# LEARNING OUTCOME BASED CURRICULUM FRAMEWORK [LOCF]



# Sanskar Sarjan Education Society's

# DTSS COLLEGE OF COMMERCE

[AUTONOMOUS]

PROGRAMME CODE: SFP-BI

**Bachelor of Commerce (Banking & Insurance)** 

[B.B.I]

w. e. f. 2021-22

#### **PROGRAMME STRUCTURE**

1) Title of the Programme: Bachelor of Commerce (Banking and Insurance) – B.B.I.

2) Programme Code: SFP - BI

#### 3) Introduction of the Programme:

Bachelor of Commerce (Banking and Insurance) commonly known as B.B.I, is a Three Year Undergraduate Programme highlighting the activities and functions of Banking, Insurance, Finance and Accounting.

#### 4) Programme Objectives:

Bachelor of Commerce (Banking and Insurance) offers an in-depth knowledge in the field of Banking, Insurance, Accounts, Finance, Auditing and Taxation along with Business Economics, Business Law and Business Communication. The Programme also offers courses that will help for the practical implication in Banking, Insurance and Investment Sector.

5) System: Choice Based Credit System [ CBCS]

**6) Duration of the Programme :** 03 Years

7) Total Number of Semesters : 06 Semesters

#### 8) Eligibility Criteria for Admission:

The learner must have passed the Higher Secondary School Certificate (Std. XII-Commerce) examination conducted by the Maharashtra/ other Indian State Boards or equivalent examination.

9) Intake capacity: 60 Learners

**10) Total Credits:** 132 Credits

11) Teacher's Qualification: Post Graduation in Commerce & Management, NET/SET Qualified.

## 12) Types of Courses:

Course Type	Total (Sem I to VI)
a. Core Courses	16
b. Elective Courses	12 out of 18
c. Skill/Ability Enhancement Courses	06
d. Multi-disciplinary / Inter-disciplinary courses	06
e. Practical /Projects	06
Total:	46 Courses

## 13) Total Number of Courses (Semester-wise):

## 1) First Year Bachelor of Commerce (Banking and Insurance) – FY.B.B.I

SEMESTER	Category of Course	No. of	Credits	Total
		Courses	Allotted	Credits
I	A. Core Courses	03	03	09
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary / Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	02	02
	Total:	08 out of 09		22
II	A. Core Courses	03	03	09
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary / Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	02	02
	Total:	08 out of 09		22

## **Course Titles:**

Course Category	Credits	Semester – I	Semester – II
Core Courses	03	Business Economics - I	Business Law - I
	03	Quantitative Methods - I	Quantitative Methods - II
	03	Environment and Management	Principles and Practices of
		of Financial Services	Banking and Insurance
<b>Elective Courses</b>	03	Financial Accounting - I	Financial Accounting - II
	03	Principles of Management	Financial Markets
	03	Entrepreneurship Management	International Finance
Skill/Ability Enhancement	03	Business Communication - I	Business Communication - II
Courses			
Multi-disciplinary/	02	Organisational Behaviour- I	Foundation Course and
Inter-disciplinary courses			Value Education
Projects/Additional	02	Soft Skills &	Soft Skills &
Courses		Language Enhancement-I	Language Enhancement- II
TOTAL:	22	08 out of 09 Courses	08 out of 09 Courses
	Credits		

## 2) <u>Second Year Bachelor of Commerce (Banking and Insurance) – SY.B.B.I.</u>

SEMESTER	Category of Course	No. of	Credits	Total
		Courses	Allotted	Credits
III	A. Core Courses	03	03	09
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary / Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	02	02
	Total:	08 out of 09		22
IV	A. Core Courses	03	03	09
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary / Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	02	02
	Total:	08 out of 09		22

## **Course Titles:**

Course Category	Credits	Semester – III	Semester – IV	
Core Courses	03	Business Economics - II	Corporate & Securities Law	
	03	Audit- I	Audit – II (Company and Bank)	
	03	Direct Tax	Customer Relationship	
			Management	
<b>Elective Courses</b>	03	Organisational Behaviour - II	Cost Accounting	
	03	Management Accounting	Marketing in Banking &	
			Insurance	
	03	Operation Research	Equity & Debt Market	
Skill/Ability Enhancement	03	Information Technology- I	Information Technology- II	
Courses				
Multi-disciplinary/ Inter-	02	Foundation Course – II	Foundation Course – III	
disciplinary courses		(Overview of Banking)	(Overview of Insurance)	
Projects/Additional	02	Advanced Excel	Investment Analysis	
Courses				
TOTAL:	22	08 out of 09 Courses	08 out of 09 Courses	
	Credits			

## 3) Third Year Bachelor of Commerce (Banking and Insurance) – TY.B.B.I.

SEMESTER	Category of Course	No. of	Credits	Total
		Courses	Allotted	Credits
V	A. Core Courses	02	04	08
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary /Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	03	03
	Total:	07 out of 08		22
VI	A. Core Courses	02	04	08
	B. Elective Courses	02 out of 03	03	06
	C. Skill/Ability Enhancement Courses	01	03	03
	D. Multi-disciplinary / Inter-disciplinary courses	01	02	02
	E. Additional - Practical /Projects	01	03	03
	Total:	07 out of 08		22

## **Course Titles:**

<b>Course Category</b>	Credits	Semester – V	Semester – VI
Core Courses	04	International Banking and Finance	Central Banking
	04	Financial Management - I	Financial Management - II
<b>Elective Courses</b>	03	Financial Service Management	Financial Reporting Analysis
	03	Ethics and Corporate Governance	Human Resource Management
	03	Risk Management	Mutual Fund Management
Skill/Ability Enhancement Courses	03	Introduction to Logic & Reasoning	Introduction to Actuarial Science
Multi-disciplinary/ Inter-disciplinary courses	02	Strategic Management	International Business
Projects/Additional Courses	03	Research Methodology	Project Work
TOTAL:	22 Credits	07 out of 08 Courses	07 out of 08 Courses

#### 14) Evaluation Pattern:

a. Total Marks: 46 Courses X 100 Marks = 4600 Marks (10 Point Grading)

**b.** Passing Criteria: 40 % Marks = **1840** Marks ( **4** Grade Points)

c. Marking Scheme: 60:40 Pattern (Marks for Total Programme)

MARKING SCHEME	TOTAL MARKS	PASSING MARKS
Semester End Exam (S.E.E.):     Written Exam	60 Marks X 46 Courses	24 Marks X 46 Courses
	= 2760 Marks	= 1104 Marks
2) Continuous Internal Assessment (C.I.A.): Subject Oriented	40 Marks X 46 Courses	16 Marks X 46 Courses
Subject Offented	= 1840 Marks	= 736 Marks
TOTAL:	4600 Marks	1840 Marks

#### d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Theory / Practical – Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## $\textbf{f.} \quad \textbf{Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification } \\$

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 15) Programme Outcome (PO):

**PO1:** The Programme will make a learner Competent enough to work in the field of Banking, Insurance and Finance by gaining Theoretical as well as Practical Knowledge.

**PO2:** It will also promote the learner to take up Post Graduation Courses like M.COM (Accountancy), M.COM (Banking), MBA / PGD (Finance) as well as Professional Courses like Chartered Accountancy (C.A.), Company Secretary (C.S).

**PO3:** The learner will be competent in attempting IBPS Examination (The Institute of Banking Personnel Selection) and other Banking P.O. Exams or Financial Planning Exams.

**PO4:** The learner will be able to attempt Competitive Exams of his/her interest after Graduation.

**PO5:** The learner would also be in a position to choose a Career option as a Banking Staff, Financial Advisor, Investment & Portfolio Analyst, Insurance Advisor and any other related jobs.

## **Section-BBI**

(The Internal Contents of each Subject that are added is highlighted in the main syllabus document.)

The Following Subjects are shuffled in order to keep a continuity and flow in Subject contents semester-wise and are also adjusted as per the reframed type of Courses.

## **Semester-I**

Sr. No	Name of the Subject	Moved from which	Shifted to which semester			
		semester				
1	Entrepreneurship Management	Elective of Semester IV	Semester I			
2	Organizational Behavior-I	Semester II	Semester I			
Totally 1	Totally New Subjects :					
1	1 Soft skills and Language Enhancement-I					

## **Semester-II**

Sr. No	Name of the Subject	Moved from which	Shifted to which semester		
		semester			
1	Financial Markets	Semester III	Semester II		
Totally 1	Totally New Subjects:				
1	Soft Skills and Language Enhancement-II				
2	Foundation Course and Value Education				
3	International Finance				

#### **B.B.I. PROGRAMME**

## **Semester-III**

Sr. No	Name of the Subject	Moved from which semester	Shifted to which semester
1	Business Economics-II	Semester-IV	Semester III
1	Business Economics-11	Seillester-1 v	Semester III
2	Audit - I	Semester V	Semester III
Totally	New Subjects :		
1	Operation Research		
2	Advanced Excel		

## **Semester-IV**

Sr. No	Name of the Subject	Moved from which	Shifted to which
		semester	semester
1	Audit-II	Semester-VI	Semester IV
2	Marketing in Banking and Insurance	Semester VI	Semester IV
Totally	New Subjects :		
1	Equity and Debt Market		
2	Investment Analysis		

## **Semester-V**

Sr. No	Name of the Subject	Moved from which	Shifted to which semester	
		semester		
1	Financial Management	Semester-III	Semester V	
Totally 1	Totally New Subjects :			
1	Risk Management			
	( was an elective in semester IV	of MU Syllabus, but was not	selected earlier by College )	
2	Introduction to Logic and Reason	oning		

#### **B.B.I. PROGRAMME**

## **Semester-VI**

Sr. No	Name of the Subject	Moved from which semester	Shifted to which semester
1	Financial Management-II	Semester-IV	Semester VI
2	Financial Reporting Analysis	Semester V	Semester VI
3	Mutual Fund Management	Semester III	Semester VI
Totally 1	New Subjects :		
1	Introduction to Actuarial Science		

## SEMESTER – I

#### **COURSE DETAILS**

1) Title of the Course: Business Economics - I

2) Course Code: SF-BI-I-C-BEC

#### 3) Course Objective:

The Course will help the learner –

- To learn the working of micro variables of the economy.
- To analyze the working of demand and supply curves, while being able to see the impact of it
  on the economy.
- To analyze the different types of economies through various predefined characteristics.
- To analyze the supply patterns and understand the scales of economies and the level of diseconomies in an industry.
- To identifying different variables influencing the pricing of a product in a firm; and be able to calculate the price in different working scenarios.

#### 4) Course Outcome (CO):

- **CO1** The learner will be able to analyze different types of economies and the working of demand and supply curves, while being able to see the impact of it on the economy.
- **CO2** The learner will be able to identify different variables which influences the pricing of a product in a firm; and being able to calculate the price in different working scenarios.
- **CO3** The learner will be able to analyze the supply patterns and understand the scales of economies and the level of diseconomies in an industry.
- 5) Category of Course: Core Course
- 6) Semester: I
- 7) Total Hours: 60 hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) 08 Mark FIB/MCQ/T or F/MTC		15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

#### f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments • Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Business	Introduction: Business Economics- meaning, nature,
	Economics	scope and significance:
	AND	Introduction & meaning: Nature of business economics,
	Demand Analysis	scope of business economics
		The basics of market demand market supply and equilibrium
		price, meaning and type of elasticity of demand, their
		significance.
		Demand estimation and forecasting: meaning and
		significance- methods of demand estimation, survey and
		statistical methods.
II	<b>Supply and Production</b>	Supply and production decisions:
	decisions	Production function, isoquants, properties of isoquant, iso
		cost line least cost factor combination and expansion path.
		Short run analysis with law of variable proportions, long run
		production function and laws of returns to scale, economies
		and diseconomies of scale.
III	<b>Cost Analysis and Concept</b>	Cost of production:
	of Revenue & Break even	Various concepts of cost: accounting cost and economic
	Analysis	cost, explicit and implicit cost, Private Cost and social cost,
		sunk cost and incremental cost, fixed cost and variable cost,
		short run total cost and per unit cost function, long run
		average cost curve (LAC) & learning curve.
		Concept of revenue and break even analysis:
		Concept of revenue. Total revenue, average revenue.
		Marginal revenue.
		Relationship between AR & MR curves under perfect
		competition,
		Relationship between AR & MR curves under imperfect
		competition,
117	Montret street	Break even analysis.  Decisions and a Lorentz of Communication Chartery and the Chartery and the Communication Chartery and the Communication Chartery
IV	Market structure and	Decisions under Imperfect Competition, Short run and  Language and of industry
	<b>Pricing Practices</b>	long run equilibrium of a competitive firm and of industry
		- monopoly - Short run and long- run equilibrium of a
		firm under Monopoly
		Monopolistic competition: Equilibrium of a firm under
		monopolistic competition,
		Oligopolistic markets: key attributes of oligopoly –
		Collusive and non-collusive Oligopoly market – Price

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	rigidity – Cartels and price leadership models (with practical examples)
	• Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, discriminating pricing, multiple – product pricing – transfer pricing (case studies
	on how pricing methods are used in business world)

Course Details For Semester: I & II

#### 11) References:

PROGRAMME CODE: SFP-BI

- M.L.Jhingan, *Micro Economic Theory*, Vrinda Publications Private Limited, Delhi, 2011
- W. Bruce Allen, Neil Doherty, Keith Weigelt, Edwin Mansfield, *Managerial Economics*, *Applications, And Causes*, W.W Norton & Samp; Company, New York, London, 2005
- Sampat Mukherjee, Modern Economic Theory, New Age (P) Limited, New Delhi, 2008
- Rahul.A.Shastri, *Microeconomic Theory*, Universities Press (India) Limited, Hyderabad, 2000.
- S.K.Misra, V.K. Puri, *Modern Microeconomics (Theory and Applications)* Himalaya Publishing House, Delhi, 1996.
- Dr.D.D.Chathurvedi, Dr. S.L. Gupta, *Business Economics (Theory & Applications)*International Book House Pvt. Ltd .New Delhi, 2013.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Quantitative Methods – I

2) Course Code: SF-BI-I-C-QM

#### 3) Course Objective:

The Course will help the learner –

- To understand the mathematical foundations in the stream of Banking & Insurance
- To understand how to process and interpret information to arrive at conclusions to common business math applications
- To demonstrate their knowledge of the basic of solving problem in a wide range of business discipline including economics, finance and operations managements.

#### 4) Course Outcome (CO):

- **CO1** Quantitative methods are important as it will help the learner to know "How Much" profit the business would earn, whether it is cumulative or not.
- **CO2** It also helps the learner to understand the co-relation of different variables of a business from the view point of a manager.
- 5) Category of Course : Core Course
- 6) Semester: I
- **7) Total Hours:** 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	A. Objectives: (Any 8 out of 10) 08 M FIB/MCQ/T or F/MTC		15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Introduction, Organizing Data, Frequency Distribution, Data Representation	<ul> <li>Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives.</li> <li>Definition of averages and objective of averages types of average.</li> <li>Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data.</li> </ul>
II	Measures of Central Tendencies and Measures of Dispersion	<ul> <li>Definition of Averages and objective of Averages Types of Averages.</li> <li>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.</li> <li>Concept and idea of dispersion.</li> <li>Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion.</li> <li>Geographical representation and utility of various is measure of Dispersions</li> </ul>
III	Co-variance, Correlation, Regression and Probability, Probability Distribution & decision Theory	<ul> <li>Meaning, definition and Application of covariance.</li> <li>Concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression.</li> <li>Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line.</li> <li>Concept of probability yen diagrams, Rules of Probability conditional &amp; unconditional probability, Bayes' theorem.</li> <li>Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution</li> </ul>
IV	Index Nos. and Insurance	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.

<ul> <li>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.</li> <li>Meaning, Objective, Purpose and need for Insurance.</li> </ul>
<ul> <li>Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value.</li> </ul>

Course Details For Semester: I & II

#### 11) References:

PROGRAMME CODE: SFP-BI

- Biswas. D, *Probability and Statistics*, Kolkata, New Central Book Agency Private Ltd, 2006.
- Dr. J.K. Thukral, *Business Statistics*, New Delhi, Taxman's Publication, 2011.
- G.L.Thirkettle, Weldon's Business Statistical Method, Mc Donald and Evans Ltd, 1981.
- Gupta S.P, *Statistical Methods*, New Delhi, Sultan Chand and Sons, Educational Publisher, 2017.
- Gupta S.P, Gupta M.P, *Business Statistics*, New Delhi, Sultan Chand and Sons, Educational Publisher, 2017.
- Gupta S.P, Gupta P.K, Mohan Man, *Quantitative Technique I*, New Delhi, Sultan Chand and Sons, Educational Publisher, 2003.
- Hoga, Mckeau, Craig, *Introduction to Mathematical Statistics*, New Delhi, Pearson Education, 2005.
- Kamothi, N.O, *Business Statistics*, Jaipur, Shree Niwas Publication, 2010.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Environment and Management of Financial Services

2) Course Code: SF-BI-I-C-EMFS

3) Course Objective:

The Course will help the learner –

- To learn the institutional setup of the financial system.
- To understand the market structure and its instruments.
- To understand an overview of different financial services.
- To learn the managerial, regulatory functions and framework of Banking and Insurance.

#### 4) Course Outcome (CO):

**CO1** – The learner will be able to understand the functions and working of Banking and Insurance companies as per the Indian Financial System.

**CO2** – **The learner** would be able to inculcate the habit of savings, investment and enhance the economic growth of our country by understanding the framework of banking & investments.

5) Category of Course : Core Course

6) Semester: I

7) Total Hours: 60 Hours

8) Total Credits: 03 Credits

9) Evaluation Pattern:

a. Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

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	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED	
NO.			
I	<b>Introduction to Financial</b>	• Institutional set- up, Marketing Structure, Instruments	
	System	• 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.)	
II	<b>Phases of Development of</b>	<ul> <li>Meaning, Definition and scope of Banking and Insurance.</li> </ul>	
	Banking and Insurance	• Significance and Role of Banking and Insurance in	
		mobilizing savings, investment, accumulation and	
		economic growth.	
III	Management, Regulation • Risk management within the organizations of Banks and		
	and Development	Insurance companies	
		Asset - Liability Management in Banking and Insurance	
		<ul> <li>Organisational structure and management.</li> </ul>	
IV	Regulatory and	Banking companies and RBI Acts and legal framework	
	Developmental	governing the insurance	
	Framework of Banking &	<ul> <li>Developmental Activities of RBI and IRDA</li> </ul>	
	Insurance	• Mechanism of supervision and regulation, Prudential	
		Norms	

#### 11) References:

- Khan, M.Y. Financial services. New Delhi. Tata Mc. Grow Hill and Co. Ltd.2008.
- Dr. VK Sawant *Performance Evaluation of salary earners Co- Operative Banks*. Kanpur. Abhay Prakashan.2008.
- Pratap G Subramanyam. *Investment Banking*. New Delhi. Tata Mc. Grow Hill.2005.
- Kasturi Nageswara Rao. *Indin Banking Recent Reforms and Regulations*. Hyderabad. Icafi University Press. 2008.
- Anand M Agrawal. Krishna *A Goyal. Emerging trends in Banking Finance and Insurance Industry*. New Delhi. Atlantic Publishers.2009.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Financial Accounting - I

2) Course Code: SF-BI-I-E- FA

#### 3) Course Objective:

The Course will help the learner –

- The learner will understand the concepts, principles and policies being on which accounting science has emerged.
- The learner will be aware of Accounting Standards and its importance in preparation of financial statements and in Inventory Valuation.
- This course will help the learners to understand the concept of capital & revenue receipts and expenditures.
- The learner will understand the process of preparing the final accounts of a business organization from trial balance.
- The learner will understand the accounting treatment in case of Hire Purchase Transactions.

#### 4) Course Outcome (CO):

- **CO1** The learner will be able to use various Accounting Standards along with various techniques of preparing financial statements.
- CO2 The learner will understand the concept of capital & revenue receipts and expenditures will make learner to identify and classify the capital and revenue receipts while preparing Financial Statements.
- CO3 The learner will be able to value inventory and effectively maintain the inventory register which is a pre-requisite for any kind of business activity.
- **CO4** Proper understanding of Hire Purchase and its accounting treatment will make learner competent enough dealing in transactions of Hire Purchase in practical life.
- 5) Category of Course: Elective Course
- 6) Semester: I
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) 08 Marks FIB/MCQ/T or F/MTC		15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	l	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

#### f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments • Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Accounting	<ul> <li>Meaning, scope, objectives, need, importance and limitations of accounting.</li> <li>Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles.</li> <li>Double Entry System, Classifications of accounts, Rules of debit and credit.</li> <li>Writing of journal Entries and Ledger, Sub division of journal and Trial Balance</li> </ul>
II	Classification of Income & Expenses & Accounting Standards	<ul> <li>Classifications of Income, Expenditure and Receipts on the basis of capital and revenue.</li> <li>Accounting Standard 1, 2, 9.</li> <li>Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs).</li> <li>Departmental Accounting</li> </ul>
III	Stock Valuation & Hire purchase	<ul> <li>Stock valuation (FIFO and Weighted Average Method only)</li> <li>Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession),</li> <li>Introduction to Depreciation: Fixed Installment method, Written down Value Method, Change of method.</li> </ul>
IV	Final Accounts	<ul> <li>Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries.</li> <li>Manufacturing Final Account</li> </ul>

#### 11) References:

- Grewal, T.S. and Gupta, S.C. Introduction To Accountary. New Delhi. S. chand & Company Ltd. 2010.
- Hanif, M. Advanced Accounting. Mumbai. Tata Mc. Grow Hill and Co. Ltd. 2006.
- Lingisetti, Venu. Accounting and its applications. Hyderabad. The Icfai University Press. 2009.
- Maheshwari, S.N. Financial Accounting. New Delhi. Vikas Publishing House Pvt. Ltd. 2011.
- Mukhopadhyay, Dinabandhu. Financial Accounting. New Delhi. S.Chand & Company Ltd. 2011.
- Rao, Thukaram. *Advanced Accountancy*. New Delhi. New Age International (P) Ltd.Publishers.2005.
- Sujatha, B. *Accounting Standards in India*: Towards Coverage. Hyderaad. The Icfai University Press. 2007.
- Shukla, M.C. Advanced Accounts. New Delhi. Chand & Company Ltd. 2012.
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- Wood, Frank. And Sangster, Alan. *Business Accounting*. United Kingdom. Dorling Kindersley (India) Pvt. Ltd. 2010.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Principles of Management

2) Course Code: SF-BI-I-E-POM

3) Course Objective:

The course will help the learner -

- To gain understanding of the functions and responsibilities of managers.
- To understand the tools and techniques to be used in the performance of the managerial job.
- To analyze and understand the environment of the organization.
- To develop a detailed knowledge of the importance of management principles

#### 4) Course Outcome (CO):

**CO1-** The learner will be able to understand the concepts related to Business and he/she will be able to demonstrate and play a significant role in management.

