

Nagindas Khandwala College (Autonomous)



Revised Syllabus And Question Paper Pattern of Course

Bachelor of Commerce in Banking & Insurance (BBI)

Programme

Second Year

Semester III

(To be implemented from Academic Year 2018-19)

B.Com in Banking & Insurance (BBI)

For Students Admitted from A.Y. 2018-2019 & Onwards

SYBBI - Semester III							
Course Code	Course	Hrs. of Instruction / week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1631UBI FM	Part II Core I Financial Markets	3	2 ½ hrs	25	75	100	3
1632UBI FM-I	Core 2 Financial Management- I	3	2 ½ hrs	25	75	100	3
1633UBI MA	Core 3 Management Accounting	3	2 ½ hrs	25	75	100	3
1634UBI DT	Core 4 Direct Taxation	3	2 ½ hrs	25	75	100	3
1635UBI IT	DSE (Core) 1 Information Technology in Banking & Insurance	3	2 ½ hrs	25	75	100	3
1636UBI AD	DSE (Core) 2 Organisational Behaviour	3	2 ½ hrs	25	75	100	3
1637UBI FC	DSE (allied) 1 Foundation Course –III (An overview of banking sector)	3	2 ½ hrs	25	75	100	2
	Total	21					20

**Revised Syllabus of Courses of B.Com. (Banking & Insurance) Programme at
Semester III with Effect from the Academic Year 2018-2019**

Financial Markets

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 1 Financial Markets 1631UBIFM	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Indian financial System
2	Financial Markets in India
3	Commodity Market
4	Derivatives Market

1. Indian Financial system

A) Introduction, Meaning, Functions of financial system,

Indian financial system from financial neutrality to financial activism and from financial volatility to financial stability, Role of Government in financial development, Overview of Phases of Indian financial system since independence (State Domination – 1947-1990, Financial sector reforms 1991 till Financial Sector Legislative Reforms Commission 2013), Monitoring framework for financial conglomerates.

B) Structure of Indian Financial System – Banking & Non-Banking Financial Institutions, Organized and Unorganized Financial Markets, Financial Assets/Instruments, Fund based & Fee Based Financial Services.

2. Financial Markets in India

A) Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets and Reforms

B) Indian Capital Market - Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market.

C) Indian Stock Market - Meaning and functions of Stock Exchange- NSE and BSE.

D) Equity Market – Primary Market, IPO, Book Building, Role of Merchant Bankers, ASBA, Green Shoe Option, and Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP.

E) Indian Debt Market –Market Instruments, Listing, Primary and Secondary Segments

3. Commodity Market

Introduction to commodity market - Meaning History & origin, Types of commodities traded, Structure of commodity market in India.

Participants in commodity market, Trading in commodities in India (cash & derivative segment).

Commodity exchanges in India & abroad.

Reasons for investing in commodities.

4. Derivatives Market

Introduction to Derivatives market- Meaning, History & origin,

Elements of a derivative contract,

Factors driving growth of derivatives market,

Types of derivatives, Types of underlying assets, Participants in derivatives market, Advantages & disadvantages of trading in derivatives market,

Current volumes of derivative trade in India,

Difference between Forwards & Futures

Reference Books

Debt Markets

1. Bhardwaj, Gautam, (2008), The Future of India 's Debt Market, Tata McGraw Hill.
2. Suryanarayan (2002), Debt Market, ICFAI Publication Press.
3. Fabozzi, Frank, (2004), Fixed Income Analysis Workbook, 2nd edition, John Wiley & Sons
4. Shah, Ajay, Thomas, Sushan and Gorham, Michael, (2008), Indian Financial Markets, Elsevier, USA
5. FIMMDA-NSE Debt Market (Basic) Module, Workbook from NSE.
6. Dun and Bradstreet, (2008), Fixed Income Securities, Tata McGraw Hill.

Commodity Markets/Commodity Derivatives

1. Commodities Market Module, Workbook from NSE
2. Chatnani, (2010), Commodity Markets, 1st edition, Tata McGraw Hill.
3. Kleinman, George, (2001), Commodity Futures & Options, 2nd (revised, illustrated edition), Prentice Hall.
4. Stephens, John . (2001),Managing Commodity Risk, John Wiley & Sons.
5. Indian Institute of Banking & Finance, (2007), Commodity Derivatives, Macmillan India Ltd.

Financial Management- I

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 2 Financial Management- I 1632UBIFM-I	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Introduction to Finance and Financial Management
2	Financial Goal setting and time value of money
3	Investment decisions- Capital budgeting
4	Financial decisions

Modules / Units

1. Introduction to Finance and Financial Management

A) Introduction to Finance

Meaning and definition of finance, Importance of finance, Types of Finance: Public and Private Sources of finance

1. Long Term Sources: Term Loans, Debentures, Bonds, Zero Coupon bonds, Convertible Bonds, Equity shares, Preference shares, CD, CP, Public Deposits.
2. Short Term Sources: Bank Finance, Trade Credit, Other Short Term Sources.
3. Venture Capital and Hybrid Financing

B) Financial Management

Meaning and Importance of Financial Management

Scope of Financial Management

Functions and Objectives of Financial Management

Primary Objective of Corporate Management

Agency Problem

Organization of Finance Function

Emerging role of Finance Managers in India.

