

Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College, Vashi.
(Autonomous College)



Syllabus for Approval

Sr. No.	Heading	Particulars
1	Class	F.Y.B.Com.(Banking & Insurance)
2	Eligibility for Admission	12 th Pass in any stream or equivalent qualification Opencategory - Minimum45% Reserved category- Minimum40%
3	Title of the Course	F.Y.B.Com.(Banking & Insurance)
4	Passing Marks	Minimum 24 in Semester Exam and 16 inCIA
4	Syllabus and Evaluation	60 Marks for Semester Exam + 40 Marks Continuous Internal Evaluation
5	No. of Years / Semesters	02
6	Level	P.G./ U.G./ Diploma / Certificate (Strike out which is not applicable)
7	Pattern	Yearly / Semester (Strike out which is not applicable)
8	Status	New / Revised (Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year 2022-23

Date:

Signature:

Name of BOS Chairperson/Dean: _____

AC- 25/10/2021

Item No.- 7.20



**Rayat Shikshan Sanstha's
KARMAVEER BHURAO PATIL COLLEGE, VASHI.
NAVI MUMBAI
(AUTONOMOUS COLLEGE)**

Sector-15- A, Vashi, Navi Mumbai - 400 703

Syllabus for F.Y.B.Com. Banking & Insurance

Program: B.Com. Banking & Insurance (Honours)

Course: F.Y.B.Com. Banking & Insurance

**(Choice Based Credit, Grading and Semester System
with effect from the academic year 2022-23)**

B.Com. (Banking & Insurance) Programme

Choice Based Credit, Grading and Semester System

Preamble of the Syllabus:

Bachelor of Commerce (B.Com.) in Banking and Insurance is a under graduation programme of Department of Banking and Insurance, Karmaveer Bhaurao Patil College Vashi, Navi Mumbai [Autonomous College]

This course will provide the students, a greater in-depth knowledge of different aspects of Banking, Insurance and other financial services and a thorough understanding of the practical application of the theory. The Banking & Insurance degree aims to inculcate training and practical approach among the students by using modern technologies, and also to given an adequate exposure to operational environment in the field of Banking, Insurance and other related financial services.

B.Com. (Banking & Insurance) Programme

Choice Based Credit, Grading and Semester System

PROGRAMME OUTCOMES OF UNDER GRADUATE PROGRAMME

Commerce graduate will be able to:

1. **Disciplinary Knowledge:** Built conceptual foundation and application skills in the area of accountancy, finance, management, research Marketing, Human Resource Management, Business and Corporate Law, economics, Finance, Accounting, Management, Tax, Investment, Insurance, and Banking seeking youth fit for Employment.
2. **Communication Skills:** Communicate Long Standing Unsolved problems in commerce; and to show the importance of commerce in Socio- Economic Development.
3. **Critical Thinking:** Apply the analytical and decision-making skills to various problems appearing in different branches of Commerce and Business.
4. **Problem Solving:** Detect the problem originating in the diverse management areas such as Finance, Marketing, Human Resource, and Taxation; examine the problem, analyse and synthesize data and derive inferences to comprehend solutions to the problems.
5. **Research related Skills:** Identify, formulate and analyse socio-economic and environmental problems to arrive at substantiated conclusions for sustainable development using the fundamental principles of various branches of Commerce and Business.
6. **Digital literacy:** Use various technical ICT tools for exploring, analysing and using the information for business purposes for global competency.

7. **Analytical reasoning:** Develop disciplinary knowledge and tactical depth-ness, with a broader skill set and encourage them to seek out resolute, innovative solutions for dynamic business.
8. **Moral & Ethical Awareness:** Ascertain Unethical Behaviour, falsification, and manipulation of information in business and managing self and various social systems.
9. **Lifelong Learning:** Demonstrate knowledge and understanding of management principles and apply these to one's own profession / career. Capability to work independently in diverse projects and ensure detailed study of various facets Commerce and Business.
10. **Leadership & Teamwork:** Work effectively with groups and individuals and take lead in implementation of plans in various fields of commerce and its allied sectors.
11. **Environment and Sustainability:** Understand the impact of the professional accounting solutions in societal and environmental contexts, and demonstrate the knowledge of and need for sustainable development.

Programme Specific Outcomes:

On completion of this course students will be able to:

1. Explain, evaluate and interpret the terminology and concepts related to banking, Insurance and Finance.
2. Apply fundamental accounting knowledge to analyse and interpret relevant accounting & financial statements.
3. Develop management and analytic skills to work with various financial tools, regulatory agencies and global financial markets.
4. Analyze financial instruments and investor behavior using standard financial ratios of liquidity, activity, debt, profitability.

B.Com. (Banking & Insurance) Honours Programme
Choice Based Credit, Grading and Semester System
Course Structure

F.Y.B.Com. (Banking & Insurance)

(To be implemented from Academic Year 2022-23)

Course Type	Course Code	Course Title	Credits	CIE Marks	SEE Marks	Total Marks
Core Course	UGBBICC101	Environment & Management of Financial Services	4	40	60	100
Core Course	UGBBICC102	Principles of Management	4	40	60	100
Core Course	UGBBICC103	Financial Accounting-I	4	40	60	100
AECC	UGBBIAECC104	Business Communication-I	2	40	60	100
AECC	UGBBIAECC105	Foundation Course-I	2	40	60	100
GEC	UGBBIGEC106A	Business Economics-I	6	40	60	100
	UGBBIGEC106B	Quantitative Methods-I				
		* Audit Credit Course	2	-	50	50
Total			24	260	410	650
Core Course	UGBBICC201	Principles & Practices of Banking & Insurance	4	40	60	100
Core Course	UGBBICC202	Organizational Behavior	4	40	60	100
Core Course	UGBBICC203	Financial Accounting-II	4	40	60	100
AECC	UGBBIAECC204	Business Communication-II	2	40	60	100
AECC	UGBBIAECC205	Foundation Course-II	2	40	60	100
GEC	UGBBIGEC206A	Business Law	6	40	60	100
	UGBBIGEC206B	Quantitative Methods-II				
		**Audit Credit Course	2	-	50	50
Total			24	260	410	650

B.Com. (Banking & Insurance) Honours

Course Structure

F.Y.B.Com. (Banking & Insurance)

(To be implemented from Academic Year 2021-2022)

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
1	Core Courses (CC)		1	Core Courses (CC)	
UGBBICC101	Environment & Management of Financial Services	04	UGBBICC201	Principles & Practices of Banking & Insurance	04
UGBBICC102	Principles of Management	04	UGBBICC202	Organizational Behaviour	04
UGBBICC103	Financial Accounting-I	04	UGBBICC203	Financial Accounting-II	04
2	Ability Enhancement Compulsory Course (AECC)		2	Ability Enhancement Compulsory Course (AECC)	
UGBBIAECC104	BusinessCommunication-I	02	UGBBIAECC204	BusinessCommunication -II	02
UGBBIAECC105	Foundation Course-I	02	UGBBIAECC205	Foundation Course -II	02
3	* Elective: Generic (GE)		3	**Elective: Generic (GE)	
UGBBIGEC106A/ UGBBIGEC106B	Anyoncoursefromthe followinglistofthecourses	06	UGBBIGEC206A/ UGBBIGEC206B	Anyoncoursefromthe followinglistofthecourses	06
TotalCredits		22	TotalCredits		22

*List of Elective: Generic (GE) for Semester I (Any One)		**List of Elective: Generic (GE) For Semester II(Any One)	
UGBBIGEC106A	Business Economics-I	UGBBIGEC206A	Business Law
UGBBIGEC106B	Quantitative Methods-I	UGBBIGEC206B	Quantitative Methods-II
Note : Course selected in Semester I will continue in Semester II			