**CO2-** The learner will analyze and effectively apply the knowledge of this Course to diagnose and solve organizational problems along with developing optimal managerial decisions.

**CO3-** The Course will guide the learner to understand the complexities associated with management of human resources in the organizations and integrate the learning in handling these complexities.

5) Category of Course : Elective Course

6) Semester: I

**7) Total Hours:** 60 Hours

8) Total Credits: 03 Credits

9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives: (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED	
NO.			
I	Introduction to Management • Definition of Management		
		Management as a Profession	
		Traditional Vs Contemporary Management.	
		Contribution by: Henry Fayol, F.W. Taylor, Peter	
		Drucker- (C.K.Pralhad, Mr. Vijay Govindarajan)	
		Managerial Grid	
		Levels of Management	
II	Management Process • Management Process, Practices		
		Functions of Management related to Banking and	
		Insurance companies	
		Decision making process, programmed decisions and	
		non-programmed decision	
III	Organization Structure of • Organization Structure of Banking and Insurance		
	Banking and Insurance	companies.	
	companies	Graicunas theory	
IV	Directing, Leadership, Co-	<ul> <li>Directing: Meaning and Process</li> </ul>	
	ordination and Controlling	• Leadership: Meaning, Styles and Qualities of a Good	
		Leader	
		<ul> <li>Coordination as an essence of management</li> </ul>	
		<ul> <li>Controlling: Meaning, Process and Techniques</li> </ul>	
		<ul> <li>Recent trends: Green management and CSR</li> </ul>	

#### 11) References:

- Tripathi, P.C. *Principles of Management*. New Delhi. Tata McGraw Hill Publication. 2006.
- Prasad, Lallan. Management Principles and Practices. New Delhi.S. Chand & Company (P). Ltd. 1998.
- Ban, John. *The Essence of Total Quality Management*. New Delhi. Prentice Hall of India (P) .Ltd.1995.
- Le Boeuf, Michael. *The Greatest Management Principle in the world*. Bombay. Jaico Publishing. 1987.
- Davar, Rustom. The Principles of Management. Bombay. Crown Publishing House. 1985.
- Koontz, Harold. Essentials of Management. New Delhi. Tata McGraw Hill Education. 2013.
- Prasad, L.M. *Principles and Practices of Management*. New Delhi. Sultan Chand & Sons. 2006.

• Narain, Laxmi. *Principles and Practices of Public Enterprise Management*. New Delhi. S.Chand & Company.1988.

- Chhabra, T.N. Principles and Practices of Management. India. Dhanpat Rai & Co.2011.
- Weihrich, Heinz. *Management (A Global, Innovative & Entrepreneurial Perspective)*. New Delhi. McGraw Hill Education. 2012.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

#### **COURSE DETAILS**

1) Title of the Course: Entrepreneurship Management

2) Course Code: SF-BI-I-E-EM

#### 3) Course Objective:

The Course will help the learner –

- To understand basic concepts in the area of Entrepreneurship.
- To understand the role and importance of entrepreneurship for Economic development.
- In developing personal creativity and entrepreneurial initiative.
- Elaboration of business ideas.
- In understanding the stages of the entrepreneurial process and the resources needed for the successful development of entrepreneurial ventures.

#### 4) Course Outcome (CO):

- **CO1-** The learner will be able to analyze the business environment in order to identify business opportunities
- CO2- The learner will be able to evaluate the effectiveness of different entrepreneurial strategies
- **CO3-** The learner will be able to specify the basic performance indicators of entrepreneurial activity and can market and manage small business ventures by interpreting their own business plan.
- 5) Category of Course : Elective Course
- 6) Semester: I
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits

#### 9) Evaluation Pattern:

- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	The Entrepreneur	<ul> <li>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</li> <li>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</li> <li>Entrepreneurial Values and Attitudes, Dominant characteristics of successful entrepreneurs, Internal and external factors for entrepreneurial motivation</li> <li>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.</li> </ul>
II	Business Planning	<ul> <li>a) Forms of Entrepreneurial structures:</li> <li>Sole Proprietorship-meaning, merits and limitations.</li> <li>Partnership-Meaning, Forms, merits and limitations.</li> <li>Corporations-Meaning, merits and limitations.</li> <li>Limited Liability partnerships and corporations.</li> <li>Franchising-Meaning, types, merits and limitations.</li> <li>Critical Factors for starting a new enterprise: Personal, Environmental, Sociological factors. Problems of a New Venture- Financial, administrative, marketing, production and other problems.</li> <li>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.</li> </ul>
III	Key Areas of New Ventures	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

Course Details For Semester: I & II

PROGRAMME CODE: SFP-BI

	ME CODE: 3FF-BI	****	Course Details For Semester: 1 & 11
			<ul> <li>Operations: Size and location of Enterprise, Layout, Inventory Control, Quality Control.</li> <li>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</li> <li>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.</li> </ul>
IV	Evolving Concepts Entrepreneurship	in	<ul> <li>Social Entrepreneurship: Meaning, Social responsibility of an entrepreneur.</li> <li>Barriers to entrepreneurship: Environmental, economic, non-economic, personal and entrepreneurial barriers.</li> <li>Intrapreneurship: Meaning, Characteristics, Intrapreneur 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.</li> <li>Ethics and Entrepreneurship: Defining Ethics, Approaches to Managerial ethics, ethics and business decisions, Ethical practices and code of conduct, Ethical considerations in corporate entrepreneurship.</li> <li>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</li> </ul>

#### 11) References:

- 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.

#### **COURSE DETAILS**

1) Title of the Course: Business Communication - I

2) Course Code: SF-BI-I-AB-BC

3) Course Objective:

The Course will help the learner –

- This course will give a comprehensive view of communication, Language and Writing Skills which are pre-requisites in the outside market.
- This course will highlight the role and importance of communication in the business world.
- 4) Course Outcome (CO):
  - **CO1** The learner will be able to develop interpersonal communication skills which can be effectively applied in the outside market.
  - **CO2** The learner will be able to write effective Business / Personal letters.
  - **CO3-** The leaner will be able to develop and deliver effective presentations
  - **CO4-** The course will make a the learner competent enough in business correspondence
- 5) Category of Course : Ability / Skill Enhancement Course
- 6) Semester: I
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS		
Internal Written Exam	15 Marks		
Subject Oriented Activities –	15 Marks		
• PPT Presentations • Assignments			
• Case Studies • Field Research			
Class Participation & Attendance	10 Marks		
TOTAL	40 Marks		

# 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Theory of Communication	<ul> <li>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, Channels and Objectives of Communication: Channels</li> <li>Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</li> <li>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)</li> <li>Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication, Characteristics of Non-verbal Communication, Telephone and SMS Communication (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E-</li> </ul>
		communication Video and Satellite Conferencing
II	Obstacles to Communication in Business World	<ul> <li>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</li> <li>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</li> <li>Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the</li> </ul>
		workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility
III	Business Correspondence-	<ul> <li>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</li> <li>Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation.</li> </ul>
IV	Language and Writing Skills-	<ul> <li>Commercial Terms used in Business Communication     Paragraph Writing: Developing an idea, using appropriate     linking devices, etc. [Interpretation of technical data,         Composition on a given situation, a short informal report etc.]</li> <li>Basic Grammar (Articles, Parts of Speech)</li> </ul>

- Ashley, A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.
- Aswalthapa, K (1991) Organisational Behaviour, Himalayan Publication, Mumbai.
- Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10. Businessworld
   Special Collector's Issue: Ethics and the Manager
- Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
- Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwell Co., Chicago.
- Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study.
- Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.
- Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
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- French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi
- 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, New Jersey.
- Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application, Richard D. Irwin Inc. Ilinois.
- Parry, John (1968) The Psychology of Human Communication.
- Parson, C.J. and Hughes (1970) Written Communication for Business Learner, Great Britain.
- Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business
   Schools and Corporate Leaders Prentice Hall of India Pvt., Ltd
- Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.
- 53.. Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

#### **COURSE DETAILS**

1) Title of the Course: Organisational Behaviour- I

2) Course Code: SF-BI-I-ID-OB

### 3) Course Objective:

The Course will help the learner –

- To develop the importance of human behavior.
- To describe how people behave under different conditions and understand why people behave as they do. It will provide the Learner to analyze specific strategic human resources demands for future action.
- To synthesize related information and evaluate options for the most logical and optimal solution such that they would be able to predict and control human behavior and improve results.

#### 4) Course Outcome (CO):

- **CO1-** The learner will be able to apply the concept of organizational behavior to understand the behavior of people in the organization.
- **CO2-** The learner will be able to analyze the complexities associated with management of individual behavior in the organization.
- **CO3-** The learner will be able to analyze the complexities associated with management of the group behavior in the organization.
- **CO4-** The learner will be able to understand how organizational behavior can integrate in understanding the motivation (why) behind behavior of people in the organization
- 5) Category of Course: Inter-Disciplinary Course
- 6) Semester: I
- 7) Total Hours: 60 Hours
- 8) Total Credits: 02 Credits

#### 9) Evaluation Pattern:

- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- **c. Marking Scheme :** 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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# e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			1
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED	
NO.			
I	Introduction to Behaviour and	• Individual behaviour: Factors influencing individual	
_	Organisational Behaviour	differences and Influence of Environment.	
	- <b> </b>	<ul> <li>Personality: Traits and determinants (Big 5 Model)</li> </ul>	
		and Johari window.	
		Introduction to Organisational Behaviour: Goal of	
		organisational behaviour and scope of organisational	
		behaviour.	
II	Group dynamics	Group formation and its types, IQ, EQ and SQ	
		Power and politics	
		<ul> <li>Team and types of teams and Negotiations.</li> </ul>	
III	Organisational Culture and	Work culture, Transmission of culture.	
	Motivation	Organisational Change:- Factors influencing	
		Organisational change, ways of resistance	
		<ul> <li>Motivational Theories: - Maslow theory, ERG, X &amp;Y</li> </ul>	
		theory and carrot and stick approach.	
IV	<b>Stress and Time Management</b>	<ul> <li>Stress: Types, causes, consequences and coping.</li> </ul>	
		• Time Management: Conflict management &	
		Resolution, reasons, types, ways to resolve.	

- Aswathappa, K. *Organizational Behaviour; Text, Cases and Games*. Mumbai. Himalaya Publishing House Pvt. Ltd. 2011.
- Ghanekar, Dr. Anjali. *Organizational Behaviour; Concept and Cases*. Pune. Everest Publishing House. 2006.
- Luthans, Fred. Organizational Behaviour. Singapore. McGraw Hills Book Co. 1995.
- Luthans, Fred. *Organizational Behaviour*. Singapore. McGraw Hills Book Co. 2002
- Luthans, Fred. Organizational Behaviour. Singapore. McGraw Hills Book Co. 2004
- Singh, Yogendra. Pandey, Mamta. *Organizational Behaviour*. Delhi. A.I.T.B.S. Publishers. 2004.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Soft Skills and Language Enhancement - I

2) Course Code: SF-BI-I-AD-SSLE

3) Course Objective:

The Course will help the learner –

- To learn Basic Functional English and build confidence for speaking confidently.
- To enhance the skills required in a candidate for employability.

#### 4) Course Outcome (CO):

**CO1** – The learner would be able to speak English confidently in his day to day life and that will also put an impact at his work place.

CO2 – The learner will acquire knowledge of skills required for employability as well as other soft skills will also be improved.

- 5) Category of Course: Project / Additional Course
- 6) Semester: I
- **7) Total Hours:** 60 Hours
- 8) Total Credits: 02 Credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
    - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI	Course Details For Semester: I & II
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## 10) Modules/Units:

MODULE NO.	MODULE TOPIC	CONTENTS COVERED
I	Introduction to Basic English	Parts of speech and Articles
		• Tense
		Active and Passive Voice
II	Listening, Reading & Speaking Skills	Listening
		Reading
		• Speaking
III	Spellings, Punctuation & Conversation	Spellings
		Punctuation
		Conversation
		Narration
IV	Basic Professional Etiquettes	Handshake Etiquettes
		Office / Cubical Etiquettes
		Meal Etiquettes
		Business Card Etiquettes

- McCarthy, Michael and O'Dell, Felicity. *English Vocabulary in Use*. Camridge University Press
- Taylor, John. The Handbook of Written English.
- Nanda, J.K. and Paul, D.S. Spoken English. New Delhi. Vee Kumar Publications Pvt Ltd
- Taylor, Ken. Fifty Ways to improve your Business English. Summer Town Publishing

#### SEMESTER – II

#### **COURSE DETAILS**

1) Title of the Course: Business Law-I

2) Course Code: SF-BI-II-C-BL

## 3) Course Objective:

The Course will help the learner -

- To provide an overview of the law and the legal system.
- To study basic the functions of the government, legislature and judiciary and list out the fundamental rights of the citizens from The Constitution of India.
- To understand the meaning of the term contract and identify the essentials of a valid contract.
- To understand the concept of Contract of Indemnity, Agency and Bailment.
- To get better understanding of contract of sales.
- To know the provisions of the law which governs negotiable instruments.
- To study the legal provisions related to Information Technology.

#### 4) Course Outcome (CO):

- **CO1 -** This course intends to provide a basic understanding of the mechanism of business contracts. It covers all the basic important laws which is useful in the business organisation.
- CO2 In this course, the Learner will able to understand the emergence and evaluation of Indian Constitution and can obtain knowledge about the important fundamental rights of the citizens in India.
- **CO3** Learner can able to acquire the knowledge and understanding of contract of sales and rights of unpaid seller in reference to Sales of Goods Act, 1930
- **CO4** It will also help the Learner to know the contracts and important provisions related to Specific Contract of Indemnity and Guarantee, Bailment, Pledge and Agencies.
- **CO5** It will help the Learner to understand the meaning, essential characteristics, types of negotiable instruments and can elaborate various provisions related to it.
- **CO6** It will educate Learner about the awareness of Information Technology Law.
- 5) Category of Course : Core Course
- 6) Semester: II
- 7) Total Hours: 60 Hours

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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8) Total Credits: 03 Credits

9) Evaluation Pattern:

a. Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: 05 Marks Each (Any 3 out of 4)		15 Marks

# f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Law and	• Meaning, Definitions, Features, Types, Sources and
	Indian Constitution	Classification
		• Natural Justice, Special Leave Appeal, Features, Writs,
		Fundamental Rights
II	Contract Act	• 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.
III	Special Contract	• 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

IV	Negotiable Instrument Act	• Features, Promissory Notes, Bills of Exchange, Cheque,	
	and Information	Features, Distinguish, Acceptance, Crossing, Dishonor,	
	Technology Act	Position Of Banker, Holder and Holder In Due Course,	
		Privileges, Payment In and Out of Due Course, Types of	
		Instruments, Penalties For Dishonour, Endorsement	
		• Objectives, Scheme, Digital Signature, Authorization,	
		E-Governance, Certifying Authorities, Digital	
		Certificates, Cyber.	

- Arora, Sushma. Business and Industrial Laws. New Delhi. Taxman Publications. 2015.
- Bose, Jayshree. E- Governance In India; Issues and Cases. Hyderabad. The ICFAI University Press. 2006.
- Bulchandani, K.R. Business Law. Mumbai. Himalaya Publishing House. 2010.
- Gulshan, S.S. Kapoor, G.K. Patiwal, Manisha. and Basu, Sanjibkumar. *Law, Ethics and Communication*. New Delhi. New Age International Publishers. 2008.
- Kapoor, N.D. *Business Law*. New Delhi. Sultan Chand and Sons (P.) Ltd. 2019.
- Kuchhal, M.C. Business Law. New Delhi. Vikas Publishing House Pvt. Ltd. 2011.
- Nadhani, Asok. Business and Corporate Laws. New Delhi. BPB Publications. 2009.
- Sharma, B.K. *Introduction to the Constitution of India*. Haryana. PHI Learning Private Ltd. 2011.
- Singh, Avtar. Business Law. Lucknow. EBC Publishing Ltd. 2011.
- Vechalekar, Prof. Dr. N.M. Business Law. Pune. Everest Publishing House. 2013.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Quantitative Methods- II

2) Course Code: SF-BI-II-C-QM

## 3) Course Objective:

The Course will help the learner –

- To explain and have a good working practice of mathematical tools for taking appropriate decisions in managerial situations.
- To provide primary knowledge regarding some mathematical techniques to be used in Managerial decision making.
- To enable Learner to gain knowledge about basic mathematical tools used in business and statistical techniques that facilitate comparison and analyze business data.

#### 4) Course Outcome (CO):

**CO1-** The learner will be able to gain a good knowledge related to basic mathematical tools and he/she can use the knowledge in making managerial decisions.

**CO2-** The learner will be able to use the statistical knowledge for research analysis.

5) Category of Course : Core Course

6) Semester: II

7) Total Hours: 60 Hours

**8) Total Credits:** 03 Credits

9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules/Units:

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

- Ramasastri A.S, Quantitative Methods for Banking and Finance, Delhi, Macmillan, 2008.
- Verma A.P, Business Mathematics, New Delhi, Asian Book Private Limited, 2007.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

## **COURSE DETAILS**

1) Title of the Course: Principles and Practices of Banking & Insurance.

2) Course Code: SF-BI-II-C-PPBI

3) Course Objective:

The Course will help the learner –

- To understand the need of regulation and supervision to administer the Banking and Insurance Sector
- To get awareness of Banking Operations, it's Regulations and Role of RBI in India.
- To understand the concept of Insurance, types of insurance and risk and return relationship of an insurance
- To be aware of Insurance Claim settlement procedures

#### 4) Course Outcome (CO):

- **CO1** Learners will be aware of banking & insurance regulations, Banking Operations in India and Functions of RBI in India which will help them to understand the practical aspects of Banking and Insurance Sector.
- **CO2-** Knowledge of different types of insurance policies will make the Learner understand the insurance sector properly.
- **CO3** Learner will be able to understand the insurance claim settlement procedures.
- **CO4** This course will benefit learners in practical life if they choose banking or insurance sector as their career or even as an investor to know his rights and responsibilities.
- 5) Category of Course : Core Course

6) Semester: II

7) Total Hours: 60 Hours

8) Total Credits: 03 Credits

9) Evaluation Pattern:

a. Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

- 60 Marks Written Semester End Exam (Passing: 24 Marks)
- 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules/Units:

MODULE NO.	MODULE TOPIC	CONTENTS COVERED
I	Introduction to Banking	<ul> <li>Basic Concepts: Origin, Need, Types, Scope</li> <li>Functions of Banking - Need for Regulation and Supervision</li> </ul>
II	Banking Scenario in India	<ul> <li>Banking Operations -Types of accounts - Banking Services - Current Scenario</li> <li>Financial Inclusion and Banking Regulations &amp; Role of RBI.</li> </ul>
III	Introduction to Insurance	<ul> <li>Understanding Risk - Kinds of business risks</li> <li>Need and Scope of insurance- Principles of insurance - Types of insurance and policies - Risk and Return relationship</li> </ul>
IV	Insurance Business Environment in India	<ul> <li>Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures</li> <li>Insurance Regulations Role of IRDA.</li> </ul>

- R.K. Uppal, *Banking with Technology*, New Century Publications, New Delhi, 2008.
- H R Machiraju *Indian Financial System*, Vilas Publishing House Noida, 2011.
- Katuri Nageswara Rao, Indian Banking Recent Reforms and Regulations, Icfai University Press, Hyderabad, 2008
- KC Shelkar, Lekshmy Shekhar, Banking Theory and Practice, Vikas Puishing House, New Delhi, 2006
- R.K.Uppal, *Indian Banking in the Globalised World*, New Century Publications, New Delhi , 2008
- Sathya Swaroop Debashish , Bishupriya Mishra, Indian Banking System ( Development Performance & Services) Mahamaya Publishing House, New Delhi ,2005
- R.K. Uppal, Challenges and Opportunities for Indian Banks, Mahamaya Publishing House,
   New Delhi, 2008
- M.L.Jhingan, Money, Banking, International Trade & Public Finance, Vrinda Publications
   (P) Ltd.Delhi, 2011.

