof. Arindam Banerjee	1 Hour

5:00 pm to 6:00 pm	<ul style="list-style-type: none"> Design of capital structure: theories and practices; Shareholder value creation: dividend policy, corporate financial policy and strategy, management of corporate distress and restructuring strategy 	CMA (Dr.) S K Gupta	1 Hour
15th July 10:00 am to 11:00 am	<ul style="list-style-type: none"> Risk and return: portfolio theory; CAPM; APT; Financial derivatives: option, futures, swap; Recent reforms in financial sector 	Prof. Abhishek Maheshwari	1 Hours
11:00 am to 12:00 pm	<ul style="list-style-type: none"> International Finance 	Prof. Arindam Banerjee	1 Hour
12:00 pm to 1:00 pm	Costing Definition, scope, objectives and significance of Cost Accounting, its relationship with Financial Accounting and Management Accounting, Cost Objects, Cost Centers and Cost Units – Elements of Cost , Classification of Cost – Material, Employee cost, Direct expenses, Overheads, Cost sheet	Prof. Amit Arora	1 Hour
2:00 pm to 3:00 pm	Absorption and Marginal Costing, Incremental analysis, Standard Costing & Variance Analysis	Prof. Amit Arora	1 Hour
3:00 pm to 4:00 pm	Budget and Budgetary Control, Activity based costing, target costing, Costing and decision making – Make or buy, Shut down, decisions	Prof. Amit Arora	1 Hour
4:00 pm to 5:00 pm	Companies Act <ul style="list-style-type: none"> Meaning, Definition and characteristics of company. Kinds of companies Memorandum of Association - Meaning, Purpose, Contents, Ultra vires and Doctrine of Ultra vires Articles of Association - Meaning Purpose, Content. Alternation, Constructive Notice. 	CMA (Dr.) S K Gupta	1 Hour
5:00 pm to 6:00	<ul style="list-style-type: none"> Shares - Meaning, Types of 	CMA (Dr.) S K Gupta	1 Hour

pm	<ul style="list-style-type: none"> Shares and Transfer of shares Share Capital, Meaning, Kinds, Alternation, Reduction and Voting Rights Debenture - Meaning, Types, Charge-Fixed and Floating, Crystalization of Floating charge 		
16th July 5:00 pm to 6:00 pm	<ul style="list-style-type: none"> Dividend - Rules as to Payment of Dividend Borrowing Powers - Effective of unauthorized borrowings 	CMA (Dr.) S K Gupta	1 Hour
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> Directors - Appointment, Qualifications, Types Directors Position, Powers, Functions Duties and Liabilities of Directors 	CMA (Dr.) S K Gupta	1 Hour
7:00 pm to 8:00 pm	<ul style="list-style-type: none"> Meetings, Kinds, Requisites of Valid Meeting Audit and Accounting System 	CMA (Dr.) S K Gupta	1 Hour
17th July 5:00 pm to 6:00 pm	<ul style="list-style-type: none"> Prevention of Oppression and Mismanagement Powers of Company Law Board and Central Government Inspection and Investigation 	CMA (Dr.) S K Gupta	1 Hour
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> Role of Serious Fraud Investigation Office Amalgamation, Compromise and Arrangement Winding up - Meaning, Types, Procedure Offences and Penalties of Company under Companies Act, 2013 	CMA (Dr.) S K Gupta	1 Hour
7:00 pm to 8:00 pm	<p>Economics</p> <ul style="list-style-type: none"> Meaning of microeconomics and macroeconomics; positive and normative economics What is an economy? Central problems of an economy: what, how and for whom to produce; concepts of Production 	CMA Brijesh Grover	1 Hour
18th July 5:00 pm to 6:00 pm	<ul style="list-style-type: none"> Consumer's equilibrium - meaning of Utility, Marginal Utility, Law of Diminishing Marginal Utility, conditions of consumer's equilibrium 	CMA Brijesh Grover	1 Hour

	using marginal utility analysis. <ul style="list-style-type: none"> Indifference curve analysis of consumer's equilibrium-the consumer's budget (budget set and budget line), preferences of the consumer (indifference curve, indifference map) and conditions of consumer's equilibrium. 		
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> Demand, market demand, determinants of demand, demand schedule, demand curve and its slope, movement along and shifts in the demand curve; Price elasticity of demand - factors affecting price elasticity of demand; measurement of price elasticity of demand – percentage-change method and total expenditure method. 	CMA Brijesh Grover	1 Hour
7:00 pm to 8:00 pm	<ul style="list-style-type: none"> Total Product, Average Product and Marginal Product. Returns to a Factor Cost – Short run costs - Total Cost, Total Fixed Cost, Total Variable Cost; Average Cost; Average Fixed Cost, Average Variable Cost and Marginal Cost - meaning and their relationships. Revenue – Total Revenue, Average Revenue and Marginal Revenue - meaning and their relationship. Supply, market supply, determinants of supply, supply schedule, supply curve and its slope, movements along and shifts in supply curve, price elasticity of supply; 	CMA Brijesh Grover	1 Hour
19th July 5:00 pm to 6:00 pm	<ul style="list-style-type: none"> National Income and Related Aggregates Money and Banking Determination of Income and Employment 	CMA Brijesh Grover	1 Hour
6:00 pm to 7:00 pm	<ul style="list-style-type: none"> Government Budget and the Economy Balance of Payments Current Challenges facing Indian Economy Indian Economic Structure 	CMA (Dr.) S K Gupta	1 Hour

	<ul style="list-style-type: none"> Budget of the Current Year 		
7:00 pm to 8:00 pm	<ul style="list-style-type: none"> Monetary Policy Components Inflation and Its Components Reserve Bank Policy Initiatives 	CMA (Dr.) S K Gupta	1 Hour