FYBBI Syllabus

Semester I

Sr. No.	Course Code	Course Title	Module/ Topics	Credit	L/Week
1	UGBBICC101	Environment & Management of Financial Services	Introduction to Financial System Phases of Development of Banking and Insurance Management, Regulation and Development of Banking & Insurance SEBI Regulations Regulatory and Developmental Framework of Banking and Insurance	4	4
2	UGBBICC102	Principles of Management	Introduction to Management Management Process Organizational Structure of Banking and Insurance Companies Business Leaders	4	4
3	UGBBICC103	Financial Accounting-I	Introduction to Financial Accounting Classification of Income & Expenses and Accounting Standards Issue of Shares Stock Valuation and Hire Purchase Final Account	4	4
4	UGBBIAECC104	Business Communication-I	Concept of Communication Obstacles to Communication in Business World & Introduction to Business Ethics Business Correspondence Language and Writing Skills.	2	2
5	UGBBIAECC105	Foundation Course-I	Overview of Indian Society Concept of Disparity-I Concept of Disparity-II	2	2

			Indian Constitution		
			Significant Aspects of Political Processes Growing Social Problem in India		
6	UGBBIGEC106A	Business Economics-I	Introduction	6	6
			Supply and Demand Analysis		
			Production Function and Cost Analysis		
			Revenue Concepts and Equilibrium Conditions		
			Market Structure		
7	UGBBIGEC106B	Quantitative Methods-I	Introduction, Organising Data, Frequency Distribution, Data Representation	6	6
			Measures of Central Tendencies		
			Measures of Dispersion		
			Co-variance, Correlation and Regression		
			Probability , Probability Distribution and Decision Theory		
			Index Numbers		
			Insurance		

Note:



Courses focusing on Employability/ Entrepreneurship/ Skill Development



Topics related to professional ethics, gender, human values, environment and sustainability



Topics related to local, national, regional and global development needs

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC101.Environment and Management of
Financial Services

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Financial System	15
2	Phases of Development of Banking and Insurance	15
3	Management, Regulation and Development	15
4	Regulatory and Developmental Framework of Banking & Insurance	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBICC101	Environment & Management of Financial Services	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Describe the concept of risk management within the organisation of banks and insurance companies [1]* 2. Understand the concept of role of Banking & Insurance in mobilizing savings and Investments [2]* 3. Explain Assets-Liability Management in Banking and Insurance [3]* 4. Analyse the mechanism of supervision and regulation of banking system [4]* 5. Evaluate the legal framework governing the insurance. [5]* 6. Design the phases of development of banking and insurance. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Introduction to Financial System
	<ul style="list-style-type: none"> • FinancialSystem <ul style="list-style-type: none"> ▪ Institutional set-up ▪ MarketingStructure ▪ Instruments ▪ Overview of different kinds of financial services. (e.g. Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) • Meaning, Definition and scope of Banking andInsurance.
2	Phases of Development of Banking and Insurance
	<ul style="list-style-type: none"> • Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economicgrowth. • Functions and working of banking and insurancecompanies
3	Management, Regulation and Development
	<ul style="list-style-type: none"> • Risk management within the organizations of Banks and Insurancecompanies • Asset-Liability Management in Banking andInsurance • Organisational structure andmanagement • *SEBI – Regulations, Roles and Functions
4	Regulatory and Developmental Framework of Banking & Insurance
	<ul style="list-style-type: none"> • Banking companies and RBI Acts and legal framework governingthe insurance. • Developmental Activities of RBI andIRDA • Mechanism of supervision andregulation. • PrudentialNorms.

Course Outcomes (CO)

The learner will be able to :-

1. Describe the concept of risk management within the organisation of banks and insurance companies [1]*
2. Understand the concept of role of Banking & Insurance in mobilizing savings and Investments [2]*
3. Explain Assets-Liability Management in Banking and Insurance [3]*
4. Analyse the mechanism of supervision and regulation of banking system [4]*
5. Evaluate the legal framework governing the insurance. [5]*
6. Design the phases of development of banking and insurance. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	1	-	-	3	-	-
CO2	3	-	-	-	-	-	1	-	1	-	-	2	-	-
CO3	3	-	-	-	-	-	2	-	1	-	-	2	-	-
CO4	3	-	2	2	-	-	2	-	1	-	-	2	-	-
CO5	3	-	-	-	-	-	2	-	1	-	-	-	-	-

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC102. Principles of Management

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Management	15
2	Management Process	15
3	Organization Structure of Banking and Insurance companies	15
4	Business Leaders	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBICC102	Principles of Management	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Explain the levels and the functions of management. [1]* 2. Understand the meaning, features and importance of management. [2]* 3. Determine how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances. [3]* 4. Analyze the process of management's four functions planning, organizing, leading & controlling [4]* 5. Evaluate the context for taking managerial actions of planning, organizing and controlling. [5]* 6. Integrate management principles into management practices. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Introduction to Management
	<ul style="list-style-type: none"> • Definition of Management • Management as a Profession • Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K. Pralhad, Mr. VijayGovindarajan)
2	Management Process
	<ul style="list-style-type: none"> • Management Process, Practices, Functions of Management related to Banking and Insurance companies
3	Organization Structure of Banking and Insurance companies
	<ul style="list-style-type: none"> • Organisational structure and management <p>*Governance : Meaning and Concept, Corporate governance in Financial Sector</p>
4	Business Leaders
	<ul style="list-style-type: none"> • Leaders in the Indian Industry (J.R.D Tata, Ratan Tata, Aditya Birla, Kumar Mangalam Birla, Mr. Dhirubhai Ambani and Sons, Kiran Mazumdar Shaw, Verghese Kurien) • Leaders in the Banking and Insurance Industry <ul style="list-style-type: none"> ▪ Indian Leaders <p>(Banking & Insurance: H. Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Hinduja, Godrej, Azim Premji, Narayan Murthy, Anand Mahindra , Governor of RBI)</p> <ul style="list-style-type: none"> ▪ International Leader <p>President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund</p>

Course Outcomes (CO)

The learner will be able to :-

1. Explain the levels and the functions of management. [1]*
2. Understand the meaning, features and importance of management. [2]*
3. Determine how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances. [3]*
4. Analyze the process of management's four functions planning, organizing, leading & controlling [4]*
5. Evaluate the context for taking managerial actions of planning, organizing and controlling. [5]*
6. Integrate management principles into management practices. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	1	-	-	2	-	1
CO2	3	-	-	-	-	-	1	-	1	-	-	2	-	1
CO3	3	-	-	-	-	-	2	-	1	-	-	2	-	1
CO4	3	-	-	2	-	-	2	-	1	-	-	2	-	1
CO5	3	-	-	2	-	-	1	-	1	-	-	2	-	1

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC103. Financial Accounting-I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to accounting	12
2	Classification of Income & Expenses & Accounting Standards	12
3	Issues of Shares	12
4	Hire purchase	12
5	Final Accounts	12
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBICC103	Financial Accounting -I	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Describe the meaning and scope of Accounting. [1]* 2. Understand the principles of double entry book keeping. [2]* 3. Classify the accounting transactions into different subsidiary books.[2]* 4. Compute values & Prepare Final Accounts of a company. [3]* 5. Categorise different types of expenditures and receipts involved in accountancy. [4]* 6. Evaluate and rectify different kinds of errors. [5]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating [6]: Creating**

Sr. No.	Modules / Units
1	Introduction to Accounting
	<p>Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance</p>
2	Classification of Income & Expenses & Accounting Standards
	<p>Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs).</p>
3	Issues of Shares
	<p>Introduction to issue of shares, issue of shares for consideration other than cash, issue of shares for cash, calls on shares, issue of shares at premium, issue of shares at Par, issue of shares at discount, accounting treatment on issue of shares.</p>
4	Hire Purchase
	<p>Hire Purchase Transactions (calculate on of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method, Change of method.</p>
5	Final Accounts
	<p>Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries(*Advanced Entries)</p>

Course Outcomes (CO)

