

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**Course Schedule: November 2024 - April 2025**

Department : B.Voc (BFSI)
Name/s of the Faculty : Ms.Bhuvaneshwari G.
Course Title : 19VB/VM/RM66
Course Code : Risk Management
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1 Introduction 1.1 Importance of Risk Management 1.2 The Concept of Risk	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Concept Mapping
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.3 Business Risks – Meaning, Nature, Causes and Types	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Group Discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1.4 Methods of Handling Risks	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Quiz
Dec 12-19, 2024 (Day Order 1 to 6)	1.5 Enterprise Risk Management	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Group Discussion
Dec 20, 2024 (Day Order 1)	Unit 2-Risk Assessment 2.1 Sources and Measurement of Risk	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	MCQ Test
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.2 Risk Identification and Risk Analysis	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Case Study Analysis

Jan 8 – 17, 2024 (Day Order 1 to 6)	2.3 Risk Evaluation, Prediction, Retention and Transfer	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Group Discussion
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	Unit 3 Risk Management Standard 3.1 General Risk Management Standards	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Other Component 1 - Presentation on 'Enterprise Risk Management on 27.1.2025 for 20 marks
Feb 3-8, 2025 (Day Order 1 to 6)	Risk Management Frameworks	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Quiz
Feb 10– 18, 2025 (Day Order 1 to 4)	3.2 Alternative Risk Management Approaches	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Other Component 2 - Assignment on Cyber security Risk Management on 12.2.2025 for 20 marks
Feb 19- 26, 2025 (Day Order 1-6)	3.2 Alternative Risk Management Approaches	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Snowball Discussion
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	Unit 4 Risk Response and Risk Treatment 4.1 Introduction to Risk Treatment and Risk Response 4.2 The 4Ts and Risk Control Techniques	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Other Component 3 - Objective Test from Unit 2 and Unit 3 on 4.3.2025 for 10 marks

Mar 7 – 11, 2025 (Day Order 1 to 3)	4.3 Control of Financial Risks 4.4 Control of Operational Risk 4.5 Insurance and Risk Transfer	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Debate
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	Unit 5 Risk Management Responsibilities 5.1 Allocation of Risk Management	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.2 Range of Risk Management	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Discussion
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.3 Statutory Responsibilities of Management	Lecture with PPT	Risk Management and Insurance- Niehaus, Harrington	Group Discussion
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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : B.Voc (BFSI)
Name/s of the Faculty : Dr.K.Alamelu
Course Title : Health Insurance
Course Code : 19VB/VM/HI66
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit-I Introduction 1.1 Health Insurance-Evolution and Growth of Health Insurance in India.	Lecture with PPT	Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier.	Quiz
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.2 Understanding the Health Care System in India. 1.2.1 Constitutional Provisions in Areas of Public Health Care, Government Health Departments including District and Local Levels.	Lecture with PPT	Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier. IRDA Consumer Education Website www.policyholder.gov.in . IRDA Agency Licensing Portal www.irdaonline.org .	Group Discussion
Dec 4-11, 2024 (Day Order 1 to 6)	1.3 Infrastructure of the Health Care System: Public and Private Health Centers and Health Care Providers.	Lecture with PPT	IRDA Consumer Education Website www.policyholder.gov.in .	Group Discussion
Dec 12-19, 2024 (Day Order 1 to 6)	Unit -2 HealthCare Financing in India 2.1 Financing of Health Care in India - National Rural Health Mission	Lecture with PPT	Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier.	Chart presentation on Financing Health care in India

