



MASTER OF COMOMMERCE (M.Com.)

Credit and semester system syllabus

NAME OF THE FACULTY: COMMERCE

SEMESTER – 1st

SR. NO.	PAPER NO	NAME OF THE PAPER	TOTAL MARKS EXT + INT = TOTAL	PASSING STANDARD EXT + INT = TOTAL	TOTAL TEACHING HOURS	CREDITS
ELECTIVE (C- BANKING & INSURANCE)						
3	103	Banking & Insurance - I	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04
4	104	Banking & Insurance - II	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04

Internal Evaluation:

Test	15 Marks
Assignment	10 Marks
Attendance / Seminar	<u>05 Marks</u>
Total:	30 Marks

SEMESTER – 2nd

SR. NO.	PAPER NO	NAME OF THE PAPER	TOTAL MARKS EXT + INT = TOTAL	PASSING STANDARD EXT + INT = TOTAL	TOTAL TEACHING HOURS	CREDITS
ELECTIVE (C- BANKING & INSURANCE)						
7	203	Banking & Insurance - III	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04
8	204	Banking & Insurance - IV	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04

Internal Evaluation:

Test	15 Marks
Assignment	10 Marks
Attendance / Seminar	<u>05 Marks</u>
Total:	30 Marks



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NAME OF THE FACULTY: COMMERCE

SEMESTER - 3rd

SR. NO.	PAPER NO	NAME OF THE PAPER	TOTAL MARKS EXT + INT = TOTAL	PASSING STANDARD EXT + INT = TOTAL	TOTAL TEACHING HOURS	CREDITS
ELECTIVE (C- BANKING & INSURANCE)						
11	303	Banking & Insurance - V	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04
12	304	Banking & Insurance - VI	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04

Internal Evaluation:

Test	15 Marks
Assignment	10 Marks
Attendance / Seminar	<u>05 Marks</u>
Total:	30 Marks

SEMESTER - 4th

SR. NO.	PAPER NO	NAME OF THE PAPER	TOTAL MARKS EXT + INT = TOTAL	PASSING STANDARD EXT + INT = TOTAL	TOTAL TEACHING HOURS	CREDITS
ELECTIVE (C- BANKING & INSURANCE)						
15	403	Banking & Insurance - VII	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04
16	404	Banking & Insurance - VIII	70 + 30 = 100	28 + 12 = 40	15 Weeks x 04 Hours = 60	04

Internal Evaluation:

Test	15 Marks
Assignment	10 Marks
Attendance / Seminar	<u>05 Marks</u>
Total:	30 Marks



ELECTIVE GFOUP: (C) BANKING & INSURANCE:

Paper No 103 Banking & Insurance Paper No.-I (Bank Management)

Credits: 04

Total Marks:	100 Marks
Semester End Examination:	70 Marks
Internal Evaluation:	30 Marks

Objectives: To provide an understanding of the nature and functioning of banks.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Nature of Banking Business: Banking and other financial institutions in India: Official regulations and control over banks and other financial institutions; Socio- economic environment and socio obligations of banks in India; An overview of monetary system in India.	18
Unit-2	Organizing and Managing Banks: Alternative organizational structures of banks; Forms of banking - unit banking, branch banking, group banking, chain banking, satellite and affiliate banking, and correspondent banking; Organizational structure of banks and relative advantages and disadvantages.	18
Unit-3	Financial Management in Commercial Banks: Management of liabilities; Management of assets: Expenditure control and profitability. Process of Bank Management: Planning; Organizing; Co-ordination; Motivation: Control	17
Unit-4	Organisational Structure of Commercial Banks in India: Departmental set-up; Delegation of authority, internal control and information system. Manpower planning, Employee selection: Appraisal and promotion. Banking education, training.	17

Reference / Text- Books/ Additional Reading:

1. Desai, Vasant: Principles of Bank Management, Himalaya Publishing House, Delhi.
2. Reed, E.W.: Commercial Bank Management, Harper and Row Publishers, New York.
3. Ghotgalkar, R.K.: Service Conditions of Bank Employees, Himalaya Publishing House, Delhi.
4. Ghotgalkar, R.K.: Disciplinary Action in Banks, Himalaya Publishing House, Delhi.
5. Subha Rao, P.: Principles and Practice of Bank Management, Himalaya Publishing House, Delhi.
6. Srivastava, P.M.: Management of Indian Financial Institutions, Himalaya Publishing House, Delhi.
7. Sundharam, K.P.M.: Banking theory, Law and Practice, Sultan Chand, New Delhi.
8. Merrill: Financial Planning in the Bank, Macmillan India Ltd., New Delhi.
9. Joshi, Vasant C: Managing Indian Banks-The Challenges Ahead, Response Books (A division of Sage Publications) New Delhi.
10. Raut, K.C. and Dass, S.K.: Commercial Banks in India: Profitability, Growth and Development, Kanishka Publishers Distributors, New Delhi.
11. Agrawal, H.N.: A Portrait of Nationalized Banks -A Study with Reference to Their Social Obligations, Inter India Publications, New Delhi.



ELECTIVE GFOUP: (C) BANKING & INSURANCE:

Paper No 104: Banking & Insurance Paper No. II: (Banking Operations and Procedures)

Credits: 04

Total Marks:	100 Marks
Semester End Examination:	70 Marks
Internal Evaluation:	30 Marks

Objectives: To provide an understanding of essential banking operations and other related procedures.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Organisation and functions of a modern bank. Services rendered by commercial banks in India. Banking operations and procedures in India. Practice problems in banking.	18
Unit-2	Relationship Between Banker and Customer: Services rendered by banks; Definition of a customer: Relationship as a debtor and creditor; Banker as a trustee; Obligation of a banker -obligation to honors cheque: Garnishee order: Attachment order issued by income-tax authorities; Liabilities of a banker in case of wrongful dishonor of cheque; Obligation to maintain secrecy of accounts: Banker's right of general lien, banker's right of set-off, banker's right of appropriation, right to charge interest, incidental charges, etc.	18
Unit-3	Customer's Account with a Banker: Fixed deposit accounts, saving accounts, recurring deposit accounts, current accounts: Opening of current and saving accounts: Operating the bank accounts; Legal aspects; Entries in passbook: Closing of bank account; Insurance of bank deposits: Free life insurance cover to saving bank account-holders; Deposit scheme for Indians abroad: Non-resident account scheme; Foreign currency accounts scheme.	17
Unit-4	Special Types of Bank Customers: Minor -legal provisions regarding guardianship of a minor: Married women: Illiterate person; Lunatic; Trustee; Executor; Administrator; Customer's attorney; Joint accounts of joint Hindu family, partnership, joint stock companies, club, societies, and charitable institutes.	17

Reference / Text- Books/ Additional Reading:

1. Tanna, M.L: Banking Law and Practice in India, Vol. I & II, India Law House, New Delhi.
2. Bare Acts regarding negotiable instruments, banking regulations, Rbf, banking companies, etc.
3. Gordon and Natrajan: Banking Theory: Law and Practice, Himalaya Publishing House, Delhi.
4. Varshney, P.M. : Banking Law and Practice, Sultan Chand & Sons, New Delhi.



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No.203: Banking & Insurance Paper no. III (International Banking and Foreign Exchange)