The learner will be able to :-

1. Describe the meaning and scope of Accounting.[1]*
2. Understand the principles of double entry book keeping.[2]*
3. Classify the accounting transactions into different subsidiary books.[2]*
4. Compute values & Prepare Final Accounts of a company.[3]*
5. Categorise different types of expenditures and receipts involved in accountancy.[4]*
6. Evaluate and rectify different kinds of errors.[5]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	-	-	-	-	3	-
CO2	3	-	-	-	-	-	1	-	-	-	-	-	3	-
CO3	3	-	-	-	-	-	3	-	-	-	-	-	3	-
CO4	3	-	1	3	-	-	1	-	-	-	-	-	3	-
CO5	3	-	1	-	-	-	2	-	-	-	-	-	3	-

Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2022-23
Ability Enhancement Compulsory Courses (AECC)
UGBBIAECC104. Business Communication-I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	15
2	Obstacles to Communication in Business World	15
3	Business Correspondence	15
4	Language and Writing Skills	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIAECC104	Business Communication – I	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Define communication. [1]* 2. Understand the impact of technological advancements on communications. [2]* 3. Prepare a strategy cohesion and coherence self editing. [3]* 4. Analyse different parts, structure and layouts of business letter writing. [4]* 5. Evaluate tenses and subject verb agreement. [5]* 6. Design emergence of Communication as a key concept in the Corporate World. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	<p data-bbox="342 264 675 296">Theory of Communication</p> <p data-bbox="342 317 1390 449">Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global World Impact of technological advancements on Communication</p> <p data-bbox="342 470 1036 501">Channels and Objectives of Communication: Channels-</p> <p data-bbox="342 527 1114 558">Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p data-bbox="342 583 1390 716">Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p data-bbox="342 737 846 768">Methods and Modes of Communication:</p> <p data-bbox="342 793 1224 825">Methods: Verbal and Nonverbal, Characteristics of Verbal Communication</p> <p data-bbox="342 850 1117 882">Characteristics of Non-verbal Communication, Business Etiquette</p> <p data-bbox="342 907 1333 982">Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication[Fax]</p> <p data-bbox="342 1003 1130 1035">Computers and E- communication Video and Satellite Conferencing</p>
2	<p data-bbox="342 1056 938 1087">Obstacles to Communication in Business World</p> <p data-bbox="342 1108 1062 1140">Problems in Communication /Barriers to Communication:</p> <p data-bbox="342 1165 1300 1241">Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p data-bbox="342 1266 1284 1297">Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p data-bbox="342 1323 743 1354">Introduction to Business Ethics:</p> <p data-bbox="342 1379 1390 1518">Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p data-bbox="342 1539 1390 1774">Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace</p> <p data-bbox="342 1795 719 1827">Piracy, Insurance, Child Labour</p>

Sr. No.	Modules / Units
3	Business Correspondence
	<p>Theory of Business Letter Writing:</p> <p>Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p>Personnel Correspondence:</p> <p>Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p> <p>[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>
4	Language and Writing Skills
	<p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing:</p> <p>Developing an idea, using appropriate linking devices, etc.</p> <p>Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> ▪ ListeningComprehension ▪ RemedialTeaching ▪ Speaking Skills: Presenting a News Item, Dialogue andSpeeches ▪ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. ▪ Reading Comprehension: Analysis of texts from the fields ofCommerce andManagement <p>*Transcript of Interview and Employment Messages (to be shown)</p> <p>**“you attitude”</p> <p>(“you” attitude has to be emphasized in the practice of all the above mentioned skills (Listening, Reading, Writing, Speaking)</p>

Course Outcomes (CO)

The learner will be able to :-

1. Define communication. [1]*
2. Understand the impact of technological advancements on communications. [2]*
3. Prepare a strategy cohesion and coherence self editing. [3]*
4. Analyse different parts, structure and layouts of business letter writing. [4]*
5. Evaluate tenses and subject verb agreement. [5]*
6. Design emergence of Communication as a key concept in the Corporate World. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	2	-	-	-	-	1	-	1	-	-	1	-	1
CO2	3	2	-	-	-	-	1	-	1	-	-	1	-	1
CO3	3	2	-	-	-	-	2	-	1	-	-	1	-	2
CO4	3	2	-	-	-	-	2	-	1	-	-	2	-	2
CO5	3	3	-	2	-	-	2	-	1	-	-	2	-	2

Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2022-23
Ability Enhancement Compulsory Courses (AECC)
UGBBIAECC105. Foundation Course-I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Overview of Indian Society	05
2	Concept of Disparity-1	10
3	Concept of Disparity-2	10
4	The Indian Constitution	10
5	Significant Aspects of Political Processes	10
Total		45

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIAECC105	Foundation Course –I	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Illustrate linguistic diversity in relation to Indian society. [1]* 2. Describe the disparities arising out of gender. [2]* 3. Compare self-government in urban & rural areas. [3]* 4. Estimate causes & effects of conflicts arise due to linguistic differences. [4]* 5. Prioritize values in strengthening the social fabric of Indian Society. [5]* 6. Propose a model of distribution of resources as demographic composition. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Overview of Indian Society
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
2	Concept of Disparity- 1
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
3	Concept of Disparity-2
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic Differences
4	The Indian Constitution
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
5	Significant Aspects of Political Processes
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

Course Outcomes (CO)

The learner will be able to :-

1. Illustrate linguistic diversity in relation to Indian society. [1]*
2. Describe the disparities arising out of gender. [2]*
3. Compare self-government in urban & rural areas. [3]*
4. Estimate causes & effects of conflicts arise due to linguistic differences. [4]*
5. Prioritize values in strengthening the social fabric of Indian Society. [5]*
6. Propose a model of distribution of resources as demographic composition. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	2	-	-	-	-	-	-
CO2	3	-	-	-	-	-	1	2	-	-	-	-	-	-
CO3	3	-	-	-	-	-	1	2	-	-	-	-	-	-
CO4	3	-	1	-	-	-	1	2	-	-	-	-	-	-
CO5	3	-	1	-	-	-	1	2	-	-	-	-	-	-

Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2022-23
Elective: Generic (GE)
UGBBIGEC106A. Business Economics-I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction	10
2	* Supply and Demand Analysis	10
3	Production Function and Cost Analysis	15
4	Revenue Concepts and Equilibrium Conditions	15
5	Market Structure	10
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIGEC106A	Business Economics-I	<p>The learner will be able to:-</p> <ol style="list-style-type: none"> 1. Define the basic concept in microeconomic theory. [1]* 2. Explain basic economic relations-functional relations, total average and marginal relations. [2]* 3. Calculate price income and cross elasticity. [3]* 4. Calculate total revenue, average revenue, total cost, marginal cost and average cost. [4]* 5. Assess key attributes of oligopoly collusive and non-collusive oligopoly market. [5]* 6. Develop case studies on how pricing methods are used in the business world. [6]*

*Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating

Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> • Scope and Importance of Business Economics • Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decisionmaking • The basics of market demand, market supply and equilibrium price-shifts in the demand and supply curves and equilibrium
2	*Supply and Demand Analysis
	<ul style="list-style-type: none"> * Law of Supply – Meaning • Law of Demand–Meaning, Demand Functions, utility Analysis of Demand • Elasticity of Demand - significance, types and measurement of elasticity of demand (Price, income cross and promotional) • Demand estimation and forecasting: Meaning and significance - methods of demand estimation: survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)
3	Production Function and Cost Analysis
	<ul style="list-style-type: none"> • Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquant and isocost – Meaning and features • Long run production function and Laws of Returns to Scale • Producers Equilibrium • Economies and diseconomies of Scale. • Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to be discussed), • LAC and Learning curve • Case study

Sr. No.	Modules/ Units
4	Revenue Concepts and Equilibrium Conditions
	<ul style="list-style-type: none"> • Concepts of Average Revenue, marginal Revenue and Total Revenue • Meaning and conditions • Relationship between Average Revenue, marginal Revenue and Total Revenue under different market structure • Equilibrium of the firm under profit maximizations and assumptions
5	Market Structure
	<ul style="list-style-type: none"> • Perfect Competition – Meaning and features, short run and long run equilibrium of the firm • Monopoly - Meaning and features, short run and long run equilibrium • Monopolistic Competition – Meaning and features, short run and long run equilibrium of the firm • Oligopoly – Features and Price output Determination under kinked demand • Perfect Competition – Meaning and features, short run and long run equilibrium of the firm

