

**DEPARTMENT OF MANAGEMENT STUDIES**

15th July, 2020  
To,  
The Principal  
SKIT, Jaipur.

Sir,


Reg: 5-Day Online FDP on *Understanding Basis of Accounting Finance & Banking*

The Department of Management Studies, SKIT wishes to organize a 5-Day Online Faculty Development Programme for the Faculty Members of our SKIT. The theme of the FDP will be **"Understanding Basics of Accounting, Finance & Banking"**. It would be from 25th August, 2020 to 30th August, 2020 through Google Meet platform.


The topics to be covered in the FDP would be as follows:

- Understanding of basics of accounting finance and banking
- Appraise Profit & Loss Account & Balance sheet
- Hands on working capital
- Basics of Capital market, Financial and Banking services
- Appreciation of Credit card and Debit card operations
- Awareness of Retail finance, Insurance related financial aspects

We request you to approve the programme in principle and allow us to use the studio facility for organizing the FDP from 25<sup>th</sup> to 30<sup>th</sup> August, 2020.

  
Dr. Ona Ladiwal  
Coordinator-FDP

*Yes. Permitted and Approved.*  
Rh

  
Prof. S.K. Mathur  
HOD-DMS



Swami Keshvanand Institute of Technology,  
Management & Gramothan  
Department of Management Studies


15<sup>th</sup> July, 2020


Notice

**Faculty Development Programme on “Understanding Basics of Accounting,  
Finance & Banking”**

All the Faculty members of SKIT are hereby informed that the Department of Management Studies is organizing a 5-Day Online FDP on “**Understanding Basics of Accounting, Finance & Banking**” from 25<sup>th</sup> August, 2020 to 30<sup>th</sup> August, 2020 through Google Meet.

All Faculty members who are interested to participate are requested to give their names to event Coordinator latest by 10<sup>th</sup> August, 2020. Department will provide certificate to successful candidates.

  
Dr. Ona Ladiwal  
Coordinator-FDP

  
Prof. S.K. Mathur  
HOD-DMS

Copy to:

1. Director
2. Registrar
3. Principal
4. Principal (Pharmacy)
5. Adviser
6. Dean (R&D)
7. Incharge B. Tech, I Year
8. HODs-EC, EE, CS, IT, ME, CE, Phy, Chem, Maths, English
9. All the Faculty & Staff members by circulation
10. All notice boards

**Faculty Development Program**  
**Understanding Basics of Accounting, Finance & Banking**  
**August 25<sup>th</sup> – 29<sup>th</sup>, 2020**

## **Introduction**

Accounting, finance and banking are three core areas for successful running of any business. These are considered as the lifeline of any business. The proposed FDP has been designed with an objective to enhance the understandability of the participants with respect to the basics of these important areas to make them confident in their day-to-day operations and inter-departmental understanding.

## **Objectives & Coverage**

- Understanding of basics of accounting finance and banking
- Appraise Profit & Loss Account & Balance sheet
- Hands on working capital
- Basics of Capital market, Financial and Banking services
- Appreciation of Credit card and Debit card operations
- Awareness of Retail finance, Insurance related financial aspects

## **Target Group-Faculty Members from Colleges and Universities**

**Session –I (Day-1) Understanding** of basics of accounting finance and banking

**Session-II (Day-2) Basics** of Capital market, Financial and Banking services

**Session-III (Day-3) Appreciation** of Credit card and Debit card operations

**Session-IV (Day-4) Awareness** of Retail finance, Insurance related financial aspects

**Session-V (Day-5) ITR** filling and aspects



**Swami Keshavanand Institute of Technology, Management & Gramothan**  
**Department of Management Studies**



**Swami Keshavanand Institute of Technology, Management & Gramathan**  
**Department of Management Studies**  
**Faculty Development Program**  
**Understanding Basics of Accounting, Finance & Banking**  
**August 25<sup>th</sup> – 29<sup>th</sup>, 2020**

**List of Experts**

<b>Name of Expert</b>	<b>Designation</b>
Ms.Garima Jain	Financial Expert
Mr. Prashant Sipani, CA	C.A
Mr.Puneet More	Faculty
Prof. (Dr.) Jyothsana Khandelwal	Professor at JNU
Prof. Harminder Singh Multani	Financial Expert



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**Faculty Development Program**

**Understanding Basics of Accounting, Finance & Banking**

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**About the FDP**

Accounting, finance and banking are three core areas for successful running of any business. These are considered as the lifeline of any business. The proposed FDP has been designed with an objective to enhance the understandability of the participants with respect to the basics of these important areas to make them confident in their day-to-day operations and inter-departmental understanding.

