

**Tata Institute of Social Sciences  
School of Vocational Education  
and  
All India Council of Technical Education**



**UG & PG Courses**

# Prospectus



## **TATA INSTITUTE OF SOCIAL SCIENCES**

(A Deemed University, established under  
Section 3 of UGC Act, 1956)





# Stratadigm

i d e a s   t h a t   w o r k

## **Stratadigm Education and Training Pvt. Ltd.**

Vertical Anchor for TISS – BFSI domain

**[www.sve.tiss.edu](http://www.sve.tiss.edu)**

### **ADDRESS:**

3rd Floor, Kodali Central, Transport Road, Near Diamond Point,  
Balaji Enclave – Phase II, Secunderabad – 500 009, INDIA

Hyderabad | Bengaluru | Jaipur | Delhi/NCR | Chennai | Visakhapatnam | Kakinada

**[www.stratadigm.in](http://www.stratadigm.in)**



**The Tata Institute of Social Sciences (TISS)** was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. In 1944, the Sir Dorabji Tata Graduate School of Social Work was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was recognized as a Deemed University by the University Grants Commission (UGC) of India.

Since then, TISS has been expanding continuously in terms of educational programmes and infrastructure. What started as an institution offering a post-graduate diploma in Social Work, grew into a Deemed University and, as a result, diversified its activities. Since its inception in 1936, the Tata Institute of Social Sciences has never limited itself to the mandate of a conventional university. Over the years, the Institute has made a significant contribution to policy, planning, action strategies and human resource development, in several areas, ranging from sustainable rural and urban development to education, health, communal harmony, human rights and industrial relations. In all cases, the focus has been on the disadvantaged and marginalised sections of society.

Today, the TISS is a Government of India Institution and has earned recognition as an **Institution of Repute** from different Ministries of the Government of India, various State Governments, international agencies such as the United Nations, and the non-government sector, both national and international. This is due to the academic freedom leading to a positive work ethos and creativity in the Institute, strong linkages among education, research, field action and dissemination and the social commitment and responsiveness to varying social needs.

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour and create sustainable sources of income. This project has been initiated under the aegis of All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India.

- The approach adopted by TISS-SVE is called the Work Integrated Training Programme (WITP). This Vocational Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad based education.
- For effective delivery of this model, TISS leverages the expertise of a partner that will provide classroom-based training and will be known as a Hub.
- The WITP model provides the trainee the opportunity to enhance their skills and gain workplace-based industry experience as a part of their certification program. For the trainee, the experience is valuable as training is built around the context of work, enabling them to learn by working and observing.
- TISS-SVE, through its training partners, will provide the requisite structured classroom sessions while inducting them into the work settings. The WIT programme would further enable students to perform better in the highly technically advanced world by providing them with a platform to learn the duties and responsibilities of various employees while they are student-trainees at the facility.

## COURSES OFFERED

### A) B. Voc. (BFSI) Program

A 6-semester, 3-year Degree Program in which students will attend about 15 hours of theory classes every week and get on-the-job training for up to 40 hours per week. Students will join companies as regular employees or interns and get paid for their on-the-job training. The program blends general education inputs, vocational education inputs and practical on-the-job training to produce industry-ready professionals.

#### Program Objectives:

- To provide students a new option at the under-graduate level – an industry-focused, employment-oriented curriculum
- To help students pursue their graduate program studies while pursuing regular employment or paid internships
- To create the community college eco-system envisaged by AICTE and the University
- To assist students find suitable employment after successful completion of the program