C) Objectives of the Firm

Profit Maximization and Shareholders Wealth Maximization,

Profit V/s Value Maximization

2. Financial Goal Setting & Time value of Money

A) Financial Goal Setting

Introduction

Financial Forecasting – Meaning, Techniques, Benefits

Approaches to Financial Planning

Economic Value Added (EVA)– Measurement & Components

Free Cash Flow (FCF)

B) Time Value of Money

Concept, Present Value, Annuity, Techniques of Discounting, Techniques of Compounding,

3. Investment Decisions: Capital Budgeting

A) Capital Budgeting

Nature of Capital Budgeting

Purpose of Capital Budgeting

Capital Budgeting Process

Types of Capital Investment

Basic principles of measuring project cash flows

Investment Principle, long-term funds principle, exclusion of financial cost principle, post tax principle.

4. Financial Decisions

A) Cost of Capital:

Introduction and Definition of Cost of Capital
Measurement of Cost of Capital
Measurement of WACC using book value and market value method.
Measuring Marginal Cost of Capital

B) Capital Structure Decisions:

Meaning and Choice of Capital Structure
Importance of Optimal Capital Structure
EBIT -EPS Analysis
Capital Structure Theories
Dividend Policies (Walter & Gordon)

Reference Books

- I M Pandey, Vikas Publishing House.
- M.Y. Khan, P. K. Jain, Tata McGraw Hill.
- Ravi M Kishore, Taxman
- James C Van Horne, Prentice Hall
- Prassana Chandra, Prentice Hall
- Chandra Haribariran Iyer: IBHL Publication.

Management Accounting

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 3 Management Accounting 1633UBIMA	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Introduction to Management Accounting
2	Financial statements analysis
3	Working Capital Management
4	Management of profits/dividend policy

Modules / Units

1. Introduction to Management Accounting

Meaning and Definition, Scope, Functions, Objectives, Importance, Role of Management Accounting, Management Accounting Framework, Tools of Management Accounting

2. Financial statements analysis

A) Introduction to Corporate Financial Statements:

Understanding the Balance sheet and Revenue statements with the headings and sub headings, Uses of financial statements, Users of Financial Statements.

B) Financial Statement Analysis

Introduction and Meaning of Financial Statement Analysis, Steps, Objective, Types of Analysis.

- **Ratio analysis:** Meaning, classification, Du Point Chart, advantages & limitations.
- **Balance Sheet Ratios:** Current Ratio, Liquid Ratio, Stock Working Capital Ratio, Proprietary Ratio, Debt Equity Ratio, Capital Gearing Ratio.
- **Revenue Statement Ratios:** Gross Profit Ratio, Expenses Ratio, Operating Ratio, Net Profit Ratio, Net Operating Profit Ratio, Stock Turnover Ratio, Combined Ratio, Return on Capital employed (Including Long Term Borrowings), Return on proprietor's Fund (Shareholders Fund and Preference Capital, Return on Equity Capital, Dividend Payout Ratio, Debt Service Ratio, Debtors Turnover, Creditors Turnover.

3. Working capital management

Concept, Nature of Working Capital, Planning of Working Capital, Estimation /Projection of Working Capital Requirements in case of Trading and Manufacturing Organization , Operating Cycle.

4. Management of profits/dividend policy

Meaning, Types, Factors influencing dividend policy, Forms of dividend. Determinants of Dividends Policy: Factors; Dividend Policy in India; Bonus Shares (Stock dividend) and Stock (Share) Splits; Legal, Procedural; and Tax Aspects associated with Dividend Decision

Reference Books

- Cost management – Saxena and Vashist
- Cost and management accounting – Ravi N Kishor
- Essential of management accounting – P. N. Reddy, Himalaya publication.
- Advanced Management Accounting – Robert S Kailer.
- Financial of management Accounting – S. R. Varshey, Wisdom.
- Introduction of management accounting learning – Charbs T Horngram, PHI
- Management Accounting – I.M Pandey, Vikas Publications
- Cost and management accounting – D. K. Mattal, Galgotia Publications.
- Cost accounting Theory and Practice-M. N. Arora, Sultan Chand and sons.
- Management Accounting – Khan and Jain, Tata McGraw Hill.
- Management Accounting – R. P. Rastogi.

Direct Taxation

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 4 Direct Taxation 1634UBIDT	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Basic Terms (Section 2, 3, and 4) & Scope of Total Income Based on Residential Status (Section 5 & 6 both)
2	Heads of Income (Section 14; 14A)
3	Deduction from total Income
4	Computation of total Income for Individual

Modules / Units
1. Basic Terms (Section 2, 3, and 4) & Scope of Total Income Based on Residential Status (Section 5 & 6 both)
Assesse , Assessment, Assessment Year, Annual value Business, Capital Assets, Income, Person, Previous Year Transfer Scope of total Income based on Residential Status (Section 5&6 both)
2. Heads of Income (Section 14; 14A)
<ul style="list-style-type: none"> • Salary (Section 15 to 17) • Income from House Properties (Section 22 to 27) • Profit and Gain From Business (Section 28, 30, 31, 32, 35, 35D, 36, 37, 40, 40A and 43B) • Capital Gain (Section 45, 48, 49, 50, 54, 55) • Income from Other Sources (Section 56 to Section 59) Exclusions From Total Income (S: 10) • Exclusion related to specified heads to be covered with relevant head.eg. Salary, Business Income, Capital Gain, Income from Other Sources
3. Deduction from Total Income
Section 80C, 80CCC, 80D, 80DD, 80E, 80 U
4. Computation of total income for individual
Comprehensive Practical Examples

