

University of Mumbai



**B.Com. (Banking & Insurance)
Programme
Three Year Integrated Programme -
Six Semesters
*Course Structure***

**Under Choice Based Credit, Grading and
Semester System**

***To be implemented from Academic Year- 2016-2017
Progressively***

Board of Studies-in-Banking & Finance, University of Mumbai

B.Com. (Banking & Insurance) Programme

Under Choice Based Credit, Grading and Semester System

Course Structure

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

(To be implemented from Academic Year- 2016-2017)

| No. of Courses | Semester I | Credits | No. of Courses | Semester II | Credits |
|----------------------|---|-----------|----------------------|---|-----------|
| 1 | Elective Courses (EC) | | 1 | Elective Courses (EC) | |
| 1 | Environment and Management of Financial Services. | 03 | 1 | Principles and Practices of Banking & Insurance | 03 |
| 2 | Principles of Management | 03 | 2 | Business Law | 03 |
| 3 | Financial Accounting - I | 03 | 3 | Financial Accounting - II | 03 |
| 2 | Ability Enhancement Courses (AEC) | | 2 | Ability Enhancement Courses (AEC) | |
| 2A | Ability Enhancement Compulsory Course (AECC) | | 2A | Ability Enhancement Compulsory Course (AECC) | |
| 4 | Business Communication-I | 03 | 4 | Business Communication-II | 03 |
| 2B | *Skill Enhancement Courses (SEC) | | 2B | **Skill Enhancement Courses (SEC) | |
| 5 | Any one course from the following list of the courses | 02 | 5 | Any one course from the following list of the courses | 02 |
| 3 | Core Courses (CC) | | 3 | Core Courses (CC) | |
| 6 | Business Economics-I | 03 | 6 | Organisational Behaviour | 03 |
| 7 | Quantitative Methods-I | 03 | 7 | Quantitative Methods-II | 03 |
| Total Credits | | 20 | Total Credits | | 20 |

| *List of Skill Enhancement Courses (SEC) for Semester I (Any One) | | **List of Skill Enhancement Courses (SEC) for Semester II (Any One) | |
|--|---|--|--|
| 1 | Foundation Course - I | 1 | Foundation Course - II |
| 2 | Foundation Course in NSS - I | 2 | Foundation Course in NSS - II |
| 3 | Foundation Course in NCC - I | 3 | Foundation Course in NCC - II |
| 4 | Foundation Course in Physical Education - I | 4 | Foundation Course in Physical Education - II |
| Note: Course selected in Semester I will continue in Semester II | | | |

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

(To be implemented from Academic Year- 2017-2018)

| No. of Courses | Semester III | Credits | No. of Courses | Semester IV | Credits |
|----------------------|---|-----------|----------------------|---|-----------|
| 1 | <i>Elective Courses (EC)</i> | | 1 | <i>Elective Courses (EC)</i> | |
| 1, 2 & 3 | *Any three courses from the following list of the courses | 09 | 1,2 & 3 | *Any three courses from the following list of the courses | 09 |
| 2 | <i>Ability Enhancement Courses (AEC)</i> | | 2 | <i>Ability Enhancement Courses (AEC)</i> | |
| 4 | Information Technology in Banking & Insurance-I | 02 | 4 | Information Technology in Banking & Insurance-II | 02 |
| 3 | <i>Core Courses (CC)</i> | | 3 | <i>Core Courses (CC)</i> | |
| 5 | Laws Governing Banking & Insurance | 03 | 5 | Corporate Laws & laws Governing Capital Market | 03 |
| 6 | Financial Market (Equity, Debt, Forex and Derivatives) | 03 | 6 | Universal Banking | 03 |
| 7 | Taxation of Financial Services | 03 | 7 | Business Economics-II | 03 |
| Total Credits | | 20 | Total Credits | | 20 |

| <i>*List of Discipline Related Elective(DRE) Courses for Semester III (Any Three)</i> | | <i>*List of Discipline Related Elective(DRE) Courses for Semester IV (Any Three)</i> | |
|--|--|---|--|
| 1 | Financial Management -I | 1 | Financial Management –II |
| 2 | Management Accounting (Tools & Techniques, Focus on Banking & Insurance) | 2 | Financial Market (Equity, Debt, Forex and Derivatives) |
| 3 | Organizational Behaviour | 3 | Wealth Management |
| 4 | Risk Management | 4 | Cost Accounting of Banking & Insurance |
| 5 | Mutual Fund Management | 5 | Entrepreneurship Management |
| | | | |

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

(To be implemented from Academic Year- 2018-2019)

| No. of Courses | Semester V | Credits | No. of Courses | Semester VI | Credits |
|----------------------|--|-----------|----------------------|--|-----------|
| 1 | Elective Courses (EC) | | 1 | Elective Courses (EC) | |
| 1,2,3 & 4 | *Any four courses from the following list of the courses | 12 | 1,2,3 & 4 | *Any four courses from the following list of the courses | 12 |
| 2 | Core Courses (CC) | | 2 | Core Courses (CC) | |
| 5 | International Banking & Finance | 04 | 5 | Central Banking | 04 |
| 3 | *Project Work | | 3 | *Project Work | |
| 6 | Project Work-I (Banking) | 04 | 6 | Project Work-II (Insurance) | 04 |
| Total Credits | | 20 | Total Credits | | 20 |