• Gordon, Natarajan, *Banking (Theory, Law and Practice)*, Himalaya Publishing House, Girgaon, 2008

- Vijayaragavan Iyengar, Introduction to Banking, Excel Books, New Delhi, 2007.
- Sukhvinder Mishra, Banking Law and Practice S.Chand Company Ltd New Delhi, 2012.
- Jyotsna Sethi, Nishwan Bhatia, *Elements of Banking and Insurance*, PHI Learning Private Limited, New Delhi, 2008.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Financial Accounting - II

2) Course Code: SF-BI-II-E-FA

3) Course Objective:

The Course will help the learner –

- To develop the ability to use various methods of valuation of Goodwill and Shares.
- To acquire the knowledge of legal provisions related to issue / buyback of shares, its
  procedures and accounting entries related to buyback of shares.
- To acquire the knowledge of legal provisions related redemption of preference shares and debentures, its procedures and accounting entries related to redemption of preference shares and Debentures
- 4) Course Outcome (CO):
  - **CO1-** The learner will be able to Value Goodwill and Shares.
  - CO2 The will possess the knowledge related to issue / buyback of shares.
  - CO3 The learner will possess the knowledge related to redemption of preference shares and debentures.
- 5) Category of Course: Elective Course.
- 6) Semester: II
- **7) Total Hours:** 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
    - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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# e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules/Units:

MODULE	MODULE TOPIC		CONTENTS COVERED
NO.			
I	Issue and Buyback of	•	Basics of Issue of Shares with practical questions
	equity shares	•	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
II	Valuation of Goodwill and	•	Valuation of Goodwill
	Shares		Maintainable Profit method, Super Profit Method
			Capitalization method, Annuity Method
		•	Valuation of Shares
			Intrinsic Value Method, Yield method and Fair Value
			Method
III	Redemption of preference	•	Company Law / Legal Provisions for redemption of
	shares		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
IV	Redemption of debentures		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

- T.S. Grewal, Introduction to Accountancy, S. Chand and Company (P) Ltd., New Delhi
- Shukla and Grewal, Advance Accounts, S. Chand and Company (P) Ltd., New Delhi
- R.L Gupta and M. Radhaswamy, Advanced Accountancy S. Chand and Company (P) Ltd., New Delhi
- Mukherjee and Hanif, Modern Accountancy, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Lesile Chandwichk, Financial Accountancy, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi

PROGRAMME CODE: SFP-BI

Course Details For Semester: I & II

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- Dr. Dinesh Harsalekar, Financial Accounting for Management, Multi-Tech. Publishing Co. Ltd., Mumbai
- P.C. Tulsian, Financial Accounting, Pearson Publications, New Delhi
- R.N. Anthony and J.S. Reece, Accounting Principles, Richard Irwin, Inc.
- Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Financial Accounting, Mayur Paper Back, Noida
- Compendium of Statement and Standard of Accounting, ICAI
- Ashish Bhattacharya, Indian Accounting Standards, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Williams, Financial Accounting, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Shrinivasan Anand, Company Accounting Standards, Taxman, New Delhi
- V. Rajasekaran, Financial Accounting, Pearson Publications, New Delhi
- Horngren, Introduction to Financial Accounting, Pearson Publications, New Delhi
- M. Mukherjee and M. Hanif, Financial Accounting, Tata McGraw Hill Education Pvt. Ltd., New Delhi
- Varadraj B. Bapat, Mehul Raithatha, Financial Accounting A Managerial Perspective, Tata McGraw
- Hill Education Pvt. Ltd., New Delhi

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Financial Markets

2) Course Code: SF-BI-II-E-FMKT

3) Course Objective:

The Course will help the learner –

- To get an overview of the Indian Financial system and its Functions
- To be aware about structure of Financial System
- To understand about role and functions Indian Money Market, Indian Capital Market, Equity
  Market and Debt Market of the various intermediaries and regulatory bodies in the Indian
  Equity Market.
- To be aware and understand the depth about Commodity and Derivatives Market
- 4) Course Outcome (CO):
- **CO1** After completion of the course the learners will be able to describe the financial system of India, Outline the participants in the financial markets, and understand the instruments of the money and bond markets.
- CO2 The learner will be able to understand the various derivative instruments.
- **CO3** The course will help the Learner in taking investment decisions.
- **CO4** In future if the Learner wishes, he/she may pursue higher studies in this field and can become Financial Advisors.
- 5) Category of Course : Elective Course
- 6) Semester: II
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question Sub-Question Marks		Total Marks
Q.1.	A.	Objectives: (Any 8 out of 10)  FIB/MCQ/T or F/MTC  08 Ma		15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules / Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Indian Financial System	<ul> <li>Introduction, Meaning, Functions of financial system, Indian financial system from financial neutrality to financial activism and From financial volatility to financial stability</li> <li>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.</li> <li>Structure of Indian Financial System – Banking &amp; Non-Banking Financial Institutions, Organized and Unorganized Financial Markets</li> <li>Financial Assets/Instruments, Fund based &amp; Fee Based Financial Services.</li> </ul>
II	Financial Markets in India	<ul> <li>Indian Money Market – Meaning, Features, Functions, Importance, Defects, Participants, Components of Organized and Unorganized markets And Reforms</li> <li>Indian Capital Market – Meaning, Features, Functions, Importance, Participants, Instruments, Reforms in Primary and Secondary Market.</li> <li>Indian Stock Market – Meaning and functions of Stock Exchange: NSE and BSE.</li> <li>Equity Market – Primary Market, IPO, Book Building, Role of Merchant</li> <li>Bankers, ASBA, Green Shoe Option, and Issue of Bonus shares, Right Shares, Sweat Equity shares, ESOP.</li> <li>Indian Debt Market – Market Instruments, Listing, Primary and Secondary Segments</li> </ul>
III	Commodity Market	<ul> <li>Introduction to commodities market – Meaning History &amp; origin, Types of Commodities traded</li> <li>Structure of commodities market in India, Participants in commodities market, Trading in commodities in India (cash &amp; derivative segment)</li> <li>Commodity exchanges in India &amp; abroad Reasons for investing in commodities.</li> </ul>
IV	Derivatives Market	• Introduction to Derivatives market- Meaning, History & origin

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	<ul> <li>Elements of a derivative contract, Factors driving growth of derivatives market, Types of derivatives, Types of underlying assets, Participants in derivatives Market, Advantages &amp; disadvantages of trading in derivatives market</li> <li>Current volumes of derivative trade in India, Difference between Forwards &amp; Futures</li> </ul>

Course Details For Semester: I & II

## 11) References:

PROGRAMME CODE: SFP-BI

- Khan M.Y, Financial Services, Mc Graw Hill Education.
- Dr.S. Gurusamy, Financial Services, Vijay Nicole Imprints.
- E. Gordon and K. Natarajan Financial Markets and Services
- Niti Chatnani- Commodity markets McGraw Hill Publication
- S. Kevin, Commodities & S. Kevin, Comm

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: International Finance

2) Course Code: SF-BI-II-E-IF

3) Course Objective:

The Course will help the learner –

- To familiarize with the fundamental aspects of various issues associated with International Finance
- To get a comprehensive overview of International Finance as a separate area in International Business
- To get introduced to the basic concepts, functions, process, techniques and create an awareness of the role, functions and functioning of International Finance in this Globalized Market.

#### 4) Course Outcome (CO):

- **CO1-** The learner will be able to learn the scope of International Finance and to understand the challenges faced
- **CO2-** The learner will learn concepts of International Monetary System.
- **CO3-** The learner will understand the functions of foreign exchange market and understand the factors affecting exchange rate.
- **CO4** The learner will be able to get an overview of currency options, equity market and capital budgeting.
- **CO5** The learner will know types of risk, types of taxation and Project Appraisal approach.
- 5) Category of Course: Elective Course.
- 6) Semester: II
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits

#### 9) Evaluation Pattern:

- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- **c. Marking Scheme :** 60:40 Pattern
- 60 Marks Written Semester End Exam (Passing: 24 Marks)
- 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED	
NO.			
I Fundamentals of International Finance.  II Foreign Exchange		<ul> <li>Introduction to International Finance: Meaning/ Importance of International Finance, Scope of International Finance, Globalization of the World Economy, Goals of International Finance, The Emerging Challenges in International Finance.</li> <li>International Monetary Systems: Evolution of International Monetary System, Gold Standard System, Bretton Woods System, Flexible Exchange Rate Regimes – 1973 to Present, Current Exchange Rate Arrangements, European Monetary System, Fixed &amp; Flexible Exchange Rate System.</li> <li>An introduction to Exchange Rates: Foreign Bank Note Market, Spot Foreign Exchange Market, Exchange Rate Quotations, Direct &amp; Indirect Rates, Cross Currency Rates, Spread &amp; Spread %, Factors Affecting Exchange Rates</li> <li>Foreign Exchange Markets: Introduction to Foreign</li> </ul>	
	Markets, & Currency Derivatives	Exchange Markets, Structure of Foreign Exchange Markets, Types of Transactions & Settlement Date, Exchange Rate Quotations & Arbitrage, Forward Quotations (Annualized Forward Margin)  • Currency & Interest Rate Futures: Introduction to Currency Options (Option on Spot, Futures & Futures Style Options), Futures Contracts, Markets & the Trading Process, Hedging & Speculation with Interest Rate Futures, Currency Options in India.	
III	World Financial Markets & Institutions	<ul> <li>Euro Currency Bond Markets: Introduction to Euro Currency Market, Origin of Euro Currency Market, Euro Bond Market (Deposit, Loan, Notes Market), Types of Euro Bonds, Innovation in the Euro Bond Markets, Competitive Advantages of Euro Banks, Control Regulation of Euro Bond Market</li> <li>International Foreign Exchange Markets: Meaning of International Foreign Exchange Market, FERA v/s FEMA, Scope &amp; Significance of Foreign Exchange Markets, Role of Forex Manager, FDI v/s FPI, Role of FEDAI in Foreign Exchange Market</li> </ul>	

PROGRAMME CODE: SFP-BI	Course Details For Semester: I & II
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IV	Foreign Exchange Risk,	•	International Equity Markets & Investments:		
	Appraisal		Introduction to International Equity Market, International		
			Equity Market Benchmarks, Risk & Return from Foreign		
			Equity Investments, Equity Financing in the International		
			Markets, Depository Receipts – ADR,GDR,IDR		
		•	Foreign Exchange Risk Management: Introduction to		
			Foreign Exchange Risk Management, Types of Risk, Trade		
			& Exchange Risk, Portfolio Management in Foreign Assets,		
			Arbitrage Speculation		

- P G Apte, International Financial Management, 5th Edition, The McGraw Hill
- Cheol . S. Eun & Bruce G. Resnick, International Finance Management
- Maurice D. Levi, International Finance Special Indian Edition
- Prakash G. Apte, International Finance A Business Perspective
- V A.Aadhani, International Finance

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Business Communication- II

2) Course Code: SF-BI-II-AB-BC

#### 3) Course Objective:

- This course will give a comprehensive view of Presentation Skills, Group Communication, Business Correspondence and Language & Writing Skills which are pre-requisites in the outside market.
- This course will make learners to acquire Presentation, Communication and Language &
   Writing Skills which will make them competent enough to stand in outside market.

## 4) Course Outcome (CO):

- **CO1** The learner will be able to develop Presentation and Group Communication skills which can be effectively applied in the outside market to deliver effective presentations
- CO2- The course will make the learner competent enough in business correspondence
- **CO3-** The course will make a learner competent in report writing.
- 5) Category of Course: Ability / Skill Enhancement Course.
- 6) Semester: II
- 7) Total Hours: 60 Hours
- 8) Total Credits: 03 Credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules/Units:

MODULE	MODULE TOPIC	CONTENTS COVERED
NO.		
I	Presentation Skills and Interviews	<ul> <li>Presentation: 4 Principles of Effective Presentation Effective use of OHP</li> <li>Effective use of Transparencies</li> <li>How to make a Power-Point Presentation</li> <li>Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit</li> </ul>
II	Group Communication	<ul> <li>Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Types of Secretaries &amp; their Functions, Role of the Participants, Drafting of Notice, Agenda and Resolutions</li> <li>Conference: Meaning and Importance of Conference Organizing a Conference, Modern Methods: Video and Tele – Conferencing</li> <li>Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR</li> </ul>
III	Business Correspondence	• 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
IV	Language and Writing Skills	<ul> <li>Reports: Parts, Types, Feasibility Reports, Investigative Reports</li> <li>Summarization: Identification of main and supporting/sub points Presenting these in a cohesive manner</li> </ul>

- Agarwal, Anju D A Practical Handbook for Consumers, IBH.1989
- Alien, R.K. Organisational Management through Communication.1970
- Ashley, A A Handbook of Commercial Correspondence, Oxford University Press. 1992
- Ecouse Barry, Competitive Communication: A Rhetoric for Modern Business, OUP. 1999
- Ghanekar, A Communication Skills for Effective Management. Everest Publishing House, Pune. 1996
- Martson, John E. The Nature of Public Relations, McGraw Hill, New Delhi. 1963
- Majumdar, P.K. Commentary on the Consumer protection Act, Prentice, New Delhi. 1992

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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#### **COURSE DETAILS**

1) Title of the Course: Foundation Course and Value Education

2) Course Code: SF-BI-II-ID-FC

#### 3) Course Objective:

The Course will help the learner –

- To know multi-cultural diversity of Indian Society
- To make them aware of The Indian Constitution and Fundamental Duties of the Indian Citizen
- To understand Concept of Human Rights and Rights of Citizens in India
- To make them aware of Significant Aspects of Political Processes
- To acquire basic information on Competitive Examinations, it's exam pattern and eligibility criteria
- To understand Concept of Human Values and various values which is to be acquired to be a successful person.

#### 4) Course Outcome (CO):

- CO1 Learner will get to know multi-cultural diversity of Indian Society
- CO2 Learner will get aware of The Indian Constitution and Fundamental Duties of the Indian Citizen
- CO3 Learner will understand Concept of Human Rights and Rights of Citizens in India
- CO4 Learner will get aware of Significant Aspects of Political Processes
- **CO5** Learner will acquire basic information on Competitive Examinations, it's exam pattern and eligibility criteria
- **CO6** Learner will understand Concept of Human Values and various values which is to be acquired to be a successful person.
- 5) Category of Course: Inter- Disciplinary Course.
- 6) Semester: II
- **7) Total Hours:** 60 Hours
- 8) Total Credits: 02 Credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments • Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules / Units:

MODULE	MODULE TOPIC	CONTENTS COVERED	
NO.			
I	Overview of Indian Society and Indian Constitution	<ul> <li>Overview of Indian Society: Understand the multicultural 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</li> <li>Indian Constitution: Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution</li> </ul>	
II	Human Rights & Rights of Citizen in India and Significant aspects of Political Processes		
III	Introduction to Competitive Exams	<ul> <li>Basic information on Competitive Examinations - the pattern and eligibility criteria:</li> <li>Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT).</li> <li>Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and</li> </ul>	

PROGRAMME CODE: SFP-BI

Course Details For Semester: I & II

		Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession.	
IV	Value Education	Concept of Human Values	
		• Types of Values: Social Values, Professional Values,	
		Religious Values, Aesthetic Values, National Integration and International understanding	
		• Distinction between Moral Education and Value	
		Education	
		• Negative Traits to be avoided: Resentment, Irritating	

habits, Envy or Jealousy, Self-pity

- Asthana, D. K., and Asthana, Meera, Environmental Problems and Solutions, S. Chand, New
- Delhi, 2012.
- Bajpai, Asha, Child Rights in India, Oxford University Press, New Delhi, 2010.
- Bhatnagar Mamta and Bhatnagar Nitin, Effective Communication and Soft Skills, Pearson India,
- New Delhi, 2011.
- G Subba Rao, Writing Skills for Civil Services Examination, Access Publishing, New Delhi,
   2014
- Kaushal, Rachana, Women and Human Rights in India, Kaveri Books, New Delhi, 2000.
- Mohapatra, Gaur Krishna Das, Environmental Ecology, Vikas, Noida, 2008.
- Motilal, Shashi, and Nanda, Bijoy Lakshmi, Human Rights: Gender and Environment, Allied
- Publishers, New Delhi, 2007.
- Murthy, D. B. N., Disaster Management: Text and Case Studies, Deep and Deep Publications,
- New Delhi, 2013.
- Parsuraman, S., and Unnikrishnan, ed., India Disasters Report II, Oxford, New Delhi, 2013
- Reza, B. K., Disaster Management, Global Publications, New Delhi, 2010.
- Sathe, Satyaranjan P., Judicial Activism in India, Oxford University Press, New Delhi, 2003.
- Singh, Ashok Kumar, Science and Technology for Civil Service Examination, Tata McGraw
- Hill, New Delhi, 2012
- Thorpe, Edgar, General Studies Paper I Volume V, Pearson, New Delhi, 2017.

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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### **COURSE DETAILS**

- 1) Title of the Course: Soft Skills and Language Enhancement- II
- 2) Course Code: SF-BI-II-AD- SSLE
- 3) Course Objective:

The Course will help the learner –

- To improve his Vocabulary and Writing Skills
- To get accustomed to skills that would help him be employable.
- To improve his Presentation skills and speak in front of Public with confidence.
- 4) Course Outcome (CO):
  - **CO1** The learner will be able to achieve a fluent, powerful and effective Vocabulary.
  - CO2 The learner will be able to speak and write good English with Confidence.
  - **CO3-** The learner will be better at presentation of work and publicly speaking with confidence.
- 5) Category of Course: Project/ Additional Course.
- 6) Semester: II
- 7) Total Hours: 60 Hours
- 8) Total Credits: 02 Credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
    - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: I & II

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# e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question Sub-Question Marks		Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
OR				
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules:

MODULE NO.	MODULE TOPIC
I	Vocabulary Building
II	Writing Skills
III	Employability skills
IV	Presentation & Public Speaking

- Norman Lewis . Word Power made Easy. Pocket Books. USA. 1976.
- McCarthy, Michael and O'Dell, Felicity. *English Vocabulary in Use*.Camridge University Press
- Taylor, John. The Handbook of Written English.
- Nanda, J.K. and Paul, D.S. Spoken English. New Delhi. Vee Kumar Publications Pvt Ltd
- Taylor, Ken. Fifty Ways to improve your Business English. Summer Town Publishing

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

### <u>SEMESTER – III</u>

### **COURSE DETAILS**

1) Title of the Course: Business Economics- II

2) Course Code: SF-BI-III-C-BEC

3) Course Objective:

The Course will help the learner -

• To know about the determinants of macroeconomic conditions (national output, employment, and inflation), causes of business cycles, and interactions of monetary and financial markets with the real economy, familiarizing themselves in the process with major economic theories of relevance.

### 4) Course Outcome (CO):

CO1 – The learner will be able to use the concepts of Macroeconomics and its interrelations with Microeconomics and can apply the principle of Macroeconomics in explaining the behaviour of Macroeconomic variables at national as well as global level.

5) Category of Course : Core Course

6) Semester: III

7) Total Hours: 60 hours

8) Total Credits: 3 credits

9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question Sub-Question		<b>Total Marks</b>
No.		Marks		
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		_	
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		-	
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.	Short Notes/Short Sums: 05 Marks Each 15 l		15 Marks	
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments • Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Macroeconomic Data and Theory	<ul> <li>Macroeconomics: Meaning, Scope and Importance.</li> <li>Circular flow of aggregate income and expenditure: closed and open economy models</li> <li>The Measurement of national product: Meaning and Importance - conventional and Green GNP and NNP concepts - Relationship between National Income and Economic Welfare.</li> <li>Short run economic fluctuations: Features and Phases of Trade Cycles</li> <li>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</li> </ul>
II	Money, Inflation and Monetary Policy	<ul> <li>Money, Inflation and Monetary Policy</li> <li>Money Supply: Determinants of Money Supply - Factors influencing Velocity of Circulation of Money</li> <li>Demand for Money: Classical and Keynesian approaches and Keynes' liquidity preference theory of interest</li> <li>Money and prices: Quantity theory of money - Fisher's equation of exchange - Cambridge cash balance approach</li> <li>Inflation: Demand Pull Inflation and Cost Push Inflation - Effects of Inflation- Nature of inflation in a developing economy.</li> <li>Monetary policy: Meaning, objectives and instruments, inflation targeting</li> </ul>
III	Constituents of Fiscal Policy	<ul> <li>Role of a Government to provide Public goods-Principles of Sound and Functional Finance</li> <li>Fiscal Policy: Meaning, Objectives - Contra cyclical Fiscal Policy and Discretionary Fiscal Policy</li> <li>Instruments of Fiscal policy: Canons of taxation - Factors influencing incidence of taxation - Effects of taxation</li> <li>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</li> <li>Union budget -Structure- Deficit concepts-Fiscal Responsibility and Budget Management Act.</li> </ul>

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#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

IV	<b>Open Economy : Theory</b>	•	Open Economy: Theory and Issues of International Trade	
	and Issues of International		The basis of international trade: Ricardo's Theory of	
	Trade		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 Business Economics –II
- Ackley.G (1976), Macro Economic Theory and Policy, Macmillan Publishing Co. New York
- Ahuja. H.L., Modern Economics S.Chand Company Ltd. New Delhi.
- Bhatia H.L.: Public Finance. Vikas Publishing House Pvt. Ltd
- Dornbush, Fisher and Startz, Macroeconomics, Tata-Mac Graw Hill, New Delhi
- Dwivedi, D.N. (2001), Macro Economics: Theory and Policy, Tata-Mac Graw Hill, New Delhi.
- Friedman Hilton (1953) Essays in Positive Economics, University of Chicago Press, London.
- Francis Cherunilam International Economics Tata McGraw Hill Publishing Co. Ltd. New Delhi.
- Gregory .N. Mankiw, Macroeconomics, Fifth Edition (2002) New York: Worth Publishers
- Jhingan, M.L., Principles of Economics Vrinda Publications (P) Ltd
- Jhingan M.L. International Economics Vrinda publication Pvt. Ltd Delh
- Musgrave, R.A and P.B. Musgrave (1976): Public Finance in Theory and Practice, Tata McGraw Hill,
   Kogakusha, Tokyo
- Shapiro, E (1996), Macro-Economic Analysis, Golgotha Publication, New Delhi.
- Singh.S.K. (2014): Public finance in Theory and Practice, S.Chand &co Pvt Ltd, New Delhi
- Salvatore Dominick International Economics John Wiley & sons, Inc Singapore
- Vaish .M.C. (2010) Macro Economic Theory 14th edition, Vikas Publishing House(P)Ltd

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Introduction to Audit

2) Course Code: SF-BI-III-C-AUD

3) Course Objective:

The Course will help the learner –

- To get acquainted with the various concepts of auditing.
- To understand and practice the various techniques of auditing while managing their finances.
- To study verification and vouching technique of auditing.
- 4) Course Outcome (CO):
  - **CO1** The learner will get the basic knowledge about auditing.
  - CO2 The learner will understand the Techniques, procedure, planning about auditing
  - CO3 The learner will learn different types of audit & their responsibility.
- 5) Category of Course: Core Course
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV 

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Auditing	<ul> <li>Basics – Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing – Primary and Secondary, Expression of opinion, Detection of Frauds and Errors, Inherent limitations of Audit. Difference between Accounting and Auditing, Investigation and Auditing.</li> <li>Errors &amp; Frauds – Definitions, Reasons and Circumstances, Types of Error – Commission, Omission, Compensating error. Types of frauds, Risk of fraud and Error in Audit, Auditors Duties and Responsibilities in case of fraud</li> <li>Principles of Audit – Integrity, Objectivity, Independence, Skills, Competence, Work performed by others, Documentation, Planning, Audi Evidence, Accounting System and Internal Control, Audit Conclusions and Reporting</li> <li>Types of Audit – Meaning, Advantages, Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit</li> </ul>
II	Audit Planning,	Audit Planning – Meaning, Objectives, Factors to be
	Procedures and Documentation	<ul> <li>considered, Sources of obtaining information, Discussion with Client, Overall Audit Approach.</li> <li>Audit Program – Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before commencing Work, Overall Audit Approach</li> <li>Audit Working Papers - Meaning, importance, Factors determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody, Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books</li> <li>Audit Notebook – Meaning, structure, Contents, General Information, Current Information, Importance</li> </ul>
III	Auditing Techniques and Internal Audit Introduction	<ul> <li>Test Check - Test Checking Vs Routing Checking, test Check meaning, features, factors to be considered, when Test Checks can be used, advantages disadvantages precautions.</li> <li>Audit Sampling - Audit Sampling, meaning, purpose, factors in determining sample size -Sampling Risk, Tolerable Error and expected error, methods of selecting Sample Items Evaluation of Sample Results auditors Liability in conducting audit based on Sample</li> <li>Internal Control - Meaning and purpose, review of internal control, advantages, auditors duties, review of internal</li> </ul>

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

		•	control, Inherent Limitations of Internal control, internal control samples for sales and debtors, purchases and creditors, wages and salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks Internal Audit - Meaning, basic principles of establishing Internal audit, objectives, evaluation of internal Audit by statutory auditor, usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit
IV	Auditing Techniques: Vouching & Verification	•	Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts
			written off, Rental Receipts, Interest and Dividends Received Royalties Received
		•	Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Travelling Commission Advertisement, Interest Expense Audit of Assets Book Debts / Debtors, Stocks -Auditors General Duties; Patterns, Dies and Loose Tools, Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and Fixtures
		•	Audit of Liabilities - Outstanding Expenses, Bills Payable Secured loans Unsecured Loans, Contingent Liabilities

- Bansal, Surbhi. Advanced Auditing & Professional Ethics. Delhi. Bestword Publication Pvt Ltd.
   2014
- Basu, Sanjib. Auditing: Principles & Techniques. India. Pearson India. 2004.
- Dalal, Chetan. Fraud Detection: A Practical Approach ForAuditors. Mumbai. Finesse Graphics & Prints Pvt.Ltd.2006.
- Garg, Pankaj. Auditing & Assurance. New Delhi. Taxmann Publication (P)Ltd. 2014.
- Jha, Aruna. Learners Workbook OnAuditing. New Delhi. Taxman Allied Services (P.)Ltd. 2007.
- Jha, Aruna. *Auditing*. Taxmann Publications(p.) Ltd. 2013.
- Nadhani, Asok. K. Auditing And Assurance. India. Bpb Publications. 2009.
- Rawat, D.S. *Learner's Guide To Auditing Standards*. New Delhi. Taxmann Publications(p.) Ltd.2014.
- Sharma, Dr. N. K. Auditing Theory And Practice. Jaipur. Shree Niwas Publications. 2009.
- Tandaon, B.N. And Sudharsanam. *A Handbook Of Practical Auditing*. New Delhi. S.Chand & Company Ltd.2012.