Reference Books
Direct Taxes Law & Practice –V.K. Singhania Direct Taxes Laws - T. N. Manohara Professional Approach Direct Taxes – Ahuja & Gupta Service Tax – V. S. Datey Direct Taxes Law & Practice - Dinkar Pagare Service Tax- Sanjeev Agarwal & Parthsarthy Personal Investment & Tax Planning Yearbook - N.J. Yasaswy Law and Income Tax - A.C. Sampathy Iyengar, Bharat Publishing House, Allahabad. Master Guide to Income Tax Act - Pradeep S. Shah & Rajesh S. Kadakia, Taxmann Direct Taxes - Dr. B.B. Lal Income Tax and Central Sales Tax by Girish Ahuja , Ravi Gupta, jain book depot Indirect Taxes by V. S. Datey published by Taxmann Service Tax Reckoner V. S. Datey published by Taxmann Service Tax S. S. Gupta published by Taxmann

Information Technology in Banking & Insurance

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 1 Information Technology in Banking & Insurance 1635UBIIT	3	2 ½	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Introduction to Electronic Commerce
2	E Banking
3	MS Office: MS- Excel
4	Cyber Law & Cyber Security

Modules / Units

1. Introduction to Electronic Commerce

- A) **E-Commerce Framework** - E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications
- B) **The network Infrastructure for Electronic Commerce** - Market forces influencing the I-way, Components of I-way, Network Access Equipment
- C) **E-Commerce and World Wide Web** - Architectural framework of E-Commerce, WWW and its architecture, hypertext publishing, technology behind the Web, Security and the web

2. E-banking

- A) 25T Meaning, definition, features, advantages and limitations- core banking, the evolution of e-banking in India, Legal framework for e-banking.
- B) **Electronic Payment System**
Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Risk in EPS, Designing an EPS

3. MS Office: MS -Excel

- A) **MS-Excel:** Manipulating data, Working with charts, Working with PIVOT table and what-if analysis; Advanced excel functions-Vlookup (),hlookup(),PV(), FV(),average(),goal seek(),AVERAGE(), MIN(), MAX(), COUNT(),COUNTA(), ROUND(), INT(), nested functions, name ,cells/ranges/constants, relative, absolute & mixed cell references, >,<=operators, Logical functions using if, and, or =, not, date and time functions & annotating formulae, MS Excel advanced features- Financial functions: pv(), pmt (), fu()... logical functions:if(), and (), or ()...., lookup functions, what if analysis, pivot table, conditional table.
- B) **Application in Banking and Insurance Sector** – Calculation of Interest, Calculation of Installment, Calculation of Cash Flow, Calculation of Premium, Calculation of risk coverage in Insurance and Reporting.

4. Cyber Law & Cyber Security:

- A) **Need of Cyber Law, History of Cyber Law in India**
- B) **Cyber Crimes:**
Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call & SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking
- C) **Cyber Security:**
Computer Security, E-Security, Password Security and Reporting internet fraud

Reference Books

E-banking in India – Challenges and Opportunities by Rimi Jatana
Computers & Banking – By Soni & Agarwal
e-Commerce – By David Whitely
Microsoft Office Professional (2013-step by step)
Computers & Banking – M/s Sultanchand & Sons

Organisational Behaviour

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 2 Organisational Behaviour 1636UBIOB	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	The Individual Behaviour	15
2	The Group Dynamics	15
3	The Organizational Dynamics	15
4	Organization Behaviour In Financial Services	15
Total		60

Modules / Units
<p>1. The Individual Behaviour</p> <p>A) Personality: Meaning, Determinants of Personality, Major personality traits influencing OB, The Big Five Model, Trait Theory of personality, Psychoanalytic theory of Personality, Freud Stages of Personality Development, Locus of Control, Self-Monitoring.</p> <p>B) Learning: Meaning and Definition of Learning-The Learning Process, Principles of Learning, Theories of Learning-Classical conditioning, Operant Conditioning, Social Learning Theory, Learning through Reinforcement, Learning by Observing, Learning through Experience.</p> <p>C) Perception-Meaning, Factors Influencing Perception, Attribution Theory, Improving Perceptions- Johari Window, Empathy.</p> <p>D) Workplace Emotions, Values and Ethics: Meaning of Emotions, Cognitive Dissonance, Emotional Dissonance, Managing Emotions at Work (Emotional Labor) - The Six Universal Emotions. Meaning and Types of Values, Sources of Value systems, Values across Cultures, Values and Ethical Behaviour.</p> <p>E) Individual Decision Making: How are Decisions made in organization, Decision Making process, Decisional Styles.</p>
<p>2. The Group Dynamics</p> <p>A) Group Communication: Importance, Corporate Communication – Need, Importance and Techniques of Corporate Communication</p> <p>B) Power and Politics: Meaning of Power, Bases of Power, Power Tactics, Organizational Politics, Reasons for Organizational Politics, Managing Organizational Politics.</p> <p>C) Negotiations: Meaning, Process, Strategies, Third Party Negotiations, Crisis Negotiations, Focus Areas of Negotiations.</p> <p>D) Transactional Analysis Model: Types of Transactions, Ego states, Life Positions, Elaboration of Transactional styles.</p> <p>E) Virtual teams and Group Cohesiveness: Structure, Types, Stages in Management of Virtual teams, Features of Cohesive Groups, Effects/Consequences/Impact of Group Cohesion.</p> <p>F) Group Decision-Making: Advantages, Disadvantages, Assumptions, Managing Group Decision-Making, Strength and Weakness of Group Decision-Making.</p>
<p>3. The Organizational Dynamics</p> <p>A) Organization structure: Meaning, Meaning and key features of the concept of Centralization, Decentralization, Span of control and Departmentation, Simple structure, Bureaucratic & Matrix structure</p> <p>B) New design options: Team structure, Virtual organizations, Boundary less organizations</p> <p>C) Organization structure differentiation: Strategy, Organisation Size, Technology & Environment, Organizational designs and employee behaviour.</p> <p>D) Organizational Climate: Impact of Communication, Impact of Rewards & Punishment, Quality work life with reference to Banking & Insurance, Job Frustration-Sources, Causes, Effects, Ways to Overcome Frustration, Impact of Frustration on Banking and Insurance companies</p>

4. Organization Behaviour In Banking and Insurance Sector

- A) Practices of OB in Banks and Insurance
- B) Issue of organization behaviour in Banks
- C) Strategies to manage issues of organization behaviour in banks
- D) Case Studies – Transfer, Promotion, Separation.