Note: Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits each. A project work may be undertaken in any area of Elective Courses/ study area

| *List of Elective Courses for Semester V (Any Four) | | *List of Elective Courses for Semester VI (Any Four) | |
|--|---|---|--|
| 1 | Marketing in Banking & Insurance | 1 | Security Analysis and Portfolio Management |
| 2 | Financial Reporting & Analysis(Corporate Banking & Insurance) | 2 | Strategic Management |
| 3 | Auditing | 3 | Human Resource Management in Banking & Insurance |
| 4 | Business Ethics & Corporate Governance | 4 | Turnaround Management |
| 5 | Financial Services Management | 5 | International Resource Management in Banking & Insurance |
| 6 | Actuarial Analysis in Banking & Insurance | 6 | Procedures & Documentations in Banking & Insurance |
| | | | |

University of Mumbai



**Revised Syllabus
and
Question Paper Pattern
of Courses
of
B.Com. (Banking & Insurance)
Programme
at
First Year
*Semester I and II***

**Under Choice Based Credit, Grading and
Semester System**

(To be implemented from Academic Year- 2016-2017)

Board of Studies-in-Banking & Finance, University of Mumbai

B.Com. (Banking & Insurance) Programme at
Under Choice Based Credit, Grading and Semester System

Course Structure

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

(To be implemented from Academic Year- 2016-2017)

| No. of Courses | Semester I | Credits | No. of Courses | Semester II | Credits |
|----------------------|---|-----------|----------------------|---|-----------|
| 1 | Elective Courses (EC) | | 1 | Elective Courses (EC) | |
| 1 | Environment and Management of Financial Services. | 03 | 1 | Principles and Practices of Banking & Insurance | 03 |
| 2 | Principles of Management | 03 | 2 | Business Law | 03 |
| 3 | Financial Accounting -I | 03 | 3 | Financial Accounting -II | 03 |
| 2 | Ability Enhancement Courses (AEC) | | 2 | Ability Enhancement Courses (AEC) | |
| 2A | Ability Enhancement Compulsory Course (AECC) | | 2A | Ability Enhancement Compulsory Course (AECC) | |
| 4 | Business Communication-I | 03 | 4 | Business Communication-II | 03 |
| 2B | *Skill Enhancement Courses (SEC) | | 2B | **Skill Enhancement Courses (SEC) | |
| 5 | Any one course from the following list of the courses | 02 | 5 | Any one course from the following list of the courses | 02 |
| 3 | Core Courses (CC) | | 3 | Core Courses (CC) | |
| 6 | Business Economics-I | 03 | 6 | Organizational Behaviour | 03 |
| 7 | Quantitative Methods-I | 03 | 7 | Quantitative Methods-II | 03 |
| Total Credits | | 20 | Total Credits | | 20 |

| *List of Skill Enhancement Courses (SEC) for Semester I (Any One) | | **List of Skill Enhancement Courses (SEC) for Semester II (Any One) | |
|--|---|--|--|
| 1 | Foundation Course - I | 1 | Foundation Course - II |
| 2 | Foundation Course in NSS - I | 2 | Foundation Course in NSS - II |
| 3 | Foundation Course in NCC - I | 3 | Foundation Course in NCC - II |
| 4 | Foundation Course in Physical Education - I | 4 | Foundation Course in Physical Education - II |
| Note: Course selected in Semester I will continue in Semester II | | | |

B.Com. (Banking & Insurance) Programme

Under Choice Based Credit, Grading and Semester System

Course Structure

(To be implemented from Academic Year- 2016-2017)

Semester I

| No. of Courses | Semester I | Credits |
|----------------------|--|-----------|
| 1 | <i>Elective Courses (EC)</i> | |
| 1 | Environment and Management of Financial Services. | 03 |
| 2 | Principles of Management | 03 |
| 3 | Financial Accounting-I | 03 |
| 2 | <i>Ability Enhancement Courses (AEC)</i> | |
| 2A | <i>Ability Enhancement Compulsory Course (AECC)</i> | |
| 4 | Business Communication-I | 03 |
| 2B | <i>*Skill Enhancement Courses (SEC)</i> | |
| 5 | Any one course from the following list of the courses | 02 |
| 3 | <i>Core Courses (CC)</i> | |
| 6 | Business Economics-I | 03 |
| 7 | Quantitative Methods-I | 03 |
| Total Credits | | 20 |

****List of Skill Enhancement Courses (SEC) for Semester I (Any One)***

| | |
|---|---|
| 1 | Foundation Course - I |
| 2 | Foundation Course in NSS - I |
| 3 | Foundation Course in NCC - I |
| 4 | Foundation Course in Physical Education - I |