**Objectives of FDP**

- Understanding of basics of accounting finance and banking
- Appraise Profit & Loss Account & Balance sheet
- Hands on working capital
- Basics of Capital market, Financial and Banking services
- Appreciation of Credit card and Debit card operations
- Awareness of Retail finance, Insurance related financial aspects

**Outcomes of FDP**

**Session –I (Day-1)** Understanding of basics of accounting finance and banking

Session was taken by Ms.Garima Jain. She elaborate all important point about basics of accounting finance and banking. She discussed all important points with all participants. There were around 30 participants.

**Session-II (Day-II)** Basics of Capital market, Financial and Banking services

Session was taken by CA .Prashant Sipani. He elaborate all important point about Capital market, Financial and Banking services.

He discussed all important points with all participants. There were around 29 participants.

### **Session-III(Day-3)** Appreciation of Credit card and Debit card operations

Session was taken by Mr. Puneet More.He elaborate all important point about Appreciation of Credit card and Debit card operations.

He discussed all important points with all participants. There were around 29 participants.

**Session-IV(Day-4)** Awareness of Retail finance, Insurance related financial aspects Session was taken Prof. (Dr.) Jyothsana Khandelwal

.She elaborate all important point about Retail finance, Insurance related financial aspects .He discussed all important points with all participants. There were around 30 participants.

**Session-V(Day-5)** ITR filling and aspects

Session was taken by Prof.Harminder Singh Multani He elaborate all important point about ITR filling and aspects.He discussed all important points with all participants. There were around 29 participants.

### **Outcomes of FDP**

- All the participants learn about banking and accounting during sessions
- Participants gain knowledge about ITR filling and its various perspectives to save taxes.
- Participants gain knowledge about mutual fund and other financial instruments.
- In this FDP the participants are able to learn debit and credit card operations .

The program was successfully conducted by Dr.Ona Ladiwal .She express Vote of thanks to all participants.



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**August 25<sup>th</sup> – 29<sup>th</sup>, 2020**

**PROGRAMME SCHEDULE**

<b>Day 1</b>	
9.30 AM	Registration & Assembly
10.00 AM – 10.30 AM	Inaugural Session
3.30 PM – 5.30 PM	Session 1 – “Understanding the Basics of Accounting and Finance” by Prof. (Dr.) Vikas Shrotriya
<b>Day 2</b>	
3.30 PM – 5.30 PM	Session – 2 “Analysis of Profit & Loss A/c and Balance Sheet” by Mr. Prashant Sipani, CA
<b>Day-3</b>	
3.30 – 5.30 PM	Session – 3 “Concepts of Banking, Financial Services, Retail Banking, Credit Card & Debit Card Operations” By Prof. S. P. Garg
<b>Day 4</b>	
3.30 – 5.30 PM	Session – 4 “Working Capital Management and Important Ratios” by Prof. D. P. Sarada
<b>Day 5</b>	
3.30 – 5.00 PM	Session – 5 “Insurance related Financial Aspects” by Prof. (Dr.) Vikas Shrotriya
5.00 – 5.10 PM	Finance Quiz
5.10-5.20 PM	Question – Answer Session
5.20 Onward	Valediction Session Concluding Remarks by Prof. (Dr.) Ona Ladiwal Programme Coordinator Feedback from Participants Prizes and Certificate Distribution Vote of Thanks



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**August 25<sup>th</sup> – 29<sup>th</sup>, 2020**