Course Outcomes (CO)

The learner will be able to :-

1. Define the basic concept in microeconomic theory. [1]*
2. Explain basic economic relations-functional relations, total average and marginal relations. [2]*
3. Calculate price income and cross elasticity. [3]*
4. Calculate total revenue, average revenue, total cost, marginal cost and average cost. [4]*
5. Assess key attributes of oligopoly collusive and non-collusive oligopoly market. [5]*
6. Develop case studies on how pricing methods are used in the business world. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	1	-	-	2	-	-	-	-	1	-	1
CO2	3	-	-	-	-	-	2	-	-	-	-	1	-	1
CO3	3	-	-	-	-	-	2	-	-	-	-	1	-	2
CO4	3	-	1	2	-	-	2	-	-	-	-	1	-	2
CO5	3	-	1	2	-	-	2	-	-	-	-	1	-	2

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2022-23
Elective: Generic (GE)
UGBBIGEC106B. Quantitative Methods-I**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction, Organising, Data, Frequency Distribution, Data Representation	10
2	Measures of Central Tendencies	10
3	Measures of Dispersion	08
4	Co-variance, Correlation and Regression	10
5	Probability, Probability Distribution and decision Theory	10
6	Index Nos.	06
7	Insurance	06
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIGEC106B	Quantitative Methods-I	<p>The Learner will be able to:-</p> <ol style="list-style-type: none"> 1. Define data and organisation of data. [1]* 2. Understand advantages and disadvantages of Arithmetic mean, Geometric mean and Harmonic mean. [2]* 3. Solve examples on probability distribution of discrete and continuous variable, based normal distribution [3]* 4. Calculate Rank correlation and regression coefficient. [4]* 5. Distinguish Arithmetic mean, Geometric mean and Harmonic mean for a given data.[5] *

		6. Construct index numbers by using Aggregate and Relative methods.[6] *
--	--	--

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Introduction, Organising, Data, Frequency Distribution, Data Representation
	Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data
2	Measures of Central Tendencies
	Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data.
3	Measures of Dispersion
	Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions
4	Co-variance, Correlation and Regression
	Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straightline, method of least square, construction of characteristic line/estimationline
5	Probability, Probability Distribution and decision Theory
	Concept of probability yen diagrams, Rules of Probability conditional & unconditional probability, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution

Sr. No.	Modules / Units
6	Index Nos.
	Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test. Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.
7	Insurance
	Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value.

Course Outcomes (CO)

The learner will be able to :-

1. Describe the types of bank accounts and the banking services. [1]*
2. Understand the insurance regulations and role of IRDA [2]*
3. Explain the growth of the insurance business. [3]*
4. Analyse the claim settlement procedures in insurance. [4]*
5. Evaluate the Actuarial role of insurance. [5]*
6. Generalize the need and scope of Insurance in minimizing risk. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	1	-	-	2	-	-	-	-	1	-	-
CO2	3	-	-	-	-	-	2	-	-	-	-	-	-	1
CO3	3	-	-	-	-	-	2	-	-	-	-	1	-	-
CO4	3	-	1	2	-	-	2	-	-	-	-	-	-	-
CO5	3	-	1	2	-	-	2	-	-	-	-	1	-	1

FYBBI Syllabus

Semester II

Sr. No.	Course Code	Course Title	Module/ Topics	Credit	L/Week
1	UGBBICC201	Principles & Practices of Banking & Insurance	Introduction to Banking Banking Scenario in India Introduction to Insurance Insurance Business Environment in India	4	4
2	UGBBICC202	Organisational Behaviour	Introduction of Organizational Behavior Group Dynamics Organizational Culture and Change Management Organizational Development	4	4
3	UGBBICC203	Financial Accounting-II	Valuation of Goodwill and Shares Buyback of Equity Shares Redemption of Preference Share Redemption of Debentures	4	4
4	UGBBIAECC204	Business Communication-II	Presentation Skill Group Communication Business Correspondence Language and Writing Skills.	2	2
5	UGBBIAECC205	Foundation Course-II	Globalization and Indian Society Human Rights Ecology Understanding Stress and Conflict Managing Stress and Conflict in Contemporary Society	2	2
6	UGBBIGEC206A	Business Law	A. Introduction to Law B. Indian Constitution Contract Act A. Special Contract Act	6	6

			B. Sale of Goods Act		
			A. Negotiable Instruments Act, 1881		
			B. Information Technology Act, 2000		
7	UGBBIGEC206B	Quantitative Methods-II	Testing of Hypothesis	6	6
			Linear Programming Techniques		
			Matrices and Determinants (Application in Business and Economics)		
			Ratio, Proportion & Percentage		
			Statistical Applications in Investment Management		
			Economic Indicators		

Note:



Courses focusing on Employability/ Entrepreneurship/ Skill Development



Topics related to professional ethics, gender, human values, environment and sustainability



Topics related to local, national, regional and global development needs

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester II
with effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC201.PrinciplesandPracticesof
Banking&Insurance

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Banking	15
2	Banking Scenario in India	15
3	Introduction to Insurance	15
4	Insurance Business Environment in India	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBICC201	Principles and Practices of Banking & Insurance	<p>The learner will be able to -</p> <ol style="list-style-type: none"> 1. Describe the types of bank accounts and the banking services. [1]* 2. Understand the insurance regulations and role of IRDA [2]* 3. Explain the growth of the insurance business. [3]* 4. Analyse the claim settlement procedures in insurance. [4]* 5. Evaluate the Actuarial role of insurance. [5]* 6. Generalize the need and scope of Insurance in minimizing risk. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

	Modules/ Units
1	Introduction to Banking
	Basic Concepts: Origin, Need, Types, Scope and Functions of Banking-Need for Regulation and Supervision
2	Banking Scenario in India
	Banking Operations- Types of accounts-Banking Services-Current Scenario,Financial Inclusion and Banking Regulations & Role of RBI. * Treasury Department in Banking - Introduction and Role
3	Introduction to Insurance
	Understanding Risk -Kinds of business risks-Need and Scope of insurance- Evolution of insurance-Principles of insurance-Types of insurance and policies- Risk and Return relationship *Advanced Topics In Insurance: Reinsurance : Definition, Reinsurance needs, Types of reinsurance agreements, Forms of reinsurance
4	Insurance Business Environment in India
	Growth of Insurance Business -Actuarial Role-Claim and Settlement Procedures- Insurance Regulations Role of IRDA. * Introduction to Actuarial Profession

Course Outcomes (CO)

The learner will be able to :-

1. Describe the types of bank accounts and the banking services. [1]*
2. Understand the insurance regulations and role of IRDA [2]*
3. Explain the growth of the insurance business. [3]*
4. Analyse the claim settlement procedures in insurance. [4]*
5. Evaluate the Actuarial role of insurance. [5]*
6. Generalize the need and scope of Insurance in minimizing risk. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	-	-	-	3	-	-
CO2	3	-	-	-	-	-	1	-	-	-	-	3	-	-
CO3	3	-	-	-	-	-	1	-	-	-	-	3	-	-
CO4	3	-	1	2	-	-	1	-	-	-	-	3	-	1
CO5	3	-	1	2	-	-	1	-	1	-	-	3	-	-

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
with Effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC202.Organizational Behavior**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction of organizational Behavior	15
2	Group Dynamics	15
3	Organizational Culture and Change Management	15
4	Organizational Development.	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBICC202	Organizational Behavior	<p>The learner will be able to -</p> <ol style="list-style-type: none"> 1. Describe the models of organization behaviour. [1]* 2. Understand meaning, nature and scope of organization behaviour. [2]* 3. Apply the concept of organizational behavior to understand the behavior of people in the organization. [3]* 4. Analyze the complexities associated with management of individual behavior in the organization. [4]* 5. Evaluate application of the motivation theories in an organization. [5]* 6. Develop strategies about organizational change and development. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Introduction of organizational Behavior
	Meaning, Nature and scope of OB, Models of OB, Theories of Motivation: <ul style="list-style-type: none"> • Maslow, Herzberg, McGregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom. ERGtheory • Application of theTheories • Motivational techniques in Banking and InsuranceIndustry • *Organizational Behavior in 21stCentury : ‘TheoryA’forManagingPeopleforPerformance Introduction, Meaning, Essential elements of AccountabilityTheory
2	Group Dynamics
	<ul style="list-style-type: none"> • IndividualBehavior(IQ,EQ,SQ) • Group Formation, Team Building, TeamDevelopment. • GoalSetting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross CulturalSkills. • JohariWindow
3	Organizational Culture and Change Management
	<ul style="list-style-type: none"> • Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Organizational Change, effects of Resistance to Change, ways to overcome resistance tochange. • Time and StressManagement.
4	Organizational Development
	<ul style="list-style-type: none"> • Meaning and Nature ofOD. • Techniques ofOD. • Importance ofOD.