### Semester-wise Listing of Courses

Semester	Course Code	Course Title	Credits
I	GE 1.1	English - I	6
	GE 2.1	Communication Skills - I	6
	VE 1.1	Banking & Micro Finance	3
	VE 2.1	Indian Securities Markets	3
	VPE 1	Vocational Practical	12
II	GE 1.2	English - II	6
	GE 2.2	Communication Skills - II	6
	VE 1.2	Micro Finance Operations I	3
	VE 2.2	Mutual Funds Operations I	3
	VPE 2	Vocational Practical	12
III	GE 2.3	Communication Skills - III	6
	GE 3.1	Basics of Computing Skills - I	6
	VE 1.3	Micro Finance Operations II	3
	VE 2.3	Mutual Fund Operations II	3
	VPE 3	Vocational Practical	12
IV	GE 2.4	Communication Skills -IV	6
	GE 3.2	Basics of Computing Skills-II	6
	VE 3.1	Retail Banking & Operations	3
	VE 4.1	Depository Operations	3
	VPE 4	Vocational Practical	12
V	GE 4.1	Basics of Accounts-I	4
	GE 5.1	Livelihood-I	6
	GE 6.1	Finishing School-I	3
	VE 5.1	Business Banking & Operations	3
	VE 6.1	Securities Operations	3
	VPE 5	Vocational Practical	12
VI	GE 4.2	Basics of Accounts-II	4
	GE 5.2	Livelihood-II	6
	GE 6.2	Finishing School-II	3
	VE 7.1	Life Insurance & Operations	3
	VE 8.1	General Insurance & Operations	3
	VPE 6	Vocational Practical	12
<b>Total</b>			<b>182</b>

## B) PG Diploma Programmes:

These are programmes that are as per the university credit system of 40 and above credits. Two program have been identified to begin with:

### (i) PG Diploma in Banking, Financial Markets and Insurance (PGDBFMI)

The 1-year, 2-semester PGDBFMI of the TISS-SVE will be conferred on candidates who are admitted to the program and fulfil all the requirements for the award of the Diploma.

#### Program Objectives:

- Enhance student employability in the BFSI domain
- Bridge skills gaps - industry expectations vs. student competencies
- Help students get hands-on experience in leading BFSI companies
- Assist students build rewarding careers in the BFSI domain

### Course Structure for 1-Year PGDBFMI 2015

#### Semester I – 18 Weeks - Classroom

Subject Code	Title	Theory	Credits	Hours	Marks
FBA1001	Finance & Bank Accounting	4	4	60	100
GRB1002	General & Retail Banking	4	4	60	100
COB1003	Corporate Banking	4	4	60	100
PSB1004	Priority Sector Banking	4	4	60	100
CSO1005	Communicaion & Soft Skills	4	4	60	100
<b>Total Theory Credits in Semester I</b>			<b>18</b>	<b>270</b>	

#### Semester II – 24 Weeks – Classroom + Internship/Project Work

Subject Code	Title	Theory	Credits	Hours	Marks
IFM2001	Indian Financial Markets	6	6	90	100
IIM2002	Indian Insurance Markets	4	4	60	100
FSM2003	Financial Services Marketing	4	4	60	100
<b>Total Theory Credits in Semester II</b>			<b>14</b>	<b>210</b>	
IPW2004	Internship / Project Work	Practical	10	300	100
<b>Total Practice Credits in Semester II</b>			<b>10</b>	<b>300</b>	
<b>Non-Credit Courses</b>					
MSO2005	Microsoft Office - Excel focus	Practical	Non-Credit		-NA-

## (ii) PG Diploma in Bank Credit Management (PGDFCM)

The 1-year, 2-semester PGDFMI of the TISS-SVE will be conferred on candidates who are admitted to the program and fulfil all the requirements for the award of the Diploma.

### Program Objectives:

The PG Diploma in Bank Credit Management program will help working professionals and students

- To enhance their knowledge and skills in managing SME and Corporate credit portfolios
- To help bridge skill gaps in industry demands/expectations and student competencies
- To help working professionals and students get hands-on experience in complex financial analysis and loan structuring processes
- To assist students find suitable employment after successful completion of the program.

## Course Structure for 1-Year PGDFCM 2015

### Semester I – 20 Weeks - Classroom

Subject Code	Title	Theory	Credits	Hours	Marks
COB1001	Corporate Banking	4	4	60	100
PSB1002	Priority Sector Banking	2	2	30	100
FBA1003	Finance & Bank Accounting	4	4	60	100
FAL1004	Financial Analysis for Lending	6	6	90	100
FME1005	Fin. Modelling Using Ms Excel	2	2	30	100
<b>Total Theory Credits in Semester I</b>			<b>18</b>	<b>270</b>	