**Revised Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2016-2017**

Elective Courses (EC)

**1. Environment and Management of
Financial Services**

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

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to Financial System |
| | <ul style="list-style-type: none"> • Financial System <ul style="list-style-type: none"> ▪ Institutional set- up ▪ Marketing Structure ▪ Instruments ▪ Overview of different kinds of financial services. (e.g Leasing, Hire purchase, factoring, forfaiting, Bill financing/Bill discounting, housing finance, letter of credit, insurance, venture capital, merchant banking, stock broking and credit rating.) • Meaning, Definition and scope of Banking and Insurance. |
| 2 | Phases of Development of Banking and Insurance |
| | <ul style="list-style-type: none"> • Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. • Functions and working of banking and insurance companies |
| 3 | Management, Regulation and Development |
| | <ul style="list-style-type: none"> • Risk management within the organizations of Banks and Insurance companies • Asset - Liability Management in Banking and Insurance • Organisational structure and management |
| 4 | Regulatory and Developmental Framework of Banking & Insurance |
| | <ul style="list-style-type: none"> • Banking companies and RBI Acts and legal framework governing the insurance. • Developmental Activities of RBI and IRDA • Mechanism of supervision and regulation. • Prudential Norms. |

***Revised Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2016-2017***

Elective Courses (EC)

2. Principles of Management

Modules at a Glance

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

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

***Revised Syllabus of courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2016-2017***

Elective Courses (EC)

3. Financial Accounting

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction to accounting | 12 |
| 2 | Classification of Income & Expenses & Accounting Standards | 12 |
| 3 | Stock Valuation & Hire purchase | 20 |
| 4 | Final Accounts | 16 |
| | Total | 60 |

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to accounting |
| | Meaning, scope, objectives, need, importance and limitations of accounting. Basic accounting terminology. Branches of accounting. Accounting concepts, Conventions and Principles. Double Entry System, Classifications of accounts, Rules of debit and credit. Writing of journal Entries and Ledger, Sub division of journal and Trial Balance |
| 2 | Classification of Income & Expenses & Accounting Standards |
| | Classifications of Income, Expenditure and Receipts on the basis of capital and revenue. Source documents required for practical accounting. Introduction to Bank Reconciliation Statement and Errors and their Rectification. Accounting Standard 1, 2, 6, 8, 9, 10. Understanding Fair value concept, Overview of Ind-AS vis-a-vis International Financial Reporting Standards (IFRSs). |
| 3 | Stock Valuation & Hire purchase |
| | Stock valuation (FIFO and Weighted Average Method only) Hire Purchase Transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession) |
| 4 | Final Accounts |
| | Trading Account, Profit and Loss Account, Balance Sheet, Adjustment Entries. |

Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2016-2017

Ability Enhancement Courses (AEC)

4. Business Communication - I

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Theory of Communication |
| | <p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p> |
| 2 | Obstacles to Communication in Business World |
| | <p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices: Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace Piracy, Insurance, Child Labour</p> |
| 3 | Business Correspondence |
| | <p>Theory of Business Letter Writing: Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p>Personnel Correspondence: Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p> |

| Sr. No. | Modules / Units |
|---------|---|
| 4 | Language and Writing Skills |
| | <p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing: Developing an idea, using appropriate linking devices, etc Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> ▪ Listening Comprehension ▪ Remedial Teaching ▪ Speaking Skills: Presenting a News Item, Dialogue and Speeches ▪ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. ▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management |

Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2016-2017

Skill Enhancement Courses (SEC)

5. Foundation Course - I

Modules at a Glance

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

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

Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2016-2017

Skill Enhancement Courses (SEC)

5. Foundation Course in NSS - I

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|---|------------------------|
| 1 | Introduction to NSS | 10 |
| 2 | Concept of Society and Social Issues in India | 15 |
| 3 | Indian Constitution and Social Justice | 10 |
| 4 | Human Personality and National Integration | 10 |
| Total | | 45 |

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to NSS |
| | <p>Introduction to National Service Scheme(NSS) Orientation and structure of National Service Scheme(NSS) National Service Scheme(NSS)- its objectives The historical perspective of National Service Scheme(NSS) National Service Scheme(NSS)- Symbol and its meaning National Service Scheme(NSS)- its hierarchy from national to college level</p> <p>National Service Scheme(NSS) Regular activities Distribution of working hours- Association between issues and programs- community project- urban rural activities, Association- modes of activity evaluation</p> |
| 2 | Concept of Society and Social Issues in India |
| | <p>History and philosophy of social sciences in India Concept of society- Development of Indian society - Features of Indian Society- Division of labour and cast system in India</p> <p>Basic social issues in India Degeneration of value system, Family system, Gender issues, Regional imbalance</p> |
| 3 | Indian Constitution and Social Justice |
| | <p>Indian Constitution Features of Indian Constitution - Provisions related to social integrity and development</p> <p>Social Justice Social Justice- the concept and its features Inclusive growth- the concept and its features</p> |
| 4 | Human Personality and National Integration |
| | <p>Dimensions of human personality Social Dimension of Human personality- Understanding of the society Physical Dimension of Human personality- Physical Exercise, Yoga, etc.</p> <p>National integration & Communal Harmony National Integration- its meaning, importance and practice Communal Harmony- its meaning, importance and practice</p> |

**Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with Effect from the Academic Year 2016-2017**

Skill Enhancement Courses (SEC)

5. Foundation Course in NCC - I

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Introduction to NCC, National Integration & Awareness | 10 |
| 2 | Drill: Foot Drill | 10 |
| 3 | Adventure Training, Environment Awareness and Conservation | 10 |
| 4 | Personality Development and Leadership | 10 |
| 5 | Specialized Subject: Army/ Navy/ Air | 05 |
| | Total | 45 |

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to NCC, National Integration & Awareness |
| | <p>Desired outcome: The students will display sense of patriotism, secular values and shall be transformed into motivated youth who will contribute towards nation building through national unity and social cohesion.</p> <ul style="list-style-type: none"> • Genesis, Aims, Objectives of NCC & NCC Song • Organisation & Training • Incentives & Benefits • Religions, Culture, Traditions and Customs of India • National Integration: Importance and Necessity • Freedom Struggle |
| 2 | Drill: Foot Drill |
| | <p>Desired outcome: The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.</p> <ul style="list-style-type: none"> • General and Words of Command • Attention, Stand at Ease and Stand Easy, Turning and Inclining at the Halt • Sizing, Forming Up in Three Ranks and Numbering, Open and Close Order March and Dressing • Saluting at the Halt, Getting On Parade, Dismissing and Falling Out • Marching, Length of Pace and Time of Marching in Quick Time and Halt, Slow March and Halt • Turning on the March and Wheeling. • Saluting on the March. • Formation of squad and Squad Drill. |
| 3 | Adventure Training, Environment Awareness and Conservation |
| | <p>Adventure Training</p> <p>Desired outcome: The students will overcome fear & inculcate within them the sense of adventure , sportsmanship , esprit-d-corp and develop confidence , courage , determination, diligence and quest for excellence.</p> <ul style="list-style-type: none"> • Any Two such as – Obstacle course, Slithering, Trekking, Cycling, Rock Climbing, Para Sailing, Sailing, Scuba Diving etc <p>Environment Awareness and Conservation</p> <p>Desired outcome: The student will be aware of the conservation of natural resources and protection of environment.</p> <ul style="list-style-type: none"> • Natural Resources – Conservation and Management • Water Conservation and Rainwater Harvesting |

| Sr. No. | Modules / Units |
|---------|---|
| 4 | Personality Development and Leadership |
| | <p>Desired outcome: The student will develop an all-round personality with adequate leadership traits to deal / contribute effectively in life.</p> <ul style="list-style-type: none"> • Introduction to Personality Development • Factors Influencing /Shaping Personality: Physical, Social, Physiological, Philosophical and Psychological • Self Awareness Know yourself/ Insight • Change Your Mind Set • Communication Skills: Group Discussion / Lecturettes (Public Speaking) • Leadership Traits • Types of Leadership |
| 5 | Specialized Subject: Army Or Navy Or Air |
| | <p><u>Army</u></p> <p>Desired outcome: The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces. It will also acquaint, expose & provide basic knowledge about armed, naval and air-force subjects</p> <p>A. Armed Force</p> <ul style="list-style-type: none"> • Basic organisation of Armed Forces • Organisation of Army • Badges and Ranks <p>B. Introduction to Infantry and weapons and equipments</p> <ul style="list-style-type: none"> • Characteristics of 7.62mm SLR Rifle, Ammunition, Fire power, Stripping, Assembling and Cleaning <p>C. Military history</p> <ul style="list-style-type: none"> • Biographies of renowned Generals (Carriapa / Sam Manekshaw) • Indian Army War Heroes- PVCs <p>D. Communication</p> <ul style="list-style-type: none"> • Types of Communications • Characteristics of Wireless Technologies (Mobile, Wi-Fi etc.) <p style="text-align: center;">OR</p> <p><u>Navy</u></p> <p>A. Naval orientation and service subjects</p> <ul style="list-style-type: none"> • History of the Indian Navy-Pre and Post Independence, Gallantry award winners • Organization of Navy- NHQ, Commands, Fleets, Ships and shore establishments • Types of Warships and their role • Organization of Army and Air Force- Operational and Training commands • Ranks of Officers and Sailors, Equivalent Ranks in the Three Services <p>B. Ship and Boat Modelling</p> <ul style="list-style-type: none"> • Principles of Ship Modelling • Maintenance and Care of tools |