Course Outcomes (CO)

The learner will be able to :-

1. Describe the models of organization behaviour. [1]*
2. Understand meaning, nature and scope of organization behaviour. [2]*
3. Apply the concept of organizational behavior to understand the behavior of people in the organization. [3]*
4. Analyze the complexities associated with management of individual behavior in the organization. [4]*
5. Evaluate application of the motivation theories in an organization. [5]*
6. Develop strategies about organizational change and development. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	1	-	-	1	-	1
CO2	3	-	-	-	-	-	1	-	1	-	-	1	-	1
CO3	3	-	-	2	-	-	2	-	1	-	-	2	-	2
CO4	3	-	-	-	-	-	1	-	1	-	-	2	-	3
CO5	3	-	1	2	-	-	1	-	1	-	-	2	-	2

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester II
with effect from the Academic Year 2022-23
Core Courses (CC)
UGBBICC203. Financial Accounting -II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Valuation of Goodwill and Shares	15
2	Buyback of equity shares	15
3	Redemption of preference shares	15
4	Issues and Redemption of debentures (excluding buyback of own debentures)	15
Total		60

Course Code	Course Title	Learning Outcomes
UGBBICC203	Financial Accounting-II	<p>The learner will be able to-</p> <ol style="list-style-type: none"> 1. Describe the concepts of goodwill, shares and debentures. [1]* 2. Understand the meaning and valuation of goodwill & shares. [2]* 3. Determine the valuation of goodwill & shares. [3]* 4. Calculate the value of redemption of preference shares.[4]* 5. Evaluate the value of redemption of debentures. [5]* 6. Collaborate journal entries of redemption of preference shares and debentures.[6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Valuation of Goodwill and Shares
	<p data-bbox="342 310 621 338">Valuation of Goodwill</p> <p data-bbox="342 369 1297 447">Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method</p> <p data-bbox="342 478 591 506">Valuation of Shares</p> <p data-bbox="342 537 1068 564">Intrinsic Value Method, Yield method and Fair Value Method</p>
2	Buyback of equity shares
	<p data-bbox="342 653 1297 737">Company Law/Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions)</p> <p data-bbox="342 758 1313 785">Compliance of conditions including sources, maximum limits and debt equity ratio</p>
3	Redemption of preference shares
	<p data-bbox="342 873 1351 905">Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profitsof</p> <p data-bbox="342 1020 1114 1052">company Capital Redemption Reserve Account - creation and use</p>
4	Issues and Redemption of debentures
	<p data-bbox="342 1140 979 1167">Issue of Debenture at par, at premium and at discount.</p> <p data-bbox="342 1188 1351 1325">Redemption of debentures by payment from sources including out of capital and/ or out of profits. Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy. Redemption of debentures by conversion into newclassofsharesordebentureswithoptions-includingatpar,premiumand</p> <p data-bbox="342 1388 451 1415">Discount</p>

Course Outcomes (CO)

The learner will be able to :-

1. Describe the concepts of goodwill, shares and debentures.[1]*
2. Understand the meaning and valuation of goodwill & shares.[2]*
3. Determine the valuation of goodwill & shares.[3]*
4. Calculate the value of redemption of preference shares.[4]*
5. Evaluate the value of redemption of debentures.[5]*
6. Collaborate journal entries of redemption of preference shares and debentures.[6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	-	-	-	-	3	-
CO2	3	-	-	-	-	-	1	-	-	-	-	-	3	-
CO3	3	-	-	-	-	-	3	-	-	-	-	-	3	-
CO4	3	-	1	3	-	-	1	-	-	-	-	-	3	-
CO5	3	-	1	-	-	-	2	-	-	-	-	-	3	-

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
with Effect from the Academic Year 2022-23
Ability Enhancement Compulsory Courses (AECC)
UGBBIAECC204. Business Communication-II**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	15
2	Group Communication	15
3	Business Correspondence	15
4	Language and Writing Skills	15
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIAECC204	Business Communication-II	The learner will be able to - <ol style="list-style-type: none"> 1. Describe the structure and layouts of business letter writing. [1]* 2. Understand the principles of effective Email Writing. [2]* 3. Determine Public Relations and Internal Measures of Public Relations. [3]* 4. Analyse the Visual Aids and PowerPoint Presentation. [4]* 5. Evaluate business ethics and media. [5]* 6. Creating Feasibility Reports and Investigative Reports. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Presentation Skills
	<p>Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation</p>
2	Group Communication
	<p>Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</p>
3	Business Correspondence
	<p>Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) *Banking and Insurance Correspondence Letters</p> <p>Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]</p> <p>**“you attitude” (“you” attitude has to be emphasized in the practice of writing skills.)</p>
4	Language and Writing Skills
	<p>Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner</p>

Course Outcomes (CO)

The learner will be able to :-

1. Describe the structure and layouts of business letter writing. [1]*
2. Understand the principles of effective Email Writing. [2]*
3. Determine Public Relations and Internal Measures of Public Relations. [3]*
4. Analyse the Visual Aids and PowerPoint Presentation. [4]*
5. Evaluate business ethics and media. [5]*
6. Creating Feasibility Reports and Investigative Reports. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	1	-	-	-	-	1	-	1	-	-	2	-	-
CO2	3	1	-	-	-	-	1	-	1	-	-	2	-	-
CO3	3	1	-	-	-	-	2	-	1	-	-	-	-	3
CO4	3	1	-	-	-	-	1	-	1	-	-	-	-	3
CO5	3	-	-	1	-	-	1	3	1	-	-	-	-	2

Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
with Effect from the Academic Year 2022-23
Ability Enhancement Compulsory Courses (AECC)
UGBBIAECC205. Foundation Course-II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Globalisation and Indian Society	07
2	Human Rights	10
3	Ecology	10
4	Understanding Stress and Conflict	10
5	Managing Stress and Conflict in Contemporary Society	08
Total		45

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIAECCC205	Foundation Course-II	<p>The learner will be able to -</p> <ol style="list-style-type: none"> 1. Describe the impact of liberalization, privatization and globalization. [1]* 2. Understand Fundamental Rights in the Constitution. [2]* 3. Apply different strategies for coping with conflicts. [3]* 4. Analyse the structure and function of the ecosystem. [4]* 5. Justify the interrelationships of environment components. [5]* 6. Design the concept of environment and ecology. [6]

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No	Modules / Units
1	Globalisation and Indian Society
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2	Human Rights
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3	Ecology
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment
4	Understanding Stress and Conflict
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict
5	Managing Stress and Conflict in Contemporary Society
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualization; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in Society

Course Outcomes (CO)

The learner will be able to :-

1. Describe the impact of liberalization, privatization and globalization. [1]*
2. Understand Fundamental Rights in the Constitution. [2]*
3. Apply different strategies for coping with conflicts. [3]*
4. Analyse the structure and function of the ecosystem. [4]*
5. Justify the interrelationships of environment components. [5]*
6. Design the concept of environment and ecology. [6] *