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

Title of the Course: Direct Tax
 Course Code: SF-BI-III-C-DT

### 3) Course Objective:

The Course will help the learner –

- To be aware of the various provisions of Income Tax Law in India
- To develop the understanding of the various provisions of Income Tax Law
- To acquire the ability to analyze and interpret the provisions of Income Tax Law
- To develop the ability to apply the knowledge of Income Tax provisions in making basic
   Computation of Total Income

# 4) Course Outcome (CO):

- CO1 The learner will understand the Basic concepts of Income Tax Act
- **CO2** The learner will be able to determine Residential Status of a person in India on the basis of which He/she will be able determine the Scope of Total Income
- CO3 The learner will understand five heads of income and will be able to classify all the incomes in the respective heads
- **CO4 -** The learner will understand the benefits of Deductions available under Chapter VI-A of Income Tax and will be able to make basic Computation of Total Income after taking available deductions
- 5) Category of Course : Core Course
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 Credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
Case Studies     Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Definitions, Basis of Charge and Exclusions from Total Income	<ul> <li>Definitions u/s 2: Assessee, Assessment Year, Assessment, Annual value, Business, Capital asset, Income, Person, Previous Year, Transfer</li> <li>Basis of Charge: Section 3 to 9 - Previous Year, Residential Status, Scope Of Total Income, Deemed Income</li> <li>Exclusions from Total Income: Section 10 - restricted to, Agricultural Income, Sums Received from HUF by Member, Share of Profit from Firm, Casual &amp; Non – Recurring Receipts, Scholarships, Income of Minor Child, Allowance to Members of Parliament and Legislative Assembly.</li> <li>Note -Exemptions related to specific Heads of Income to be covered with Relevant Provisions.</li> </ul>
II	Heads of Income	<ul> <li>Income from Salary: Section 15 – 17, Including Section 10 relating to House Rent Allowance, Travel Concession, Special Allowance, Gratuity, Pension, Leave Encashment, Compensation, Voluntary Retirement, Payment from Provident Fund</li> <li>Income From House Property: Section 22 – 27, Including Section 2 – Annual Value</li> <li>Profits &amp; Gains From Business &amp; Profession: Section 28-32, 36, 37, 40, 40A, 43B, 44AD, 44ADA &amp; 44AE including: Section 2 – Business</li> <li>Capital Gains: Section 45, 48, 49, 50, 54 and 55</li> <li>Income from Other Sources: Section 56 – 59</li> </ul>
III	Deductions under Chapter VI - A	<ul> <li>80 A - Restriction on claim in Chapter VI- A deductions</li> <li>80 C - Payment of LIC/PF and other eligible investments</li> <li>80CCC - Contribution to certain Pension Fund</li> <li>80D - Medical Insurance Premium</li> <li>80 DD - Maintenance and medical treatment of handicapped dependent</li> <li>80E - Interest on Educational Loan</li> <li>80 TTA - Interest on Saving Bank account</li> <li>80U - Deduction in the case of totally blind or physically handicapped or mentally retarded resident person</li> </ul>

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

IV	Computation	of	Total	•	Computation of Total Income of Individual and HUF with
	Income				respect to above heads and deductions

**Note:** Relevant Law / Statute / Rules in force and relevant Standards in force on 1st April immediately preceding commencement of Academic Year is applicable for ensuring examination after relevant year. The syllabus is restricted to study of particular section/s, specifically mentioned rules and notification.

- V. K. Singhania, Direct Taxes Law & Practice, Taxmann
- Ahuja, Gupta, Systematic Approach to Direct Tax, Bharat Law House
- V. K. Singhania, *Income Tax Ready Recknoner*, Taxmann
- T. N. Manoharan, Direct Tax Laws, Snow White

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Organisational Behaviour - II

2) Course Code: SF-BI-III-E-OB

3) Course Objective:

The Course will help the learner –

- To help the Learners to develop cognizance of the importance of human behavior.
- To enable Learners to describe how people behave under different conditions and understand why people behave as they do.
- To provide the Learners to analyze specific strategic human resources demands for future action.
- To enable Learners to synthesize related information and evaluate options for the most logical and optimal solution such that they would be able to predict and control human behavior and improve results.

## 4) Course Outcome (CO):

**CO1:** To understand the applicability of the concept of organizational behavior to understand the behavior of people in the organization.

**CO2**: To understand the applicability of analyzing the complexities associated with management of individual behavior in the organization.

**CO3**: Analyze the complexities associated with management of the group behavior in the organization.

**CO4**: Demonstrate how the organizational behavior can integrate in understanding the motivation (why) behind behavior of people in the organization.

5) Category of Course: Elective Course

6) Semester: III

7) Total Hours: 60 hours

8) Total Credits: 3 Credits

9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

#### PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks	
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks	
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks		
Q.2.	A.	Full Length Question	08 Marks	15 Marks	
	В.	Full Length Question	07 Marks		
		OR			
	C.	Full Length Question	08 Marks		
	D.	Full Length Question	07 Marks		
Q.3.	A.	Full Length Question	08 Marks	15 Marks	
	B.	Full Length Question	07 Marks		
		OR	1		
	C.	Full Length Question	08 Marks		
	D.	Full Length Question	07 Marks		
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks	

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 arks

# 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED		
NO.				
I	The Individual Behaviour	<ul> <li>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.</li> <li>Perception-Meaning, Factors Influencing Perception, Attribution Theory, Empathy.</li> <li>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.</li> <li>Individual Decision Making: How are Decisions made in organization, Decision Making process, Decisional Styles</li> </ul>		
II	The Group Dynamics	<ul> <li>Group Communication: Importance, Corporate Communication – Need, Importance and Techniques of Corporate Communication.</li> <li>Transactional Analysis Model: Types of Transactions, Ego states, Life Positions, Elaboration of Transactional styles.</li> <li>Virtual teams and Group Cohesiveness: Structure, Types, Stages in Management of Virtual teams, Features of Cohesive Groups, Effects/Consequences/Impact of Group Cohesion.</li> <li>Group Decision-Making: Advantages, Disadvantages, Assumptions, Managing Group Decision-Making, Strength and Weakness of Group Decision-Making.</li> </ul>		
III	The Organizational Dynamics			

#### PROGRAMME CODE: SFP-BI \*

#### Course Details For Semester: III & IV

Case Studies – Transfer, Promotion, Separation

to Banking & Insurance, Job Frustration-Sources, Causes, Effects, Ways to Overcome Frustration, Impact of Frustration on Banking and Insurance companies. IV**Organization Behaviour** Practices of OB in Banks and Insurance In Banking and Insurance Issue of organization behaviour in Banks Sector Strategies to manage issues of organization behaviour in

#### 11) References:

Organizational Behaviour- concept, controversies, applications, by Stephen Robbins, Prentice Hall.

banks

- Management and Organizational Behavior, Ninth Edition, by Laurie J. Mullins, Pearson publisher
- Organizational Behavior, Text, Cases, Games, By K. Ashwathappa, Himalaya Publishing house
- Organizational Behavior by Margie Parikh and Rajen Gupta, Tata Mcgraw Hill Publication
- Essentials of Organisational Behaviour (Seventh edition)- Stephen P. Robbins (Prentice Hall India Pvt.Ltd.) Emerging Knowledge and Practices of the Real world (Fifth Edition)- Steven LMcShane, Mary Ann Von Glinow, Radha R. Sharma. (Tata McGraw Hill Education Private Limited)
- Organizational Behavior by Dr. S.S. Khanka, Sultanchand publication
- Organizational Behavior by Jeff Harris and Sandra J. Hartman, Jaico Publications
- Organizational Behavior by Hellriegel, Slocum, Woodman, Pearson Education

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Management Accounting

2) Course Code: SF-BI-III-E-MA

3) Course Objective:

The Course will help the learner –

- To acquire with the basic management accounting fundamentals.
- To develop financial analysis skills
- To know the core concepts of Working Capital and its importance in managing a business
- To get aware of dividend policies and aspects associated with Dividend Decision
- 4) Course Outcome (CO):
  - CO1 The learner will be in a position to analyze the Financial Statement of a concern for future actions
  - CO2 The learner will be able to apply the knowledge of Working Capital to manage and fulfill the requirements of business finance effectively
  - **CO3** Knowledge of Dividend Policy will help the learner to analyze the significant impact of it on the Business and on the shareholders of the company
- 5) Category of Course : Elective Course
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 Credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV 

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks	
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks	
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks		
Q.2.	A.	Full Length Question	08 Marks	15 Marks	
	B.	Full Length Question	07 Marks		
		OR			
	C.	Full Length Question	08 Marks		
	D.	Full Length Question	07 Marks		
Q.3.	A.	Full Length Question	08 Marks	15 Marks	
	B.	Full Length Question	07 Marks		
		OR			
	C.	Full Length Question	08 Marks		
	D.	Full Length Question	07 Marks		
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks	

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED			
NO.					
I	Introduction to	• Meaning and Definition, Scope, Functions, Objectives,			
	Management Accounting	Importance, Role of Management Accounting, Management			
		Accounting Framework, Tools of Management Accounting			
II	Financial Statement	• Introduction to Corporate Financial Statements :			
	Analysis	Understanding the Balance sheet and Revenue statements			
		with the headings and sub headings, Uses of financial			
		statements, Users of Financial Statements.			
		• Financial Statement Analysis :			
		Introduction and Meaning of Financial Statement Analysis,			
		Steps, Objective, Types of Analysis.			
		• Ratio Analysis: Meaning, classification, Du Point Chart,			
		advantages & limitations.			
		a) Balance Sheet Ratios			
		b) Revenue Statement Ratios			
		c) Combined Ratios			
III	Working Capital	Concept, Nature of Working Capital, Planning of Working			
	Management	Capital, Operating Cycle			
		Estimation / Projection of Working Capital Requirements in			
		case of Trading and Manufacturing Organization			
IV	Management of Profits /	Meaning, Types, Factors influencing dividend policy, Forms			
	Dividend Policy	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			

- Ravi N Kishor, Cost and Management Accounting
- P. N. Reddy, Essential of Management Accounting, Himalaya publication.
- Robert S Kailer, Advanced Management Accounting
- S. R. Varshey, Financial of Management Accounting, Wisdom.
- Charbs T Horngram, Introduction of Management Accounting Learning, PHI
- I. M. Pandey, Management Accounting, Vikas Publications.
- D. K. Mattal, Cost and Management Accounting, Galgotia Publications.
- M. N. Arora, Cost Accounting Theory and Practice, Sultan Chand and sons
- Khan & Jain, Management Accounting, Tata Mc Graw

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Operation Research

2) Course Code: SF-BI-III-E-OR

3) Course Objective:

The Course will help the learner –

- To understand operations research methodologies
- To solve various problems practically
- To proficient in case analysis and interpretation
- 4) Course Outcome (CO):
  - **CO1-** The learner will be able to Formulate and solve mathematical model (linear programming problem) for a physical situation like production, distribution of goods and economics.
  - **CO2** The learner will be able to Use appropriate techniques to represent and analyze projects with a view to managing resources, minimizing costs, and coping with uncertainty.
  - **CO3-** The learner will be able to Solve numerical on Transportation Models and Assignment Models.
- 5) Category of Course: Elective Course
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED		
NO.				
I	<b>Introduction</b> to	a) Introduction To Operations Research		
	Operational Research and	• Operations Research - Definition, Characteristics of OR, OR		
	Linear Programming	Techniques, Areas of Application, Limitations of OR.		
		b) Linear Programming Problems: Introduction and		
		Formulation		
		2. Introduction to Linear Programming		
		3. Applications of LP		
		4. Components of LP		
		5. Requirements for Formulation of LP Problem		
		6. Assumptions Underlying Linear Programming		
		7. Steps in Solving LP Problems		
		8. LPP Formulation (Decision Variables, Objective Function,		
		Constraints, Non		
		9. Negativity Constraints)		
		c) Linear Programming Problems: Graphical Method		
		10. Maximization & Minimization Type Problems. (Max. Z &		
		Min. Z)		
		11. Two Decision Variables and Maximum Three Constraints		
		Problem  12. Constraints can be "less than or equal to" "greater than or		
		12. Constraints can be "less than or equal to", "greater than or equal to" or a combination of both the types i.e. mixed		
		constraints.		
		13. Concepts: Feasible Region of Solution, Unbounded		
		Solution, Redundant		
		14. Constraint, Infeasible Solution, Alternative Optima.		
		d) Linear Programming Problems: Simplex Method		
		15. Only Maximization Type Problems. (Only Max. Z). No		
		Minimization problems.		
		16. (No Min. Z) Numerical on Degeneracy in Maximization		
		Simplex Problems.		
		17. Two or Three Decision Variables and Maximum Three		
		Constraints Problem. (Upto Maximum Two Iterations)		
		18. All Constraints to be "less than or equal to" Constraints.		
		("Greater than or Equal to" Constraints not included.)		
		19. Concepts : Slack Variables, Surplus Variables, Artificial		
		Variables, Duality,		
		20. Product Mix and Profit, Feasible and Infeasible Solution,		
		Unique or Alternate		

# PROGRAMME CODE: SFP-BI

# Course Details For Semester: III & IV

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II	Assignment and Transportation Models	<ul> <li>21. Optimal Solution, Degeneracy, Non Degenerate, Shadow Prices of Resources, Scarce and Abundant Resources, Utilized and Unutilized Capacity of Resources, 22. Percentage Utilization of Resources, Decision for Introduction of a New Product.</li> <li>a) Assignment Problem – Hungarian Method</li> <li>Maximization &amp; Minimization Type Problems.</li> <li>Balanced and Unbalanced Problems.</li> <li>Prohibited Assignment Problems, Unique or Multiple Optimal Solutions.</li> <li>Simple Formulation of Assignment Problems.</li> <li>Maximum 5 x 5 Matrix. Up to Maximum Two Iterations after Row and Column</li> <li>Minimization.</li> <li>D Transportation Problems</li> <li>Maximization &amp; Minimization Type Problems.</li> <li>Balanced and Unbalanced problems.</li> <li>Prohibited Transportation Problems, Unique or Multiple Optimal Solutions.</li> <li>Simple Formulation of Transportation Problems.</li> <li>Initial Feasible Solution (IFS) by:</li> <li>a. North West Corner Rule (NWCR)</li> <li>b. Least Cost Method (LCM)</li> <li>c. Vogel's Approximation Method (VAM)</li> <li>Maximum 5 x 5 Transportation Matrix.</li> <li>Finding Optimal Solution by Modified Distribution</li> </ul>
		<ul> <li>Finding Optimal Solution by Modified Distribution (MODI) Method. (u, v and Δ)</li> <li>Maximum Two Iterations (i.e. Maximum Two Loops) after IFS.</li> </ul>
III	Network Analysis	<ul> <li>Critical Path Method (CPM)</li> <li>Concepts: Activity, Event, Network Diagram, Merge Event, Burst Event,</li> <li>Concurrent and Burst Activity,</li> <li>Construction of a Network Diagram. Node Relationship and Precedence</li> <li>Relationship.</li> <li>Principles of Constructing Network Diagram.</li> <li>Use of Dummy Activity</li> <li>Numerical Consisting of Maximum Ten (10) Activities.</li> <li>Critical Path, Sub-critical Path, Critical and Non-critical</li> </ul>

## PROGRAMME CODE: SFP-BI

# Course Details For Semester: III & IV

<ul> <li>IV Job Sequencing and Theory of Games</li> <li>IV Job Sequencing Problem</li> <li>Processing Maximum 9 Jobs through Two Machines only.</li> </ul>			<ul> <li>Completion Time.</li> <li>Forward Pass and Backward Pass Methods.</li> <li>Calculation of EST, EFT, LST, LFT, Head Event Slack, Tail Event Slack, Total Float,</li> <li>Free Float, Independent Float and Interfering Float</li> <li>b) Project Crashing.</li> <li>Meaning of Project Crashing.</li> <li>Concepts: Normal Time, Normal Cost, Crash Time, Crash Cost of Activities.</li> <li>Cost Slope of an Activity.</li> <li>Costs involved in Project Crashing: Numericals with Direct, Indirect, Penalty, crash cost and Total Costs.</li> <li>Time – Cost Trade off in Project Crashing.</li> <li>Optimal (Minimum) Project Cost and Optimal Project Completion Time.</li> <li>Process of Project Crashing.</li> <li>Numerical Consisting of Maximum Ten (10) Activities.</li> <li>Numerical based on Maximum Four (04) Iterations of Crashing</li> <li>c) Program Evaluation and Review Technique (PERT)</li> <li>Three Time Estimates of PERT: Optimistic Time (a), Most Likely Time (m) and Pessimistic Time (b).</li> <li>Expected Time (te) of an Activity Using Three Time Estimates.</li> <li>Difference between CPM and PERT.</li> <li>Numerical Consisting of Maximum Ten (10) Activities.</li> <li>Construction of PERT Network using tevalues of all Activities.</li> <li>Mean (Expected) Project Completion Time.</li> <li>Standard Deviation and Variance of Activities.</li> <li>Project Variance and Project Standard Deviation.</li> <li>'Prob. Z' Formula.</li> <li>Standard Normal Probability Table. Calculation of Probability Table using 'Z' Value and Simple Questions related to PERT Technique.</li> <li>Meaning, Objectives, Importance, Scope, RORO/LASH</li> </ul>
<ul> <li>Processing Maximum o Jobs through Three Machines only.</li> <li>Calculations of Idle Time, Elapsed Time etc.</li> </ul>	IV	1 0	<ul> <li>Processing Maximum 9 Jobs through Two Machines only.</li> <li>Processing Maximum 6 Jobs through Three Machines only.</li> </ul>

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

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	b) Theory of Games
	• Introduction
	• Terminology of Game Theory: Players, Strategies, Play,
	Payoff, Payoff matrix,
	Maximin, Maximax, Saddle Point.
	Types of Games.
	Numericals based on:
	• Two Person Zero Sum Games including strictly
	determinable and Fair Game
	• - Pure Strategy Games (Saddle Point available). Principles
	of Dominance method.

- Dr. Mrs. Anjali Ghanekar, Essentials of Organisation Development, Everest Publishing House
- French, W.L. and Bell, C.H., Organisation Development, Prentice-Hall, New Delhi, 1995.
- Harvey, D.F. and Brown, D.R., An Experimental Approach to Organization Development, Prentice-Hall, Englewood Cliffs, N.J., 1990
- Cummings, T. G. & Worley, C. G. (2009).Organization Development and Change (9th edition). Canada: South-Western Cengage Learning
- Thomas G. Cummings and Christopher G. Worley, Organization Development and Change, Thomson South-Western, 8th Edition 2004.
- Cummings, T. G., Theory of Organization Development and Change, South Western.
- Ramanarayan, S. and Rao, T.V., Organization Development: Accelerating Learning and Transformation, 2nd Edition, Sage India, 2011.
- Richard L, Organisation, Theory, Change and Design, India Edition(Cenage Learning)
- Garath R Jones, Mary Mathew, Organisation Theory, Design and Change: Sixth Edition, Pearson
- Wendell L French, Cecil H Bell, Jr, Veena Vohra, Organisation Development, Sixth Edition, Pearson Education

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Information Technology- I

2) Course Code: SF-BI-III-AB-IT

3) Course Objective:

The Course will help the learner –

- To understand how technology and business works together
- To understand the basics of payments done using technology.
- To learn to use computer practically.

#### 4) Course Outcome (CO):

- CO1 Learners would know about the use of commercial activity using electronic media.
- **CO2** Learners will know about the basic working of different technology and new trends in commerce using electronic media
- CO3 Learners would learn to make documents, presentations and spreadsheets
- 5) Category of Course: Skill/Ability Enhancement Courses
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV 

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	Q.3. A. Ful	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

10) Modules / Units:

MODULE NO.	TOPIC	CONTENTS COVERED		
I	Introduction to Electronic Commerce	<ul> <li>E-Commerce Framework, E-Commerce and media convergence, anatomy of E-Commerce Applications, E-Commerce Consumer and Organization Applications</li> <li>The network Infrastructure for Electronic Commerce - Market forces influencing the I-way, Components of I-way, Network Access Equipment</li> <li>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</li> </ul>		
II	E-banking	<ul> <li>Meaning, definition, features, advantages and limitations-core banking, the evolution of e-banking in India, Legal framework for e-banking.</li> <li>Electronic Payment System: Types of Electronic Payment Systems, Digital Token-based EPS, Smart Card EPS, Credit Card EPS, Risk in EPS, Designing a EPS</li> </ul>		
III	MS-Office: Packages for Institutional Automation:	<ul> <li>Ms-Word: Usage of smart art tools, bookmark, cross-reference, hyperlink, mail merge utility and converting word as PDF files.</li> <li>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 &amp;mixed cell references, &gt;,&lt;,=operators, Logical functions using if, and, or =, not, date and time functions &amp; annotating formulae.</li> <li>Application in Banking and Insurance Sector – Calculation of Interest, Calculation of Installment, Calculation of risk coverage in Insurance and Reporting.</li> </ul>		
IV	Cyber Law & Cyber Security	<ul> <li>Need of Cyber Law, History of Cyber Law in India</li> <li>Cyber Crimes: Various threats and attacks, Phishing, Key Loggers, Identity Theft, Call &amp; SMS forging, e-mail related crimes, Denial of Service Attacks, Hacking, Online shopping frauds, Credit card frauds, Cyber Stalking</li> <li>Cyber Security: Computer Security, E-Security, Password Security and Reporting internet fraud</li> </ul>		

- E-Banking in India: Challenges and Opportunities-By RimpiJatana, R. K. Uppal
- Frontiers of E-Commerce- by Ravi Kalakota, Andrew B. Whinston- Pearson Education
- Frontiers of E-Commerce- by Ravi Kalakota, Andrew B. Whinston–Pearson Education
- Microsoft Office Professional 2013-Step by step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch
- An Overview of Cyber Crime & security-Volume 1<sup>st</sup> Edition by Akash Kamal Mishra
- Computers and Banking- by Sony and Agarwal
- E-Commerce by David Whitely

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Foundation Course – II (Overview of Banking)

2) Course Code: SF-BI-III-ID-FC

#### 3) Course Objective:

The Course will help the learner –

- To get knowledge regarding banking sector and recent development in banking sectors.
- To get knowledge about the emerging trends of banking sectors.
- To study the structure and functions of Reserve Bank of India.
- To study the provisions of Banking regulation Act, 1949
- To study the concept of Commercial Banks and Banking Ombudsman.
- To obtain detailed knowledge about Universal banking with its concept and payment and settlement system other relevant topics.
- To know and apply recent technologies used in banking sectors.
- To study need and code of conduct for microfinance institutions in India role of NABARD and SIDBI in microfinance.
- Study the concept of Financial Inclusion.