**List of participants**

S. No	Emp. ID	Name of Faculty	Email Id	Department	Designation	Mobile No.
1	148	Dr. Maneesha Kaushik	<a href="mailto:maneesha.Kaushik@skit.ac.in">maneesha.Kaushik@skit.ac.in</a>	MBA	Associate Prof. 1	9785381999
2	123	Dr. Savita Choudhary	<a href="mailto:savitachoudhary@skit.ac.in">savitachoudhary@skit.ac.in</a>	MBA	Associate Prof. 1	9680080686
3	186	Ms. Priyanka Payal	<a href="mailto:priyanka.payal@skit.ac.in">priyanka.payal@skit.ac.in</a>	MBA	Associate Prof. 1	9521850759
4	881	Dr. Ravish Pandey	<a href="mailto:rvshpandey9@gmail.com">rvshpandey9@gmail.com</a>	MBA	Assistant Professor	9928090907
5	168	Anjana Sangwan	<a href="mailto:anjana@skit.ac.in">anjana@skit.ac.in</a>	CS	Associate Prof. 1	9413939111
6	642	Kajal Mathur	<a href="mailto:kajal_mathur2002@yahoo.com">kajal_mathur2002@yahoo.com</a>	CS	Assistant Prof. 2	9461400822
7	180	Pratipal Singh	<a href="mailto:enggpratipal84@gmail.com">enggpratipal84@gmail.com</a>	CS	Assistant Prof. 2	9887726394
8	186	Priyanka	<a href="mailto:trikhapriyanka@gmail.com">trikhapriyanka@gmail.com</a>	CS	Assistant Prof. 2	7014475008
9	35	Girish Sharma	<a href="mailto:girish.jaipur@gmail.com">girish.jaipur@gmail.com</a>	CS	Assistant Prof. 2	9887528693
10	47	S. Sarabjeet Singh	<a href="mailto:ece_sarabjeet@yahoo.co.in">ece_sarabjeet@yahoo.co.in</a>	CS	Assistant Prof. 2	9828483582
11	160	Kailash Soni	<a href="mailto:kailash.soni@skit.ac.in">kailash.soni@skit.ac.in</a>	CS	Assistant Prof.2	9460066186
12	186	Priyanka Sharma	<a href="mailto:priyanka.sharma@skit.ac.in">priyanka.sharma@skit.ac.in</a>	CS	Assistant Prof.2	8890606912
13		Kanak Giri	<a href="mailto:kanakgiri88@gmail.com">kanakgiri88@gmail.com</a>	CS	Assistant Prof.2	9694623232
14	22	Mehul Mahrishi	<a href="mailto:mehul@skit.ac.in">mehul@skit.ac.in</a>	IT	Associate Prof. 1 & Dy. Hod	7597924279
15	8	Dr. Sanwta Ram Dogiwal	<a href="mailto:srdogiwal@skit.ac.in">srdogiwal@skit.ac.in</a> <a href="mailto:dogiwal@gmail.com">dogiwal@gmail.com</a>	IT	Associate Prof. 2	9829239060
16	27	Vipin Jain	<a href="mailto:ervipin.skit@gmail.com">ervipin.skit@gmail.com</a>	IT	Associate Prof. 1	9413181727
17	86	Dr. Monika Mathur	<a href="mailto:monikamathur16@gmail.com">monikamathur16@gmail.com</a>	EC	Associate Prof. 2 & Research Sup.	9460265776
18	637	Kiran Rathi	<a href="mailto:kiranrathi25@gmail.com">kiranrathi25@gmail.com</a>	EC	Associate Prof. 1	8058555540
19	638	Vikas Pathak	<a href="mailto:vikaspathak85@gmail.com">vikaspathak85@gmail.com</a>	EC	Associate Prof. 1	8503856191
20	742	Mamta Jain	<a href="mailto:ermamta@yahoo.co.in">ermamta@yahoo.co.in</a>	EC	Associate Prof. 1	9772740951