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	1	-	-	-	2	-	-	-	-	-	1
CO2	3	-	-	1	-	-	-	2	-	-	-	-	-	-
CO3	3	-	-	1	-	-	-	2	-	-	-	1	-	2
CO4	3	-	-	1	-	-	1	2	1	-	-	-	-	-
CO5	3	-	-	1	-	-	1	2	1	-	-	-	-	-

Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester II
with effect from the Academic Year 2022-23
Elective : Generic (GE)
UGBBIGEC206A.Business Law

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Law	08
2	Indian Constitution	10
3	Contract Act	12
4	Special Contract	12
5	Negotiable Instrument Act	10
6	Information Technology Act	08
Total		60

Course Code	Course Title	Learning Outcomes
UGBBIGEC206A	Business Law	<p>The learner will be able to -</p> <ol style="list-style-type: none"> 1. Describe the sources of law and classification of Indian courts. [1]* 2. Understand meaning, features, need and types of law. [2]* 3. Illustrate the sources of law and classification of Indian courts. [3]* 4. Compare Contract and agreement. [4]* 5. Evaluate the legal effect of minor's agreement. [5]* 6. Compose an application article for the given set of rules. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Introduction to Law
	<p>Meaning, Definitions, Features, Types, Sources and Classification</p> <p>* Relevant reforms to the banking and insurance companies IRDA</p> <p>Regulations-Amendments</p> <p>RBI Regulations-Amendments (to be taught not tested in the exams)</p>
2	Indian Constitution
	Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights
3	Contract Act
	<p>Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract, Performance, Discharge and Termination of Contract, Void - Quasi- Contingent - Wager - Minor Contracts, Breach and Remedies For the Contract.</p>
4	Special Contract
	<ul style="list-style-type: none"> • Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety • Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge • Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. • Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty
5	Negotiable Instrument Act
	<p>Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement</p>
6	Information Technology Act
	<p>Objectives, Scheme, Digital Signature, Authorization, E- Governance, Certifying Authorities, Digital Certificates, Cyber</p> <p>* Public Key and Private Key -Introduction</p>

Course Outcomes (CO)

The learner will be able to :-

1. Describe the sources of law and classification of Indian courts.[1]*
2. Understand meaning, features, need and types of law. [2]*
3. Illustrate the sources of law and classification of Indian courts.[3]*
4. Compare Contract and agreement. [4]*
5. Evaluate the legal effect of minor's agreement.[5]*
6. Compose an application article for the given set of rules. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	1	-	-	-	-	1	-	-
CO2	3	-	-	-	-	-	1	-	-	-	-	1	-	-
CO3	3	-	-	-	-	-	1	-	-	-	-	-	-	-
CO4	3	-	1	-	-	-	2	-	-	-	-	-	-	-
CO5	3	-	1	-	-	-	2	-	-	-	-	-	-	-

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
with Effect from the Academic Year 2022-23
Elective : Generic (GE) UGBBIGEC206B.Quantitative
Methods-II**

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Testing of Hypothesis	10
2	Linear Programming Techniques	10
3	Matrices & Determinants (Application in Business and Economics)	10
4	Ratio, Proportion & Percentage	10
5	Statistical Applications In Investment Management	15
6	Economic indicators	05
Total		60

Course Outcomes:

Course Code	Course Title	Learning Outcomes
UGBBIGEC206B	Quantitative Methods – II	<p>The learner will be able to -</p> <ol style="list-style-type: none"> 1. Identify different type of hypotheses. [1]* 2. Explain and Discuss Matrices. [2]* 3. Solve Matrix with Adjoint Method and Reduction methods. [3]* 4. Differentiate between Null hypothesis and Alternative hypothesis. [4]* 5. Determine level of significance. [5]* 6. Formulate linear programming problems. [6]*

***Note: [1]: Remembering, [2]: Understanding, [3]: Applying [4]: Analysing, [5]: Evaluating, [6]: Creating**

Sr. No.	Modules / Units
1	Testing of Hypothesis
	Testing of hypotheses: Null Hypothesis, Alternative Hypothesis, Decision Criterion, Critical Region, Type I and Type II Error, level of significance, Test based on large Sample for Means and Proportion/s
2	Linear Programming Techniques
	Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (upto 3 variables) with Maximisation and Minimisation. Duality in Linear Programming (concept only)
3	Matrices & Determinants (Application in Business and Economics)
	Matrices, Types of Matrices, Transpose, Addition, Multiplication, Subtraction of a Matrix, Determinants, Type of Determinants, inverse of a matrix by Pivotal Reduction Method, Adjoint Method and Row / Column Transformation. Application of Matrices and Determinants to Business and Economics. (Please concentrate on application of Matrices and Determinants to Business& Economics)
4	Ratio, Proportion & Percentage
	Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage.
5	Statistical Applications In Investment Management
	Expected return from shares (using probability) Measuring total risk from investigator shares (using standard deviations) Partitioning risk into systematic and unsystematic component (using co-variance) Measuring risks of portfolio (using co-relation) to draw conclusions regarding share prices (using testing of hypothesis).
6	Economic indicators
	GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical

Course Outcomes (CO)

The learner will be able to :-

1. Identify different type of hypotheses. [1]*
2. Explain and Discuss Matrices. [2]*
3. Solve Matrix with Adjoint Method and Reduction methods. [3]*
4. Differentiate between Null hypothesis and Alternative hypothesis. [4]*
5. Determine level of significance. [5]*
6. Formulate linear programming problems. [6]*

ICT Tools Used: Videos, PPT, Pen-Tablet.

Students Centric Methods: Problem Solving and Participative
(Experimental, Participative, Problem Solving)

CO PO MAPPING

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2	PSO3
CO1	3	-	-	1	-	-	2	-	-	-	-	-	-	1
CO2	3	-	-	-	-	-	2	-	-	-	-	-	-	-
CO3	3	-	-	-	-	-	2	-	-	-	-	-	-	1
CO4	3	-	1	2	-	-	2	-	-	-	-	-	-	1
CO5	3	-	1	2	-	-	2	-	-	-	-	-	-	-

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2022-23**

Reference Books

Reference Books
Environment and Management of Financial Services
<ul style="list-style-type: none"> • Essentials of Business Finance - R.H. Srivastava, Himalaya, 8th revised edition, 2015. • Management of Financial Institution - R.N. Srivastava, Himalaya, revised edition, 1st Dec, 2010. • Investment Management - Preeti Singh, Himalaya, 17th revised edition, 1st Jan, 2010 • Corporate Financial Policies and Returns to the Shareholders. N. Balsubramanian, 2nd edition, 2013 • Modern Banking- R.S. Sayers, Volume-1, 1st Nov, 1967. • Investment Analysis and Securities in India, V.A. Avadhani, Himalaya, revised edition 2009 • Modern Life Insurance, M.J. Osterand W, Robert, Macmillan NY, 3rd edition, 2001. • Capital Market in a Planned Economy, NCAERT, Delhi, Delhi education, Set-1, 2003. • Investment Mgmt. S.L.V. Sinha & Others, Institute for Financial Development and Research. Madras, 17th edition, 1st Jan, 2010. • Indian Financial System (Vol. I & II) B.D. Ghonasgi & Maloti Anagol, 8th edition, 2013 • Indian Financial System M.Y. Khan, Tata Mcgrow Hill., 8th edition, 2013.
Principles of Management
<ul style="list-style-type: none"> • Principles of Management, T. Ramaswamy Himalaya Publications, Mumbai, 2nd revised edition, 1st Jan, 2010. • Practices and Principles of Management L.M. Prasad, S.Chand and Sons Education, Publishers, New Delhi. 1st Jan, 2019. • Business Maharajas, Gita Piramal, Penguin Books, New Delhi. 3rd edition, 14th Oct, 2000. • Wisdom of Indian Business Leadership, G. Narayana, English Edition Publishers and Distributors India Pvt, English edition, 1st Jan, 2005. • In Search of Change Maestros Pritam Singh and Asha Bhandarkar, Sage Publications, UK, kindle edition, 14th February, 2011.

