



TOLANI COLLEGE OF COMMERCE

(Autonomous)

Recognised Linguistic (Sindhi) Minority Institution

(Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade

150-151, Sher-E-Punjab Society,

Guru Gobind Singh Road,

Andheri (East) Mumbai-400 093

Syllabus and Question Paper Pattern of
First Year of B.Com. (Banking And Insurance)
Semester I and Semester II
Under Choice Based Credit and Grading System
(Academic Year 2021-2022)



Semester I

Serial no	Course Code	Course Name	Credits
		Elective Courses (EC)	
1	TCC.UBII01	Environment and Management of Financial Services.	03
2	TCC.UBII02	Principles of Management	03
3	TCC.UBII03	Financial Accounting - I	03
		Ability Enhancement Courses (AEC)	
4	TCC.UBII04	Business Communication-I	03
		Skill Enhancement Courses (SEC)	
5	TCC.UBII05	Foundation Course - I	02
		Core Courses (CC)	
6	TCC.UBII06	Business Economics-I	03
7	TCC.UBII07	Quantitative Methods-I	03
		Total Credits	20

Semester II

Serial no	Course Code	Course Name	Credits
		Elective Courses (EC)	
1	TCC.UBIII01	Principles and Practices of Banking & Insurance	03
2	TCC.UBIII02	Business Law	03
3	TCC.UBIII03	Financial Accounting - II	03
		Ability Enhancement Courses (AEC)	
4	TCC.UBIII04	Business Communication-II	03
		Skill Enhancement Courses (SEC)	
5	TCC.UBIII05	Foundation Course - II	02
		Core Courses (CC)	
6	TCC.UBIII06	Organisational Behaviour	03
7	TCC.UBIII07	Quantitative Methods-II	03
		Total Credits	20



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Environment and Management of Financial Services.

Course Code: TCC.UBII01



First Year Bachelor of Banking and Insurance		Semester – I	
Course Name: Environment and Management of Financial Services		Course Code: TCC.UBII01	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	02	60
	Continuous Evaluation		40

1. Environment and Management of Financial Services

Module. No	Details	No. of Lectures
1	Introduction to Financial System	15
	Financial System Institutional set- up Marketing Structure 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 and Insurance.	
2	Phases of Development of Banking and Insurance	15
	Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. Functions and working of banking and insurance companies	
3	Management, Regulation and Development	15
	Risk management within the organizations of Banks and Insurance companies Asset - Liability Management in Banking and Insurance Organisational structure and management	
4.	Regulatory and Developmental Framework of Banking & Insurance	15
	Banking companies and RBI Acts and legal framework governing the insurance. Developmental Activities of RBI and IRDA □ Mechanism of supervision and regulation. Prudential Norms.	



Reference Books:

- *Life Insurance Corporation of India. Vol. I. II & III Mishra M.N.*
- *Life Insurance Corporation Act, 1956.*
- *Insurance Regulatory Development Act, 1999.*
- *Investment for Beginners - V.A. Avadhani, Himalaya*
- *Financial Services in India - M.Y. Khan, Tata Macgrow Hill.*
- *Structure of Financial Institutions - V.V. Bhatt, Varadeo*
- *Financial Analysis and Portfolio Management-Graham Dodd & Cotler, Macgrow Hill.*
- *Modern Banking- R.S. Sayers*
- *Banking In India. S.G. Panandikar, Worali, Mumbai.*
- *Indian Financial System (Vol. I & II) B.D. Ghonasgi & Maloti Anagol □ Indian Financial System M.Y. Khan, Tata Mcgrow Hill.*
- *Financial Institutions in India - Vadilal Dagli, Mumbai.*
- *Financial Institutions in Indian Markets - L. M. Bhole, Tata Mcgrow Hill*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	Attempt any Three of the following: a. b. c. d. e.	15 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Principles of Management

Course Code: TCC.UBII02



First Year Bachelor of Banking and Insurance		Semester – I	
Course Name: Principles of Management		Course Code: TCC.UBII02	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	02	60
	Continuous Evaluation		40