Reference Books

Stephen P. Robbins “*Organizational Behavior*” Prentice Hall of India Private Ltd

Mirza S. Saiyadain “*Organizational Behaviour*” Tata Mc. Graw Hill.

John Bratton “*Work and Organizational Behaviour*” Militza Callinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmillan, New York.

Margie Parikh and Rajen Gupta “*Organizational Behaviour*” Tata Mc. Graw Hill Education Private Limited, New Delhi.

Suja Nair “*Organizational Behaviour*” Himalaya Publishing House, Mumbai.

John. R. Schermerhorn, James Hunt, Richard Osborn, Mary Ullh Bien, “*Organizational Behaviour*” John Wiley and Sons Publications, San Francisco.

Don Hellriegel & John W. Slocum “*Organizational Behaviour*”, South Westren Cenage Learning Publications.

Joan V. Gallos “*Organizational Development*” John Wiley and Sons Publications , San Francisco

FOUNDATION COURSE III

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 2 Foundation Course-III (An overview of Banking sector) 1637UBIFC	3	2 1/2	25	75	100	3

Modules at a glance

Sr. No.	Modules
1	An overview of Banking Industry
2	Commercial Banking and Customer Banker Relationship
3	Universal Banking and Technology in Banking sector
4	Micro Finance and financial inclusion

Modules/Units

1. An Overview of Banking Industry

- Definition of Banks, Types of Banks, Principles of Banking
- Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks
- Emerging trends of banking - Universal banking, electronic banking, globalization of banking.
- Brief history of banking sector reforms from 1991-2000 and Current developments in banking sector
- Regulatory Architecture – Overview of Banking Regulation Act 1949, Banking Regulation Act (Amendment 2015), Payment and Settlement Act 2007, Negotiable Instrument Act 1881, BIS, Basel I, II and III.
- Bank Crises in India
- Critical Evaluation of Banking Industry in India

2. Commercial Banking and Customer – Banker Relationship

- Definition and meaning of Commercial Bank, Evolution of Commercial Banking in India, Functions of Commercial Bank, Services offered by Commercial Bank.
- Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products
- Corporate Banking -Meaning, Features, Significance of Corporate Banking and Overview of its products
- Rural Banking - Meaning, Features, Significance of Rural Banking and Overview of its products
- Banking Ombudsman – Meaning and Functions

3. Universal Banking and Technology in Banking sector

- **Universal Banking**
Concept of Universal Banking, Evolution of Universal banking, Services to Government, Payment & Settlement, Merchant Banking, Mutual Fund, Depository Services, Wealth Management, Portfolio Management Bancassurance, NRI Remittance.
- **Technology in Banking**
Features, norms and Limitations of E- banking, Mobile Banking, Internet Banking, RTGS, POS Terminal,
NEFT, IMPS, Brown Label ATM's, White Label ATM's, NUUP, AEPS, APBS, CBS, CTS, Digital Signature, M-Wallets, Online opening of bank accounts – savings & current, and application for credit cards, loan. Applicability of KYC norms in Banking Sector

4. Microfinance and Financial Inclusion

- **Microfinance**
Introduction, Need and Code of Conduct for Microfinance Institutions in India, Advantages, Purpose, Limitations and Models of SHG – Bank Linkage Program. Role of NABARD & SIDBI, portfolio securitization, SHG – 2, NRLM & SRLM. Priority sector and its classification
- **Financial Inclusion**
Need and Extent, RBI committee report 2015, World FINDEX report 2015, NISM report 2015 Features and procedures of Pradhan Mantri Jan Dhan Yojana, Mudra Yojana. Features, Procedures and significance of Stand-up India scheme for Greenfield investments.

Reference Books

- Banking Law and Practice – M.L Tannan
- Microfinance Perspective and Operations – IIBF, 2016.
- Rural Banking Operations – IIBF, 2017 Edition
- Financial Inclusion and Growth Governance- Deepali Pant Joshi Gyan Publishing House
- Bank Financial Management Paperback – 2010 –IIBF
- Money Banking And Finance Paperback – 2009 -N K Sinha
- Principles and Practices of Banking Paperback – 2015 – IIBF
- Principles and Practices of Banking 11 edition Paperback – 2015 - N S Toor, Arun Toor
- Principles Of Banking (With Case Studies) Hardcover – 2009 - Rakesh Kumar
- Modern Banking In India , Gupta

Nagindas Khandwala College (Autonomous)



**Revised Syllabus
And
Question Paper Pattern
Of Course**

**Bachelor of Commerce in Banking & Insurance (BBI)
Programme**

**Second Year
Semester IV**

(To be implemented from Academic Year 2018-19)

B.Com in Banking & Insurance (BBI)