| Sr. No. | Modules / Units |
|---------|--|
| | <p>C. Search and Rescue</p> <ul style="list-style-type: none"> • SAR Organization in the Indian ocean <p>D. Swimming</p> <p>Floating for three minutes and Free style swimming for 50 meters</p> <p style="text-align: center;">OR</p> <p><u>AIR</u></p> <p>A. General Service Knowledge</p> <ul style="list-style-type: none"> • Development of Aviation • History of IAF <p>B. Principles of Flight</p> <ul style="list-style-type: none"> • Introduction • Laws of Motion • Glossary of Terms. <p>C. Airmanship</p> <ul style="list-style-type: none"> • Introduction • Airfield Layout • Rules of the Air • Circuit Procedure • ATC/RT Procedures • Aviation Medicine <p>D. Aero- Engines</p> <ul style="list-style-type: none"> • Introduction to Aero-engines |

**Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I**

with Effect from the Academic Year 2016-2017

Skill Enhancement Courses (SEC)

5. Foundation Course in Physical Education - I

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|---|------------------------|
| 1 | Introduction to Basic Relevant concepts in Physical Education | 10 |
| 2 | Components of Physical Fitness | 15 |
| 3 | Testing Physical Fitness | 10 |
| 4 | Effect of Exercise on various Body System | 10 |
| Total | | 45 |

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to Basic Relevant concepts in Physical Education |
| | <ul style="list-style-type: none"> • Dimensions and determinants of Health, Fitness & Wellness • Concept of Physical Education and its importance • Concept of Physical Fitness and its types • Concept of Physical Activity, exercise and its types & benefits |
| 2 | Components of Physical Fitness |
| | <ul style="list-style-type: none"> • Concept of components of Physical Fitness • Concept and components of HRPF • Concept and components of SRPF • Importance of Physical Education in developing physical fitness components. |
| 3 | Testing Physical Fitness |
| | <ul style="list-style-type: none"> • Tests for measuring Cardiovascular Endurance • Tests for measuring Muscular Strength & Endurance • Tests for measuring Flexibility • Tests for measuring Body Composition |
| 4 | Effect of Exercise on various Body System |
| | <ul style="list-style-type: none"> • Effect of exercises on Musculoskeletal system • Effect of exercises on Circulatory System • Effect of exercises on Respiratory System • Effect of exercises on Glandular System |

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Core Courses (CC)

6. Business Economics I

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|---|------------------------|
| 1 | Introduction | 10 |
| 2 | Demand Analysis | 10 |
| 3 | Supply and Production Decisions and Cost of Production | 15 |
| 4 | Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition | 15 |
| 5 | Pricing Practices | 10 |
| | Total | 60 |

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction |
| | <p>Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,</p> <p>The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium</p> |
| 2 | Demand Analysis |
| | <p>Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts</p> <p>Demand estimation and forecasting: Meaning and significance - methods of demand estimation : survey and statistical methods <i>(numerical illustrations on trend analysis and simple linear regression)</i></p> |
| 3 | Supply and Production Decisions and Cost of Production |
| | <p>Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.</p> <p>Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run <i>(hypothetical numerical problems to be discussed)</i>, LAC and Learning curve - Break even analysis <i>(with business applications)</i></p> |
| 4 | Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition |
| | <p>Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly</p> <p>Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising. <i>(topics to be taught using case studies from real life examples)</i></p> <p>Oligopolistic markets: key attributes of oligopoly - Collusive and non-collusive oligopoly market - Price rigidity - Cartels and price leadership models <i>(with practical examples)</i></p> |
| 5 | Pricing Practices |
| | <p>Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing <i>(case studies on how pricing methods are used in business world)</i></p> |

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Core Courses (CC)

7. Quantitative Methods -I

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction, Organising, Data, Frequency Distribution, Data Representation |
| | Organizing Data, Frequency Distribution, Measure of Central tendency, Org Data, preparation of frequency distribution graphical and diagrammatic representation histogram, frequency polygon and gives. Definition of averages and objective of averages types of average. Arithmetic mean, Geometric, harmonic mean and its usages, mode and medium (using graph also) for both) for grouped as well as ungrouped data |
| 2 | Measures of Central Tendencies |
| | Definition of Averages and objective of Averages Types of Averages. Arithmetic mean, Geometric Mean, Harmonic Mean and its advantages, Disadvantages and usages, mode, median, quartiles, deciles and percentiles for both grouped as well as ungrouped data. |
| 3 | Measures of Dispersion |
| | Concept and idea of dispersion. Various measures Range, quartile deviation, Mean Deviation, Standard Deviation and corresponding relative measure of dispersion. Geographical representation and utility of various is measure of Dispersions |
| 4 | Co-variance, Correlation and Regression |
| | Meaning, definition and Application of covariance, concept of correlation. Rank correlation, regression concept, relationship with correlation, Assumptions in simple Regression, Estimation using Simple Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line |
| 5 | Probability, Probability Distribution and decision Theory |
| | Concept of probability yen diagrams, Rules of Probality conditional & unconditional probality, Baye theorem. Discrete and continuous variable. Expected value of the variable, Decision theory normal distribution |
| 6 | Index Nos. |
| | Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate and Relative method of constructing index nos. Chain base index nos. Test of consistency: Time reversal factor reversal and circular test . Quantity and Value index nos for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc. |
| 7 | Insurance |
| | Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance Calculation of age, Premiums, Bonuses, Paid up value of a policy, Maturity Value of the Policy. Claim Calculation and Surrender Value. |