### Semester II – 24 Weeks – Classroom + Internship/Project Work

Subject Code	Title	Theory	Credits	Hours	Marks
AFA2001	Applied Financial Analysis	6	6	90	100
BLO2002	Bank Loan Operations	2	2	30	100
LMR2003	Loan Monitoring & Review	2	2	30	100
FSM2004	Financial Services Marketing	4	4	60	100
<b>Total Theory Credits in Semester II</b>			<b>14</b>	<b>210</b>	
IPW2005	Internship / Project Work	Practical	8	240	100
<b>Total Practice Credits in Semester II</b>			<b>8</b>	<b>240</b>	
<b>Non-Credit Courses</b>					
CSO2006	Communication & Soft Skills	Theory	Non-Credit		-NA-

## C) Short Term Skill Enhancement Courses

The duration of these courses is less than 6 months. The objective of these courses is to upgrade the specialised skills that each sector demands to enhance earning capabilities of the trainee.

**Course Name** : Banking & Banking Operations  
**Course Code** : SEC001BBO  
**No. of Classroom Hrs** : 60

S.No	Topic
1	Understanding to Banking
2	Understanding Retail Banking
3	Understanding Corporate Banking
4	Understanding Payment Systems
5	Banking Regulations

**Course Name** : Introduction to Indian Financial Markets  
**Course Code** : SEC0021FM  
**No. of Classroom Hrs** : 60

S.No	Topic
1	Indian Financial Markets
2	Financial Products
3	Introduction to Derivatives

**Course Name** : Trade Life Cycles of Financial Products  
**Course Code** : SEC003TLC  
**No. of Classroom Hrs** : 60

S.No	Topic
1	Intro to Trade Life Cycle (TLC)
2	Overview of TLC of financial Products
3	Corporate Actions

## Stratadigm – Vertical Anchor and Hub Partner

Stratadigm Education and Training Pvt. Ltd. is India's leading Banking, Financial Services & Insurance (BFSI)-focused learning and development company.

As a Vertical Anchor for TISS-SVE, Stratadigm collaborates with the University to design, develop and deliver the vocational education programs across the country.

As a Hub Partner for TISS-SVE, Stratadigm runs the training centres to offer the B.Voc., PG Diploma and Skill Enhancement Courses approved by the University.

It designs, develops & delivers learning interventions & smart talent sourcing solutions for global and domestic BFSI and IT companies that produce tangible business benefits. It collaborates with universities, higher educational institutions and industry bodies to offer vocational education programs to students and working professionals that bridge knowledge and skill gaps and help build rewarding careers in the BFSI domain.

### THE TEAM

Stratadigm is established and managed by professionals with strong academic grounding (IITs, IIMs, CFAs, Cas and PRMs) and hands-on industry experience in india and abroad with some of the most reputed BFSI companies (Bank of America, Deutsche Bank, BNP Paribas, Societe Generale, ING, ICICI Bank and SBI etc.)

It's team of 45 industry professionals bring together 800+ years of industry and teaching experience.

### SERVICE OFFERINGS

Stratadigm offers highly interactive and impactful BFSI domain learning solutions, smart talent acquisition for entry-level positions, vocational education for enhancing student employability, and investor education services for mutual funds and regulators.

### THE LEARNING EXPERIENCE

Stratadigm's core strenghts are in curriculum design, content development and delivery methodologies, Its proprietary methodology - the TEAW model helps easy absorption and retention of the subject.

Program delivery happens in multiple modes - ILT, Virtual ILTs, Self-Study using Workbooks and interactive self-pased E-Learning.

Learning impact is enhanced by a variety of tools including games.

### GLOBAL CLIENTELE

Stratadigm is the preferred learning partner for many of the world's leading banks, financial services companies, BPOs/KPOs of BFSI companies and BFSI-centric IT companies. We have the privilege of working with leading global BFSI and IT companies for over ten years.

#### Key Clients Include

Bank of America | JP Morgan Chase | Wells Fargo | Deutsche Bank | Allstate Insurance | Birla Sun Life AMC | Fidelity Invesco | SIDBI | State Bank of Mysore | L&T Finance | Kotak Mahindra Bank | Mphasis | HCL Technologies etc.