For Students Admitted from A.Y. 2018-2019 & Onwards

SYBBI - Semester IV							
Course Code	Course	Hrs. of Instruction/ week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1641UBIBE	Part II Core I Business Economics-II	3	2 ½ hrs	25	75	100	3
1642UBIFM-II	Core 2 Financial Management –II	3	2 ½ hrs	25	75	100	3
1643UBICA	Core 3 Cost Accounting	3	2 ½ hrs	25	75	100	3
1644UBICL	Core 4 Corporate Laws & Securities Law	3	2 ½ hrs	25	75	100	3
1645UBIIT	DSE (Core) 1 Information Technology in Banking & Insurance – II	3	2 ½ hrs	25	75	100	3
1646UBIEM	DSE (Core) 2 Entrepreneurship Management	3	2 ½ hrs	25	75	100	3
1647UBIFC	DSE (allied) 1 Foundation Course –IV (An overview of insurance sector)	2	2 ½ hrs	25	75	100	2
	Total	21					20

***Revised Syllabus of Courses of B.Com. (Banking & Insurance) Programme at
Semester IV
with Effect from the Academic Year 2018-2019***

Business Economics-II

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Part II Core 1 Business Economics-II 1641UBIBE	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Introduction to Macroeconomic Data and Theory
2	Money, Inflation and Monetary Policy
3	Constituents of Fiscal Policy
4	Open Economy: Theory and Issues of International Trade

Modules/Units

1. Introduction to Macroeconomic Data and Theory

Macroeconomics: Meaning, Scope and Importance.

Circular flow of aggregate income and expenditure: closed and open economy models

The Measurement of national product: Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare.

Short run economic fluctuations: Features and Phases of Trade Cycles

The Keynesian Principle of Effective Demand: Aggregate Demand and Aggregate Supply - Consumption Function - Investment function - effects of Investment Multiplier on Changes in Income and Output

2. Money, Inflation and Monetary Policy

Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money

Demand for Money: Classical and Keynesian approaches and Keynes' liquidity preference theory of interest

Money and prices: Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach

Inflation: Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy.

Monetary policy: Meaning, objectives and instruments, inflation targeting

3. Constituents of Fiscal Policy

Role of a Government to provide Public goods-Principles of Sound and Functional Finance

Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy

Instruments of Fiscal policy: Canons of taxation - Factors influencing incidence of taxation - Effects of taxation Significance of Public Expenditure - Social security contributions- Low Income Support and Social Insurance Programmes - Public Debt - Types, Public Debt and Fiscal Solvency, Burden of debt finance

Union budget -Structure- Deficit concepts-Fiscal Responsibility and Budget Management Act.

4. Open Economy: Theory and Issues of International Trade

The basis of international trade: Ricardo's Theory of comparative cost advantage - Heckscher – Ohlin theory of factor endowments - terms of trade - meaning and types - Factors determining terms of trade - Gains from trade - Free trade versus protection

Foreign Investment: Foreign Portfolio investment- Benefits of Portfolio capital flows-Foreign Direct Investment - Merits of Foreign Direct Investment - Role of Multinational corporations

Balance of Payments: Structure - Types of Disequilibrium - Measures to correct disequilibrium in BOP.

Foreign Exchange and foreign exchange market: Spot and Forward rate of Exchange - Hedging, Speculation and Arbitrage -Fixed and Flexible exchange rates- Managed flexibility

Reference Books

- Ackley. G (1976), Macro Economic Theory and Policy, Macmillan Publishing Co. New York
- Ahuja H L, Modern Economics
- Bhatia H L, Public Finance
- Jhingan M L, Principles of Economics
- Shapiro E, Macro Economic Analysis
- Vaish M C (2010), Macro Economic Theory, 14th Edition

Financial Management –II

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 2 Financial Management –II 1642UBIFM-II	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Working Capital Management
2	Management of Components of Working Capital
3	Financial Planning
4	Financial Policy and Corporate Strategy

Modules/Units
Units 1 Working Capital Management
Management of Working Capital in India, Estimating working capital needs, Operating or working capital cycle, Working Capital Financing: Trade Credit; Bank Credit; Commercial Papers; Certificate of Deposits (CDs); Financing.
Unit 2 Management of Components of Working Capital
Management of Cash and Marketable Securities: Motives for Holding Cash; Objectives of Cash Management; Factors Determining Cash Needs; Basic Strategies of Cash Management; Cash Management Techniques / Processes; Marketable Securities; and Cash Management Practices in India. Receivables Management: Objectives; Credit Policies; Credit Terms; and Collection Policies, Inventory Management: Objectives; and Techniques.
Unit 3 Financial Planning
Introduction, Meaning and Essentials of Budget, Types of Budget, Advantages of Budgeting, Zero Based Budgeting, Master Budget, Sales Budget, Production Budget, Material Budget, Cash Budget and Flexible Budget.
Unit 4 Financial Policy and Corporate Strategy
Meaning of Strategic Financial Management, Strategic financial decision making framework, Functions of Strategic financial management, Business Risk and Financial Risk Introduction, Debt v/s Equity Financing, Types of Leverage, Investment Objective/Criteria for Individuals/Non-Business Purpose.

Reference Books

- Financial Management: I M Pandey, Vikas Publishing House.
- Financial Management: M.Y. Khan, P.K. Jain, Tata McGraw Hill.
- Financial Management : Ravi M Kishore, Taxman
- Financial Management : James C Van Horne, Prentice Hall
- Financial Management: Prassana Chandra, Prentice Hall.
- Financial Management: Chandra Haribariran Iyer: IBHL Publication.