21	869	Jinendra Rahul	<a href="mailto:jinendra.r@gmail.com">jinendra.r@gmail.com</a>	EE	Assistant Prof. 2	9530098449
22	691	Manish Kumar Navlakha	<a href="mailto:manishnavlakha@gmail.com">manishnavlakha@gmail.com</a>	EE	Assistant Prof. 2	9024098609
23	72	Ajay Bhardwaj	<a href="mailto:ajayb23@gmail.com">ajayb23@gmail.com</a>	EE	Assistant Prof. 2	9587549119
24	132	Dr. Vijay Kumar Singhal	<a href="mailto:vijaysinghal01@gmail.com">vijaysinghal01@gmail.com</a>	MATHEMATICS	Associate Prof. 1	9214517850
25	647	Dr. Jyoti Arora	<a href="mailto:jyotiset09@gmail.com">jyotiset09@gmail.com</a>	MATHEMATICS	Associate Prof. 1	9694111195
26	789	Dr. Shalini Shekhawat	<a href="mailto:shalinishekhawat17@rediffmail.com">shalinishekhawat17@rediffmail.com</a>	MATHEMATICS	Assistant Prof. 2	9461628510
27	611	Dr. Nawal Kishor Jangid	<a href="mailto:jangid.0008@gmail.com">jangid.0008@gmail.com</a>	MATHEMATICS	Associate Professor	9928236602
28	521	Dr. Santosh Kumar Gupta	<a href="mailto:garg_s.kumar@yahoo.com">garg_s.kumar@yahoo.com</a>	PHARMACY	Associate Professor	9887861987
29	509	Mr. Abhinav Chaudhary	<a href="mailto:abhinavchaudhary786@gmail.com">abhinavchaudhary786@gmail.com</a>	PHARMACY	Associate Professor	9694097584
30	511	Mr. Rasheed Ahmed	<a href="mailto:rasheedbikaner@gmail.com">rasheedbikaner@gmail.com</a>	PHARMACY	Associate Professor	9694097587



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**August 25<sup>th</sup> – 29<sup>th</sup>, 2020**

**Attendance Sheet**

<b>Faculty Development Programme Understanding Basics of Accounting, Finance &amp; Banking Wednesday-Sunday August 25 – 29, 2020 List of Participant</b>							
		<b>Name of Faculty</b>	<b>25/08/2020</b>	<b>26/08/2020</b>	<b>27/08/2020</b>	<b>28/08/2020</b>	<b>29/08/2020</b>
1	148	Dr.Maneesha Kaushik	P	P	P	P	P
2	123	DR. SAVITA CHOUDHARY	A	P	P	P	P
3	186	MS. PRIYANKA PAYAL	P	P	A	P	P
4	881	DR. RAVISH PANDEY	P	P	P	P	P
5	168	ANJANA SANGWAN	P	P	P	P	P
6	642	KAJAL MATHUR	P	P	P	P	P
7	180	PRATIPAL SINGH	A	P	P	P	P

8	186	PRIYANKA	P	P	P	P	P
9	35	GIRISH SHARMA	P	P	A	P	P
10	47	S. SARABJEET SINGH	P	P	P	P	P
11	160	KAILASH SONI	P	P	P	P	P
12	186	PRIYANKA SHARMA	P	P	P	P	P
13		KANAK GIRI	P	P	P	P	P
14	22	MEHUL MAHRISHI	P	P	P	P	P
15	8	DR. SANWTA RAM DOGIWAL	P	P	P	P	P
16	27	VIPIN JAIN	P	P	P	P	P
17	86	DR. MONIKA MATHUR	P	P	P	P	P
18	637	KIRAN RATHI	P	P	P	P	P
19	638	VIKAS PATHAK	P	P	P	A	P
20	742	MAMTA JAIN	P	P	P	P	P
21	869	JINENDRA RAHUL	P	P	P	P	P
22	691	MANISH KUMAR NAVLAKHA	A	P	P	P	P
23	72	AJAY BHARDWAJ	P	P	P	P	P
24	132	DR. VIJAY KUMAR SINGHAL	P	P	P	P	P
25	647	DR. JYOTI ARORA	P	P	P	P	P