### ACCREDITATIONS & AFFILIATIONS

Stratadigm has strong affiliations and accreditations with leading Indian and foreign institutions and industry bodies that are focused on enhancing skills and competencies in the BFSI domain

Stratadigm is also a training affiliate for the National Skill Development Corporation and the BFSI Sector Skill Council of India. It is also a VTP approved by the Government of India.



## FAQs

### 1. Why should I opt for the TISS-SVE courses?

The TISS-SVE courses are designed to help students build successful careers in specific industries with Banking, Financial Services and Insurance (BFSI) being one of them. Students will learn the theoretical aspects and get exposure to the practical aspects of the industry, which will help enhance their employability.

### 2. Who can enroll for the TISS-SVE courses?

A student who has completed her/his 12th standard (Intermediate) from a recognized Board in India (CBSE/ICSE/Board of Intermediate Education of a State) can enroll for the B.Voc. (BFSI) program.

A student who has completed her/his Degree (B.Sc., B.Com., BA, BBA/BBM, BCA, B.Tech.) or students who are pursuing or have completed any Post-Graduation (MBA/M.Com/M.Sc./MCA etc.) from a recognized and UGC approved University are eligible to enroll for the P.G. Diploma Programs.

A student who has completed her/his 12th standard (Intermediate) from a recognized Board in India (CBSE/ICSE/Board of Intermediate Education of a State) can enroll for the Skill Enhancement Courses.

### 3. How does a TISS-SVE course benefit me?

The TISS-SVE courses will help students in the following ways

- Ability to build a highly rewarding career in the fast-growing BFSI industry
- Course delivery by faculty members who come with vasa industry experience
- Award of Degree/Diploma/Certificate by TISS, Mumbai, India's leading Deemed University since 1964
- High quality course material developed by Stratadigm and approved by TISS CoE
- Placement assistance to students
- Ability to earn while learning in the case of B.Voc. (BFSI) course

### 4. What kind of placement opportunities exist for students of TISS-SVE courses?

Students who successfully complete the TISS-SVE courses will be eligible for placement assistance from Stratadigm. Placement opportunities exist with Banks, Brokerage Houses, Mutual Funds, Insurance companies, Large captive and 3rd Party of leading BFSI companies. Placement opportunities are in the front office and back office of these institutions.

### 5. Who are the faculty members?

Stratadigm's faculty members are all thoroughbred industry professionals with strong academic credentials. Many of the faculty members are Chartered Accountants, alumni of IIMs (IIM Bangalore and IIM Calcutta), Doctorates (Ph.D. in Finance) and holders of international degrees and diplomas from CFA Institute, USA and Global Association of Risk Professionals (GARP), USA.

The faculty members come with average work experience of over 20 years with leading banks including State Bank of India, ICICI Bank, Bank of America, Deutsche Bank, ING Group and BNP Paribas etc.

The Centre of Excellence @ TISS-SVE, Mumbai, approves all the faculty members.

### 6. Where can the Student get additional details about the TISS-SVE courses?

Students can meet the Counsellor in the designated TISS Hub Partners' premises for additional details about the course structure, course fees and for responses to any other queries they may have.

### 7. How do I enroll for the TISS-SVE courses?

Students need to fill-in the application form along with their photographs and pay the requisite fee for the Semester at the Hub Partner centre.

Students will also be required to submit the Original Certificates of their 12th Standard or Degree Certificates along with their marks memoranda and Transfer Certificates (TCs) to TISS-SVE.

### 8. How does the student pay the fees?

All fees will be paid directly to the credit of Tata Institute of Social Sciences by way of Demand Draft (payable in Mumbai) or through an Electronic Fund Transfer.

The examination fee will also be paid directly to TISS, Mumbai.

### 9. What does the fees cover?

The tuition fee covers the following

- Cost of classroom training
- Workbooks – supplied directly by TISS, Mumbai
- Additional learning support from Stratadigm

### 10. When are the fees to be paid?

The semester-wise fees are to be paid at least one week prior to the commencement of the Semester.

The examination fees are to be paid at least four weeks prior to the commencement of the examinations.