Reference Books

Financial Accounting

- Introduction to Accountancy -T. S. Grewal-(S. Chand & Co.) Revised edition,2012
- Double Entry Book Keeping- J. R. Batliboi.1st Jan1989.
- AdvancedAccounts-Shukia&Grewal(S.Chand&Co.),Volume-1,19thedition,2016.
- Advanced Accountancy - R.L. Gupta &M. Radhaswamy, Volume-II, 1st Jan,2014.
- Accounting Standards -Institute of Chartered Accountants of India. NewDelhi
- Gupa S C & Shukla, M C: Advanced Accounts Vol.1. New Delhi. S. Chand & Company Ltd. 19thedition,2016.

Effective Communication-I

- Agarwal, Anju D (1989) A Practical Handbook for Consumers,IBH.
- Alien, R. K. (1970) Organisational Management throughCommunication.
- Ashley, A(1992) A Handbook Of Commercial Correspondence, Oxford UniversityPress.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication,Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl,J.C.andNagamia,S.M.(1974)ModernBusinessCorrespondenceandMinuteWriting.
- Balan, K. R.and Rayudu CS. (1996) Effective Communication, Beacon New Delhi.

Foundation Course – I

- Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)
- Indian Society and Culture, Vinita Padey, Rawat Pub(2016)
- Social Problems in India, Ram Ahuja, Rawat Pub(2014)
- Faces of Feminine in Ancient, medieval and Modern India, Mandakranta Bose Oxford University Press 1st edition 1stJan,2002
- National Humana rights commission- disability Manual revised edition,2005
- Rural,UrbanMigration:Trends,challenges&Strategies,SRajagopalan,ICFAI-2012
- Regional Inequalities in India Bhat L SSSRD- New Delhi Volume-I,2014
- Politicsin India: structure, Process and Policy SubrataMitra, RouutlegePub 2nd edition, 1st Nov,2010.
- Politics in India, Rajani Kothari, Orient Black swan, 1st edition,2009.
- Combating communalism in India: Keyto National Integration, Kawal Kishor Bhardwaj, Mittal Pub, 1st edition, 1st Dec,1993.

Reference Books

Business Economics-I

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi,2000)
- Hirchey .M., Managerial Economics, Thomson South western(2003)
- Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore,2001)
- Frank Robert. H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill(ed.3)
- Gregory Mankiw., Principles of Economics, Thomson South western (2002reprint)
- Samuelson & Nordhas.: Economics (Tata McGraw Hills, New Delhi,2002)
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, NewDelhi,2004)

Quantitative Methods-I

- Mathematics for Economics & Finance by Martin Anthony & Norman Biggs. Kindle first edition
- Fundamentals of Statistics - D. N. Elhance, 3rd edition,2013
- Statistical Methods - S.G. Gupta (S. Chand & Co.8th edition, 27th Jan,2017.
- Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)7th revised edition, Jan2001
- Statistics - Theory, Method & Applications D.S. Sancheti & V. K.Kapoor.,2018
- Modern Business Statistics - (Revised)-B. Pearles& C. Sullivan -Prentice Hall of India. New edition, September2013
- Business Mathematics & Statistics: B Aggarwal, Ane Book Pvt. Limited New edition, 1st Jan 2014
- BusinessMathematics:DCSancheti&VKKapoor,SultanChand&Sons,2007
- BusinessMathematics:APVerma,AsianBooksPvt.:Limited.,3rdedition2007.

**Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
with effect from the Academic Year 2022-23**

Reference Books

Reference Books
Principles and Practices of Banking and Insurance
<ul style="list-style-type: none"> • Dr. K.M. Bhattacharaya & O.P. Agarwal, Basics of Banking and Finance, Himalaya Publishing House 3rd revised edition, 2018 • Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House 27th revised edition, 2019 • V.S. Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House, 9th edition, 2015-16 • Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House revised edition, 2017 • Dr. P.K. Gupta, Insurance and Risk Management, Himalaya Publishing House, 2nd edition, 2019 • M.N. Mishra, Insurance Principles and Practices, S. Chand & Company Ltd. 22nd edition, 2016
Business Law
<ul style="list-style-type: none"> • The Constitution of India by P.M. Bakshi, 13th edition, 2016 • Respective Acts, professional book publishers, revised edition 1st Jan, 2018 • Indian Contract Act, Sale of Goods Act, Partnership Act. By Kannan Mulla, 10th edition, 2012 • Business Law - Kucchat M. C. 4th edition, Jan 2012 • Business Law - Kapoor N. D. 31st edition, 1st Jan, 2019 • Business Law - Chaudha P. R. 2nd edition, 2017
Financial Accounting-II
<ul style="list-style-type: none"> • Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi revised edition, 1st Jan, 2016 • Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi Volume-1, 19th edition, 2016 • Advanced Accountancy by R.L. Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd.,

New Delhi. Volume-1 , revised edition, 2015

- Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech Publishing Co. Ltd., Mumbai Volume-I, new edition, 2017
- Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi, 2017
- Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc 6th edition, originally published on 1st Oct, 1988.
- Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai, revised edition, 2016
- Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi, 11th edition, 2019

Business Communication-II

- Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
- Alien, R. K. (1970) Organisational Management through Communication.
- Ashley, A (1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
- Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
- Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
- Balan, K .R. and Rayudu CS. (1996) Effective Communication, Beacon New Delhi.
- Bangh, L Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
- Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi,
- Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.

Foundation Course – II

- A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
- Impact of the policies of WTO on Indian agriculture-S.Nehru, Serial Pub. (2012)
- Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur, Anmol Pub. (1995)
- Industrial Policy and economic development in India (1947 -2012) – Anup Chatterjee New Century Pub. (2012)
- Globalization and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)

- Environmental Studies – Dr. Vijay Kumar Tiwari, Himalayan Pub.(2010)
- Universal Human Rights : In theory and practice, Jack Donnelly,(2014)
- Stress Management – Dr. N. Tejmani Singh , Maxford books(2011)

Organizational Behavior

- Stephen P. Robbins “Organizational Behavior” Prentice Hall of India Private Ltd., global 14th edition, Nov21,2017
- Mirza S. Saiyadain “Organizational Behaviour”Tata Mc. Graw Hill. 5thedition,2009
- John Bratton “Work and Organizational Behaviour” MilitzaCallinan Carolyn Forshaw and Peter SawchukPalgraveMacmilla, New York. 2nd edition, 15th April,2010
- Margie Parikh and Rajen Gupta “Organizational Behaviour” Tata Mc. Graw Hill Education Private Limited, New Delhi.,11th edition,2007
- SujaNair“OrganizationalBehavior”HimalayaPublishingHouse,Mumbai.kindleedition2010
- John. R. Schermerhorn, James Hunt, Richard Osborn, Mary Ulh Bien, “Organizational Behaviour”JohnWileyandSonsPublications,SanFransisco.13thedition,2011
- Don Hellriegel& John W. Slocum “Organizational Behaviour”, South WestrenCenage Learning Publications. 8th edition, 25thJune,2010
- Joan V. Galls “Organizational Development” John Wiley and Sons Publications,San Francisco. Revised edition, 2011

Quantitative Methods-II

- MathematicsforEconomics&FinancebyMartinAnthony&NormanBiggs.1stedition,1996
- Fundamentals of Statistics - D. N. Elhance, revised edition, 1st Jan, 2018
- StatisticalMethods-S.G.Gupta(S.Chand&Co.)2ndedition,19thFebruary,2013
- Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India), 8th edition, 27th Jan, 2017
- Statistics-Theory,Method&ApplicationsD.S.Sancheti&V.K.Kapoor.,7thedition,1stJan. 2012
- Modern Business Statistics - (Revised)-B. Pearles& C. Sullivan -Prentice Hall of India. Revised edition,2015
- Business Mathematics &Statistics : B Aggarwal, Ane Book Pvt. Limited. Ane’sstudents edition, 1st Dec,2009
- Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons, 2nd edition, 1st Jan,2014
- BusinessMathematics:APVerma,AsianBooksPvt.Limited.3rdedition,1stJan,2007.