#### 4) Course Outcome (CO):

- **CO1** It will help a Learner to understand the basic principles of Banking and types of banks in banking sectors.
- **CO2** Learners can acquire knowledge about history of banking sector reforms and current development in banking sectors.
- **CO3** It will help a Learner to understand the important concept of commercial banks.
- **CO4-**Learners will get to know about banking ombudsman and its important functions.
- **CO5-** It will help them to know the concept of E-banking.
- **CO6-** Learners can be able to apply KYC norms in banking sectors.
- CO7 Learners will get to know about the relevant concept under microfinance and financial inclusion.
- 5) Category of Course: Multi-disciplinary/ Interdisciplinary course
- 6) Semester: III
- **7) Total Hours:** 60 hours
- 8) Total Credits: 2 credits

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

### 9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives: (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

# f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	An Overview of Banking Industry	<ul> <li>Definition of Banks, Types of Banks, Principles of Banking</li> <li>Banking System in India, Overview of RBI, Public, Private, Co-operative, Payment Bank, Regional Rural Banks</li> <li>Emerging trends of banking - Universal banking, electronic banking, globalization of banking.</li> <li>Brief history of banking sector reforms from 1991-2000 and Current developments in banking sector</li> <li>Regulatory Architecture – Overview of Banking</li> </ul>	
		<ul> <li>Regulation Act 1949,</li> <li>Banking Regulation Act(Amendment 2015), Payment and Settlement Act 2007, Negotiable Instrument Act 1881, BIS, Basel I, II and III.</li> <li>Bank Crises in India</li> <li>Critical Evaluation of Banking Industry in India</li> </ul>	
II	Commercial Banking and Customer – Banker Relationship	<ul> <li>Definition and meaning of Commercial Bank, Evolution of Commercial Banking in India, Functions of Commercial Bank, Services offered by Commercial Bank.</li> <li>Retail Banking – Meaning, Features, Significance of Retail Banking and Overview of its products</li> <li>Corporate Banking -Meaning, Features, Significance of Corporate Banking and Overview of its products</li> </ul>	

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

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		Rural Banking - Meaning, Features, Significance of Rural
		Banking and Overview of its products
		Banking Ombudsman – Meaning and Functions
III	Universal Banking &	A) Universal Banking: Concept of Universal Banking,
	Technology in Banking	Evolution of Universal banking, Services to Government,
	sector	Payment & Settlement, Merchant Banking, Mutual Fund,
		Depository Services, Wealth Management, Portfolio
		Management, Bancassurance, and NRI Remittance.
		<b>B) Technology in Banking :</b> 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.
		-
IV	Microfinance & Financial	A) Microfinance
	Inclusion	Introduction, Need and Code of Conduct for Microfinance
		Institutions in India,
		Advantages, Purpose, Limitations and Models of SHG –
		Bank Linkage Program.
		Role of NABARD and SIDBI,
		Portfolio Securitization,
		SHG-2, NRLM and SRLM ,
		<ul> <li>Priority Sector and its Classification</li> </ul>
		Filolity Sector and its Classification
		B) Financial Inclusion
		Need & Extent
		RBI Committee Report of Medium Term Path on
		Financial Inclusion 2015, World Findex Report 2015,
		NISM Report 2015, (Only Brief Extracts relating to bank
		account holdings and credit taken and contrast between
		developing and developed nations.)
		Features & Procedures of Pradhan Mantri Jan Dhan
		Yojana, and PM Mudra Yojana.
		Features, procedures and significance of Stand up India
		Scheme for Green Field

- 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

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### **COURSE DETAILS**

1) Title of the Course: Advanced Excel

2) Course Code: SF-BI-III-AD-AEX

3) Course Objective:

The course will help the learner to -

- Enter and edit data.
- Format data and cells.
- Construct formulas, including the use of built-in functions, and relative and absolute references.
- Create Pivot tables and charts.
- Convert text and validate and consolidate data.
- Import and Export Data

#### 4) Course Outcome (CO):

- CO1- The learner will be able to master Microsoft Excel from Beginner to Advanced
- **CO2-** The learner will be able to build a solid understanding on the Basics of Microsoft Excel
- CO3- The learner will be able to learn the most common Excel functions used in the Office
- CO4- The learner will be able to maintain large sets of Excel data in a list or table
- CO5- The learner will be able to create dynamic reports by mastering one of the most popular tools,

**PivotTables** 

- 5) Category of Course: Additional Course
- 6) Semester: III
- 7) Total Hours: 60 hours
- 8) Total Credits: 2 credits

#### 9) Evaluation Pattern:

- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.		Marks		
Q.1.	A.	A. Objectives: (Any 8 out of 10) 08 Marks		15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	I		-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### 10) Modules / Units:

MODULE NO.	TOPIC	CONTENTS COVERED	
I	Introduction to Excel and Logical Functions	23. Using Basic Functions 24. Formatting and Proofing 25. Mathematical functions 26. Protecting files 27. Date and time functions 28. Printing workbook 29. What if analysis 30. If analysis 31. Nested Ifs	
П	Data Validations and Look Up functions	<ul> <li>32. Complex if functions</li> <li>Manage primary and secondary axis.</li> <li>Dynamic Dropdown</li> <li>V Lookup and H Look functions</li> <li>Index and match</li> <li>Nested V Lookup</li> <li>Worksheet linking</li> </ul>	
III	Pivot Tables	<ul> <li>Worksheet linking</li> <li>Creating pivot tables</li> <li>Advance value field setting</li> <li>Grouping based on numbers and dates</li> <li>Array functions</li> <li>Using array formulas</li> <li>Array with if and lookup functions</li> </ul>	
IV	Chart and Slicers	<ul> <li>Bar Chart, Pie Chart, Line chart, etc</li> <li>Filter data using slicers</li> <li>Manage primary and secondary axis</li> <li>Excel Dashboard</li> <li>Planning a dash board</li> <li>Adding tables and charts to dashboard</li> <li>Adding dynamic content to dashboard</li> </ul>	

- Microsoft Excel 2016 Bible: The Comprehensive Tutorial Resource.
- Excel 2016 ALL-IN-ONE for Dummies.
- Excel: QuickStart Guide from Beginner to Expert.
- Excel 2016: Pivot Table Data Crunching. ...
- Power Pivot and Power BI: The Excel User's Guide to DAX, Power Query, Power BI, and Power Pivot.
- Microsoft Excel Dashboards and Reports

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### SEMESTER – IV

#### **COURSE DETAILS**

1) Title of the Course: Corporate & Securities Law

2) Course Code: SF-BI-IV-C-CSL

3) Course Objective:

The Course will help the learner –

- To have an overview of Company Law.
- To study regulatory framework governing The Stock Exchange as per Securities Contract Regulations Act 1956.
- To obtain knowledge about Securities Exchange Board of India (SEBI).
- To study the relevant provisions under Depository Act, 1966.

#### **Course Outcome (CO):**

- CO1 The Learners will have a simplified approach in understanding corporate laws and other related laws.
- CO2 It will provide to the learner an insight of various beneficial social legislative measures for building the corporate industry.
- CO3 –Learner will get experience from practical case study and legal interpretation of laws required in the field.
- CO4- Learners acquire in-depth knowledge about the functions of SEBI and will understand the benefits and models of Depository under Depository Act, 1966.
- 5) Category of Course : Core Course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- **8) Total Credits:** 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) 08 N FIB/MCQ/T or F/MTC		15 Marks
	В.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	В.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
Case Studies     Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	Company Law – An Overview	<ul> <li>A) Development of Company Law in India</li> <li>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 &amp; Exceptions, Majority and Minority Rights under Companies Act</li> <li>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</li> </ul>	
II	Regulatory Framework governing Stock Exchanges as per Securities Contracts Regulation Act 1956	<ul> <li>Definition of Securities, Spot Delivery Contract, Ready Delivery Contract, Stock Exchange.</li> <li>Corporatisation and demutualisation of Stock Exchange – Meaning, Procedure &amp; Withdrawal</li> <li>Power of Recognised Stock Exchange to make rules restricting voting rights etc</li> <li>Power of Central Government to Direct Rules or Make rules</li> <li>Power of SEBI to make or amend bye laws of recognised stock exchange</li> <li>Books and Accounts to be maintained by recognized stock exchange</li> <li>Grounds on which stock exchange can delist the securities of a company.</li> <li>Section 3 to Section 20</li> </ul>	
III	Security Exchange Board Of India	<ul> <li>A) SEBI: Objectives-terms-establishment-powers-functions-accounts and audit- penalties –registration.</li> <li>B) Issues of Disclosure Investors Protection Guidelines: Pre &amp; 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.</li> </ul>	
IV	The Depositories Act, 1996	Depository – Meaning , Benefits , Models, Functions     Participants	

Course Details For Semester: III & IV

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	• The	Depository Act 1996 – Objectives, Eligibility
	con	dition for depository services, Fungibility, Bye laws of
	dep	ository, Governance of Depository and Internal audit
	of o	lepository Participants
	• BS	DA and single registration for depository participants.

# 11) References:

PROGRAMME CODE: SFP-BI

- 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 Professional 2013-Step by step
- By Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

- 1) Title of the Course: Audit II (Company including Banks and Insurance Co.)
- 2) Course Code: SF-BI-IV-C-AUD
- 3) Course Objective:

The Course will help the learner –

- To get acquainted with the various concepts of Auditing.
- To understand recent development in types of audit
- To study professional ethics and misconduct
- 4) Course Outcome (CO):
  - CO1 The learner will acquire knowledge about company audit and bank audit.
  - CO2 The learner will understand the liabilities of auditors.
  - CO3 The learner will learn audit of banking companies.
- 5) Category of Course: Core Course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- **8) Total Credits:** 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) 08 Marks FIB/MCQ/T or F/MTC		15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	Audit of Limited Companies	<ul> <li>Qualifications, Disqualifications, Appointment, Removal, Remuneration of Auditors, Audit Ceiling, Status, Power, Duties and Liabilities of Auditors, Branch Audit, Joint Audit, Special Audit. Maintenance of Books of Account – Related Party Disclosures, Segment Reporting, Divisible Profit, Dividend and Depreciation (Companies Act, Standards on Accounting, Legal Decisions and Auditor's Responsibility), Representations by Management, Contents of Annual Report. Definition, Distinction between Report and Certificate, Types of Reports/Opinion.</li> </ul>	
II	Audit of Banking Companies	<ul> <li>Introduction of Banking Companies, Form and Content of Financial Statements, Qualifications of Auditor, Appointment of Auditor, Remuneration of Auditor, Power of Auditor, Auditor's Report, Format of Audit Report, Long Form Audit Report, Conducting an Audit, Initial Consideration by Statutory Audit, Internal Control System, Verifications of Assets and Balances.</li> </ul>	
III	Audit of Insurance Co.	<ul> <li>Audit of Companies carrying General Insurance Business, Audit of Companies carrying Life Insurance Business, Applicability of Accounting Standards (AS 3, 4,9,13,17), Books and Registers to be maintained, Submission of Reports and Returns, Audit of Accounts, Preparation of Audit and Internal Controls.</li> </ul>	
IV	New Areas of Auditing and Professional Ethics and Misconduct	<ul> <li>Introduction to Cost Audit, Human Resource Audit, Management Audit, Operational Audit, Forecast Audit, Social Audit, Tax Audit, Forensic Audit and Environmental (Green) Audit. Audit in an EDP Environment, Introduction, General Approach to EDP Based Audit and Special Techniques for Auditing in an EDP Environment.</li> <li>Introduction, Meaning of Professional Ethics Meaning of Professional Misconduct, Schedules to the Chartered Accountants Act, 1949 Relating to Professional Misconduct, Enquiry into Charges of Misconduct of Chartered Accountants.</li> </ul>	

#### PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV 

Bansal, Surbhi. Advanced Auditing & Professional Ethics. Delhi. Bestword Publication Pvt Ltd. 2014.

- Basu, Sanjib. Auditing: Principles & Techniques. India. Pearson India. 2004.
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- Garg, Pankaj. Auditing & Assurance. New Delhi. Taxmann Publication (P)Ltd. 2014.
- Jha, Aruna. Learners Workbook OnAuditing. New Delhi. Taxman Allied Services (P.)Ltd. 2007.
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- Nadhani, Asok. K. Auditing And Assurance. India. Bpb Publications. 2009.
- Rawat, D.S. *Learner's Guide To Auditing Standards*. New Delhi. Taxmann Publications(p.) Ltd.2014.
- Sharma, Dr. N. K. Auditing Theory And Practice. Jaipur. Shree Niwas Publications. 2009.
- Tandaon, B.N. And Sudharsanam. A Handbook Of Practical Auditing. New Delhi. S.Chand & Company Ltd.2012.

#### **COURSE DETAILS**

1) Title of the Course: Customer Relationship Management

2) Course Code: SF-BI-IV-C-CRM

#### 3) Course Objective:

The Course will help the learner –

- To understand concept of Customer Relationship Management (CRM) and implementation of Customer Relationship Management.
- To get an insight into CRM marketing initiatives, customer service and designing CRM strategy.
- To understand new trends in CRM, challenges and opportunities for organizations.

#### 4) Course Outcome (CO):

- **CO1** The learner will understand importance and role of CRM in organisation.
- **CO2** Learner would acquire knowledge of different computer software in CRM.
- CO3 The learner will learn new trends, challenges and opportunities under CRM
- 5) Category of Course : Core Course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- **c. Marking Scheme :** 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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# e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question Sub-Question Marks		Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	В.	Full Length Question	07 Marks	
	OR			
C.		Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: 05 Marks Each (Any 3 out of 4)		15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Customer Relationship Management	<ul> <li>Concept, Evolution of Customer Relationships: Customers as strangers, acquaintances, friends and partners</li> <li>Objectives, Benefits of CRM to Customers and Organisations, Customer Profitability Segments, Components of CRM: Information, Process, Technology and People, Barriers to CRM</li> <li>Relationship Marketing and CRM: Relationship Development Strategies: Organizational Pervasive Approach, Managing Customer Emotions, Brand Building through Relationship Marketing, Service Level Agreements, Relationship Challenges</li> </ul>
II	CRM Marketing Initiatives, Customer Service and Data Management	<ul> <li>CRM Marketing Initiatives: Cross-Selling and Up-Selling, Customer Retention, Behaviour Prediction, Customer Profitability and Value Modeling, Channel Optimization, Personalization and Event-Based Marketing</li> <li>CRM and Customer Service: Call Center and Customer Care: Call Routing, Contact Center Sales-Support, Web Based Self Service, Customer Satisfaction Measurement, Call-Scripting, Cyber Agents and Workforce Management</li> <li>CRM and Data Management: Types of Data: Reference Data, Transactional Data, Warehouse Data and Business View Data, Identifying Data Quality Issues, Planning and Getting Information Quality, Using Tools to Manage Data, Types of Data Analysis: Online Analytical Processing (OLAP), Clickstream Analysis, Personalisation and Collaborative Filtering, Data Reporting</li> </ul>
III	CRM Strategy, Planning, Implementation and Evaluation	<ul> <li>Understanding Customers: Customer Value, Customer Care, Company Profit Chain: Satisfaction, Loyalty, Retention and Profits</li> <li>Objectives of CRM Strategy, The CRM Strategy Cycle: Acquisition, Retention and Win Back, Complexities of CRM Strategy</li> <li>Planning and Implementation of CRM: Business to Business CRM, Sales and CRM, Sales Force Automation, Sales Process/ Activity Management, Sales Territory Management, Contact Management, Lead Management,</li> </ul>

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

		Configuration Support, Knowledge Management CRM	
		Implementation: Steps- Business Planning, Architecture and	
		Design, Technology Selection, Development, Delivery and	
		Measurement	
		• CRM Evaluation: Basic Measures: Service Quality,	
		Customer Satisfaction and Loyalty, Company 3E Measures:	
		Efficiency, Effectiveness and Employee Change	
IV	<b>CRM New Horizons</b>	• e-CRM: Concept, Different Levels of E- CRM, Privacy in	
		E-CRM:	
		• Software App for Customer Service: Activity	
		Management, Agent Management, Case Assignment,	
		Contract Management, Customer Self Service, Email	
		Response Management, Escalation, Inbound	
		Communication Management, Invoicing, Outbound	
		Communication Management, Queuing and Routing,	
		Scheduling	
		Social Networking and CRM	
		Mobile-CRM	
		CRM Trends, Challenges and Opportunities	
		Ethical Issues in CRM	

- Baran ,Roger J. & Robert J, Galka. 2014. Customer Relationship Management: The Foundation of Contemporary Marketing Strategy. Routledge Taylor & Francis Group.
- Anderson, Kristin and Carol, Kerr. 2002. Customer Relationship Management. Tata McGraw-Hill.
- Ed, Peele. Customer Relationship Management. Pearson Education.
- Bhasin Jaspreet, Kaur. 2012. Customer Relationship Management. Dreamtech Press.
- Judith W, Kincaid. 2006. Customer Relationship Management Getting it Right. Pearson Education.
- Jill, Dyche.2007. The CTM Handbook: A Business Guide to Customer Relationship Management. Pearson Education.
- Valarie A ,Zeithmal.et.all. 2010. Services Marketing Integrating Customer Focus Across the Firm. Tata McGraw Hill.
- Urvashi, Makkar and Harinder Kumar, Makkar. 2013. *Customer Relationship Management*. McGraw Hill Education.

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

#### **COURSE DETAILS**

1) Title of the Course: Cost Accounting

2) Course Code: SF-BI-IV-E-CA

3) Course Objective:

The Course will help the learner –

- To get exposed to basic concepts and the tools used in Cost Accounting
- To be aware of various techniques of analysis in Cost Accounting
- To develop skills of analysis and evaluation in cost accounting
- 4) Course Outcome (CO):
- **CO1** The learner will understand the importance of Cost Accounting in business
- CO2 The learner will be able to reconcile the differences between Books with Financial Book
- CO3 The learner will be in a position to apply Cost Accounting techniques of reconciliation, Marginal Costing and Standard Costing in decision making in the business
- 5) Category of Course : Elective Course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 Credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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# e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question Sub-Question Marks		Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives: (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	В.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A. Full Length Question 08 Marks		08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
C.		Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: 05 Marks Each (Any 3 out of 4)		15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Cost	Objectives and scope of Cost Accounting
	Accounting	Cost Centres and Cost units
		Cost classification for stock valuation, Profit measurement,
		Decision making and control
		Coding systems
		Elements of Cost
II	Classification of Cost and	Classification of costs, Cost of Sales, Cost Centre, Cost
	Cost Sheet	Unit, Profit Centre and Investment Centre
		Cost Sheet and Reconciliation of cost and financial
		accounts
III	Standard Costing	Various types of standards, setting of standards, Basic
		concepts of Material, Labour and Overhead (Fixed and
		Variable) variance analysis
IV	Introduction to Marginal	Manainal angline manaina anglingian adamatan
IV	Introduction to Marginal	Marginal costing meaning, application, advantages,      The state of the state
	Costing	limitations, Contribution, Breakeven analysis and profit volume graph.
		Practical problems based on Marginal Costing

- Swaminathan, Lectures on Costing, S. Chand and Company (P) Ltd., New Delhi
- C.S. Rayudu, Cost Accounting, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Jawahar Lal and Seema Srivastava, Cost Accounting, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- Ravi M. Kishore Cost Accounting, Taxmann Ltd., New Delhi
- N. K. PrasadPrinciples and Practices of Cost Accounting, Book Syndicate Pvt. Ltd., Calcutta
- B. K. Bhar, Cost Accounting Theory and Practice, Tata Mc. Grow Hill and Co. Ltd., Mumbai
- M. N. Arora, Cost Accounting Principles and Practice, Vikas Publishing House Pvt. Ltd., New Delhi
- V. K. Saxena, C. D. Vashist, Advanced Cost and Management Accounting: Problems and Solutions, S. Chand and Company (P) Ltd., New Delhi
- S.P. Jain and K.L. Narang, Cost Accounting, Kalyani Publishers, Ludhiana
- M. Hanif, Modern Cost and Management Accounting, Tata McGraw Hill Education Pvt. Ltd., New Delhi

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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### **COURSE DETAILS**

1) Title of the Course: Marketing in Banking & Insurance

2) Course Code: SF-BI-IV-E-MBI

#### 3) Course Objective:

The Course will help the learner –

- To be aware about the various new marketing strategies and consumer behaviour towards the same.
- To be aware about the different technique of marketing in banking and insurance.

#### 4) Course Outcome (CO):

**CO1** – It would enhance Learners' knowledge about new marketing strategies, logistics management and service marketing.

CO2 – It will enhance the Learners' marketing skills and they can implement it in the banking & insurance sector for better results.