### 11. Who shall award the Certificates/Diploma/Degree?

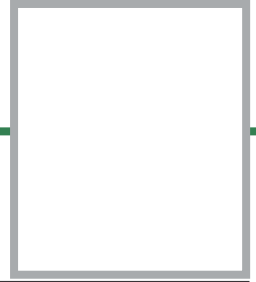
All certificates, diplomas and degrees will be awarded by the Tata Institute of Social Sciences in its capacity as Government of India funded Deemed University and based on the approval received from the All India Council of Technical Education (AICTE) and the MoU signed by TISS with the Ministry of HRD, Government of India.

### 12. How do I know that the Stratadigm centre in my city is a partner of TISS-SVE?

Details of all the verticals covered by TISS-SVE, the Vertical Anchors, the Hub Partner locations, the different courses offered and the fees details are all available on the Web site of TISS-SVE – <http://www.sve.tiss.edu/>.

Students can also call TISS-SVE at any of these numbers

- +91 22 2552 5601, 02, 04, 07, 08.



# Student Application Form

To be filled by Stratadigm office

## Program Applied For:

<b>Student First Name:</b>	<b>Student Last Name:</b>
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Course	School/College	Board/University	From	To	% of Marks
S.S.C. (Class X)					
Intermediate (Class XII)					
Graduation:					
PG:					

<b>Date of Birth</b> (dd/mm/yyyy)	<b>Aadhaar No.</b>
<b>Gender: Male/Female</b>	<b>Category OC/OBC/SC/ST/PWD</b>

<b>Permanent Address:</b>	<b>E-Mail ID</b>	
	<b>Landline No</b>	
	<b>Mobile No</b>	

Extra-curricular Activities:	Other Achievements:
1.	1.
2.	2.
3.	3.

Details of Project Work/Internships

Language Proficiency	Read	Write	Speak
1.			
2.			
3.			
4.			

Work Experience, if any	Employer	Roles & Responsibility	From	To
1.				
2.				
3.				

Reference(s):	1.
	2.

<b>Father's Name:</b>			
<b>Mother's Name:</b>			
<b>Occupation:</b>			
<b>Company Name:</b>		<b>Phone Number:</b>	
<b>Annual Income:</b>			

## Declaration of the candidate:

I Mr./ Miss / Mrs. \_\_\_\_\_ Son/Daughter of Sri. \_\_\_\_\_  
 \_\_\_\_\_ hereby declare that I will be abide by the rules & regulations of the college and the University with which it is affiliated.

- I further declare that I will not enroll myself for studies in any other College/Institution as a bonafide student.
- I also declare that the statements I have made in this application are correct and true to my knowledge.
- I have not suppressed any facts
- I fully understand that my admission will stand cancelled in case any information provided by me is found to be untrue. I am aware of the fact that I will not e permitted to sit for the examination in that case.
- I fully undertake that I will abide by the rules and regulations pertaining to attendance.
- I also promise that I will not pressurize the management/any faculty member for any concession.
- I also promise that I will not indulge in any illegal activity like damaging the property of the college personally or in groups.
- I will abide for any disciplinary action taken by the college, if I am found to be wrong.
- I also promise that, I will give all information about my academic and non academic activities in the college to my parents regularly.
- I promise that, I will pay the college fee regularly and in time.
- I promise that, I will pay the fees of the complete academic year whether I attend the classes or nor if I wish to take T.C for any reason in the middle of the academic year.

Date : _____	Signature of Candidate
Place : _____	



## Tata Institute of Social Sciences School of Vocational Education

*(A Deemed University as under Section 3 of the University Grants Commission Act, 1956)*

V.N. Purav Marg, Deonar, Mumbai 400 088  
Tel.: 91 22 2552 5601, 02, 03 | Fax: 91 22 2552 5050  
Website : [www.sve.tiss.edu](http://www.sve.tiss.edu)



**Stratadigm**

ideas that work

**Stratadigm Education & Training Pvt. Ltd.**

3rd Floor, Kodali Central, Transport Road, Near Diamond Point,  
Balaji Enclave – Phase II, Secunderabad – 500 009, INDIA

Phone: 8885 111 622 / 040-40123624 / 040-27843624

[www.stratadigm.in](http://www.stratadigm.in)