



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved University) GURGAON, Delhi-NCR

Faculty of Commerce and Management

R-1419
27/4/23

Ref. No.: SGTU/FCAM/DO/03/1330

Date: 22/04/2023

The Vice-Chancellor
SGT University, Gurugram

Through

The Office of Registrar
SGT University, Gurugram

Proposal for One day Workshop on Competency Mapping at FCAM, SGT University

Respected Sir,

Most respectfully, I would like to state that HR & CSR SOCIETY under the aegis of FCAM is planning to organize a "Workshop on Competency Mapping". We wish to organize a one-day workshop for HR Specialization students.

The objective of this workshop is to provide students with a comprehensive understanding of the process of competency mapping for different Job Roles. The workshop will be conducted by experienced trainers who have worked with leading organizations (the brochure is attached). The workshop will be conducted. A certificate will be provided to the students at the end of the workshop. We anticipate that approximately 30 participants will attend the workshop.

The budget for the workshop, including the trainers' fees, materials, and logistics, is estimated to be Rs. 20,000. The benefits of the workshop to the students will outweigh the costs. We hope that you will consider this proposal favorably and grant your approval for the workshop. We look forward to your positive response.

Kindly approve the proposal and budget for the same.

Thanks & Regards

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27/4/23
Prof. (Dr.) A.S. Suresh
Dean, FCAM, SGT University

Dean
Faculty of Commerce & Management
SGT University
Budhera, Gurugram

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P.T.O

Respected Registrar sir
This one day competency mapping workshop will be conducted by two very experienced experts. While the students will also benefit immensely from this, we are going to train three or four of our own faculty who can then use this learning to propagate the same in our university.

The cost to both Trainers put together is 15000/- while trainer including TA which is slightly above the usual norm. However considering the ability of program, recommended for approval

Namita
27/04/23

(HR & CSR Society)

Event Date - 05-05-2023



	Internal Assessment Marks (Mid-Term & Surprise Test, Assignments, Class Participation and Seminar)	40	
External Evaluation		End Term Marks: 60	Time : 3 Hours
Total Marks			100

2. Objective: The objective of the course is to develop a holistic perspective of an organization and to enable the students to analyse the strategic situation facing the organization, to access strategic options available to the organization and to implement the strategic choices made by it.

3. Syllabus:

Unit-1
Strategic Management: Strategy concept, levels of approaches to strategic decision making, process of strategic management, roles of strategist, strategic intent- mission, objectives, and strategic business unit.

Unit-2

Environment and Organization Appraisal: Environment concept and components, ETOP and PESTEL, SWOT analysis, BCG matrix, SPACE approach

Unit-3

Strategy Formulation and Implementation: Corporate level and Business level strategies, behavioural implementation - leadership, value and ethics, functional strategies- plans and policies

Unit-4

Strategic Evaluation and Control: an overview of strategic evaluation and control, techniques of strategic evaluation and control

4. Suggested Readings :

1. Kazmi, Azhar, Business Policy and Strategic Management, Tata McGraw Hill Publishing Company Ltd., New Delhi
2. Gerry Johnson, Kevan Scholes, Richard Whittington, "Exploring Corporate Strategy", 2009, Pearson Edition Ltd, United Kingdom, 2nd Edition.
3. Arthur A Thompson Jr, Strickland A.J., John E. Gamble and Arun K. Jain, "Crafting and Executing Strategy - The Quest for Competitive Advantage - Concepts and Cases", Tata McGraw Hill Education Private Limited, New Delhi.
4. Michael Hitt, Ireland, Hoskisson, "Strategic Management", 2010, Cengage Learning, New Delhi.
5. Fred R. David, "Strategic Management- Concepts and Cases", 2010, PHI Learning, New Delhi.
6. Loizos Heracleous, "Strategy and Organisation" 1st Edition, 2009, Cambridge

