

# SEBI Grade A 2020 Study Plan

## Phase 1 – Paper 1 Preparation Strategy

The best way now to prepare for above-mentioned sections would be through the SEBI Grade A Mock Tests.

Most of you, I am sure, might be well aware of the basics of these topics, therefore just jump on to taking the paper 1 mock tests.

Understand and analyse your strengths and weaknesses through these mock tests and work on them.

## Paper 1 Mock Test Schedule

Month	No. of Mock Tests to be taken
September 2020	4 Mock Tests
October 2020	4 Mock Tests
November 2020	2 Mock Tests

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## Phase 1 – Paper 2 Study Plan

Let us make a properly structured timetable for the subjects/sections of Phase 2 for better strategizing preparation for Phase 1 – Paper 2.

As the **last date to register for the SEBI Grade A 2020 Exam is 31st October 2020** as per the latest notice issued by SEBI, here it is an **11-week study plan** starting from the last week of August till the end of 2nd week of November 2020.

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Week	Paper-2 Subject	Paper 2 Topic to be Covered
Week 1	Management	<p><b>a)</b> Management: Its nature and scope. The Management Processes: Planning, Organization, Staffing, Directing and Controlling.</p> <p><b>b)</b> The Role of a Manager in an Organization. Leadership: The Tasks of a Leader.</p> <p><b>c)</b> Leadership Styles, <b>Leadership Theories</b>, A successful Leader versus an effective Leader.</p>
Week 2	Management	<p><b>a)</b> Human Resource Development: Concept of HRD, Goals of HRD.</p> <p><b>b)</b> Motivation, Morale, and Incentives: Theories of Motivation, How Managers Motivate, Concept of Morale, Factors determining morale, Role of Incentives in Building up Morale.</p> <p><b>c)</b> <b>Communication</b>: Steps in the Communication Process, Communication Channels, Oral versus Written Communication, Verbal versus non-verbal Communication, upward, downward, and lateral communication, Barriers to Communication, Role of Information Technology.</p>
Week 3	Finance	<p><b>a)</b> <b>Financial Markets</b>: Primary and Secondary Markets (Forex, Money, <b>Bond</b>, Equity, etc.), functions, instruments, recent developments.</p> <p><b>b)</b> General Topics: <b>Basics of Derivatives</b>: Forward, Futures and Swap.</p>
Week 4	Finance	<p><b>a)</b> Recent Developments in the Financial Sector,</p> <p><b>b)</b> Financial Inclusion- Use of technology,</p> <p><b>c)</b> Direct and Indirect Taxes</p> <p><b>d)</b> Non-tax sources of Revenue, GST, Finance Commission, Fiscal Policy, Fiscal Responsibility and Budget Management Act (FRBM),</p>

		<p><b>e) Inflation:</b> Definition, trends, estimates, consequences, and remedies (control): WPI, CPI – components and trends.</p>
<b>Week 5</b>	<b>Finance</b>	<p><b>a)</b> Financial System: Role and Functions of Regulatory bodies in the Financial Sector.</p> <p><b>b) Alternate source of finance</b>, private and social cost-benefit, Public-Private Partnership.</p>
<b>Week 6</b>	<b>Commerce &amp; Accountancy</b>	<p><b>a)</b> Cash Flow Statement, Fund flow statement, Financial Statement analysis. <b>Ratio analysis</b>.</p> <p><b>b)</b> Accounting for Share Capital Transactions including Bonus Shares, Right Shares.</p> <p><b>c)</b> Employees Stock Option and Buy-Back of Securities.</p>
<b>Week 7</b>	<b>Commerce &amp; Accountancy and Costing</b>	<p><b>a)</b> Accounting as a financial information system.</p> <p><b>b)</b> Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.</p> <p><b>c)</b> Preparation and Presentation of Company Final Accounts.</p> <p><b>d) Overview of Cost and Management Accounting</b> – Introduction to Cost and Management Accounting, Objectives and Scope of Cost and Management Accounting.</p> <p><b>e) Methods of Costing</b> – Single Output/ Unit Costing, Job Costing, Batch Costing, Contract Costing, Process/ Operation Costing, Costing of Service Sectors.</p>
<b>Week 8</b>	<b>Costing and Companies Act</b>	<p><b>a)</b> Basics of Cost Control and Analysis –  <b>(i)</b> Standard Costing, <b>(ii)</b> Marginal Costing, <b>(iii)</b> Budget and Budgetary Control.</p> <p><b>b)</b> Lean System and Innovation: –  <b>i. Introduction to Lean System.</b>  <b>ii.</b> Just-in-Time (JIT)  <b>iii.</b> Kaizen Costing  <b>iv.</b> 5 Ss  <b>v.</b> Total Productive Maintenance (TPM)</p>

		<b>vi.</b> Cellular Manufacturing/ One-Piece Flow Production Systems <b>vii.</b> Six Sigma (SS) <b>viii.</b> Introduction to Process Innovation and Business Process Re-engineering (BPR).  <b>c)</b> The Companies Act, 2013 – Specific reference to Chapter III, Chapter IV.
<b>Week 9</b>	<b>Companies Act</b>	<b>a)</b> The Companies Act, 2013 – Specific reference to Chapter VIII, Chapter X, Chapter XI, Chapter XII and Chapter XXVII.
<b>Week 10</b>	<b>Economics Part-1</b>	<b>a)</b> Demand and Supply, Market Structures, <b>b)</b> National Income: Concepts and Measurement, <b>c)</b> Classical & Keynesian Approach Determination of output and employment, <b>d)</b> Consumption Function, Investment Function, <b>e)</b> Multiplier and Accelerator, <b>f)</b> Demand and Supply for Money, IS-LM, <b>g)</b> Inflation and the Phillips Curve, <b>h)</b> Business Cycles
<b>Week 11</b>	<b>Economics Part-2</b>	<b>a)</b> <b>Balance of Payments</b> , <b>b)</b> Foreign Exchange Markets, <b>c)</b> <b>Inflation</b> , <b>d)</b> Monetary and Fiscal Policy, <b>e)</b> <b>Non-banking Financial Institutions</b> .

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