Dec 20, 2024 (Day Order 1)	2.1.1 Challenges of Access to Health Care and Service Quality.	Lecture with PPT	Insurance Information Bureau (IIB) www.iib.gov.in	Group Discussion
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.2 Health Insurance Mechanisms and Financial Protection 2.3 Health Insurance Products in India – Basic Terms in Health Insurance	Lecture with PPT and Learning by doing chart models	Gupta, R. P. (n.d.). Health Care Reforms in India. New Delhi: Elsevier.	Other Component 1 - Quiz from Unit 1 to be conducted for 10 marks on 07-01-2025.
Jan 8 – 17, 2024 (Day Order 1 to 6)	2.4 Investment Products in Health Insurance and Health Savings Components - Products for Senior Citizens, Micro-Insurance Products, Other Specialized Health Insurance	Lecture with PPT	IRDA Consumer Education Website www.policyholder.gov.in. Insurance Information Bureau (IIB) www.iib.gov.in IRDA Agency Licensing Portal www.irdaonline.org.	Quiz
Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	Unit 3 Health Insurance Underwriting 3.1 Health Insurance Underwriting, Basic Principles of Underwriting 3.2 Documents used for Underwriting	Lecture with PPT	IRDA Consumer Education Website www.policyholder.gov.in. Insurance Information Bureau (IIB) www.iib.gov.in IRDA Agency Licensing Portal www.irdaonline.org.	Quiz
Feb 3-8, 2025 (Day Order 1 to 6)	3.3 Underwriting Process - Methods of Underwriting 3.4 Types of Underwriting Decisions	Lecture with PPT	Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier.	Group Discussion

<p>Feb 10– 18, 2025 (Day Order 1 to 4)</p>	<p>Unit 4 Regulatory and Legal Aspects of Health Insurance</p> <p>4.1 Principles and Practice of Health Insurance Regulations, Need for Health Insurance, Various Kinds of Risks in Health.</p>	<p>Lecture with PPT and Case Study Analysis</p>	<p>IRDA Consumer Education Website www.policyholder.gov.in. Insurance Information Bureau (IIB) www.iib.gov.in IRDA Agency Licensing Portal www.irdaonline.org.</p>	<p>Other Component 2 - Case study analysis on Unit 2 Various kinds of Health Insurance and Regulation for 10 marks on 10-02-2025</p>
<p>Feb 19- 26, 2025 (Day Order 1-6)</p>	<p>4.2 Licensing and Registration, Types of Regulations, Enforcement of Regulations Monitoring Activity by Regulators, Prevention of Mis-Selling</p>	<p>Lecture with PPT</p>	<p>Gupta, R. P. (n.d.). Health Care Reforms in India. New Delhi: Elsevier.</p>	<p>Case Law Discussion on Prevention of Mis-selling</p>
<p>Feb 27- Mar 6, 2025 (Day Order 1 to 6)</p>	<p>4.3 Health Insurance Regulations in India: Policy holder's Regulation and Grievance Redressal System, Health Insurance for Rural and Informal Sector Workers.</p>	<p>Lecture with PPT</p>	<p>Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier.</p>	<p>Group Discussion</p>

Mar 7 – 11, 2025 (Day Order 1 to 3)	4.4 Role of IRDA in Initiatives for Standardization - Pre-Existing Diseases (PED's) - Renewability of Health Insurance Policies	Lecture with PPT	IRDA Consumer Education Website www.policyholder.gov.in. Insurance Information Bureau (IIB) www.iib.gov.in IRDA Agency Licensing Portal www.irdaonline.org.	Other Component 3 - Test from Unit 3 & 4 for 30 marks on 10/03/2025
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	Unit 5 Customer Service in Health Insurance and Re Insurance 5.1 Consumer Protection and Policy –Holder's Protection.	Lecture with PPT	Gupta, R. P. Health Care Reforms in India. New Delhi: Elsevier. Khan, M. S. Reinsurance for Beginners. Chennai: Create Space Independent Publishers.	Group Discussion
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.2 Claim Servicing, Types of Cashless Claims, Grievance Redressal, Survey on Grievance Redressal 5.3 Classification of Frauds - Health Insurance Frauds Vs General Insurance Frauds Types of Frauds by the Consumers, Stages of Insurance Frauds	Lecture with PPT	IRDA Consumer Education Website www.policyholder.gov.in. Insurance Information Bureau (IIB) www.iib.gov.in IRDA Agency Licensing Portal www.irdaonline.org.	Group Discussion.
Mar 29- April 3, 2025 (Day Order 1 to 3)	5.4 Definition of Reinsurance, Utility of Reinsurance, Products Supported by Reinsurers, White Labeling, Social Reinsurance	Lecture with PPT	Khan, M. S. Reinsurance for Beginners. Chennai: Create Space Independent Publishers.	Group Discussion.
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STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

Course Schedule: November 2024 – April 2025

Department : B.Voc (BFSI)
Name/s of the Faculty : Ms.Abirami D.
Course Title : Human Resources Management
Course Code : 19VB/VM/HR66
Shift : II