2. Principles of Management

Module. No	Details	No. of Lectures
1	Introduction to Management	15
	Definition of Management Management as a Profession Traditional Vs Contemporary Management (Henry Fayol, F.W. Taylor, Peter Drucker) (C.K.Pralhad, Mr. Vijay Govindarajan)	
2	Management Process	15
	Management Process, Practices, Functions of Management related to Banking and Insurance companies	
3	Organization Structure of Banking and Insurance companies	15
4	Business Leaders	15
	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 Indian Leaders (Banking & Insurance: H.Shanbagh. Uday Kotak, K.V. Kamath Naina Kidwai, Deepak Parekh, Chanda Kochhar, Hinduja, Godrej, Aziz Premzi, Narayan Murthy, Anand Mahindra , Governor of RBI) International Leader President of World bank, President of Asian Development Bank, President of Fed Reserve, President of International Monetary Fund	

Reference Books:

- *In Search of Change Maestros Pritam Singh and Asha Bhandarkar, Sage Publications, UK*
- *Wisdom of Indian Business Leadership, G. Narayana, English Edition Publishers and Distributors India Pvt, Ltd.*
- *Business Maharajas, Gita PiramaI, Penguin Books, New Delhi.*
- *Principles of Management, T.Ramaswamy Himalaya Publications, Mumbai.*
- *Practices and Principles of Management L.M. Prasad, S.Chand and Sons Education Publishers, New Delhi*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	Attempt any Three of the following: a. b. c. d. e.	15 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Financial Accounting-I

Course Code: TCC.UBII03



First Year Bachelor of Banking and Insurance		Semester – I	
Course Name: Financial Accounting - I		Course Code: TCC.UBII03	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	02	60
	Continuous Evaluation		40

3. Financial Accounting - I

Module. No	Details	No. of Lectures
1	Introduction to accounting	12
	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	
2	Classification of Income & Expenses & Accounting Standards	12
	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).	
3	Issues of Shares, Stock Valuation & Hire purchase	20
	Introduction to issue of shares. Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession), Introduction to Depreciation: Fixed Installment method, Written Down Value Method, Change of method. Valuation of goodwill (problems based on average profit method and super profit method only)	
4.	Final Accounts	16
	Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. Introduction to Accounts of Non-Profit Organizations	



Reference Books:

- *Gupa S C & Shukla, M C: Advanced Accounts Vol.1. New Delhi. S. Chand & Company Ltd.*
- *Advanced Accounts -Shukia & Grewal (S.Chand & Co.) □ Advanced Accountancy - R.L.Gupta & M. Radhaswamy*
- *Accounting Standards -Institute of Chartered Accountants of India. New Delhi*
- *Introduction to Accountancy -T. S. Grewal-(S.Chand & Co.) □ Double Entry Book Keeping- J. R. Batliboi.*
- *Double Entry Book Keeping - M. M. Chokshi*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-2	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-3	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-4	A) Theory questions	08 Marks
	B) Theory questions	07 Marks
	OR	
	B) Full Length Practical Question	15 Marks

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.



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Business Communication-I

Course Code: TCC.UBII04



B. Com (Banking and Insurance)		Semester – I	
Course Name: Business Communication I		Course Code: TCC.UBII04	
Periods per week (1 Period is 48 minutes)		04	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2 hours	60
	Continuous Evaluation		40

4. Business Communication – I

Module. No	Details	No. of Lectures
1	Theory of Communication	15
	<p>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>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>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>Methods and Modes of Communication:</p> <p>Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette</p> <p>Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]</p> <p>Computers and E- communication Video and Satellite Conferencing</p>	
2	Obstacles to Communication in Business World	15
	<p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p> <p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p>	



	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 Piracy, Insurance, Child Labour	
3	Business Correspondence	15
	Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation Letter of Appointment, Promotion and Termination, Letter of Recommendation(to be taught but not to be tested in the examination)]	
4	Language and Writing Skills	15
	Commercial Terms used in Business Communication Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.] Activities Listening Comprehension Remedial Teaching Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management	

Reference Books:

- *Bovee Courtland, L and Thrill, John V (1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.*
- *Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H., New Delhi.*
- *Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, The Dartwell Co., Chicago.*
- *Dayal, Ishwar (1981) Managing Large Organizations: A Comparative Study.*
- *Drucher, P.F. (1970) Technology, Management and Society, Pan Books London.*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions Sub Questions to be asked 10 and to be answered any 08 Sub Questions to be asked 10 and to be answered any 07 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question OR	07 Marks 08 Marks
Q-2	Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V OR	10Marks
Q-3	B) Draft a Statement of Purpose Write a Paragraph on any 1 of the following topic in (200 Words) Topic	10 Marks 05 Marks
	OR Topic	05 Marks
Q-4	Draft the following letters (5 Marks Each) Letter of Acceptance of Job Offer Letter of Resignation Case Study	10 Marks 05 Marks
Q-4.	OR A) Full Length Question B) Full Length Question	07 Marks 08 Marks

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



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Foundation Course-I

Course Code: TCC.UBII05



B.Com. (Banking and Insurance)		Semester – I	
Course Name: Foundation Course- I		Course Code: TCC.UBII05	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

5. Foundation Course – I

Module. No	Details	No. of Lectures
1	Overview of Indian Society	05
	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	10
	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	10
	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	10
	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	10
	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	



Reference Books:

- *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
- *National Humana rights commission- disability Manual*
- *Rural, Urban Migration : Trends, challenges & Strategies*, S Rajagopalan, ICFAI-2012
- *Regional Inequalities in India Bhat L SSSRD- New Delhi*
- *Urbanisation in India: Challenges, Opportunities & the way forward*, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Fill in the blanks: (From All Modules) State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I)	10 Marks
Q-3	Attempt any ONE of the following: (From Module II)	10 Marks
Q-4	Attempt any ONE of the following: (From Module III)	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV)	10 Marks
Q-6	Attempt any ONE of the following: (From Module V)	10 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Business Economics-I

Course Code: TCC.UBII06



B.Com. (Banking and Insurance)		Semester – I	
Course Name: Business Economics - I		Course Code: TCC.UBII06	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	02	60
	Continuous Evaluation		40

6. Business Economics – I

Module. No	Details	No. of Lectures
1	Introduction	15
	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 decision making, The basics of market demand, market supply and equilibrium price-shifts in the demand and supply curves and equilibrium.	
2	Demand Analysis	15
	Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts 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	Supply and Production Decisions and Cost of Production	15
	Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale- expansion path - 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 - Break even analysis (with business applications)	
4.	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15
	Short run and long run equilibrium of a competitive firm and of industry -monopoly - short run and long- run equilibrium of a firm under Monopoly.	



Module No	Details	No. of Lectures
	<p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising (topics to be taught using case studies from real life examples)</p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models (with practical examples)</p>	
5.	Pricing Practices	15
	Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (case studies on how pricing methods are used in business world).	

Reference Books

- 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* (2002 reprint)
- Samuelson & Nordhas.: *Economics* (Tata McGraw Hills, New Delhi, 2002)
- Pal Sumitra, *Managerial Economics cases and concepts* (Macmillan, New Delhi, 2004)



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question Number		Nature of Questions	
1)	a)	Define the following concepts (Attempt any 6 out of 8):	6 marks
	b)	State with reasons whether the following statements are true or false (Attempt any 3 out of 5)	6 marks
2)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
3)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
4)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	
5)		Attempt any 1 question out of the following 3:	12 marks
	a)	Full length question	
	b)	Three Notes (4 Marks Each)	
	c)	Application/Numerical Question	



Program: Bachelor of Commerce (Banking and Insurance)

Semester-I

Elective Course: Quantitative Methods-I

Course Code: TCC.UBII07



First Year Bachelor of Banking and Insurance		Semester – I	
Course Name: Quantitative Methods - I		Course Code: TCC.UBII07	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination		60
	Continuous Evaluation		40

7. Quantitative Methods – I

Module. No	Details	No. of Lectures
1	Introduction, Organising, Data, Frequency Distribution, Data Representation	10
	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	10
	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	08
	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	10
	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 straight line, method of least square, construction of characteristic line/estimation line	
5.	Probability, Probability Distribution and decision Theory	10
	Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem.	



	Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution	
6.	Index Nos.	06
	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	06
	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.	

Reference Books:

- *Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co*
- *Statistical Methods - S.G. Gupta (S. Chand & Co.*
- *Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India)*
- *Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co*
- *Business Mathematics : A P Verma, Asian Books Pvt. :Limited.*
- *IRDA: IC. 33*
- *Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited*
- *Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons*
- *Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.*
- *Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan -Prentice Hall of India.*



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-2	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-3	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
Q-4	A) Theory questions	08 Marks
	B) Theory questions	07 Marks
	OR	
	B) Full Length Practical Question	15 Marks

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.



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Principles and Practices of Banking & Insurance

Course Code: TCC.UBIII01



First Year Bachelor of Banking and Insurance		Semester – II	
Course Name: Principles and Practices of Banking & Insurance		Course Code: TCC.UBIII01	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

1. Principles and Practices of Banking & Insurance

Module. No	Details	No. of Lectures
1	Introduction to Banking	15
	Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision	
2	Banking Scenario in India	15
	Banking Operations -Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI	
3	Introduction to Insurance	15
	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	
4.	Insurance Business Environment in India	15
	Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA	

Reference Books:

- *Nalini Tripathy, Insurance Theory and Practices, Prentice Hall of India Ltd. New Delhi*
- *Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House*
- *Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House*
- *Dr. P.K.Gupta, Insurance and Risk Management, Himalaya Publishing House* □
M.N.Mishra, Insurance Principles and Practices, S.Chand & Company Ltd.
- *V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.*
- *Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance.*
- *Sheth Publishing House*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-2	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-3	Attempt the following: A. Full Length Question (8 Marks) B. Full Length Question (7 Marks) OR C. Full Length Question (8 Marks) D. Full Length Question (7 Marks)	15 Marks
Q-4	Attempt any Three of the following: a. b. c. d. e.	15 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Business Law

Course Code: TCC.UBIII02



First Year Bachelor of Banking and Insurance		Semester – II	
Course Name: Business Law		Course Code: TCC.UBIII02	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

2. Business Law

Module. No	Details	No. of Lectures
1	Introduction to Law	08
	Meaning, Definitions, Features, Types, Sources and Classification	
2	Indian Constitution	10
	Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	
3	Contract Act	12
	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.	
4.	Special Contract	12
	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	10
	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	
6	Information Technology Act	08
	Objectives, Scheme, Digital Signature, Authorization, E-Governance, Certifying Authorities, Digital Certificates, Cyber	



References

- *The Constitution of India*
- *Respective Acts*
- *Indian Contract Act, Sale of Goods Act, Partnership Act.*
- *Business Law - Kucchat M. C.*
- *Business Law - Kapoor*



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - Two Online MCQ Test of 20 marks each.
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 marks) b. Full Length Question (7 marks) Or c. Full Length Question (8 marks) d. Full Length Question (7 marks)	15 Marks
Q-4	a. Full Length Question b. Full Length Question OR Short Notes To be asked 05 To be answered 03	8 Marks 7 Marks 15 Marks

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.



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Financial Accounting II

Course Code: TCC.UBIII03



First Year Bachelor of Banking and Insurance		Semester – II	
Course Name: Financial Accounting - II		Course Code: TCC.UBIII03	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

3. Financial Accounting - II

Module. No	Details	No. of Lectures
1	Valuation of Goodwill and Shares	15
	Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method	
2	Buyback of equity shares	15
	Company Law/ Legal Provisions (including related restrictions, power, transfer to capital redemption reserve account and prohibitions) Compliance of conditions including sources, maximum limits and debt equity ratio	
3	Redemption of preference shares	15
	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 profits of company Capital Redemption Reserve Account - creation and use	
4.	Redemption of debentures	15
	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 new class of shares or debentures with options- including at par, premium and discount	



Reference Books:

- *Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi*
- *Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi*
- *Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida*
- *Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai*
- *Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi*
- *Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi*
- *Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi*



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
Q-2	B. Full Length Practical Question	15 Marks
	Attempt any one of the following: A. Full Length Practical Question	15 Marks
Q-3	OR	
	B. Full Length Practical Question	15 Marks
Q-4	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
Q-4	A) Theory questions	08 Marks
	B) Theory questions	07 Marks
	OR	
	B) Full Length Practical Question	15 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Business Communication II

Course Code: TCC.UBIII04



B.Com. (Banking and Insurance)		Semester – II	
Course Name: Business Communication-II		Course Code: TCC.UBIII04	
Periods per week (1 Period is 48 minutes)		04	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2 hours	60
	Continuous Evaluation		40

4. Business Communication – II

Module. No	Details	No. of Lectures
1	Presentation Skills	15
	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	
2	Group Communication	15
	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.	
3	Business Correspondence	15
	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) 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 learners with theoretical constructs wherever necessary in order to create awareness. However, learners should not be tested on the theory.]	
4.	Language and Writing Skills	15
	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner	



Reference Books:

- *Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.*
- *Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.*
- *Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.*
- *French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.*
- *Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.*
- *Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.*
- *Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.*
- *Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta,Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books*
- *Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, NewJersey.*
- *Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D.Irwin Inc. Illinois.*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- Two Online MCQ Test of 20 marks each.
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Objective Questions Sub Questions to be asked 10 and to be answered any 08 Sub Questions to be asked 10 and to be answered any 07 (True or False / Match the columns)	08 Marks 07 Marks
Q-2	A) Full Length Question B) Full Length Question OR	07 Marks 08 Marks
Q-2	Short Notes To be asked 05 To be answered 03	15 Marks
Q-3	A) Draft a Job application letter along with C.V OR B) Draft a Statement of Purpose Write a Paragraph on any 1 of the following topics in (200 Words)	10Marks 10 Marks
Q-3	C)Topic OR D)Topic	05 Marks 05 Marks
Q-4	Draft the following letters Letter of Acceptance of Job Offer Letter of Resignation Case Study OR	(5 Marks Each) 10 Marks 05 Marks
Q4.	A) Full Length Question B) Full Length Question	07 Marks 08 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Foundation Course-II

Course Code: TCC.UBIII05



B.Com. (Banking and Insurance)		Semester – II	
Course Name: Foundation Course- II		Course Code: TCC.UBIII05	
Periods per week (1 Period is 48 minutes)		3	
Credits		2	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

5. Foundation Course – II

Module. No	Details	No. of Lectures
1	Globalisation and Indian Society	07
	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	10
	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	10
	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 on the theory.]	
4.	Understanding Stress and Conflict	10
	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	08
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society	



Reference Books:

- *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)*
- *Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)*
- *Universal Human Rights : In theory and practice, Jack Donnelly, (2014)*
- *Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)*
- *Ecology and environment – Benu Singh, Vista International Pub. (2006)*
- *Stress blasters – Brian Chchester, Perry Garfinkel and others , Rodale Press (1997)*



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Fill in the blanks: (From All Modules) State the following statements are True or False: (From All Modules)	05 Marks 05 Marks
Q-2	Attempt any ONE of the following: (From Module I)	10 Marks
Q-3	Attempt any ONE of the following: (From Module II)	10 Marks
Q-4	Attempt any ONE of the following: (From Module III)	10 Marks
Q-5	Attempt any ONE of the following: (From Module IV)	10 Marks
Q-6	Attempt any ONE of the following: (From Module V)	10 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Organizational Behaviour

Course Code: TCC.UBIII06



First Year Bachelor of Banking and Insurance		Semester – II	
Course Name: Organizational Behavior		Course Code: TCC.UBIII06	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

6. Organizational Behavior

Module. No	Details	No. of Lectures
1	Introduction of organizational Behavior	15
	Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory Application of the Theories Motivational techniques in Banking and Insurance Industry	
2	Group Dynamics	15
	Individual Behavior (IQ, EQ, SQ) Group Formation, Team Building, Team Development. Goal Setting Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. Johari Window	
3	Organizational Culture and Change Management	15
	Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. Time and Stress Management.	
4.	Organizational Development	15
	Meaning and Nature of OD. Techniques of OD. □ Importance of OD.	