B.Com. (Banking & Insurance) Programme

Under Choice Based Credit, Grading and Semester System

Course Structure

(To be implemented from Academic Year- 2016-2017)

Semester II

| No. of Courses | Semester II | Credits |
|----------------------|--|-----------|
| 1 | <i>Elective Courses (EC)</i> | |
| 1 | Principles and Practices of Banking & Insurance | 03 |
| 2 | Business Law | 03 |
| 3 | Financial Accounting -II | 03 |
| 2 | <i>Ability Enhancement Courses (AEC)</i> | |
| 2A | <i>Ability Enhancement Compulsory Course (AECC)</i> | |
| 4 | Effective Communication-II | 03 |
| 2B | <i>**Skill Enhancement Courses (SEC)</i> | |
| 5 | Any one course from the following list of the courses | 02 |
| 3 | <i>Core Courses (CC)</i> | |
| 6 | Organisational Behaviour | 03 |
| 7 | Quantitative Methods-II | 03 |
| Total Credits | | 20 |

*****List of Skill Enhancement Courses (SEC)***

for Semester II (Any One)

| | |
|---|--|
| 1 | Foundation Course - II |
| 2 | Foundation Course in NSS - II |
| 3 | Foundation Course in NCC - II |
| 4 | Foundation Course in Physical Education - II |

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Elective Courses (EC)

1. Principles and Practices of Banking & Insurance

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|---|
| 1 | Introduction to Banking |
| | Basic Concepts: Origin, Need, Types, Scope and Functions of Banking - Need for Regulation and Supervision |
| 2 | Banking Scenario in India |
| | Banking Operations -Types of accounts - Banking Services - Current Scenario, Financial Inclusion and Banking Regulations & Role of RBI. |
| 3 | Introduction to Insurance |
| | Understanding Risk - Kinds of business risks - Need and Scope of insurance - Evolution of. insurance - Principles of insurance - Types of insurance and policies - Risk and Return relationship |
| 4 | Insurance Business Environment in India |
| | Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Insurance Regulations Role of IRDA. |

**Revised Syllabus of courses of B.Com. (Banking & Insurance)
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Elective Courses (EC)

2. Business Law

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|--|
| 1 | Introduction to Law |
| | Meaning, Definitions, Features, Types, Sources and Classification |
| 2 | Indian Constitution |
| | Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights |
| 3 | 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. |
| 4 | Special Contract |
| | <ul style="list-style-type: none"> • Indemnity & Guarantee - Meaning, Features, distinguish, position, Surety, discharge of surety • Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods Pledge • Agency: Meaning, Features, types, Position, Ratification, Modes of Creation and Termination, Liabilities. • Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty |
| 5 | Negotiable Instrument Act |
| | Features, Promissory Notes, Bills of Exchange, Cheque, Features, Distinguish, Acceptance, Crossing, Dishonor, Position Of Banker, Holder and Holder In Due Course, Privileges, Payment In and Out of Due Course, Types of Instruments, Penalties For Dishonour, Endorsement |
| 6 | Information Technology Act |
| | Objectives, Scheme, Digital Signature, Authorization, E- Governance, Certifying Authorities, Digital Certificates, Cyber |

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Programme at Semester II
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Elective Courses (EC)

3. Financial Accounting - II

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|--|
| 1 | Valuation of Goodwill and Shares |
| | Valuation of Goodwill Maintainable Profit method, Super Profit Method Capitalization method, Annuity Method Valuation of Shares Intrinsic Value Method, Yield method and Fair Value Method |
| 2 | Buyback of equity shares |
| | Introduction to Issue of 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 |
| 3 | Redemption of preference shares |
| | Company Law / Legal Provisions for redemption of preference shares in Companies Act Sources of redemption including divisible profits and proceeds of fresh issue of shares Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use, excluding revised schedule VI balance sheet. |
| 4 | 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 and revised schedule VI balance sheet. Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount |

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Ability Enhancement Courses (AEC)

4. Business Communication - II

Modules at a Glance

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

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

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Skill Enhancement Courses (SEC)

5. Foundation Course – II

Modules at a Glance

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

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

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Skill Enhancement Courses (SEC)