Week & No. of hours	Units & Topics	Teaching Methodology	Text & References	Method of Evaluation
Nov 18 – 25, 2024 (Day Order 1-6)	Unit 1 Introduction 1.1 Scope and Objectives of Human Resource Management 1.2 Significance and Functions of Human Resource Management	Lecture with PPT	Human Resources Management by Aswathappa	Class Discussion on HRM
Nov 26- Dec 3, 2024 (Day Order 1 to 6)	1.3 Emerging Challenges of Human Resource Management Workforce	Lecture with PPT	Human Resources Management by Aswathappa	Quiz
Dec 4-11, 2024 (Day Order 1 to 6)	1.4 Recent Trends in Human Resource Management	Lecture with PPT	Human Resources Management by Aswathappa	Case study discussion
Dec 12-19, 2024 (Day Order 1 to 6)	Unit 2 Acquisition of Human Resources 2.1 Objectives, Characteristics and Process of HR Planning 2.2 Job Analysis, Job Description, Job Specification	Lecture with PPT	Human Resources Management by C.B.Gupta	Group Discussion on How HR planning contributes for the success of an organisation
Dec 20, 2024 (Day Order 1)	2.3 Recruitment – Concept, Sources	Lecture with PPT	Human Resources Management by C.B.Gupta	Mock recruitment interviews
Jan 3 – 7, 2025 (Day Order 3 to 6)	2.4 Selection Procedure, Testing	Lecture with PPT	Human Resources Management by	Online Quiz
Jan 8 – 17, 2024 (Day Order 1 to 6)	2.4 Placement and Induction	Lecture with PPT	Human Resources Management by C.B.Gupta	Flash card game on the topic

Jan 18 - 23, 2025	C.A. Test – I			
Jan 24 - 30, 2025 (Day Order 1 to 6)	Unit 3 Training and Development 3.1 Concept and Importance Identifying Training and Development Needs	Lecture with PPT	Human Resources Management by L.M. Prasad	Other Component 1 - MCQ Test for 10 marks on 29.01.2025
Feb 3-8, 2025 (Day Order 1 to 6)	Designing Training Programme 3.2 Training and Development Methods	Lecture with PPT	Human Resources Management by L.M. Prasad	Peer review activity on training programmes designed by students
Feb 10– 18, 2025 (Day Order 1 to 4)	3.3 Evaluating Training Effectiveness	Lecture with PPT	Human Resources Management by L.M. Prasad	Virtual break out games on training
Feb 19- 26, 2025 (Day Order 1-6)	Unit 4 Performance Appraisal 4.1 Nature and Importance of Performance Appraisal	Lecture with PPT	Human Resources Management by L.M. Prasad	Other Component 2- Role Play Video submission on 25.02.2025 for 25 marks
Feb 27- Mar 6, 2025 (Day Order 1 to 6)	4.2 Process and Methods of Performance Appraisal	Lecture with PPT	Human Resources Management by L.M. Prasad	Case study analysis
Mar 7 – 11, 2025 (Day Order 1 to 3)	4.3 Performance Management, Performance Counseling	Lecture with PPT	Human Resources Management by L.M. Prasad	Oral Test
Mar 12 –17, 2025	C.A. Test – II			
Mar 18 – 20, 2025 (Day 4 to 6)	Unit 5 Compensation and Maintenance 5.1 Compensation – Factors, Types – Monetary and Non-Monetary	Lecture with PPT	Human Resources Management by C.B. Mamoria	Other Component 3 - Submission of Portfolio of HR Policies for 15 marks on 20.03.2025
Mar 21 - 28, 2025 (Day Order 1 to 6)	5.1.1 Wage and Salary Compensation 5.1.2 Incentives and Benefits	Lecture with PPT	Human Resources Management by C.B. Mamoria	Class Discussion

<p>Mar 29- April 3, 2025 (Day Order 1 to 3)</p>	<p>5.2 Employees Welfare– Health, Safety and Social Security 5.3 Grievance Handling and Redressal – Vigil Mechanism and Prevention of Sexual Harassment</p>	<p>Lecture with PPT</p>	<p>Human Resources Management by C.B.Gupta</p>	<p>Group Discussion</p>
	<p>REVISION</p>			