5) Category of Course : Elective Course

6) Semester: IV

7) Total Hours: 60 hours

8) Total Credits: 3 credits

#### 9) Evaluation Pattern:

a. Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	on Type of Question Sub-Question		<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives : (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question 08		
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question 08 Marks		15 Marks
	B.	Full Length Question 07 M		
		OR		
	C.	Full Length Question 08 Marks		
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: 05 Marks Each		15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to	Meaning, Definition, Importance, Marketing Mix, Market
	Marketing and	Segmentation,
	Introduction to Service	Marketing Strategy, Channels of Marketing, Marketing of
	Marketing	Banking and
		• Insurance Products, Marketing Research, Introduction, Process and Types.
		<ul> <li>Meaning, Concept, Evolution and Characteristics of Service Marketing. Need and</li> </ul>
		• Importance of Service Marketing, 7 P's of Services
		Marketing Mix, Service
		<ul> <li>Marketing Mix Strategies for Banking and Insurance and Marketing Logistics.</li> </ul>
II	Consumer Behaviour	• Introduction to Consumer Behaviour, Consumer
		Expectations, Consumer Buying
		Behavior, Role of Consumer in Service Delivery, Consumer
		Responses, Consumer
		• Delight – Concept and Importance.
		• Consumer Behaviour and Marketing Communications:
		Introduction, Marketing
		• Communication Flow, Communication Process,
		Interpersonal Communication,
		• Persuasive Communication, Source, Message, Message
		Appeals, Communication
		Feedback.
III	Rural Marketing	• Rural Marketing -Concept and Scope ,Nature of Rural
		Markets, Attractiveness of
		• Rural Markets ,Rural Vs Urban Marketing ,Characteristics
		of Rural Consumers
		Buying Decision Process ,Rural Marketing Information     Company of the Late of the L
		System ,Potential And Size of Rural Markets.
		Pricing Strategy, Pricing Policies, Innovative Pricing  Methods for Purel Markets
		Methods for Rural Markets,  • Promotion Stratogy Appropriate Media Designing Right
		• Promotion Strategy, Appropriate Media, Designing Right Promotion Mix, Promotional Campaigns.
		<ul> <li>Distribution-Logistics Management, Problems</li> </ul>
		Encountered, Selection of Appropriate Channels, New
		Approaches to Reach Out Rural Markets – Electronic
		Choupal Applications.
		Choupui rippheunons.

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

IV	E- Marketing	•	E-marketing: Scope, Benefits and Problems, E-marketing
			Techniques, Internet
		•	Marketing, Digital Marketing and E-marketing
		•	E-Marketing Mix Strategy , Introduction, Objectives, the
			4Ps in E-Marketing,
		•	Additional 3Ps in E-Marketing of Services, the 2P+2C+3S
			Formula in E-Marketing

- Marketing Management -Philip Kotler, Prentice Hall of India New Delhi.
- Service Marketing- S.M.Jha, Himalaya Publishing House, Mumbai.
- Essence of Service Marketing- Adrian Payne, Prentice Hall of India New Delhi.
- Service Marketing- Hellen Woodruffle, Macmillan Publishers, India, Delhi.
- E- Marketing Judy Strauss, Raymond Frost, Pearson Prentice Hall, 2009, 5th Edition
- Marketing Management An Asian Perspective Philip Kotler, Gary Armstrong, Prafulla Y. Agnihotri, Ehsan U.Haque Pearson Education 2010.
- Rural Marketing Text and Cases, C.S Krishnamacharayu and Lathiha Ramkrishnan, Pearson Education.
- Service Marketing Christopher Loveloca, Pearson Education

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### **COURSE DETAILS**

1) Title of the Course: Equity & Debt Market

2) Course Code: SF-BI-IV-E-EDM

3) Course Objective:

The Course will help the learner –

- To understand the evaluation of various aspects of financial markets.
- To study financial policies and development of financial instruments.
- To examine process and evolving the strategies during crisis.

#### 4) Course Outcome (CO):

**CO1** – The learner will help them develop good understanding of primary market and secondary market in equity market.

**CO2** – The learner will understand the role and functioning of the market.

CO3 – The learner will be aware of the legislative, executive and judicial functions of such regulatory authorities.

5) Category of Course : Elective Course

6) Semester: IV

7) Total Hours: 60 hours8) Total Credits: 3 credits

9) Evaluation Pattern:

a. Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme** : 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		1	-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-   
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
Case Studies     Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Financial Market	<ul> <li>Equity market – meaning &amp; definitions of equity share; Growth of Corporate sector &amp; simultaneous growth of equity shareholders; divorce between ownership and management in companies; development of Equity culture in India &amp; current position.</li> <li>Debt market – Evolution of Debt markets in India; Money market &amp; Debt markets in India; Regulatory framework in the Indian Debt market.</li> </ul>
II	Dynamics of Equity Market	<ul> <li>Primary:         <ul> <li>1)IPO – methods followed (simple numerical)</li> <li>2) Book building</li> <li>3)Role of merchant bankers in fixing the price</li> <li>4)Red herring prospectus – unique features</li> <li>5)Numerical on sweat equity, ESOP &amp; Rights issue of shares</li> </ul> </li> <li>Secondary: 1) Definition &amp; functions of stock exchanges         <ul> <li>2) Evolution &amp; growth of stock exchanges</li> <li>3)Stock exchanges in India</li> <li>4)NSE, BSE OTCEI &amp; overseas stock exchanges</li> <li>5)Recent developments in stock exchanges</li> <li>6)Stock market Indices</li> </ul> </li> </ul>
III	Players in debt markets	<ul> <li>Players in debt markets: <ol> <li>Govt. securities</li> <li>Public sector bonds &amp; corporate bonds</li> <li>open market operations</li> <li>Security trading corp. of India</li> <li>Primary dealers in Govt. securities</li> </ol> </li> <li>Bonds: <ol> <li>Features of bonds</li> </ol> </li> <li>Types of bonds</li> </ul>
IV	Valuation of Equity & Bonds	<ul> <li>Valuation of equity: <ol> <li>Balance sheet valuation</li> <li>Dividend discount model (zero growth, constant growth &amp; multiple growth)</li> <li>Price earning model</li> <li>Valuation of bonds</li> <li>Determinants of the value of bonds</li> <li>Yield to Maturity</li> <li>Interest rate risk</li> <li>Determinants of Interest Rate Risk</li> </ol> </li> </ul>

- Allen, Larry.1750-2000. The Global Financial System.
- Ian H, Giddy. 1994. Global Financial Markets. Houghton Mifflin.
- Saunders, Anthony. and Cornett, Marica Millon. Financial markets & institutions: A modern perspective: TMIT.
- L,M Bhole. Financial institutions & markets: Structure, growth & innovations. 5th ed. T MH.
- Chandra, P. 2011. Corporate Valuation and Value Creation. 1st ed. TMH.

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### **COURSE DETAILS**

1) Title of the Course: Information Technology- II

2) Course Code: SF-BI-IV-AB-IT

### 3) Course Objective:

The Course will help the learner –

- To understand how technology and business work together.
- To understand the basics of payments done using technology.
- To learn to use computer practically.
- To understand the security to be taken care when technology is in hand

#### 4) Course Outcome (CO):

- CO1 Learners would know about the use of commercial activity using electronic media.
- **CO2** Learners know about the basic working of different technology and new trends in commerce using electronic media.
- CO3 Through different software a learner will know how to make documents, presentations and spreadsheets.
- CO4 Learners becomes aware of the different laws related to electronic media
- 5) Category of Course: : Skill/Ability Enhancement Courses
- 6) Semester: IV
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	В.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	E-banking Business Models	<ul> <li>Various models- home banking, office banking, online banking, internet banking, mobile banking, SMS banking,- models of electronic payments, other business models</li> </ul>	
II	Induction of Techno	• Development Life Cycle, Project Management, Building	
	Management	Data Centers, Role of DBMS in Banking, Data Warehousing and Data Mining, RDBMS Tools	
		• 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	
		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,      Feliciant and a series and a series are a series as a series are a series as a series are a series are a series as a series are a series as a series are a	
		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.	
III	IT Applications and	Objectives, Electronic Commerce and Banking, Banking	
	Banking	Software, Electronic Clearing and Settlement Systems, Plastic Money	
IV	MS-Office: Packages for	• MS-PowerPoint presentation: Internal links between	
	Institutional Automation	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(.ppx)	
		onde show(.ppA)	

PROGRAMME CODE: SFP-BI ************************************	Course Details For Semester: III & IV ******************************
	• 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.

- 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 Tempuras 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

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### **COURSE DETAILS**

1) Title of the Course: Foundation Course – III (Overview of Insurance)

2) Course Code: SF-BI-IV-ID-FC

### 3) Course Objective:

The Course will help the learner –

- To get knowledge regarding insurance sectors.
- To describe the features of life insurance.
- To elaborate the difference between Life Insurance and General Insurance.
- To obtain in-depth knowledge about Traditional life insurance and Non-traditional life insurance.
- To study important regulations under IRDA.
- To get in-depth knowledge about health insurance, general insurance Home Insurance and Motor insurance.
- To learn the roles of insurance in Logistics.
- To study important forms and procedures under fire insurance.

#### 4) Course Outcome (CO):

- **CO1** Learners will be able to understand various principles, provisions that govern the Life Insurance contract and general insurance contract.
- CO2 The course will make them understand how to choose life insurance policies based on their needs.
- CO3 Learners will get to know various policies under Health, Home and Motor insurance.
- **CO4 Learners** will get to know about the concept of fire insurance.
- **CO5** Understand the importance of insurance in Logistics.
- 5) Category of Course: Multi-disciplinary/ Interdisciplinary course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- 8) Total Credits: 2 credits

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

#### 9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

c. Marking Scheme: 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	l	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			1
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

## f. Paper Pattern of Continuous Internal Assessment (C.I.A.): 40 Marks Classification

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

# 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	An Introduction to Life	A) Life Insurance Business – Components, Human Life Value
	Insurance	Approach, Mutuality, Principle of Risk Pooling, Life Insurance
		Contract, Determinants of Risk Premium
		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
		C) Non Traditional Life Insurance Products (Those of SBI and
		ICICI – Introduction, Forms and procedures)
II	An Introduction to Health	A) Health Insurance – Meaning, IRDA Regulations,
	Insurance	determinants of Health Insurance, Health Insurance Market in
	msurance	India and determinants of Risk Premium.
		mara and determinants of Kisk Flemium.
		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.
III	An Introduction to Home	A) Home Insurance - SBI and ICICI Plans – Introduction,
	and Motor Insurance	Forms and Procedures, Inclusions and Exclusions in policies,
	WALL TIEVVOL AMURICUM	more records, metablish and Environment policies,

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: III & IV

Determinants of Risk Premium and Impact of Catastrophes on Home Insurance. B) Vehicle Insurance-SBI and ICICI Plans-Introduction, Forms and Procedures, Determinants of Risk Premium, Inclusions and Exclusions. IV A) Role of Insurance in Logistic - Meaning & Importance, Role of **Insurance** Logistic Hazards, Protection, Social Security - Type of Risks and Accidents. B) Fire Insurance – SBI and ICICI Plans – Introduction, Forms and Procedures, Standard Fire and Special Perils Policy, Tariff system and special policies.

- Insurance Principles and Practice M N Mishra & S B Mishra S. Chand 22 ndP Edition
- Insurance Claims Solutions DR L.P Gupta Revised Edition
- Introduction to Risk Management & Insurance Mark S Dorfman & David A. Cather Tenth Edition
- Risk Management Insurance S. Arunajatesan & T.R Vishwanathan

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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#### **COURSE DETAILS**

1) Title of the Course: Investment Analysis

2) Course Code: SF-BI-IV-AD-INA

3) Course Objective:

The Course will help the learner –

- To get knowledge about basic principles of Investment Analysis
- To get knowledge about techniques of Investment analysis and Portfolio Management.
- To examine the relationships between returns and risks.
- To learn analysis and evaluate ordinary shares and fixed income securities.

#### 4) Course Outcome (CO):

On successful completion of the course Learners will be able to:

- **CO1-** Examine the relationships between returns and risks.
- **CO2** -Demonstrate knowledge and skills in the core investment concepts, collecting financial information from electronic databases and employing analytical tools to value financial securities.
- **CO3** Demonstrate critical thinking, analytical and problem-solving skills in the context of investment theories and practices.
- **CO4** Analyze and evaluate ordinary shares and fixed income securities.
- 5) Category of Course: Additional Course
- 6) Semester: IV
- 7) Total Hours: 60 hours
- 8) Total Credits: 2 credits
- 9) Evaluation Pattern :
- **a.** Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: III & IV

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	l .	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: III & IV

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	Introduction to	Introduction to Investment Environment	
	Investment Environment	Introduction, Investment Process, Criteria for Investment, Types	
		of Investors, Investment V/s Speculation V/s Gambling,	
		Investment Avenues, Factors, Influencing Selection of	
		Investment Alternatives	
		Capital Market in India	
		Introduction, Concepts of Investment Banks its Role and	
		Functions, Stock, Market Index, The NASDAQ, SDL, NSDL,	
		Benefits of Depository Settlement, Online Share Trading and its	
		Advantages, Concepts of Small cap, Large cap, Midcap and	
		Penny stocks	
II	Risk and Return	• Meaning, Types of Risk- Systematic and Unsystematic risk,	
	Relationship	Measurement of Beta, Standard Deviation, Variance,	
		Reduction of Risk through Diversification.	
		Practical Problems on Calculation of Standard Deviation,	
		Variance and Beta.	
III	Portfolio Management	<u>a) Portfolio Management:</u> Meaning and Concept, Portfolio	
	and Security Analysis	Management Process, Objectives, Basic Principles, Factors	
		affecting Investment Decisions in Portfolio Management,	
		Portfolio Strategy Mix.	
		b) Security Analysis: Fundamental Analysis, Economic	
		Analysis, Industry Analysis, Company Analysis, Technical	
		Analysis - Basic Principles of Technical Analysis. Uses of	
		Charts: Line Chart, Bar Chart, Candlestick Chart, Mathematical	
***		Indicators: Moving Averages, Oscillators.	
IV	Theories, Capital Asset	a) Theories: Dow Jones Theory, Elliot Wave Theory, Efficient	
	Pricing Model and	Market Theory	
	Portfolio Performance	b) Capital Asset Pricing Model: Assumptions of CAPM,	
	Measurement	CAPM Equation, Capital Market Line, Security Market Line	
		c) Portfolio Performance Measurement: Meaning of Portfolio	
		Evaluation, Sharpe's Ratio (Basic Problems), Treynor's Ratio	
		(Basic Problems), Jensen's Differential Returns (Basic	
		Problems)	

- Kevin. S, Security Analysis and Portfolio Management
- Donald Fischer & Ronald Jordon, Security Analysis & Portfolio Management
- Prasanna Chandra, Security Analysis & Portfolio Management
- Sudhindhra Bhatt, Security Analysis and Portfolio Management.

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### SEMESTER - V

#### **COURSE DETAILS**

1) Title of the Course: International Banking and Finance

2) Course Code: SF-BI-V-C-IBF

#### 3) Course Objective:

The Course will help the learner –

- To study banking, economic, and financial issues in countries and across the global economy and financial markets.
- To understand the framework for the exchange of scholarly research and ideas among its Members.
- To have economic and policy analyses for academic or business development and to improve policy making by government.

#### 4) Course Outcome (CO):

- **CO1** To enable learners to know basics of International Banking and Finance.
- **CO2** To make them aware about basic terminology in Banking and Finance.
- **CO3** To make them understand about various foreign exchange across the globe.
- **CO4** To identify the risk faced by the Industry and Banks in International Market.
- 5) Category of Course: Core Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 4 credits

#### 9) Evaluation Pattern:

- a. Total Marks: 100 Marks (10 Point Grading System)
- **b. Passing Criteria:** 40% Marks (04 Grade Points)
- c. Marking Scheme: 60:40 Pattern
  - 60 Marks Written Semester End Exam (Passing: 24 Marks)
  - 40 Marks Internal Exam (Passing: 16 Marks)
- d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	<u>-</u>
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	<u>-</u>
	OR			_
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	<b>Fundamentals</b> of	Meaning and Scope of International Finance, Balance of	
	International Finance	Payment, Components, Deficit in Balance of Payment, Concept	
		of Currency Convertibility. International Monetary System,	
		Gold Standard, Features, Bretton Wood System, Background	
		and Features, Reasons for its Failure, Smithsonian Agreement,	
		SDRs, European Monetary System. Current Exchange Rate	
		Systems - Fixed and Flexible Exchange Rate, Merits Demerits,	
		Types of Fixed Exchange Rate, Hard Pegs and Soft Pegs, Types	
		of Flexible Exchange Rate, Managed and Free Float.	
II	International Capital	Types of Capital Flows, FDI, FPI, FII Euro Currency Markets,	
	Markets	Origin and Reasons of growth, a Brief Understanding of	
		Eurocurrency Deposit, Loans Bonds and Notes Market, Concept	
		of Offshore Banking. International Equity Markets, Concept of	
		Depository Receipts, GDR, Characteristics, Mechanism of	
		Issue, Participants Involved, ADR, Types and Characteristics,	
		Concept of IDR. International Bond Market, Concepts of	
		Domestic Bond, Concept and Types of Foreign Bonds, Concept	
		and Types of Euro Currency Bonds, Concepts of Foreign	
		Currency Convertible and Foreign Currency Exchangeable	
		Bonds, Participatory Notes.	
III	Foreign Exchange	Foreign Exchange Markets Introduction, Market and Market	
	Markets & Risk	Participants, Foreign Exchange Management in India, Retail	
	Management	and Whole Sale Component of Indian Foreign Exchange	
		Market, Role of FEDAI, FEMA and Regulatory Framework,	
		Dealing Room Operations. Foreign Exchange Arithmetic,	
		Exchange Rate Quotations, Direct, Indirect and Cross rate,	
		Percentage Spread, Arbitrage, Geographical, Triangular and	
		Interest Rate (formula method only), Calculation of Forward	
		Rates using Schedule of Swap Points, AFM, Determinants of	

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: V & VI

	***************		
	Exchange Rate – Purchasing Power and Interest Rate Parity&		
	Risk Management and Derivatives, Transaction, Translation		
	and Economic Risk Faced by Corporates, Transaction, Position,		
	Settlement, Pre-settlement, Gap/Mismatch Risk faced by Banks, Internal and External Hedging, Foreign Currency Derivative		
	Instruments for Risk Management, Forward, Futures, Swaps		
	and Options, Country Risk Management.		
International Banking	Introduction, Definition, Features of International Banking,		
Operations	Reasons for Growth of International Banking, Recent Trends in		
•	International Banking, Emergence of Crypto currency -		
	Overview, Brief Overview of Bitcoin and other Crypto		
	Currencies, Note on Mining and Crypto Currency Exchanges,		
	Advantages, Disadvantages of Crypto Currency. Functions of		
	International Banking, Correspondent Banking, International		
	Payment Systems, NRI accounts, Export Finance, Import		
	Finance, International Merchant Banking, Financing Project		
	Exports, Derivative Offering, Remittances, Compliance		
	related- Interbank Functions, Internal Functions, Letter of		
	Credit and Bank Guarantees. International Lending Operation,		
	Loan Syndication, Parties Involved, Phases/Stages in Loan		
	Syndication, Types of Syndication, Role of LIBOR, Risk in		
	International Lending, Role of International Credit Rating		
	Agencies.		

- Apte P.G. International Finance A Business Perspective, New Delhi, TATA McGraw Hill, McGraw Hill Education; 2 edition, July 2017.
- Bhalla .V.K. international Financial Management- S.Chand Publishing,
- International Banking Operations- IIBF- MacMillan Publishers, 2007
- International Banking Legal and Regulatory Aspects- IIBF- MacMillan Publishers, 2007

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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## **COURSE DETAILS**

1) Title of the Course: Financial Management - I

2) Course Code: SF-BI-V-C-FM

## 3) Course Objective:

The Course will help the learner –

- To understand the basic concepts of Capital budgeting & rationing.
- To familiarize with cost of capital, capital structure, etc. are related to each other and to the overall financial wellbeing of company.

#### 4) Course Outcome (CO):

- CO1 Learners learn theoretical and practical knowledge of financial management in banking and insurance.
- CO2 Learners learn importance of risk in context to financial decision making
- **CO3** Learners will gain knowledge of different types of budget.
- 5) Category of Course: Core Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 4 credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-
	C.	Full Length Question	08 Marks	1
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### 10) Modules / Units:

MODULE	TOPIC CONTENTS COVERED		
NO.			
I	Introduction to Finance and Financial Management	<ul> <li>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     </li> <li>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.     </li> <li>Objectives of the Firm         Profit Maximization and Shareholders Wealth         Maximization, Profit V/s Value Maximization</li> </ul>	
II	Financial Goal Setting & Time value of Money	<ul> <li>Financial Goal Setting: Introduction, Financial Forecasting         <ul> <li>Meaning, Techniques, Benefits, Approaches to Financial Planning</li> </ul> </li> <li>Economic Value Added (EVA): Measurement &amp; Components, Free Cash Flow (FCF)</li> <li>Time Value of Money: Concept, Present Value, Annuity, Techniques of Discounting, Techniques of Compounding</li> </ul>	
III	Investment Decisions: Capital Budgeting	Nature of Capital Budgeting, Purpose of Capital Budgeting, Capital Budgeting Process, Types of Capital Investment, Basic Principle of Measuring Project Cash Flows, Increment Principle, Long Term Funds Principle, Exclusion of Financial Cost Principle, Post Tax Principle Probability technique for measurement of cash flow Capital Budgeting Techniques: Net Present Value Profitability Index and Discounted Pay Back Method. A Comparison; Project Selection Under Capital Rationing	

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: V & VI

Structure Theories, Dividend Policies (Walter & Gordon)

IV	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		

- 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.

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

#### **COURSE DETAILS**

1) Title of the Course: Financial Service Management

2) Course Code: SF-BI-V-E-FSM

3) Course Objective:

The Course will help the learner –

- To acquire the skills necessary to participate in managing a financial services company
- To describe and apply financial concepts, theories and tools.
- To understand different financial instruments and financial concepts

#### 4) Course Outcome (CO):

**CO1** –The learners will be able to apply necessary skills in managing a financial service company.

**CO2-**They will be able to apply financial concepts, theories and tools and will be in a position to evaluate the legal, ethical and economic environment related to financial services.