2. Foundation Course in NSS - II

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Socio-economic Survey and Special Camp | 10 |
| 2 | Orientation of the College Unit and Communication Skills | 15 |
| 3 | Rapport with Community and Programme Planning | 10 |
| 4 | Government Organisations /Non-Government Organisations | 10 |
| Total | | 45 |

| Sr. No. | Modules / Units |
|---------|--|
| 1 | Socio-economic Survey and Special Camp |
| | <p>Socio economic survey Socio-economic survey- its meaning and need, Process of Socio-economic survey- design of questionnaire; data collection, data analysis and report writing</p> <p>Special camping activity Concept of camp- Identification of community problems- Importance of group living- Team building- Adoption of village- Planning for camp- pre camping, during the course of camp and post camping activities</p> |
| 2 | Orientation of the College Unit and Communication Skills |
| | <p>Training and orientation of the program unit in the college Leadership training – formation of need based programmes- Concept of campus to community(C to C) activities</p> <p>Communication skills and Documentation Communication skills- the concept, Verbal, Non-Verbal communication The documentation- Activity Report Writing – basics of NSS accounting – Annual Report – Press note and preparation</p> |
| 3 | Rapport with Community and Programme Planning |
| | <p>Working with individual group and community Ice breaking- interaction games – conflict resolution</p> <p>Program planning Programme planning- the concept and its features, requirements for successful implementation of program- program flow charting- feedback</p> |
| 4 | Government Organisations /Non-Government Organisations |
| | <p>Structure of Government Organisations and Non-Government Organisations Government organisations (GO)- its meaning -Legal set up, functioning, Sources of funding Non-Government organisations (NGO)- its meaning -Legal set up, functioning, Sources of funding National Service Scheme(NSS)- Government organisations (GO) and Non-Government organisations (NGO)</p> <p>Government schemes for community development Schemes os Government welfare departments for community development- provisions & examples</p> |

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Skill Enhancement Courses (SEC)

5. Foundation Course in NCC - II

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|---|------------------------|
| 1 | Disaster Management, Social Awareness and Community Development | 10 |
| 2 | Health and Hygiene | 10 |
| 3 | Drill with Arms | 10 |
| 4 | Weapon Training | 10 |
| 5 | Specialized Subject: Army Or Navy Or Air | 05 |
| Total | | 45 |

| Sr. No. | Modules / Units |
|---------|--|
| 1 | <p>Disaster Management, Social Awareness and Community Development</p> <p>Disaster Management: Desired outcome: The student shall gain basic information about civil defence organisation / NDMA & shall provide assistance to civil administration in various types of emergencies during natural / manmade disasters</p> <ul style="list-style-type: none"> • Civil Defence Organisation and Its Duties/ NDMA • Types of Emergencies/ Natural Disaster • Assistance during Natural / Other Calamities: Flood / Cyclone/ Earth Quake/ Accident etc. • 'Avan' model of NCC <p>Social Awareness and Community Development: Desired outcome: The student shall have an understanding about social service and its need, about NGOs and shall participate in community action programmes for betterment of the community.</p> <ul style="list-style-type: none"> • Basics of Social Service, Weaker Sections of Our Society and Their Needs • Social/ Rural Development Project: MNREGA, SGSY, NSAP etc. • Contribution of Youth towards Social Welfare • Civic Responsibilities • Causes & Prevention of HIV/AIDS; Role of Youth |
| 2 | <p>Health and Hygiene</p> <p>Desired outcome: The student shall be fully aware about personal health and hygiene lead a healthy life style and foster habits of restraint and self awareness.</p> <ul style="list-style-type: none"> • Structure and Functioning of the Human Body • Hygiene and Sanitation (Personal and Food Hygiene) • Infectious & Contagious Diseases & Their Prevention |
| 3 | <p>Drill with Arms</p> <p>Desired outcome: The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.</p> <ul style="list-style-type: none"> • Attention, Stand at Ease and Stand Easy • Getting on Parade with Rifle and Dressing at the Order • Dismissing and Falling Out • Ground / Take Up Arms • Present From the Order and Vice-versa • General Salute, Salami Shastra |
| 4 | <p>Weapon Training</p> <p>Desired outcome: The student shall have basic knowledge of weapons and their use and handling.</p> <ul style="list-style-type: none"> • Characteristics of a Rifle / Rifle Ammunition and its Fire Power • Stripping, Assembling, Care and Cleaning and Sight Setting of .22 rifle • Stripping, Assembling, Care and Cleaning of 7.62mm SLR • Loading, Cocking and Unloading • The lying position, Holding and Aiming- I • Trigger control and firing a shot • Range procedure and safety precautions • Short range firing, Aiming- II -Alteration of sight |