Proposed Expenditure (tentative)		
S. No	Particulars	Amount (Rs)
1	Program Estimates	Number of Students = 30 to 50 Cost per student = 500 No. of Resource Person = 2 (9000) Time Duration of Workshop = Full Day The learnings of the students can be further utilized for a The project plan is already in place for this.
2	Honorarium/TA to external experts	15000 (Two experts)
3	Workshop Benefits	Students: Competency Mapping is a skill that is integral to the HR professional's work. The workshop is targeted for HR specialization students, and will give them an edge in their careers. Faculty: Following the principle of train the trainer, our HR faculty will also be a part of this training. Resultantly, their skill set and profile will improve and hence, will be their delivery in the classrooms. Project: the learnings can be incorporated for a project to map the competencies of the faculties working at SGT. SGT HR: Few HR professionals of SGT University can join in for this workshop.
4	No. of Sapling No. of Memento	3 0
5	Cost of stationeries, consumables, certificate printing, report printing, CD etc.	(Stationery-Chart papers, Sketch pen, Marker) Total Expected cost = 500/-
6	Food & refreshments to participants	Lunch 1 day = Rs 300 X 10 (Individuals) = 3,000/- High Tea 1 Day = 40 X 10 (Individuals) = 400/-
9	Any other items (Please specify)	Expected Cost eBanner White Board
10	Total Expenditure	Lunch 1 day = Rs 300 X 10 (Individuals) = 3,000/- ✓ High Tea 1 Day = 40 X 10 (Individuals) = 400/- ✓ Banner Stationery = 5,00/- Sapling = 450/- Honorarium = 15000/-
TOTAL		19,350/- (Nineteen Thousand three hundred fifty only)

The workshop proposed is good and will help students learn new concepts. The remuneration is more than the university norms. The matter was discussed with the Pre-Admin & he is of opinion that since it includes T.A. as well & it is for entire day. 2 HR people will also be attending the workshop. The proposal may be considered for approval.

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Approved

Registrar
SGT University
Deen Kaur

Registrar
SGT University
Bachera, Gurugram



BBA 5th Semester

Financial Institutions and Markets-

1. Assessment:

Total Marks	Internal Assessment Marks (Mid-Term & Surprise Test, Assignments, Class Participation and Seminar)	40
	External Evaluation	End Term Marks: 60 Time : 3 Hours
		100

2. Objective: The Course aims at providing the students, basic knowledge about the Finance concepts, markets and various services provided in those markets. The syllabus is structured in a way which provides adequate information about the roles of intermediaries and its regulating bodies.

3. Syllabus

Unit-1

Money Market: Inter Bank call money market, Term Money; Retail & Wholesale; BSE, NSE: Instruments & Players, T Bill, dated Govt. securities, Commercial paper, certificate of deposit, Role of RBI in regulation of money market.

Unit-2

Basic Introduction to Primary & Secondary Market: New Issue Market, DIP Guidelines, Eligibility conditions, Red herring prospectus, green shoe option, IPO grading, book building, French option, dutch option, minimum subscription, pricing (band, floor), Settlement & Allotment, Escrow account, listing, Secondary Market: Stock market, trade operations & settlement, margin requirement, types of margin, Indices – NIFTY & SENSEX (meaning & composition)

Unit-3

Financial Services: Leasing & Hire Purchase: meaning, types, benefits of lease to lessor & lessee, methods of determining lease rental (stepped up, ballooned), difference between lease and hire purchase, Factoring & forfaiting: Concept, distinction between factoring and forfaiting, benefits of factoring, impact of factoring on balance sheet, Venture capital: Main features, venture capital process, difference between venture capital finance and conventional sources of finance, disinvestment avenues, Housing finance: Concept, role of NHB, HFCs, different schemes & limits of housing finance, risk associated with housing finance

Unit-4

Credit rating: process, evaluation of a company, benefits of credit rating to investors, reliance on credit rating for investment decision, Securitization: Concept, origin, features, process, MBS, ABS, risk associated with securitization, Merchant Banking: Introduction, evolution of merchant banking, types of merchant bankers, activities undertaken by different types of merchant bankers, Merger & Acquisition: Concept of merger and takeovers, reasons for merger & acquisitions, Steps involved in merger and amalgamation, case study on mergers, demergers, Insurance: types of insurance (life, non life), types of insurance policies.

4. Suggested Readings:

1. M. Bhole, Financial Institutions and Markets, TATA McGraw Hill
2. V. A. Avadhani, Marketing of Financial Services, Himalaya Publishers, Mumbai
3. Vasant Desai, Indian Financial Systems, Himalaya Publishers.
4. E. G. Benton, Financial Intermediaries An Introduction
5. R. D. Edminister, Financial Institution – Market and Management

Date of approval in BOS:
 Date of approval:



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Gurugram, Delhi-NCR

S.No: SGTU/...../2023

Certificate of Appreciation

Presented to

for leading and guiding the **Workshop** on

Competency Mapping

held on 05th May 2023. Organised by HR and CSR Association,
Faculty of Commerce and Management, SGT University, Gurugram.