Cost Accounting

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 3 Cost Accounting 1643UBICA	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Introduction to Cost Accounting
2	Classification of Costs and Cost Sheet
3	Standard Costing
4	Introduction to Marginal Costing

Units 1 Introduction to Cost Accounting
Objectives and scope of cost accounting, cost centers and cost units, cost classification for stock valuation, profit measurement, decision making and control, coding systems and elements of cost
Unit 2 Classification of Cost and Cost Sheet
Management of Cash Classification of costs, Cost of Sales, Cost Centre, Cost Unit, Profit Centre and Investment Centre, Cost Sheet and Reconciliation of cost and financial accounts. ^[1] Note- Practical problems based on preparation of cost sheet reconciliation of cost and financial accounts
Unit 3 Standard Costing
Various types of standards, setting of standards, Basic concepts of, Labour and Overhead (Fixed and Variable) variance analysis.
Unit 4 Introduction to Marginal Costing
Marginal costing meaning, application, advantages, limitations, Contribution, Breakeven analysis and profit volume graph. ^[1] Note:- Practical problems based on Marginal Costing excluding decision making

Reference Books
<ul style="list-style-type: none"> • Lectures on Costing by Swaminathan: S. Chand and Company (P) Ltd., New Delhi • Cost Accounting by C.S. Rayudu, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting by Jawahar Lal and Seema Srivastava, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting by Ravi M. Kishore, Taxmann Ltd., New Delhi • Principles and Practices of Cost Accounting by N.K. Prasad, Book Syndicate Pvt. Ltd., Calcutta • Cost Accounting Theory and Practice by B.K. Bhar, Tata Mc. Grow Hill and Co. Ltd., Mumbai • Cost Accounting Principles and Practice by M.N. Arora, Vikas Publishing House Pvt. Ltd., New Delhi • Advanced Cost and Management Accounting: Problems and Solutions by V. K. Saxena and C.D. Vashist, S. Chand and Company (P) Ltd., New Delhi • Cost Accounting by S.P. Jain and K.L. Narang, Kalyani Publishers, Ludhiana • Modern Cost and Management Accounting by M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Corporate & Securities Law

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
Core 4 Corporate & Securities Law 1644UBICL	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	Company Law – An Overview
2	Regulatory Framework Governing Stock Exchanges as per Securities Contracts Regulation Act 1956
3	Security Exchange Board of India
4	The Depositories Act, 1996

<p>1. Company Law – An Overview</p> <p>A) Development of Company Law in India</p> <p>B) Doctrines Governing Corporates – Lifting the Corporate Veil, Doctrine of Ultra Vires, Constructive Notice, Indoor Management, Alter Ego. The Principle of Non Interference (Rule in Foss V/s Harbottle) – Meaning, Advantages, Disadvantages & Exceptions, Majority and Minority Rights under Companies Act</p> <p>C) Application of Company Law to Banking and Insurance Sector - Application of Companies Act to Banking and Insurance sector governed by Special Acts. S.1 (4) of Companies Act 2013 Exceptions provided (S.67 (3), S.73 (1), S.129 (1), 179(3), S.180 (1) (c), S.186, S.189</p>
<p>2. Regulatory Framework governing Stock Exchanges as per Securities Contracts Regulation Act 1956</p> <p>Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange. Corporatization and demutualization of Stock Exchange –Meaning, Procedure & Withdrawal Power of Recognised Stock Exchange to make rules restricting voting rights etc. Power of Central Government to Direct Rules or Make rules Power of SEBI to make or amend bye laws of recognised stock exchange Books and Accounts to be maintained by recognized stock exchange Grounds on which stock exchange can delist the securities of a company Section 3 to Section 20</p>
<p>3. Security Exchange Board of India</p> <p>A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties – registration</p> <p>B) Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-IPO-Employee option-right-bonus-preferential allotment intermediary-operational-promoter lock in period requirements-offer document.</p>
<p>4. The Depositories Act, 1996</p> <p>Depository – Meaning, Benefits, Models, Functions Participants The Depository Act 1996 – Objectives, Eligibility condition for depository services, Fungibility, Bye laws of depository, Governance of Depository and Internal audit of depository Participants BSDA and single registration for depository participants</p>

<p>Reference Books</p> <ul style="list-style-type: none"> • Mamta Bhargava – Compliances and Procedures under SEBI Law • V.L Iyer – SEBI Practice Manual – Taxmann • D.K Jain – Company Law Ready Reckoner • Bare Act – Corporate Laws Taxmann Microsoft Office Professional2013-Step by step • By Beth Melton,Mark Dodge, Echo Swinford, Andrew Couch

Information Technology in Banking & Insurance - II

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 1 Information Technology in Banking & Insurance – II 1645UBIIT	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	E-banking Business Models
2	Induction of Techno Management
3	IT Applications and Banking
4	MS-Office: Packages for Institutional Automation

<p>1. E-banking Business Models</p>
<p>Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models.</p>
<p>2. Induction of Techno Management</p>
<p>Development Life Cycle, Project Management, Building Data Centres, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools^[11] Technological Changes in Indian Banking Industry Trends in Banking and Information Technology, Technology in Banking, Lead Role of Reserve Bank of India, New Horizons for Banking based IT, Automated Clearing House Operations, Electronic Wholesale Banking Credit Transfer, Credit Information Bureau (I) Ltd., Credit Information Company Regulation Bill- 2004, Automation in Indian Banks, Cheque clearing using MICR technology, Innovations, Products and Services, Core-Banking Solutions (CBS), Human Resource Development (HRD)-The Road Ahead. Technology in Banking Industry Teleconferencing, Internet Banking, Digital Signature in Banking, MICR-Facility for ‘paper-based’ clearing, Cheque Truncation Dealing with Fraudulent transactions under CTS Efficient customer service, smart quill computer pen, Institute for Development & Research in Banking & Technology (IDRBT). E-Checks-Protocols and Standards Problems on mechanization, e-Banking-RBI Regulations & Supervision, Technology Diffusion.</p>
<p>3. IT Applications and Banking</p>
<p>Objectives, Electronic Commerce and Banking, Banking Software, Electronic Clearing and Settlement Systems, Plastic Money</p>
<p>4. MS-Office: Packages for Institutional Automation</p>
<p>MS-PowerPoint presentation: Internal links between slides, hyperlinks, embedding multimedia content onto the slides (video/audio/stylish text), slide animation, timer, creating new presentation by existing theme, import online themes, creating a template of presentation, save and run the slide show (.ppsx) Applications of Internet: Introduction to e-mail, writing professional e-mails, creating digitally signed documents, use of outlook express: configuring outlook express, creating and managing profile in outlook, sending and receiving e-mails via outlook express, Emailing the merged documents, boomerang facility of email, Google drive: usage of Google drive in storing the Google documents, excel sheets, presentations and PDF files.</p>