Reference Books:

- *Don Hellriegel & John W. Slocum "Organizational Behaviour", South Westren Cenage Learning Publications.*
- *Joan V. Gallos "Organizational Development" John Wiley and Sons Publications , San Francisco.*
- *Stephen P. Robbins "Organizational Behavior "Prentice Hall of India Private Ltd.*
- *Mirza S. Saiyadain "Organizational Behaviour" Tata Mc. Graw Hill.*
- *Suja Nair "Organizational Behaviour" Himalaya Publishing House , Mumbai.*
- *John. R. Schermerhorn, James Hunt , Richard Osborn, Mary Ulh Bien, "Organizational Behaviour" John Wiley and Sons Publications , San Fransisco.*
- *John Bratton "Work and Organizational Behaviour "Militza Callinan Carolyn Forshaw and Peter Sawchuk Palagrave Macmilla, New York.*
- *Margie Parikh and Rajen Gupta "Organizational Behaviour "Tata Mc. Graw Hill Education Private Limited , New Delhi.*



Evaluation Pattern

- I. **Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
 - **Two Online MCQ Test of 20 marks each.**
- II. **Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 10 Marks each.

Question No	Particular	Marks
Q-1	Attempt the following: a. Full Length Question (8 Marks) b. Full Length Question (7 Marks) OR c. Full Length Question (8 Marks) d. Full Length Question (7 Marks)	15 Marks
Q-2	Attempt the following: a. Full Length Question (8 Marks) b. Full Length Question (7 Marks) OR c. Full Length Question (8 Marks) d. Full Length Question (7 Marks)	15 Marks
Q-3	Attempt the following: a. Full Length Question (8 Marks) b. Full Length Question (7 Marks) OR c. Full Length Question (8 Marks) d. Full Length Question (7 Marks)	15 Marks
Q-4	Attempt any Three of the following: b. a. b. c. d. e.	15 Marks



Program: Bachelor of Commerce (Banking and Insurance)

Semester-II

Elective Course: Quantitative Methods-II

Course Code: TCC.UBIII07



First Year Bachelor of Banking and Insurance		Semester – II	
Course Name: Quantitative Methods -II		Course Code: TCC.UBIII07	
Periods per week (1 Period is 48 minutes)		4	
Credits		03	
		Hours	Marks
Evaluation System	Semester End Examination	2	60
	Continuous Evaluation		40

4. Quantitative Methods - II

Module. No	Details	No. of Lectures
1	Testing of Hypothesis	10
	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	10
	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)	10
	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	10
	Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage	
5.	Statistical Applications In Investment Management	15
	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	05



	GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical	
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Reference Books:

- *Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons*
- *Mathematics for Economics & Finance by Martin Anthony & Norman Biggs.*
- *Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited*
- *Modern Business Statistics - (Revised)-B. Pearles & C. Sullivan -Prentice Hall of India.*
- *Fundamentals of Statistics - D. N. Elhance,*
- *Statistical Methods - S.G. Gupta (S. Chand & Co.*
- *Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India) □ Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.*



Evaluation Pattern

- I. Continuous Evaluation (CE): 40 marks (Minimum passing marks 16)**
- **Two Online MCQ Test of 20 marks each.**
- II. Semester End Examination (SEE): 60 marks. (Minimum passing marks 24)**

Semester End Examination Question Paper Pattern

Maximum Marks: 60

Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No	Particular	Marks
Q-1	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
	Attempt any one of the following: A. Full Length Practical Question	15 Marks
Q-2	OR	
	B. Full Length Practical Question	15 Marks
Q-3	Attempt any one of the following: A. Full Length Practical Question	15 Marks
	OR	
	B. Full Length Practical Question	15 Marks
	Q-4	A) Theory questions
	B) Theory questions	07 Marks
	OR	
	B) Full Length Practical Question	15 Marks