B.Com. (Banking & Insurance)
Evaluation System with effect from the Academic
Year 2022-23

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester-wise End Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 40 Marks

• **Continuous Internal Assessment (CIA)**

Evaluation System	Details	Marks
Continuous Internal Assessment	Online Examinations/MOOC's	20
	Seminar / PPT Presentation / Hands on Approach / Field Visits	10
	Case Study/ Situation Analysis / Project Group Discussion	10
	Total	40

• **Online Test (20 Marks)**

Question Paper Pattern

Internal Examination

N. B. All questions are compulsory.

Question No.	Particular	Marks
Q-1	Match the Column/ Fill in the Blanks/ True or False/ Multiple Choice Questions	20 Marks

A) Semester End Examination: 60Marks

Semester End Examination: 60%

- i) Duration: The examination shall be of 2 Hoursduration
- ii) Theory question paperpattern
 - There shall be four questions each of 15marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub questions a, b, c...and the allocation of marks depends on the weight age of the topic.

(Detail question paper pattern has been givenseparately)

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 out of 60) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examinationtogether.

(Detail question paper pattern has been given separately)

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 60

Questions to be set: 04

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No.	Particular	Marks
Q-1	Objective Questions A) SubQuestions to be asked 10 and to be answered any 08 B) SubQuestions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns / Fill in the blanks)	15 Marks
Q-2	Attempt any two A) Theory Questions B) Theory Questions C) Theory Questions D) Theory Questions	15 Marks (7.5 * 2)
Q-3	Attempt any two A) Theory Questions B) Theory Questions C) Theory Questions D) Theory Questions	15 Marks (7.5 * 2)
Q-4	Attempt any two A) Theory Questions B) Theory Questions C) Theory Questions D) Theory Questions	15 Marks (7.5 * 2)

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.

Question Paper Pattern (Practical Courses)

Maximum Marks: 60

Questions to be set: 04 Duration:

2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No.	Particular	Marks
Q-1	A) Practical Questions	08 Marks
	B) Practical Questions	07 Marks
	OR	
Q-1	P) Practical Questions	15 Marks
Q-2	A) Practical Questions	08 Marks
	B) Practical Questions	07 Marks
	OR	
Q-2	P) Practical Questions	15 Marks
Q-3	A) Practical Questions	08 Marks
	B) Practical Questions	07 Marks
	OR	
Q-3	P) Practical Questions	15 Marks
Q-4	Objective Questions	
	A) Sub Questions to be asked 10 and to be answered any 08	08Marks
	B) Sub Questions to be asked 10 and to be answered any	07Marks
Q-4	07 (*Multiple choice / True or False / Match the columns/ Fill in the blanks)	
	OR	
	P) Theory Questions/ Short Notes	15Marks
	To be asked 05	
	To be marked 03	

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.

Continuous Internal Assessment (CIA)

FYBBI (SEM I)			FYBBI (SEM II)		
Sr. No	Subjects	Internal Evaluation	Sr. No	Subjects	Internal Evaluation
1.1	Environment & Management of Financial Services	Online Test- 20 M Online Quiz - 10 M Class Assignment - 10 M	2.1	Principles & Practices of Banking & Insurance	Online Test- 20 M Case Study- 10 M Project - 10 M
1.2	Principles of Management	Online Test- 20 M Biography of Indian Leaders - 10 M Examples for the Principles of Management & Benefits - 10 M	2.2	Business Law	Online Test- 20 M Case Study- 10 M Application Article - 10M
1.3	Financial Accounting-I	Online Test- 20 M Online Quiz - 10 M Class Assignment - 10 M	2.3	Financial Accounting-II	Online Test- 20 M Online Quiz - 10 M Class Assignment - 10 M
1.4	Business Communication -I	Online Test- 20 M PPT - 10 M Class Assignment- 10 M	2.4	Business Communication- II	Online Test- 20 M Role Play - 10 M Banking Correspondence Letters- 10 M
1.5	Foundation Course-I	Online Test- 20 M Online Quiz - 10 M Class Assignment - 10 M	2.5	Foundation Course-II	Online Test - 20 M Online Quiz - 10 M Class Assignment - 10 M
1.6	Business Economics-I	Online Test- 20 M PPT- 10 M Class Assignment- 10 M	2.6	Organizational Behavior	Online Test- 20 M PPT - 10 M GD- 10 M
1.7	Quantitative Methods-I	Online Test- 20 M Online Quiz - 10 M Class Assignment - 10 M	2.7	Quantitative Methods-II	Online Test- 20 M Class Assignment - 10 M Class Assignment - 10 M

Syllabus of Skill Enhancement Course of

**B.Com. (Banking & Insurance) Programme with
effect from the Academic Year 2022-23**

Certificate Course in Soft Skill

Details of the Certificate Course:

1. Credit	: 1
2. Eligibility	: 10+2
3. Duration	: 30Hrs
4. Intake Capacity	: 30 Students
5. Fees Structure	: Rs. 2500

Course Objectives:

To impart training in personal development and professional skills for value addition of employability and industry placement.

Learning Outcomes:

By end of the course students will be able to,

1. Develop work life and social skills as well as personal and emotional wellbeing
2. Demonstrating clear briefing and listing skills
3. Develop effective writing and communication skills
4. Know realistic perspective of work and work expectations
5. Formulate problem solving skills in making appropriate and responsible decisions

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Goal Setting	03 session
2	Public Speaking	03 session
3	Self Confidence Development	03 session
4	Time Management	03 session
5	Fear and Stress Management	03 session
6	Social Manners	03 session
7	Effective Presentation Skill	03 session
8	Resume writing	03 session
9	Interview skill	03 session
10	Finishing skill	03 session

Scheme of Evaluation

Evaluation Scheme:

Evaluation System	Particular	Marks
Term end Assessment	Written Test / Online Test	30 Marks
Internal Evaluation	Group discussion/ Role Plays/ Management Games/ Case Studies	20 marks
	Total	50 Marks

Sr. No.	Modules / Units
1	Goal setting
	Introduction, basic principle, steps for drafting a goal, exercise & assignment.
2	Public speaking
	How to present ideas, opening & closing of talk& how to make it interesting, E -concept, how to overcome barriers for non-performance & role plays.
3	Self-confidence development
	Game and exercise, anchoring, basic changes for positive body language SWOT analysis, building positive attitude, view problems as opportunities, types of motivation & its relevance & assignment.
4	Time management
	Time as a resource, identification of time wasters, time management styles and techniques and assignment.
5	Fear and stress management
	Introduction, impact, how to manage stress and overcome fear.
6	Social manners
	Introduction, how to listen effectively, value of win-win situation, golden principles of human relations, emptying technique & assignment.
7	Effective Presentation Skills
	How to prepare ppt, how to use tools, conduct of ppt in smooth manner, optimum utilization of time in presentation. & Role plays
8	Resume writing
	Drafting of resume, official letters, reports, crisp writing & assignment
9	Interview skills
	How to prepare for interview, how to answer the questions raised by interviewer. How to negotiate with interviewer? & Role plays
10	Finishing skills
	Etiquettes, table manners, grooming, skincare, power dressing & role plays

List of Reference Books:

1. Agarwal, Anju D (1989) A Practical Handbook for Consumers, IBH.
2. Alien, R.K. (1970) Organisational Management through Communication.
3. Ashley, A (1992) A Handbook of Commercial Correspondence, Oxford University Press.
4. Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
5. Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.
6. Bahl, J.C. and Nagamia, S.M. (1974) Modern Business Correspondence and Minute Writing.
7. Balan, K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.
8. Bangh, L Sue, Fryar, Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.
9. Barkar, Alan (1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
10. Basu, C.R. (1998) Business Organisation and Management, T.M.H. New Delhi.