Reference Books

- Sanjay Soni and Vinayak Aggarwal, Computers and Banking, M/s Sultan Chand & Sons, New Delhi, 1993.
- Uppal, R.K. “E-Banking in India (Challenges & Opportunities)”, New Century Publications, New Delhi, 2007.
- General Bank Management from Indian Institute of Banking and Finance by MACMILAN
- Modern banking Technology-by Firdos Temurasp Shroff -published by-Northern Book Center, New Delhi
- General Bank Management from Indian Institute of Banking and Finance by MACMILAN
- Microsoft Office Professional 2013-Step by step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch

Entrepreneurship Management

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 2 Entrepreneurship Management 1646UBIEM	3	2 1/2	25	75	100	3

Modules at a Glance

Sr. No.	Modules
1	The Entrepreneur
2	Business Planning
3	Key Areas of New Ventures
4	Evolving Concepts in Entrepreneurship

1 The Entrepreneur

A) Entrepreneur: Meaning, Nature, origin and development of entrepreneurship in India, Need and Importance, Core elements, Principles, Essentials, Types, Functions, Concept of entrepreneurship management, Motives behind being an entrepreneur, Entrepreneurial Process

B) Theories of Entrepreneurship: Innovation Theory of Schumpeter, Need for Achievement Theory of McClelland, Risk Bearing Theory of knight, Hagen's Theory of Entrepreneurship, Economic Theory of Entrepreneurship.

C) Entrepreneurial Values and Attitudes, Dominant characteristics of successful entrepreneurs, Internal and external factors for entrepreneurial motivation

D) Entrepreneurial Skills, Identifying business opportunities, Role of creativity in Entrepreneurship, the creative process, the Innovation process, types of innovation, sources of innovation, principles of innovation, Sources of Business Ideas.

2 Business Planning

A) Forms of Entrepreneurial structures: Sole Proprietorship-meaning, merits and limitations. Partnership-Meaning, Forms, merits and limitations. Corporations-Meaning, merits and limitations. Limited Liability partnerships and corporations. Franchising-Meaning, types, merits and limitations.

B) Critical Factors for starting a new enterprise: Personal, Environmental, Sociological factors. Problems of a New Venture- Financial, administrative, marketing, production and other problems.

C) Business Plan: Meaning, Benefits, Developing a business plan, Environment scanning, Elements/Areas to be covered in a Business Plan, Project Report preparation, Contents of a Project Report

3 Key Areas of New Ventures

A) Marketing: New Product Development, Marketing Strategy for the new venture, Branding strategies, Distribution strategies, Pricing Strategies, Promotion strategies for new venture, Concept of Marketing Mix and Market segmentation, Marketing Plan.

B) Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control. Board of Studies-in-Banking & Finance, University of Mumbai.

C) Finance: Sources of long term and short term finance, Debt fund-Meaning, Merits and limitations, Equity Fund- Meaning, merits and limitations, Concept of Break Even analysis, Venture Capital-Meaning, Merits and Limitations, Criteria for Evaluating New Venture Proposals by Venture Capitalist

D) Human Resource: Personnel Function, Important Labor Laws: Industrial Disputes Act, Factories Act, Provident Fund Act, Employee State Insurance Act, Payment of Wages Act, Minimum Wages Act, Payment of Gratuity Act, other related Acts and Role of HRD in new ventures.

4 Evolving Concepts in Entrepreneurship

A) Social Entrepreneurship: Meaning, Social responsibility of an entrepreneur.

B) Barriers to entrepreneurship: Environmental, economic, non-economic, personal and entrepreneurial barriers.

C) Intrapreneurship: Meaning, Characteristics, Intrapreneurs Activities, types of Corporate Entrepreneurs, Corporate V/s Intrapreneurial culture, Climate, Fostering Intrapreneurial culture, Promoting intrapreneurship- Pinchot's Spontaneous teams and Formal Venture teams, establishing intrapreneurial ventures.

D) Ethics and Entrepreneurship: Defining Ethics, Approaches to Managerial ethics, ethics and business decisions, Ethical practices and code of conduct, Ethical considerations in corporate entrepreneurship.

E) Institutional Support to Entrepreneurs: Importance, Incentives and facilities, Entrepreneurship Development Institute of India (EDI), NSIC, Small Industries Development Organization (SIDO), National Institute for Entrepreneurship and Small Business Development (NIESBUD), Others, Key features of National Policy on Skill Development and Entrepreneurship 2015.