- 5) Category of Course: Elective Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Financial Services	<ul> <li>Financial Services Meaning, Classification, Scope, Fund Based Activities, Non Fund Based Activities, Modern Activities, Sources of Revenue, Need for Financial Innovation, New Financial Products &amp; Services, Innovative Financial Instruments, Challenges Facing the Financial Sector.</li> <li>Merchant Banking Definition, Origin, Merchant Banking in India, Merchant Banks and Commercial Banks, Services of Merchant Banks, Qualities of Merchant Bankers in Market Making Process, Progress of Merchant Banking in India, Problems, Scope of Merchant Banking in India.</li> </ul>
II	Mutual Funds, Factoring and Forfeiting	<ul> <li>Mutual Funds Introduction to Mutual Funds, Structure of Mutual Fund in India, Classification of Mutual Funds, AMFI Objectives, Advantages of Mutual Funds, Disadvantages of Mutual Funds, NAV Calculation and Pricing of Mutual Funds, Mutual Funds Abroad, Mutual Funds in India, Reasons for Slow growth, Future of Mutual Funds Industry.</li> <li>Factoring and Forfeiting Factoring, Meaning, Modus Operandi, Terms and Conditions, Functions, Types of Factoring, Factoring vs. Discounting, Cost of factoring, Benefits, Factoring in India, International Factoring, Definition, Types of Export Factoring, Factoring in Other Countries, EDI Factoring, Forfeiting- Definition, Factoring vs. Forfeiting, Working of Forfeiting, Cost of Forfeiting, Benefits of Forfeiting, Drawbacks of Forfeiting.</li> </ul>
III	Securitization of Debts, Derivatives and Depositories & Pledge	<ul> <li>Securitization of Debt Meaning &amp; Definition of Securitization, Securitization vs. Factoring, Modus Operandi, Role of Merchant Banker, Role of Other Parties, Securitization Structure Securitisable assets, Benefits of Securitization, Conditions for Successful Securitization, Securitization Abroad, Securitization in India, Reasons for non-popularity of Securitization, Future Prospects of Securitization.</li> <li>Derivatives Meaning, Types of Financial Derivatives, Options, Futures, Forwards, Swaps, Futures &amp; Options Trading System, Clearing Entities &amp;Their Role.</li> </ul>

#### PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

	***************				
		•	Overview of Depository, Key features of Depositories		
			Systems in India, Depository- Bank Analogy, Legal		
			Framework, Eligibility Criteria for A Depository,		
			Agreement between Depository & Issuers, Rights &		
			Obligation of Depositories, Records Maintained by		
			Depository, Services of Depository & Functions of		
			Depository, Organization & Functions of NSDL, Pledge &		
			Hypothecation, Procedure for Pledge/Hypothecation,		
			Procedure of Confirmation of Creation of		
			Pledge/Hypothecations by Pledgee, Closure of A		
			Pledge/Hypothecation by Pledger, Invocation of Pledge by		
			Pledgee.		
			$\mathcal{C}$		
IV	<b>Housing Finance and</b>	•	Housing Finance Introduction, Housing Finance Industry,		
IV	Housing Finance and Consumer Finance	•			
IV		•	Housing Finance Introduction, Housing Finance Industry,		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB),		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing Finance Agencies. Consumer Finance Introduction,		
IV		•	Housing Finance Introduction, Housing Finance Industry, Housing Finance Policy Aspect, Sources of Funds, Market of Housing Finance in India, Major Issues of Housing Finance in India, Growth Factors, Housing Finance Institutions in India, National Housing Bank(NHB), Guidelines for ALM System in Housing Finance Companies, Fair Trade Practice, Code for HFC's, Housing Finance Agencies. Consumer Finance Introduction, Sources, Types of Products, Consumer Finance Practice in		

- Financial Services, Dr.S Gurusamy, The Mgraw Hill companies, 2 edition (26 June 2009).
- Financial Markets and Financial services, Vasant Desai, Himalaya Publishing House, First Edition edition (2010).
- Financial Services, M.Y.Khan, Tata Mc-Graw Hill Publishing Company Ltd, Ninth edition(2017).
- Financial Markets and Services –E.Gordon and K.Natanrajan, Himalaya Publishing House, Tenth Edition edition (2016)

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Ethics and Corporate Governance

2) Course Code: SF-BI-V-E-ETH

#### 3) Course Objective:

The Course will help the learner –

- To understand the significance of ethics and ethical practices in business which are indispensable for the progress of a country
- To learn the applicability of ethics in functional areas
- To identify ethical dilemmas and understand their implication s
- To understand the scope of Corporate Governance

#### 4) Course Outcome (CO):

The learner will be able to -

- **CO1-** Apply theoretical and practical approaches of business ethics, CSR and CG relevant to contemporary environment.
- **CO2-** Promote ethical standards at work place and provide a consistent example of desired ethical conduct.
- **CO3-** Demonstrate a critical appreciation of importance of corporate responsibility and how it relates to corporate strategy.
- 5) Category of Course : Elective Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	-		
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED		
NO.				
I	Introduction to Business Ethics	<ul> <li>Definition, Meaning, Nature of Ethics, Meaning of Moral &amp; Ethics.</li> <li>Types of Ethics, Importance of Ethics, Business Ethics - Meaning and Nature.</li> <li>Importance of Ethics in Business, Areas of Business Ethics, Meaning of Functional</li> <li>Ethics, Types of Ethics According to Functions of Business-Marketing Ethics,</li> <li>Foreign Trade Ethics and Ethics Relating to Copyright.</li> <li>Ethics relating to Free and Perfect Competitive Market.</li> </ul>		
II	Application of Ethical	Ethical Decision Making: Decision Making (Normal)		
	Theories in Business	<ul> <li>Dilemmas And Problems):</li> <li>(I) Utilitarianism (J. Bentham and J.S. Mill), (Ii) Deontology (I. Kant) Virtue Ethics (Aristotle). Gandhian Approach in Management and Trusteeship, Importance and Relevance of Trusteeship Principle in Modern Business. Ethical Issues in</li> <li>Functional Areas of Business.</li> <li>Ethics in Advertising (Truth in Advertising). Ethical Issues</li> </ul>		
III	<b>Introduction to Corporate</b>	Definition & Conceptual Framework of Corporate		
	Governance	<ul> <li>Governance, Business Ethics -</li> <li>an important dimension to Corporate Governance, Fair and Unfair Business</li> <li>Practices. Theoretical Basis of Corporate Governance, Mechanism- Corporate</li> <li>Governance Systems, Indian Model of Governance, Good Corporate Governance,</li> <li>Obligations towards Society and Stake holders. Theories underlying Corporate</li> <li>Governance (Stake holder's theory and Stewardship theory, Agency theory,</li> <li>Separation of Ownership and Control, Corporate Governance Mechanism:</li> <li>Process, Indian Model, OECD, and Emphasis on Corporate Governance,</li> <li>(Transparency Accountability and Empowerment).</li> </ul>		

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#### PROGRAMME CODE: SFP-BI

Genesis

IV

#### Course Details For Semester: V & VI

Arthashastra

Good

and

principles

Implementation of corporate Governance in India:

Governance in ancient India,

Protection of Interest of Customer and Investors, Historical perspective of Corporate Governance and Issues in

Introduction

Protection of Interest of Customer and Investors, Finstorical perspective of Corporate Governance and Issues in Corporate Governance.
 Values: Meaning, Types Teaching from Scriptures like Gita, Quran, Bible Value Systems in Business.
 Implementation of Corporate Governance
 Role of Board of Directors and Board Structure, Role of the Non- executive Director, Role of Auditors, SEBI Growth of Corporate Governance. Role of Government, Corporate

 Role of Board of Directors and Board Structure, Role of the Non- executive Director, Role of Auditors, SEBI Growth of Corporate Governance. Role of Government, Corporate Governance in India. Accounting Standards and Accounting disclosures. Finance Reporting and Corporate Governance, Non Accounting Regulations in Corporate Governance, Corporate Governance &CSR,

Family Owned Business - Background, Family Businesses in India, Need for Professionalization and Transparency in Family Business.

V Global Scenario • Business Ethics in Global Economy.

• Ethics in the Context of Global Economy, Relationship between Business Ethics & Business Development, Role of Business Ethics in Building a Civilized Society.

Corporate Governance and Issues Related to Scams

• Corruption: Meaning, Causes, Effects.

• Frauds and Scams in Banks, Insurance Companies, Financial Institutions, Measures to Overcome Fraud and Corruption, Zero Tolerance of Corruption.

- Laura P. Hartman, Joe DesJardins, Business Ethics, Mcgraw Hill, 2nd Edition
- C. Fernando, Business Ethics An Indian Perspective, Pearson, 2010
- Joseph DesJardins, An Introduction to Business Ethics, Tata McGraw Hill, 2nd Edition
- Richard T DeGeorge, Business Ethics, Pearson, 7th Edition
- Dr.A.K. Gavai, Business Ethics, Himalaya Publishing House, 2008
- S.K. Mandal, Ethics is Business and Corporate Governance, McGraw Hill, 2010
- Laura Pincus Hartman, Perspectives in Business Ethics, McGraw Hill International Editions, 199

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Risk Management

2) Course Code: SF-BI-V-E-RISK

## 3) Course Objective:

The Course will help the learner –

- To familiarize with the fundamental aspects of risk management and control
- To give a comprehensive overview of risk governance and assurance with special reference to insurance sector
- To introduce the basic concepts, functions, process, techniques of risk management

## 4) Course Outcome (CO):

**CO1** –Learners will understand and assess various types of risk and identify methods to reduce or mitigate the risk.

CO2 – Learners will apply comprehensive overview of risk governance and assurance with special reference to insurance sector

5) Category of Course : Elective Course

6) Semester: V

7) Total Hours: 60 hours8) Total Credits: 3 credits

#### 9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED		
NO.				
I	Introduction, Risk Measurement and Control	<ul> <li>Definition, Risk Process, Risk Organization, Key Risks – Interest, Market, Credit, Currency, Liquidity, Legal, Operational</li> <li>Risk Management V/s Risk Measurement – Managing Risk, Diversification,, Investment Strategies and Introduction to Quantitative Risk Measurement and its Limitations</li> <li>Principals of Risk - Alpha, Beta, R squared, Standard Deviation, Risk Exposure, Analysis, Risk Immunization, Risk and Summary Measures –Simulation Method, Duration Analysis, Linear and other Statistical Techniques for Internal Control</li> </ul>		
II	Risk Avoidance and ERM	<ul> <li>Risk Hedging Instruments and Mechanism:         Forwards, Futures, Options, Swaps and Arbitrage         Techniques, Risk Return, Trade off, Markowitz Risk Return         Model, Arbitrage Theory, System Audit Significance in         Risk Mitigation</li> <li>Enterprise Risk Management:         Risk Management V/s Enterprise Risk Management,         Integrated Enterprise Risk, Management, ERM Framework,         ERM Process, ERM Matrix, SWOT Analysis, Sample Risk         Register</li> </ul>		
III	Risk Governance and	Risk Governance:		
****	Assurance	<ul> <li>Importance and Scope of Risk Governance, Risk and Three Lines of Defense, Risk Management and Corporate Governance</li> <li>Risk Assurance:         <ul> <li>Purpose and Sources of Risk Assurance, Nature of Risk Assurance, Reports and Challenges of Risk</li> </ul> </li> <li>Risk and Stakeholders Expectations:         <ul> <li>Identifying the Range of Stakeholders and Responding to Stakeholders Expectations</li> </ul> </li> </ul>		
IV	Risk Management in Insurance	<ul> <li>Insurance Industry:         Global Perspective, Regulatory Framework in India, IRDA         - Reforms, Powers, Functions and Duties. Role and         Importance of Actuary</li> <li>Players of Insurance Business:         Life and Non- Life Insurance, Reinsurance, Bancassurance,         Alternative Risk Trance, Insurance Securitization, Pricing of</li> </ul>		

Course Details For Semester: V & VI

	Insurance	products,	Expected	Claim	Costs,	Risk
	Classificati	on				
•	Claim Ma	nagement:				
	General Gu	uidelines, Li	fe Insurance	e, Maturi	ty, Death	, Fire,
	Marine, M	otor Insurai	nce and Cal	lculation	of Disco	ounted
	Expected C	Claim Cost a	nd Fair Prem	nium		

#### 11) References:

PROGRAMME CODE: SFP-BI

- Thomas S. Coleman, Quantitative Risk Management : A Practical Guide to Financial Risk
- Steve Peterson, Investment Theory and Risk Management
- Risk Management, M/s Macmillan India Limited
- Theory & Practice of Treasury Risk Management: M/s Taxman Publications Ltd.
- Sim Segal, Corporate Value of ERM
- Dr. G Kotreshwar, Risk Management: Insurance and Derivatives, Himalaya Publishing House

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Logic & Reasoning

2) Course Code: SF-BI-V-AB-LAR

3) Course Objective:

The Course will help the learner –

- To identify the core skills associated with critical thinking.
- To construct a logically sound and well-reasoned argument.
- To avoid the various fallacies that can arise through the misuse of logic.

#### 4) Course Outcome (CO):

After reading this course, learner would able to-

- CO1 Understand and explain the importance of critical thinking
- CO2 Demonstrate the difference between deductive and inductive reasoning
- **CO3** Have a base of analytical thought process which would be a help in qualifying Competitive Exams.
- 5) Category of Course: Skill/Ability Enhancement Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	В.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

## 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Number and Letter Series	Types of Number Series
		One Line Series
		Two Line Series
		Letter Series
II	Coding-Decoding and Relationship	Letter Coding
		Letter and Numerical Coding
		Coding using Position Number of alphabet
		Substitution Coding
		Artificial Language coding
		Relationships
III	Logical Diagram and Venn Diagram	Venn Diagrams
		Relationship diagrams
IV	Ranking and Sitting Arrangement	Ranking
		Seating Arrangements

## 11) References:

• General Paper 1 Teaching and Research Aptitude. Arihant Publications (India) Limited, Meerut (UP)

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

#### **COURSE DETAILS**

1) Title of the Course: Strategic Management

2) Course Code: SF-BI-V-ID-SM

#### 3) Course Objective:

The Course will help the learner –

- To understand the basic concepts and principles of strategic management and analyze the internal and external environment of business
- To understand the principles of strategy formulation, implementation and control in organizations.
- To expose Learners to various perspectives and concepts of how to manage strategically.

## 4) Course Outcome (CO):

**CO1** – Annual plans for businesses are often put together, but within the 21st century, it is important to be flexible and adapt to changing environments and demands. This is what the learner would learn after completion of the course.

CO2 – The learner will be able to draft a business strategy to be successful by considering customer's opinion, employees' contribution and the industry's best practices.

CO3 – The learner can think innovatively along with successful implementation and evaluation of it.

5) Category of Course: Multi-disciplinary/ Inter-disciplinary course

6) Semester: V

7) **Total Hours:** 60 hours

8) Total Credits: 2 credits

#### 9) Evaluation Pattern:

**a.** Total Marks: 100 Marks (10 Point Grading System)

**b. Passing Criteria:** 40% Marks (04 Grade Points)

**c. Marking Scheme :** 60:40 Pattern

• 60 Marks – Written Semester End Exam (Passing: 24 Marks)

• 40 Marks – Internal Exam (Passing: 16 Marks)

d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
<u>Subject Oriented Activities –</u>	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

#### 10) Modules / Units:

MODULE	C TOPIC CONTENTS COVERED	
NO.		
I	Strategic Management an	Definitions, Strategic Decision Making, Levels of
	Overview	Strategic Management, Process of Strategic
		Management, Principles of Good Strategy, Elements of
		Strategic Management, Models of Strategic
		Management.
II	Strategic Management Importance of Politics in Strategic Management, Social	
	Environment	Political, and Technological forces, Role of
		Competition, National and Global Business
		Environment. Components of Environment,
		Environmental Scanning, Analysis of Strategies and
		Choice of Strategy. Ethics, Social Responsibility, Impact
		of Legal Factors in Strategic Management, SWOT
		Analysis.
III	Levels of Strategies and Analysis	Corporate Level Strategies- Concentration, Integration
		and Diversification, Internationalization, Digitization.
		Process of Strategic Choice, Factors of Strategic Choice,
		Strategic Analysis.
IV	Activating Strategy and	Process and Nature of Strategy implementation,
	Implementation/ Strategic	Barriers, Model of Strategy Implementation- Structural,
	<b>Evaluation and Control</b>	Behavioral and Functional.
		Standards, Benchmarking, Gap Analysis. Features and
		Importance of Evaluation, Barriers in Evaluation, Types.
		Strategic Control- Setting Standards, Comparison,
		Control Process, Systems, Approaches, Techniques of
		Evaluation and Control. Role of Information System.

- Strategic Management, 12th Ed. Concepts and Cases, Arthur A. Jr.
- Management Policy and Strategic Management (Concepts, Skills and Practices),
- R.M.Shrivastava. Business Policy and Strategic Management P. Sulbha Raorane
- Strategic Planning Formulation of Corporate Strategy, Ramaswamy

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

#### **COURSE DETAILS**

1) Title of the Course: Research Methodology

2) Course Code: SF-BI-V-AD-RM

3) Course Objective:

The Course will help the learner –

- To study analytical abilities and research skills.
- To learn how to conduct a Research and its methodology.

#### 4) Course Outcome (CO):

- **CO1** This will help them to prepare different report as per requirement of organisation.
- **CO2** The learner will acquire the basic concept of research.
- CO3 The learner will be able to do analysis with different statistical tools.
- 5) Category of Course: Project / Additional Course
- 6) Semester: V
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A. Full Length Question 08 Marks		08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
	OR			
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS	
Internal Written Exam	15 Marks	
Subject Oriented Activities –	15 Marks	
• PPT Presentations • Assignments		
• Case Studies • Field Research		
Class Participation & Attendance	10 Marks	
TOTAL	40 Marks	

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### 10) Modules / Units:

MODULE	TOPIC	CONTENTS COVERED	
NO.			
NO.	Introduction to business research methods	<ul> <li>Meaning and objectives of research</li> <li>Types of research— a) Pure, Basic and Fundamental b) Applied, c)Empirical d) Scientific &amp; Social e)Historical f) Exploratory g) Descriptive h)Causal</li> <li>Concepts in Research: Variables, Qualitative and Quantitative Research</li> <li>Stages in research process.</li> <li>Characteristics of Good Research</li> <li>Hypothesis-Meaning, Nature, Significance, Types of Hypothesis, Sources.</li> <li>Research design— Meaning, Definition, Need and Importance, Steps in research design, Essentials of a good</li> </ul>	
II	Data collection and Processing	<ul> <li>research design, Areas / Scope of research design and Types-Descriptive, Exploratory and causal.</li> <li>Sampling— a) meaning of sample and sampling, b) methods of sampling-i)Non Probability Sampling— Convenient, Judgment, Quota, Snow ball</li> <li>ii) Probability— Simple Random, Stratified, Cluster, Multi Stage.</li> <li>Types of data and sources-Primary and Secondary data sources</li> </ul>	
		<ul> <li>Methods of collection of primary data</li> <li>Observation- i) structured and unstructured, ii) disguised and undisguised, iii) mechanical observations (use of gadgets)</li> <li>Experimental i) Field ii) Laboratory</li> <li>Interview – i) Personal Interview ii) focused group, iii) indepth interviews - Method,</li> <li>Survey– Telephonic survey, Mail, E-mail, Internet survey, Social media, and Media listening.</li> <li>Survey instrument– i) Questionnaire designing.</li> <li>Types of questions– i) structured/ close ended and ii) unstructured/ open ended, iii) Dichotomous, iv) Multiple</li> </ul>	

#### PROGRAMME CODE: SFP-BI

#### Course Details For Semester: V & VI

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III	Data analysis and	• Processing of data— i) Editing- field and office editing,		
	Interpretation	ii)coding- meaning and essentials, iii) tabulation - note		
		Analysis of data-Meaning, Purpose, types.		
		• Interpretation of data-Essentials, importance and		
		Significance of processing data		
		Multivariate analysis—concept only		
		• Testing of hypothesis– concept and problems– i) chi square		
		test, ii) Zandt-test (for large and small sample)		
IV	Advanced techniques in	• Report writing – i) Meaning, importance, functions of		
	Report Writing	reports, essential of a good report, content of report, steps in		
		writing a report, types of reports, Footnotes and		
		Bibliography		
		Ethics and research		
		Objectivity, Confidentiality and anonymity in Research		
		Plagiarism		

- Paul E, Green.and Donald S, Tull. Research for Marketing Decisions.
- Harper W.et all. *Marketing Research- Text and Cases*.
- O.R, Krishnaswamy. Research methodology in Social sciences. Himalaya Publication.
- Donald R, Cooper. And Pamela Schindler. Business Research Methods. Tata McGraw Hill.
- Naresh K, Malhotra. And Pearson. *Marketing research and applied orientation*.
- Levin and Reuben. *Statistics for management*. Prentice Hall.
- S, Shajahan. *Research Methods for Management*: Jaico Publishing

# SEMESTER – VI

# COURSE DETAILS

1) Title of the Course: Central Banking

2) Course Code: SF-BI-VI-C-CB

3) Course Objective:

The Course will help the learner –

 For studying Central banking and functions performed by a central bank for ensuring financial stability.

#### 4) Course Outcome (CO):

- **CO1** The learner will be able to understand the purpose and the functions of central bank, monetary policies and how they have evolved over time.
- **CO2-** Learners are introduced to the tools of monetary policy and to the rules that central banks follow, with special attention to inflation targets.
- **CO3-** At the end of the course Learners know the effects of the main policy tools and understand how central banks affect the financial system and the economy more generally and the role they have played in the recent financial crisis.
- 5) Category of Course: Core Course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 4 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	I		-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	An Overview of Central	Overview: Concept of Central Banking, Institutional Growth of	
	Banking	Central Banking, The Changing Face of Central Banking. Role	
		of Central Banks: Determination of Goals, Inflation Targeting,	
		Exchange Rate Targeting, Money Supply Targeting, Money	
		Growth Targeting, Viable Alternatives to Central Bank, Central	
		Banking in India. Contemporary Issues, Autonomy and	
		Independence, Credibility, Accountability and Transparency of a	
		Central Bank	
II	RBI as the Central Bank	Policy Framework for RBI: Organizational Framework,	
	of India	Operational Framework – Role as a Central Banker, Promotional	
		Role of RBI, Regulatory Role of RBI. RBI and Monetary Policy	
		Macroeconomic Policies: Meaning & Objectives. Monetary	
		Policy- Meaning& Objectives Monetary Policy in India - Goals, Targets and Instruments A Brief Overview of Fiscal Policy,	
		Striking Balance between Inflation and Growth through	
		Monetary and Fiscal Policies  Striking Balance between initiation and Growth through	
III	Supervisory Role of RBI	Regulation and Supervision: Need for Regulation and	
	Supervisory Role of RD1	Supervision, Banking Regulation Act, 1949, Banking Regulation	
		and Supervision, Functions of the Department of Supervisory,	
		Regulations Review Authority, and Unified Regulator v/s	
		Multiple Regulators. RBI – On-site Inspection and Off-site	
		Monitoring and Surveillance: The Core Principles for Effective	
		$Supervision-On-site\ Examination-Off-site\ Surveillance-On-$	
		site Inspection and Off-site Monitoring in India - Off-site	
		Monitoring in Different Countries - Computerized Off-site	
		Monitoring and Surveillance (OSMOS). RBI and Financial	
		System, Introduction, Functions, Characteristics of Financial	
		System, Role of RBI in Regulating Financial System and	
¥¥7	G ( ID II ) OC	Financial Sector Reforms.	
IV	Central Banking in Other	Federal Reserve System – Bank of England – The European	
	Countries & Central	Central Banking, Bank of Japan, Peoples Bank of China Interconnectivity of Central Banks with Other International	
	Banking in the Cyber World	Interconnectivity of Central Banks with Other International Financial Institutions, ADB, IMF, World Bank, and BIS,	
	WUILU	(Objectives, Role and Functions) & Central Banking in Cyber	
		World: E -Banking, E- money, IT induced Changes and	
		Monetary Policy, E- payments, Risks in the New IT Era, Impact	
		of IT, Globalization and Central Banks.	
		,	

#### 11) References:

- Central Banking- IIBF- MacMillan Publishers, 2011
- Central Banking ICFAI Press,2008
- Theory and Practice of Central Banking in India- V.A.Avdhani, Second Edition, Published by Somaiya Publications Pvt. Ltd.
- Central Banking- M H deck, Publisher Staples Press.
- Central Banking in Planned Economy- The Indian Experiment- C.R.Basu, Edition2, Publisher Tata McGraw-Hill Publishing. Co, 1977.