Credits: 04

Total Marks: 100 Marks

Semester End Examination: **70 Marks**

Internal Evaluation: **30 Marks**

Objective: This course is to help students understand the conceptual framework of international banking and foreign exchange.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	International Financial Institutes Objectives, Structures and Functions of I.M.F., I.B.R.D., I.D.A., I.F.C., A.D.B., Role and Functions of these Institutions in Economic Development in Developing Countries. (With special reference to India) An Evaluative Study of these Institutions in reference of Assistance and Economic Development, Euro currency market.	18
Unit-2	Export - Import Bank Financial Organization for Import - Export, Exim Bank, Incentive for Export Promotion, International Movement of resource (capital)	18
Unit-3	Theories of Foreign Exchange Organization of foreign exchange department in a bank. Theories of Foreign Exchange, Theories of Purchasing Equality. Foreign exchange Rate and Its Influencing Factors - Devaluation of currency, Problems of Convertibility of currency, Policies of foreign exchange rate.	17
Unit-4	Theories of Balance of Payment Various theories on balance o payment, Changing in exchange rate and balance of payment, Administrative control and balance o payment, Payment Agreement, Problems of International exchange in developing countries, National income and balance of payment, Organization of international currency. [Gold Standard, S.D.R. (Special Drawing Rights), Euro Dollar, Petro Dollar], Developing countries and problems of foreign payment, with reference to India.	17

Reference / Text- Books/ Additional Reading:

1. International Monetary Institutions - Hailn
2. Balance of Payment - J. S. Meads
3. International Market for Foreign Exchange - Aliger Robert D.
4. Exchange control monitor - R.B.I.
5. Annual Report of RBI, IMF, IBRD.
6. International Economics - Lakdawala & Shah
7. International Economics - A. Johnson
8. International Finance - V.A. Avadhani
9. Finance of Foreign Trade and Foreign Exchange- B.K. Chaudhari
10. Banking & International Trade - T.T. Sethi
11. International Financial Management - Jain
12. RBI manual of exchange control
13. Foreign exchange and financing of Foreign Trade - S.K. Verghese



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No.204: Banking & Insurance Paper no. IV (Bank Lending Policy and Techniques)

Credits: 04

Total Marks:	100 Marks
Semester End Examination:	70 Marks
Internal Evaluation:	30 Marks

Objective: To acquaint students with the policy of bank lending and various techniques used in lending operations.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Bank Lending and Advances Establishing bank lending policies under changing socio-economic and legal environment. Types and forms of bank advances. Financial analysis techniques for bank lending	18
Unit-2	Assessment of Credit needs for terms Assets Assessment of credit needs for term assets. Assessment of credit needs for working capital Credit Disbursement: Terms and conditions; Documentation; Disbursement; Scheduling.	18
Unit-3	Monitoring of Advances Monitoring of advances Renewal and recovery of advances Nursing of problem accounts, including non-performing assets.	17
Unit-4	Credit Policy and Different Schemes Present credit policy and various schemes of bank lending to industry, commerce and trade, and agriculture in India. Credit guarantee facilities for banks in India. Current issues and problems of bank lending in India.	17

Reference / Text- Books/ Additional Reading:

1. Jha, S.M.: Bank Marketing, Himalaya Publishing House, Delhi.
2. Mithani and Gordon: Banking Theory and Practice, Himalaya Publishing House, Delhi.
3. Suneja, S.R.: Management of Bank Credit, Himalaya Publishing House, Delhi.
4. Varshney, P.M.: Banking Law and Practice, Sultan Chand & Sons, New Delhi.
5. Parameswaran, R. and Natarajan, S.: Indian Banking, S. Chand & Sons, New Delhi.
6. Seth: Marketing of Banking Services, Macmillan India Ltd., New Delhi.
7. Nanda, K.C.: Credit and Banking, Response Books (A division of Sage Publications), New Delhi.
8. Panda, Jagannath and Khan, M. Altaf: Management of Small Bank Loans, Kanishka Publishers Distributors, New Delhi.