A handwritten signature in black ink, appearing to read 'Rakhi'.

Dr. Rakhi Singh
Professor & Associate Dean
FCAM, SGT University

A handwritten signature in black ink, appearing to read 'A. S. Suresh'.

Prof. (Dr.) A. S. Suresh
Dean,
FCAM, SGT University





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S.No: SGTU/...../2023

Certificate of Coordination

Presented to

for coordinating **One-Day Workshop** on
Competency Mapping

held on 5th May 2023. Organized by HR and CSR Association,
Faculty of Commerce and Management, SGT University, Gurgaon.

Rakhi

Dr. Rakhi Singh
Professor & Associate Dean
FCAM, SGT University

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Prof. (Dr.) A. S. Suresh
Dean,
FCAM, SGT University



Event/Activities under Academic Association
Pre-Event / Completion Report (Tick the appropriate one)

#	Scope	Description
1	Faculty	Faculty of Commerce & Management
2	Name of Academic Association	HR & CSR Association
3	Title of the Event/Activity	Workshop on Competency Mapping
4	Objective of the event: This workshop was conducted to equip students about the significance and process of competency mapping. Competency Mapping is a framework that is essential for every HR Professional. It also enables an individual to understand himself or herself better and to point out where career development efforts need to be directed. Additionally, it increases a company's efficiency, effectiveness and competitiveness. To assess the present performance of the employees and provide the appropriate training and development and compensation.	
5	Date – Time/Duration	05/05/2023, (9:30AM to 3:30 PM)
6	Place/Venue	Room no. 318 , A-block , SGT University
7	Name of Faculty Coordinator	1. Dr. Namita Mangla (FCAM Faculty) 2. Mrs. Shipra Kumari (FCAM Faculty)
8	Name of Student Co-ordinators	Arshiya Ranger MBA 2 nd Sem Payal Yadav MBA 2 nd Sem
9	Brief Report of the event *2 (should not exceed 500 words)	Competency Mapping workshop was held at SGT University on 5 th May 2023 from 9:30 AM - 3:30 PM. The HR and CSR Association organised this workshop for the students of FCAM. Honourable Pro-vice chancellor of SGT University Prof. Dr. Vinod Kumar sir inaugurated the workshop with a speech and felicitation of distinguished resource person. Ms. Lata Varghese and Ms. Divya Kaul from Questa as guest speaker commenced the session with introduction to HR Department, importance, meaning, tools used for competency mapping. Ms. Varghese and Ms. Kaul helped the students to understand the process and matrix of competency mapping, followed by S.W.O.T Analysis and different Proficiency levels. Key words to be used from the job description were also discussed. Some fun activities were initiated so as to make students learn practically. Students interaction and presentation was the highlight of this event where 3 groups of 11 students each were created to solve a case study and present.
10	Role of Participating Students	Students were involved in hands-on practice to develop competency mapping matrix for an organization and different level of roles. The students had to do the entire process themselves with the guidance of the resource persons.
11	Expected outcome as understood by the students (Bullet points – max of 3-5 points)	<ul style="list-style-type: none"> ● Understanding Competency Mapping- objectives and benefits in HR ● Tools and techniques used for competency Mapping ● Job analysis, competency mapping and identifying behavioural indicators for job ● Application in hiring, promotion and development of employees. ● Role of personality assessment and BEI in Assessing individuals and

		how personal biases can impact decisions.
12	Suggestions/Remarks	

Activity Done by the students


Students were engaged into activities that involved deriving competencies for several organizational roles traversing through vision, mission, values and pursuing with developing competency matrix. SWOT analysis to compare different roles for recruitment. Below are some of the pictures of event including banner.