Reference Books

- S.L. Gupta and Dr. Arun Mittal, Entrepreneurship Development by International Books House Ltd.
- Vasant Desai, Dynamics of Entrepreneurial Development
- Willaim D. Bygrave and Andrew Zacharakis, The Portable MBA in Entrepreneurship by, Fourth edition, John Wiley and Sons.
- S.S. Khanka, Entrepreneurship Development, Sultanchand and Sons Ltd.
- C.B. Gupta and N.P. Shrinivasan, Entrepreneurship Development Sultan chand and sons
- Sharma Sudhir, Singh Balraj, Singhal Sandeep (2005), "Entrepreneurship Development", Wisdom Publications, Delhi.
- Badi R.V., Badi N.V. (2010), "Entrepreneurship", Vrinda Publications (P) Ltd., Delhi.
- Desai Vasant (2009), "The Dynamics of Entrepreneurial Development and Management – Planning for Future Sustainable Growth", Himalaya Publishing House, India.
- Vasishth Neeru (2008), "Business Organization", Taxmann Allied Services (P.) Ltd.,
- Holt David H. (2004), "Entrepreneurship – New Venture Creation", Prentice Hall of India Private Limited, New Delhi.
- Roy Rajeev (2009)], "Entrepreneurship", Oxford University Press, New Delhi.
- Burns Paul (2001), "Entrepreneurship and Small Business", Palgrave Mecomillan, China.
- Sudha G.S. (2005), "Management and Entrepreneurship Development", Indus Valley Publications, New Delhi.
- Basotia G.R., Sharma K.K. (1991), "Handbook of Entrepreneurship Development – An Entrepreneurs Guide to Planning, Starting, Developing and Managing a New Enterprise", Mangal Deep Publications, Jaipur.
- Coulter Mary (2003), "Entrepreneurship in Action", Prentice Hall of India Private Limited, New Delhi.
- Zimmerer Thomas W., Scarborough Norman M. (2009), "Essentials of Entrepreneurship and Small Business Management", PHI Learning Private Limited, New Delhi.
- Hisrich Robert D., Peters Michael P. (2002), "Entrepreneurship – International Edition", The McGraw-Hill Companies, New York.
- Cynthia L Greene, Entrepreneurship Ideas in Action, Thomson

Foundation Course –IV (An overview of insurance sector)

Course	Hours of instructions per week	Exam duration (hrs)	Maximum Marks			Credits
			CIE	SEE	Total	
DSE (Core) 2 Foundation Course –IV (An overview of insurance sector) 1647UBIFC	3	2 1/2	25	75	100	2

Modules at a Glance

Sr. No.	Modules
1	An Introduction to Life Insurance
2	An Introduction to Health Insurance
3	An Introduction to Home and Motor Insurance
4	Role of Insurance in Logistic

1. An Introduction to Life Insurance
<p>A) Life Insurance Business – Components, Human Life Value Approach, Mutuality, Principle of Risk Pooling, Life Insurance Contract, Determinants of Risk Premium</p> <p>B) Products of LIC – Introduction of life insurance plans - Traditional Life Insurance Plans – Term Plans, Whole Life Insurance, Endowment Assurance, Dividend Method of Profit Participation Purpose of plans , Riders in plan - Introduction, Forms and procedures^[1]_[SEP]</p> <p>C) Non Traditional Life Insurance Products (Those of SBI and ICICI – Introduction, Forms and procedures)</p>
2. An Introduction to Health Insurance
<p>A) Health Insurance – Meaning, IRDA Regulations, determinants of Health Insurance, Health Insurance Market in India and determinants of Risk Premium.^[1]_[SEP]</p> <p>B) SBI and ICICI Health Insurance Plans - Introduction and Forms and Procedures of Hospitalization, Indemnity Products, top up covers, cashless insurance, Senior citizen plans, critical illness plans and Micro Insurance.</p>
3. An Introduction to Home and Motor Insurance
<p>A) Home Insurance - SBI and ICICI Plans – Introduction, Forms and Procedures, Inclusions and Exclusions in policies, Determinants of Risk Premium and Impact of Catastrophes on Home Insurance.^[1]_[SEP]</p> <p>B) Vehicle Insurance- SBI and ICICI Plans-Introduction, Forms and Procedures, Determinants of Risk Premium, Inclusions and Exclusions.</p>
4. Role of Insurance in Logistic
<p>A) Role of Insurance in Logistic - Meaning &Importance, Hazards, Protection, Social Security – Type of Risks and Accidents^[1]_[SEP]</p> <p>B) Fire Insurance – SBI and ICICI Plans – Introduction, Forms and Procedures, Standard Fire and Special Perils Policy, Tariff system and special policies.</p>

Reference Books
<ul style="list-style-type: none"> • Insurance Principles and Practice – M N Mishra & S B Mishra – S. Chand 22PndP Edition • Insurance Claims Solutions – DR L.P Gupta Revised Edition • Risk Management Insurance – S. Arunajatesan & T.R Vishwanathan • Introduction to Risk Management & Insurance – Mark S Dorfman & David A. Cather – Tenth Edition

Question Paper Pattern

Internal Test: 25%

Sr. No.	Particular	Marks
1	One class test (20 Marks converted to 10 marks)	10
2	Assignment, Presentation or Viva	10
3	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities and attendance	05

Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
 - ii) Theory question paper pattern
 - There shall be five questions each of 15 marks with Question 5 as case study.
 - 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 weightage of the topic.
- (Detail question paper pattern has been given separately)**

Question Paper Pattern

(External Test)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Full Length Question	15
	OR	
Q-1	Full Length Question	15
Q-2	Full Length Question	15
	OR	
Q-2	Full Length Question	15
Q-3	Full Length Question	15
	OR	
Q-3	Full Length Question	15
Q-4	Full Length Question	15
	OR	
Q-4	Full Length Question	15
Q-5	Case Study	15

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. Case study will include 3 questions of 5 marks each. The practical subjects like account can have compulsory numerical in place of case study.

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. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) 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 Examination