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No. 303: Banking & Insurance Paper No. V (Principles of Life Insurance)

Credits: 04

Total Marks:	100 Marks
Semester End Examination:	70 Marks
Internal Evaluation:	30 Marks

Objective: To provide an understanding of the principles of life insurance and their relevance.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Introduction: Need for security against economic difficulties, risk and uncertainty; Individual life insurance -nature and uses of life insurance; Life insurance as a collateral, as a measure of financing business continuation, as protection of property, and as a measure of investment.	18
Unit-2	Life Insurance Contract: Distinguishing characteristics; Utmost good faith; Insurable interest; Caveat emptor; Unilateral and allegory nature of contract; Proposal and application form; Warranties; Medical examination; Policy construction and delivery; Policy provision; Lapse; Revival; Surrender value; Paid-up policies; Maturity, nomination, and assignment; Suicide and payment of insured amount; Loan to policy holders.	18
Unit-3	Life Insurance Risk: Factors governing sum assured; Methods of calculating economic risk in life insurance proposal; Measurement of risk and mortality tables. Calculation of premium; Treatment of sub-standard risks; Life insurance fund; Valuation and investment of surplus; Payment of bonus.	17
Unit-4	Life Insurance Policies: Applications in different situations; Important life insurance polices; Life insurance annuities; Important legal provisions and judicial pronouncements in India. Rules of agency; Essential qualities of an ideal insurance salesman;	17

Reference / Text- Books/ Additional Reading:

1. Mishra, M.N.: Insurance - Principles and Practice, S. Chand & Co, Ltd., New Delhi.
2. Life Insurance Corporation Act, 1956, G.O.I.
3. Gupta, O.S.: Life Insurance, Frank Brothers, New Delhi.
4. Balachandran, S.: Customer-Driven Services Management, Response Books (A division of Sage Publications), New Delhi.
5. Vinayakam, N.M. Radhasamy and S.V. Vasudevan: Insurance -Principles and Practice, S.Chand & Co. Ltd., New Delhi.
6. Mishra, M.N.: Life Insurance Corporation of India, I, II, III Vol., Raj Books & Subscription, Jaipur.



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No. 304: Banking & Insurance Paper No. VI (Property and Liability Insurance)

Credits: 04

Total Marks: 100 Marks
Semester End Examination: **70 Marks**
Internal Evaluation: **30 Marks**

Objective: To provide an understanding of the principles of life

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Introduction: Risk and insurance; Insurable and non-insurable risks; Nature of property and liability insurance, Crop and cattle insurance; Types of liability insurance; Reinsurance. Claims Compensation.	18
Unit-2	Basic Concepts of Liability Insurance: a) Basic concepts -Specific and all risk insurance; Valuation of risk;; b) Liability insurance - Procedure for obtaining liability insurance; Legal position of insurance agent; Construction and issue of policy; Records of liability insurance; Policy conditions. Nature of losses and their adjustment; Procedure of adjustment; Functions of adjuster; Responsibilities of adjusters; Survey of losses.	18
Unit-3	Types of Liability Insurance Policy: Dwelling property losses; Business interruption and related losses; Theft insurance contracts; Budgetary covers; Auto insurance; Medical benefit insurance; Dishonesty, disappearance, and destruction insurance; Personal and residential insurance; Boiler machinery insurance; Commercial enterprises and industrial property insurance.	17
Unit-4	Insurance Problems of Institutions: Insurance problems of educational and religious institutions -hospitals, clubs, and associations; Professional package contracts; Errors and omissions insurance; Professional liability insurance; Accounts liability insurance; Limits on amount of insurance. Marketing and underwriting of liability insurance; Finance of liability insurance.	17

Reference / Text- Books/ Additional Reading:

1. Mishra, M.N.: Insurance - Principles & Practice, S. Chand & Co. Ltd., New Delhi. The General Insurance Business (Nationalisation) Act, 1972.
2. Vinayakam , N., M. Radhasamy and S.V. Vasudevan: Insurance -Principles and Practice, S.Chand & Co. Ltd., New Delhi.