SGT UNIVERSITY

HR Society (HR & CSR Association)
under the aegis of
Faculty of Commerce and Management
is organizing a **WORKSHOP ON**
"COMPETENCY MAPPING"

📅 5th May, 2023 | ⌚ 9:30 AM - 3:30 PM
Venue: 318, A-Block


Faculty Co-ordinators:



Dr. Namita Mangla
Assistant Professor
SGT University

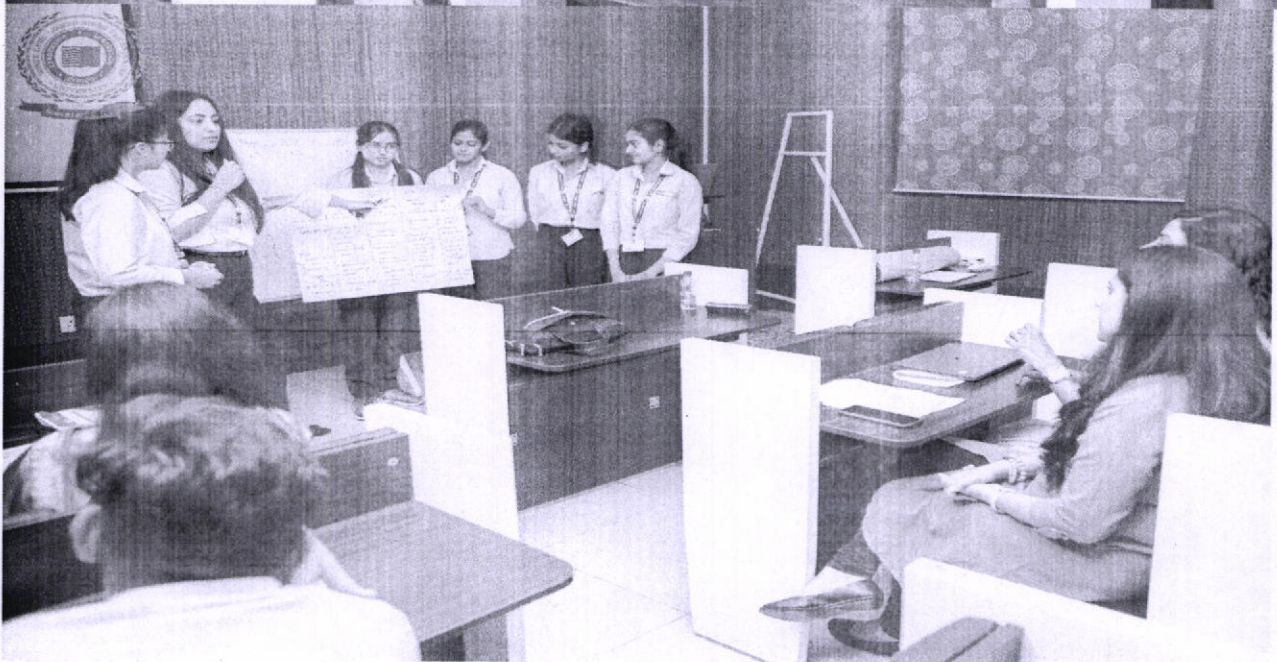

Ms. Shipra Kumari
Assistant Professor
SGT University

WORKSHOP

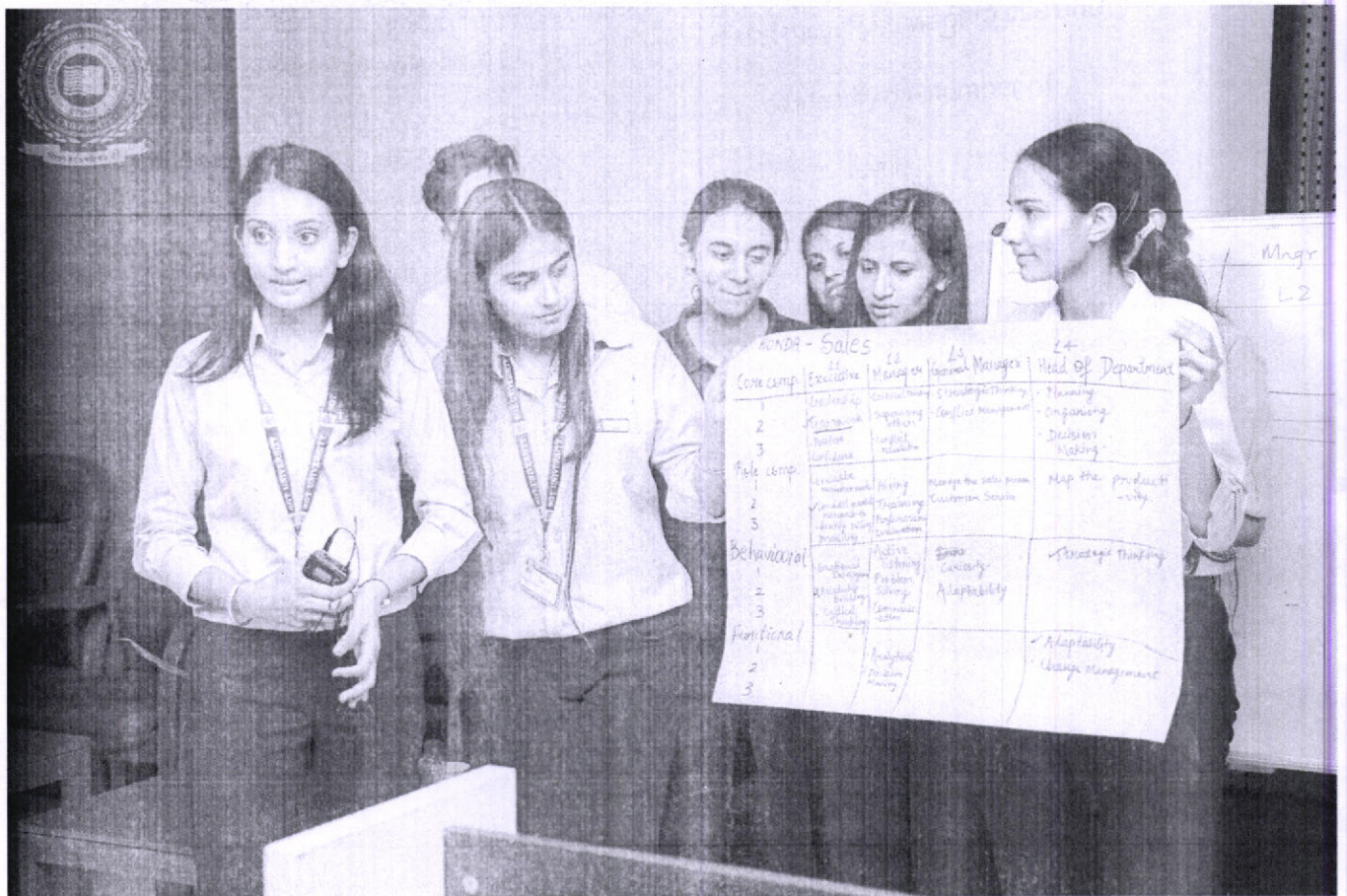
Resource Persons:

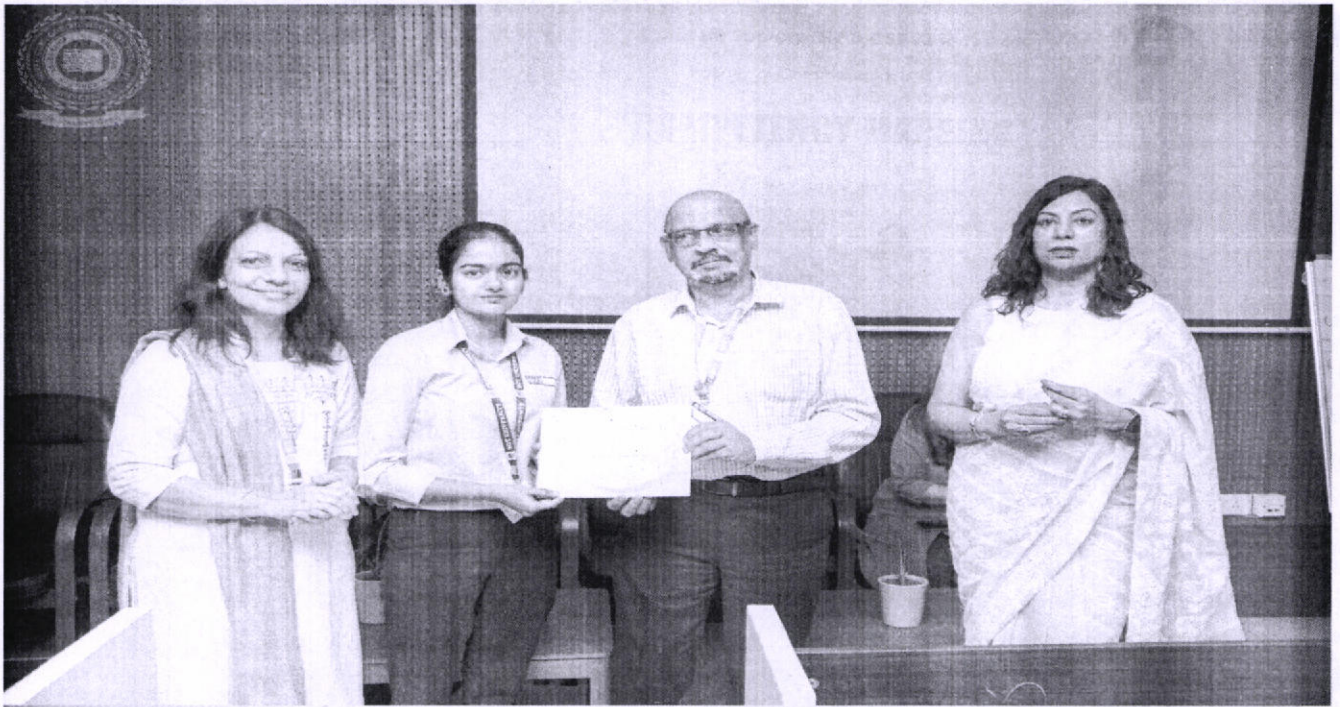

Ms. Lata Varghese
ENNEAGRAM COACH
Founder and CEO at Questa Enneagram Pvt. Ltd
Leadership Development Coach
Motivational Speaker, Executive Coach
Corporate Trainer


Ms. Divya Kaul
ENNEAGRAM COACH
COO & Co-Founder Questa Enneagram Pvt. Ltd
MBTI Practitioner, Executive Coach
Behavioural Coach
Corporate Trainer



Students presenting their Competency Mapping plan





Attendance

WORKSHOP ON COMPETENCY MAPPING ON 05/05/2023

SNO	NAME	ROLL NO	COURSE	SIGNATURE
1	Meenu Raghav	220609012	MBA 1st yr.	Meenu
2	Ashif Raza	220609010	MBA 1st yr	Ashif
3	Tinu Verma	220609028	MBA 1st yr	Tinu
4	Nishi Thakur	220609011	MBA 1st yr	Nishi
5	Pradham Jyoti	220609030	MBA 1st yr	Pradham
6	Anuj Jyoti	220609037	MBA 1st yr	Anuj
7	Sohil Kataria	200604042	BBA 6 th	Sohil
8	Chirag Malhan	200604040	BBA 6 th	Chirag
9	Bhavana Upadhyay	200611004	IMBA 6 th	Bhavana
10	Kusak Kataria	200612007	BBA (A) 6 th	Kusak
11	Ritu	200611012	IMBA 6 th	Ritu
12	Pooja	200604015	BBA 6 th	Pooja
13	Himangi	200611005	IMBA	Himangi
14	Survi	200611008	IMBA	Survi
15	Simeon	220609033	MBA 1 st yr	Simeon
16	Tanisha	220612009	MBA 1 st (HA)	Tanisha
17	Payal Yadav	220609001	MBA 1 st	Payal
18	Ashya Rengar	220609005	MBA 1 st	Ashya
19	Sabana	220609024	MBA 1 st	Sabana
20	Tripti	220609007	MBA 1 st	Tripti
21	Seema	220609029	MBA 1 st	Seema
22	Sheetal Chandra	220609021	MBA 1 st	Sheetal
23	Nitin	220609032	MBA 1 st	Nitin
24	Hastha	220609009	MBA 1 st	Hastha
25	Aman Deswal	200611001	IMBA 6 th	Aman
26	Trachi	220612002	MBA 2 nd HA	Trachi
27	Ravinder	220609043	MBA 1 st	Ravinder
28	Punit	220609036	MBA 1 st	Punit
29	Muskaan	210609031	MBA 2 nd	Muskaan
30	Munika	210609005	MBA 2 nd	Munika
31	Babita	210609009	MBA 2 nd	Babita
32	Ritika	210609029	MBA 2 nd	Ritika
33	Rohini	210609032	MBA 2 nd	Rohini
34	Asheesh Nagar		HR	Asheesh
35	Tanu Kararia	200604011	BBA-6 th year	Tanu
36	Chetna Saini	200604027	BBA-6 th year	Chetna

Advisor / Co-advisor Name: Dr. Namita Mangla & Ms. Shipra Kumari

Date: 05-05-2023