26	789	DR. SHALINI SHEKHAWAT	P	P	P	A	P
27	611	DR. NAWAL KISHOR JANGID	P	P	P	P	P
28	521	Dr. Santosh Kumar Gupta	P	P	P	P	P
29	509	Mr. Abhinav Chaudhary	P	P	P	P	A
30	511	Mr. Rasheed Ahmed	P	P	P	P	P



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**Name of the Participant -**

**Name of the Institution -**

**Designation-**

**Contact No.-**

**Q.1) Presentation Skills of Resource Person**

- a)Excellent
- b)Very Good
- c)Good
- d)Average
- e)Satisfactory

**Q.2) Power Point Presentation delivered by Resource Person**

- a)Excellent
- b)Very Good
- c)Good
- d)Average
- e)Satisfactory

**Q.3) How would you rate the session**

- a)Excellent
- b)Very Good
- c)Good
- d)Average
- e)Satisfactory

**Q.4) Organisation of The FDP**

- a)Excellent
- b)Very Good
- c)Good
- d)Average
- e)Satisfactory

**Q.5) Significance of FDP \***

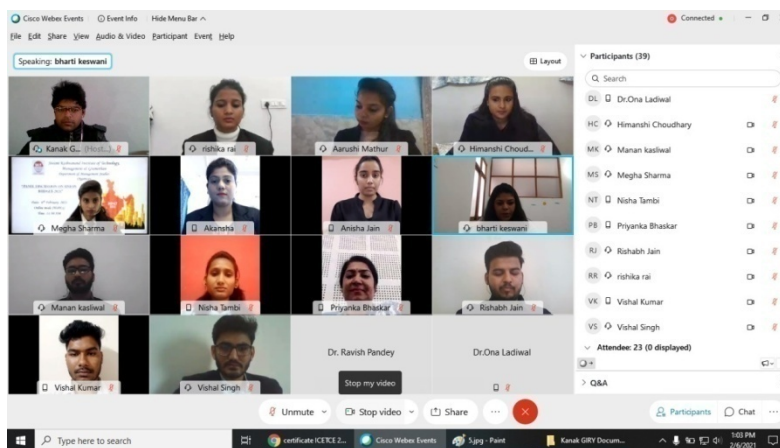
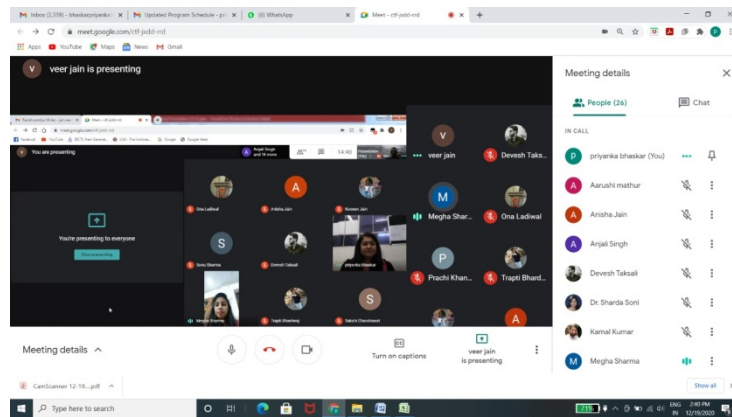
- a)Excellent
- b)Very Good
- c)Good
- d)Average
- e)Satisfactory

**Q.6) Any Suggestions**



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Photographs





SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,  
MANAGEMENT & GRAMOTHAN  
DEPARTMENT OF MANAGEMENT STUDIES

*Faculty Development Program*

*On*

*"Understanding Basics of Accounting, Finance & Banking"*

***Certificate of Participation***

*This is to certify that Prof. /Dr./Mr./Mrs. Dr.Maneesha Kaushik Has participated in Five Days FDP "Understanding Basics of Accounting, Finance & Banking" Organized from 25<sup>th</sup> August, 2020 to 29<sup>th</sup> August, 2020. His/ Her Participation is appreciated.*

***Dr. Ona Ladiwal***  
***Coordinator-FDP***

***Prof. S. L. Surana***  
***Director (Academics)***