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No. 403: Banking & Insurance Paper No.VII (Insurance Finance and Administration)

Credits: 04

Total Marks: 100 Marks
Semester End Examination: **70 Marks**
Internal Evaluation: **30 Marks**

Objective: To provide an understanding of the process of administering insurance finance.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Introduction: Law of probability; Forecast of future events; Construction of mortality tables; Mortality tables for annuities. Role of Insurance Development and Regulatory Authority (IRDA) of India.	18
Unit-2	Premium Determination: Basic factors; Use of mortality tables in premium determination; Interest, compound interest functions; Net and gross premium; Mode of periodical premium payment; Mode of claim payment; Benefit to be provided; Mode of loading for expenses; Gross premium -general considerations, insurer's expenses; Margin adjusting; Premium for term insurance; Temporary insurance; Endowment insurance; Level and natural premium plan; Premium calculation for annuities, life and other policies; Elementary study of actuarial valuation.	18
Unit-3	Reserves and Surplus: Nature, origin, and importance of reserves and funds in life and property insurance; Retrospective and prospective reserve computation; Statutory regulation of reserves; Nature of surrender value; Concept and calculation of surrender value; Standard non-forfeiture law; Non-forfeiture value; Reduced paid up values; Settlement options; Automatic premium loan; Nature and source of insurance surplus; Special form of surplus; Distribution of surpluses - extra dividend, residuary dividend; Investment of surplus and reserves - basic principles. Investment policy of LIC and GIC in India as specific cases, Agency rules.	17
Unit-4	Administration: Present administrative set up of General Insurance Corporation of India, Life Insurance Corporation of India, Provident Fund Societies, and other organizations doing insurance business; Establishment and control of branches; Machinery for decision making used by insurance organizations; Statutory administrative provisions, 1956, General Insurance Corporation of India Act, 1976,	17

Reference / Text- Books/ Additional Reading:

1. Mishra, M.N.: Insurance - Principles & Practice, S. Chand & Co. Ltd., New Delhi.
2. Study of LIC Act and other relevant Acts & IRDA
3. Vinayakam N. M. Radhasamy & S.V. Vasudevan: Insurance-Principles and Practice, S.Chand & Co. Ltd., New Delhi
4. Singh, S.P.: Investment Pattern of the Life Insurance Corporation of India, Sahitya Bhavan, Agra.



ELECTIVE GROUP: (C) BANKING & INSURANCE:

Paper No. 404: Banking & Insurance Paper No.VIII (Fire and Marine Insurance)

Credits: 04

Total Marks:	100 Marks
Semester End Examination:	70 Marks
Internal Evaluation:	30 Marks

Objective: To give exposure to the provisions of fire and marine insurance and their increasing importance.

UNIT	DETAILED	MARKS / WEIGHT
Unit-1	Fire Insurance Contract: Origin of fire insurance; Its nature, risks, hazards, and indemnity; Legal basis, stipulation, and conditions; Contracts; Full disclosure of material facts; Inspection and termination of coverage.	18
Unit-2	Fire Insurance Policies: Issue and renewal of policies; Different kinds; Risks covered; Recovery of claims; Insurer's option; Ex-gratia payment and subrogation; Policy conditions; Hazards not covered; Contribution and average; Re-insurance, double insurance, and excess insurance. Types of fire protection policies.	18
Unit-3	Marine Insurance Contract: Origin and growth; History of Lloyds; Evaluation of marine insurance business in India; Basic elements -insurable interest, utmost good faith, implied warranties; Policy document; Types of marine insurance contract -freight, cargo and vessel; Procedure for obtaining marine protection policy; Marine policies and conditions; Nature of coastal marine	17
Unit-4	Marine Losses: Total loss, partial loss, particular average loss, and general average loss; Preparation of loss statement; Payment of marine losses - requirement of the insured, documents needed, procedure for presentation of claim; Valuation of loss salvage; Limits of liability; Attachment and termination of risk. General Insurance Corporation and Other Insurance Institutions.	17

Reference / Text- Books/ Additional Reading:

1. Mishra, M.N.: Insurance - Principles & Practice, S. Chand & Co. Ltd., New Delhi.
2. The Marine Insurance Act, 1963. G.O.I.
3. Vinayakam, N.M. Radhasamy and S.V. Vasudevan: Insurance -Principles and Practice, S.Chand & Co. Ltd. New Delhi.