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Financial Management - II

2) Course Code: SF-BI-VI-C-FM

3) Course Objective:

The Course will help the learner –

- To develop understanding of various concepts of budgetary control.
- To develop understanding of various Receivable management issues in financial management.

#### 4) Course Outcome (CO):

- CO1 Learners develop skills to prepare various types of budgets.
- CO2 Learners understand various aspects like cash, receivable, inventory management and their importance in financial management
- 5) Category of Course: Core Course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 4 credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	I		-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		1	-
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### 10) Modules / Units:

MODULE NO.	TOPIC	CONTENTS COVERED	
I	Working Capital	Management of Working Capital in India	
	Management	Estimating working capital needs	
		Operating or working capital cycle	
		• Working Capital Financing: Trade Credit; Bank Credit;	
		Commercial Papers; Certificate of Deposits (CDs); Financing.	
II	<b>Management</b> of	• Management of Cash and Marketable Securities: Motives	
	<b>Components of Working</b>	for Holding Cash; Objectives of Cash Management; Factors	
	Capital	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.	
III	Financial Planning	• Introduction: Meaning and Essentials of Budget, Types of	
		Budget Advantages of Budgeting, and Zero Based Budgeting,	
		Master Budget.	
		• Sales Budget, Production Budget, Material Budget, Cash	
		Budget and Flexible Budget.	
IV	Financial Policy and	Meaning of Strategic Financial Management	
	Corporate Strategy	Strategic financial decision making framework	
		Functions of Strategic financial management	
		Business Risk and Financial Risk	
		Introduction to Debt v/s Equity Financing	
		Types of Leverage	
		• Investment Objective/Criteria for Individuals/Non-Business	
		Purpose.	

#### 11) References:

- 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

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

#### **COURSE DETAILS**

1) Title of the Course: Financial Reporting Analysis

2) Course Code: SF-BI-VI-E-FRA

### 3) Course Objective:

The Course will help the learner –

- To develop skills required in preparation and analysis of final accounts of Banking Companies,
   Insurance Companies and Limited Liability Partnership
- To understand the concept of Non-performing Assets
- To develop financial analysis skills
- To be aware of need ethics in Accountancy

#### 4) Course Outcome (CO):

- **CO1** The learner will be in a position to prepare and analyze the Financial Statements
- CO2 The learner will be able to prepare and analyze the Cash Flow Statements
- CO3 The learner will learn and understand the importance of ethical behavior in Accountancy
- 5) Category of Course: Elective Course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 Credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	Total Marks
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		1	-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	I	1	-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
Case Studies     Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

MODULE	TOPIC	CONTENTS COVERED
NO.	Final Accounts of Banking	<ul> <li>Legal Provisions in Banking Regulation Act, 1949</li> </ul>
1	Company Company	relating to Accounts.
	Company	Statutory Reserves including Cash Reserve and
		Statutory Liquidity Ratio.
		Bills Purchase and Discounted, Rebate on Bill
		Discounted.
		• Final Accounts in Prescribed Form.
		• Non – performing Assets and Income from Non –
		performing Assets.
		• Classification of Advances: Standard, Sub –
		standard, Doubtful and Provisioning Requirement.
II	Final Accounts of Insurance	Preparation and Presentation of Corporate Final
	Company	Accounts for Insurance Companies.
		• Final Accounts in accordance with Insurance
		<ul><li>Legislation</li><li>Study of Accounting Policies from Annual Reports</li></ul>
		of Listed Insurance Companies
III	Preparation of Final Accounts of	Relevant Provisions of Companies Act related to
	Companies	Preparation of Final Account (excluding cash flow
	_	statement)
		• Preparation of Financial Statements as per
		Companies Act. (excluding cash flow statement)
		• AS 1 in Relation to Final Accounts of Companies
		(Disclosure of Accounting Policies)
***		Final account adjustments
IV	Cash Flow Analysis & Ethical	• Cash Flow Analysis as per AS 3 (Indirect Method
	Behaviour and Implications for Accountants	Only) • Ethical Behaviour and Implications for
	Accountants	• Ethical Behaviour and Implications for Accountants
		Introduction, Meaning of Ethical Behaviour
		Financial Reports – Link between Law, Corporate
		Governance, Corporate Social Responsibility and
		Ethics.
		Importance and Relevance of Ethical Behavior in
		Accounting Profession.
		Implications of Ethical Values for the Principles
		Versus Rule Based Approaches to Accounting Standards
		Standards

Course Details For Semester: V & VI

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	The Principal Based Approach and Ethics		
	• The Accounting Standard Setting Process and Ethics		
	• The IFAC Code of Ethics for Professional		
	Accountants		
	<ul> <li>Contents of Research Report in Ethical Practices</li> </ul>		
	• Implications of Unethical Behavior on Financial		
	Reports		
	<ul> <li>Company Codes of Ethics</li> </ul>		
	• The increasing role of Whistle – Blowing		
	<ul> <li>Need to learn ethics.</li> </ul>		

## 11) References:

PROGRAMME CODE: SFP-BI

- Ashish K. Bhattacharyya, Financial Accounting for Business Managers, Prentice Hall of India Pvt. Ltd.
- Shashi K. Gupta, Contemporary Issues in Accounting, Kalyani Publishers.
- R. Narayanaswamy, Financial Accounting, Prentice Hall of India, New Delhi
- Ashok Sehgal, Fundamentals of Financial Accounting, Taxmann's Publishers

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Human Resource Management

2) Course Code: SF-BI-VI-E-HRM

#### 3) Course Objective:

The Course will help the learner –

- To get acquainted to various human resource management skills and procedures.
- To study the process of job design, evaluation and analysis
- To know about the process of recruitment, selection, training and development.

#### 4) Course Outcome (CO):

- **CO1** It would enable Learners to have better knowledge about the framework of human resource management and would help them in proper job analysis in future
- CO2 Learners understand the need and objectives for human resource management with respect to the banking sector
- **CO3** Learners gain knowledge of various aspects of Human Resource management and make them acquainted with practical aspect of the subject.
- 5) Category of Course: Elective Course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR	I		-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR		l	-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS
Internal Written Exam	15 Marks
Subject Oriented Activities –	15 Marks
• PPT Presentations • Assignments	
• Case Studies • Field Research	
Class Participation & Attendance	10 Marks
TOTAL	40 Marks

MODULE	TOPIC	CONTENTS COVERED	
NO.			
I	Framework of Human Resource Management	Introduction to HRM, Nature of HRM, Scope of HRM, Functions and Objectives of HRM, HRM Policies and Practices, Role and Functions of HR Manager (in Banking and Insurance Sector)  HRM and Strategies, Strategic function of HRM, Understanding and Implementing Global Competitiveness and HR, strategic HR, Linkages of Organizational and HR Strategies.	
II	HR Procurement	Job Analysis and Design- Job Analysis, Introduction, Importance, Purpose, Benefits, Job Evaluation, Competency Based Job Analysis Job Design-Introduction, Characteristics, Factor Affecting Job Design, Job Satisfaction.	
III	HR Planning and Recruitment	Definition, Objectives, Need and Importance of HR Planning, Preparing Manpower Inventory. Promotions and Transfers. Recruitment- Strategic Approach to Recruitment, Recruitment Source; Internal and External, Selection Procedure.	
IV	Training and Development / Compensation	<ul> <li>Employee Training and Development - Nature and Process of Training, Training methods, On the job, Off the job. Management Development Program, Performance Appraisal -Definition, Methods. Advantages and Limitations of Appraisal.</li> <li>Meaning, Need and Importance, Current Trends in Compensation, Team Based Incentives, Pension Schemes with Reference to Banking and Insurance, Fringe Benefits, Perquisites, Allowances and other Non – Monetary Benefits Voluntary Retirement Scheme - Concept, Types, Needs, Effects with reference to Banking and Insurance</li> <li>Participative Management Meaning, Levels, Types, Employee Welfare, Comparative Study of Working Conditions in Banks, Financial Institutions, Insurance Companies.</li> </ul>	

### 11) References:

- Human Resources Management, Gary Dessler
- Personnel Management C.B Mamoria
- Managing Human Resources, R.S. Dwiwedi
- Human Resources Management, V.P. Michael
- Human Resources Management Dr.P.C.Pardeshi
- Human Resources Management Mirza&Zaiyadin
- Human Resources Management L.M.Prasad
- Human Resources Management, Ashwathappa

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Mutual Fund Management

2) Course Code: SF-BI-VI-E-MFM

3) Course Objective:

The Course will help the learner –

- To understand different types of mutual fund
- To understand and analyze the performance of mutual funds
- To understand mutual fund as an effective tool to study portfolio management

#### 4) Course Outcome (CO):

**CO1** –: Learners will be able to develop investment policy statements for institutional and individual investors.

**CO2**-: Learners will be able to develop an appropriate portfolio for a given investor and market conditions.

5) Category of Course: Elective Course

6) Semester: VI

7) Total Hours: 60 hours

8) Total Credits: 3 Credits

- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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#### e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question No.	<b>Sub-Question</b>	Type of Question	Sub-Question Marks	Total Marks
Q.1.	A.	Objectives : (Any 8 out of 10) FIB/MCQ/T or F/MTC	08 Marks	15 Marks
	B.	Objectives : (Any 7 out of 10) FIB/MCQ/T or F/MTC	07 Marks	
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	
		OR	1	
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.3.	A.	Full Length Question 08 Marks		15 Marks
	В.	Full Length Question	07 Marks	
		OR		
	C.	Full Length Question	08 Marks	
	D.	Full Length Question	07 Marks	
Q.4.		Short Notes/Short Sums: (Any 3 out of 4)	05 Marks Each	15 Marks

ASSESSMENT	MARKS	
Internal Written Exam	15 Marks	
Subject Oriented Activities –	15 Marks	
• PPT Presentations • Assignments		
• Case Studies • Field Research		
Class Participation & Attendance	10 Marks	
TOTAL	40 Marks	

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to Mutual Fund	<ul> <li>History &amp; Origin, Definition, Meaning, Characteristics, Advantages, Disadvantages, Limitations of Mutual Funds, Ethics in Mutual Fund. Entities involved – Sponsor, Trust, Trustee, Asset Management Company, Registrar and Transfer Agent (RTA) and Fund Houses in India.</li> <li>Legal Framework - Role of regulatory agencies for Mutual funds – SEBI, RBI, AMFI, Ministry of Finance, SRO, Company Law Board, Department of Company's affairs, Registrar of Companies MF guidelines on advertisement, Accounting, Taxation and Valuation norms, Guidelines to purchase Mutual Funds, Investor protection and MF regulations, Grievance mechanism in MF in India.</li> </ul>
II	Classification of Mutual	Types of Mutual Fund- (introduction and Characteristics)
	Fund	Functional/Operational – Open ended, close ended, Interval Portfolio–Income, Growth, Balanced, MMMF, Geographical/Location – Domestic, Offshore, Miscellaneous - Tax Saving Funds, Exchange Traded Funds, Balance Funds, Fixed Term Plan, Debt Funds, Systematic Investment Planning & Systematic Transfer Plan  • Portfolio Maturity, Calculations of NAV, Entry Load, Exit Load.
III	Fund Selection Criteria	<ul> <li>A) Fund Rating and Ranking – Its need and importance.         Basis of Ratings, Interpretation of Funding Rating by CRISIL, CARE and ICRA, Selection Criteria – (Size, Stability, Credit Portfolio, Performance )Performance Measurement – Rolling Returns and Benchmarking     </li> <li>B) Yield To Maturity and Bond Valuation</li> </ul>
IV	Financial Planning in	• Basics of Financial Planning – Financial Planning Steps,
	Mutual fund	<ul> <li>Life Cycle, Wealth Cycle, Risk Profiling, Asset Allocation, Contingency Funds.</li> <li>Investors Guide Towards Financial Planning – Eligibility for investment in MF, KYC (Individuals, Micro SIPs, Institutional Investors, Fund Category Guidance (Long Bond Funds, Short Bond Funds, Ultra Short Bond Funds), Need for Financial Advisor, Difference between Advisor and Distributor, Colour Coding MF products, Bank FD's V/s Mutual Funds, Dividend V/s Growth Option</li> </ul>

PROGRAMME CODE: SFP-BI ************************************		Course Details For Semester: V & VI ************************************
	•	Developing Model Portfolio for Investors – Model Portfolios meaning, Step by Step Approach of Building Model Portfolio

#### 11) References:

- Future scenario of Financial services : R. Gordan & Natarajan (Himalaya)
- Marketing of Financial services : V. K. Avadhani (Himalaya)
- MF, Data, Interpretation & analysis : K.G. Shahadevan & Thripairaju (Prentice hall of India)
- Mutual funds in India (Modern scenario): Dr. Manoj Dave & Mr. Lalitkumar Chauhan, (Paradise Publishers)
- Mutual Funds & Financial Management : Ramesh Garg (Yking books)
- Mutual Fund products & services : Indian institute for Banking & Finance (Taxmann)

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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### **COURSE DETAILS**

1) Title of the Course: Introduction to Actuarial Science

2) Course Code: SF-BI-VI-AB-ACS

3) Category of Course : Skill/Ability Enhancement Course

4) Semester: VI

5) Total Hours: 60 hours

6) Total Credits: 3 Credits

(DETAILS OF THIS COURSE WILL BE UPLOADED SOON AFTER DISCUSSIONS WITH EXPERTS IN THE FIELD)

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: International Business

2) Course Code: SF-BI-VI-ID-INB

3) Course Objective:

The Course will help the learner with –

- Basic and broad knowledge in International business, its environment, strategies and management.
- Ability to apply concepts, principles and theories to simple business situations.

#### 4) Course Outcome (CO):

- CO1 Learners will possess knowledge of current theory and techniques of the major business discipline.
- CO2 Learners will exhibit the leadership capacity and teamwork skills for business decision making.
- CO3 Learners will understand the ethical implication of business decision making and recognize ethical dilemmas.
- **CO4** Learners will be able to demonstrate the ability to communicate effectively.
- CO5 Learners will demonstrate critical thinking skills by having an understanding of global perspectives.
- 5) Category of Course: Multi-disciplinary/ Inter-disciplinary course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 2 credits
- 9) Evaluation Pattern:
  - a. Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - **c. Marking Scheme :** 60:40 Pattern
    - 60 Marks Written Semester End Exam (Passing: 24 Marks)
    - 40 Marks Internal Exam (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

PROGRAMME CODE: SFP-BI

Course Details For Semester: V & VI

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## e. Paper Pattern of Semester End Exam (S.E.E.): 60 Marks Classification

Question	<b>Sub-Question</b>	Type of Question	<b>Sub-Question</b>	<b>Total Marks</b>
No.			Marks	
Q.1.	A.	Objectives: (Any 8 out of 10)	08 Marks	15 Marks
		FIB/MCQ/T or F/MTC		
	B.	Objectives: (Any 7 out of 10)	07 Marks	-
		FIB/MCQ/T or F/MTC		
Q.2.	A.	Full Length Question	08 Marks	15 Marks
	B.	Full Length Question	07 Marks	-
	OR			-
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.3.	A.	Full Length Question	08 Marks 15 Marks	
	B.	Full Length Question	07 Marks	-
	OR			<u>-</u> 
	C.	Full Length Question	08 Marks	-
	D.	Full Length Question	07 Marks	-
Q.4.		Short Notes/Short Sums:	05 Marks Each	15 Marks
		(Any 3 out of 4)		

ASSESSMENT	MARKS	
Internal Written Exam	15 Marks	
Subject Oriented Activities –	15 Marks	
• PPT Presentations • Assignments		
• Case Studies • Field Research		
Class Participation & Attendance	10 Marks	
TOTAL	40 Marks	

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	Introduction to International Business	Introduction to International Business- Importance, Nature and Scope of International Business, Drivers of International Business, Evolution of International Business, Strategies of Going International, Globalization, Multi-National Corporations- Nature, Goals of MNCs, India's Presence- Advantages and Disadvantages of MNCs International Business Environment: Economic, Political, Cultural and Legal Environments in International Business
II	International Economic Institutions and Regional Groupings	Institutional Support to International Business, Role of World Bank, IMF, ILO, UNCTAD, UNIDO and ADB in International Business, World Trade Organisation (WTO), Origin, Objectives, Functions ,GATT and WTO, Principles of WTO, Transparency, MFN Treatment, National Treatment, Free Trade, Dismantling Trade Barriers, Rule Based Trading System, Treatment for LDCs ,Competition Principle, Environment Protection, Key Subjects in WTO, Agriculture, TRIPS, TRIMS, GATS, Implications for India Integration between Countries: Levels of Integration, Growth of Trading Blocs, Impact of Integration, Major Regional Trading Groups, The European Union, NAFTA, APEC, ASEAN, MERCOSUR, BRICS, SAARC, OPEC
III	International Marketing, Human Resource Management	International Marketing, Domestic and International Marketing, Compared Benefits of International Marketing, Major Activities, International Market Assessment, International Product Strategies, Pricing Issues and Decisions, Dumping, Promotion Issues and Policies. International Human Resource Management, Nature, Growing Interest in IHRM, DHRM and IHRM compared, Managing International HR activities, Expatriation and Repatriation of employees
IV	Preliminaries for Export Import and Documentation & Export Import Procedures and Foreign Trade Policy	Meaning and Definition of Export, Methods of Exporting, Registration Formalities for Exports, Export Licensing, Selection of Export Product, Identification of Market for Exports – Export Pricing Quotations, FOB &

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

CIF, Meaning and Definition of Imports, Liberalization of Imports, Negative list of Imports , Categories of Importers, Special Schemes for Importers. Aligned Documentation System - Commercial Invoice, Shipping Bill, Certificate of Origin, Consular Invoice, Mate's Receipt, Bill of Lading, GR Form, ISO 9000, Procedure for obtaining ISO 9000, BIS 14000 Certification ,Import Documentation, **Transport** Documents - Bill of Entry, Certificate of Inspection, Certificate of Measurements, Freight Declaration & Steps in Export Procedure, Export Contract, Forward Cover, Export Finance, Institutional Framework for Export Finance, Excise Clearance, Pre-shipment Inspection, Methods of Pre-shipment Inspection, Role of Clearing and Forwarding Agents, Shipping and Customs Formalities, Customs EDI System, Negotiation of Documents, Realization of Exports Proceeds. Pre-Import Procedure- Steps in Import Procedure, Legal Dimensions of Import Procedure, and Customs Formalities for Imports, Warehousing of Imported Goods, Exchange Control Provisions for Imports & Retirement of Export Documents. Foreign Trade Policy Highlights (latest), Duty Drawback, Deemed Exports, ASIDE, MAI & MDA, Star Export Houses, Town of Export Excellence, and EPCG Scheme.

#### 11) References:

- Economic Survey, Govt. of India. Various issues
- Export-import Policy and Other Documents, Govt. of India
- Czinkota, Michael R, 8th Edition, Publisher Wiley, 2010
- Hill, Charles W. L., International Business, McGraw Hill, 2011, New York.
- Aswathappa K, International Business, Tata McGraw Hill Education,

PROGRAMME CODE: SFP-BI Course Details For Semester: V & VI

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#### **COURSE DETAILS**

1) Title of the Course: Project Work

2) Course Code: SF-BI-VI-P-PRO

3) Course Objective:

The Course will help the learner –

- To understand the concept of research and Internship.
- To study collection of data, processing of data, analysis of data and interpretation of data.
- 4) Course Outcome (CO):
  - **CO1** The learner will prepare the project on research or Internship.
  - **CO2** The learner will acquire the knowledge about the research methodology.
  - CO3 It will help the learner in analysis of data and interpret the findings and conclusion.
- 5) Category of Course: Projects/Additional Course
- 6) Semester: VI
- 7) Total Hours: 60 hours
- 8) Total Credits: 3 credits
- 9) Evaluation Pattern:
  - **a.** Total Marks: 100 Marks (10 Point Grading System)
  - **b. Passing Criteria:** 40% Marks (04 Grade Points)
  - c. Marking Scheme: 60:40 Pattern
    - 60 Marks <u>Project Book & External Viva</u> (Passing: 24 Marks)
    - 40 Marks Project Book & Internal Viva (Passing: 16 Marks)
  - d. Mode of Evaluation of Answer-book: Online/Offline

MODULE	TOPIC	CONTENTS COVERED
NO.		
I	General guidelines for preparation	Chapter No. 1: Introduction
	of project work based on Research	In this chapter Selection and relevance of the problem,
	Methodology	historical background of the problem, brief profile of
		the study area, definition/s of related aspects,
		characteristics, different concepts pertaining to the
		problem etc. can be incorporated by the learner.
		Chapter No. 2: Research Methodology
		This chapter will include Objectives, Hypothesis,
		Scope of the study, limitations of the study,
		significance of the study, Selection of the problem,
		Sample size, Data collection, Tabulation of data,
		Techniques and tools to be used, etc. can be
		incorporated by the learner.
		Chapter No. 3: Literature Review
		This chapter will provide information about studies
		done on the respective issue. This would specify how
		the study undertaken is relevant and contribute for
		value addition in information/ knowledge/ application
		of study area which ultimately helps the learner to
		undertake further study on same issue.
		• Chapter No. 4: Data Analysis, Interpretation and Presentation
		This chapter is the core part of the study. The analysis
		pertaining to collected data will be done by the learner.
		The application of selected tools or techniques will be
		used to arrive at findings. In this, table of
		information's, presentation of graphs etc. can be
		provided with interpretation by the learner.
		Chapter No. 5: Conclusions and Suggestions
		In this chapter of project work, findings of work will
		be covered and suggestion will be enlisted to validate
		the objectives and hypotheses.
II	Guidelines for Internship based	• Executive Summary: A bird's eye view of your
	project work	entire presentation has to be precisely offered
		under this category.
		• Introduction on the Company: A Concise
		representation of company/ organization defining

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	<ul> <li>Challenges: The challenges confronted while churning out theoretical knowledge into practical world.</li> </ul>
	• Conclusion: A brief overview of your experience and suggestions to bridge the gap between theory and practice.