| Sr. No. | Modules / Units |
|---------|--|
| 5 | Specialized Subject: Army Or Navy Or Air |
| | <p>Army Desired outcome: The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces. It will also acquaint, expose & provide basic knowledge about armed, naval and air-force subjects</p> <p>A. Map reading</p> <ul style="list-style-type: none"> • Introduction to types of Maps and Conventional signs • Scales and Grid system • Topographical forms and technical terms • Relief, contours and Gradients • Cardinal points and Types of North • Types of bearings and use of Service Protractor • Prismatic compass and its use and GPS <p>B. Field Craft and Battle Craft</p> <ul style="list-style-type: none"> • Introduction • Judging distance • Description of ground • Recognition, Description and Indication of landmarks and targets <p style="text-align: center;">OR</p> <p>Navy</p> <p>A. Naval Communication</p> <ul style="list-style-type: none"> • Introduction to Naval Modern Communication, Purpose and Principles <ul style="list-style-type: none"> ▪ Introduction of Naval communication ▪ Duties of various communication sub-departments • Semaphore <ul style="list-style-type: none"> ▪ Introduction of position of letters and prosigns ▪ Reading of messages ▪ Transmission of messages <p>B. Seamanship</p> <ul style="list-style-type: none"> • Anchor work <ul style="list-style-type: none"> ▪ Parts of Anchor and Cable, their identification • Rigging <ul style="list-style-type: none"> ▪ Types of ropes and breaking strength- stowing, maintenance and securing of ropes ▪ Practical Bends and Hitches: Reef Knot, Half hitch, Clove Hitch, Rolling Hitch, Timber Hitch, Bow Line, Round Turn and Two half hitch and Bow line on the Bight and its basic elements and uses. ▪ Introduction to Shackles, Hooks, Blocks and Derricks, Coiling Down and Splicing of rope <p>C. Boat work</p> <ul style="list-style-type: none"> • Parts of Boat and Parts of an Oar • Instruction on boat Pulling- Pulling orders • Steering of boat under oars, Practical instruction on Boat Pulling, Precautions while pulling |

| Sr. No. | Modules / Units |
|---------|---|
| | <p style="text-align: center;"><i>OR</i></p> <p>Air</p> <p>A. Air frames</p> <ul style="list-style-type: none"> • Aircraft Controls • Landing Gear <p>B. Instruments</p> <ul style="list-style-type: none"> • Basic Flight Instruments <p>C. Aircraft Particulars</p> <ul style="list-style-type: none"> • Aircraft Particulars (Type specific) <p>D. Aero modelling</p> <ul style="list-style-type: none"> • History of Aero modelling • Materials used in Aero modelling • Type of Aero models • Flying/ Building of Aero models |

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Skill Enhancement Courses (SEC)

5. Foundation Course in Physical Education - II

Modules at a Glance

| Sr. No. | Modules | No. of Lectures |
|----------------|--|------------------------|
| 1 | Development of Fitness | 10 |
| 2 | Health, Fitness and Diseases | 15 |
| 3 | Yoga Education | 10 |
| 4 | Daily Schedule of Achieving Quality of Life and Wellness | 10 |
| Total | | 45 |

| Sr. No. | Modules / Units |
|---------|--|
| 1 | Development of Fitness |
| | <ul style="list-style-type: none"> • Benefits of physical fitness and exercise and principles of physical fitness • Calculation of fitness index level 1-4 • Waist-hip ratio Target Heart Rate, BMI and types and principles of exercise (FITT) • Methods of training – continues, Interval, circuit, Fartlek and Plyometric |
| 2 | Health, Fitness and Diseases |
| | <ul style="list-style-type: none"> • Definition of obesity and its management • Communicable diseases, their preventive and therapeutic aspects • Factors responsible for communicable diseases • Preventive and therapeutic aspect of Communicable and non- communicable diseases |
| 3 | Yoga Education |
| | <ul style="list-style-type: none"> • Meaning and history of yoga • Ashtang yoga and types of yoga • Types of Suryanamaskar and Technique of Pranayam • Benefits of Yoga |
| 4 | Daily Schedule of Achieving Quality of Life and Wellness |
| | <ul style="list-style-type: none"> • Daily schedule based upon one's attitude, gender, age & occupation. • Basic – module: - Time split for rest, sleep, diet, activity & recreation. • Principles to achieve quality of life:- positive attitude, daily regular exercise, control over food habits & healthy hygienic practices. |

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Core Courses (CC)

6. Organizational Behavior

Modules at a Glance

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

| Sr. No. | Modules / Units |
|---------|--|
| 1 | Introduction of organizational Behavior |
| | Meaning, Nature and scope of OB, Models of OB, Theories of Motivation : <ul style="list-style-type: none"> • Maslow, Herzberg, Mc.Gregor Theory X and Theory Y, William Ouchi's Theory Z, Victor Vroom . ERG theory • Application of the Theories • Motivational techniques in Banking and Insurance Industry |
| 2 | Group Dynamics |
| | <ul style="list-style-type: none"> • Individual Behavior (IQ, EQ, SQ) • Group Formation, Team Building, Team Development. • Goal Setting • Soft Skills, Interpersonal Skills, Multicultural Skills, Cross Cultural Skills. • Johari Window |
| 3 | Organizational Culture and Change Management |
| | <ul style="list-style-type: none"> • Work Culture, Ways for Making Work Culture Effective and Lively, Work Conflicts. • Organizational Change, effects of Resistance to Change, ways to overcome resistance to change. • Time and Stress Management. |
| 4 | Organizational Development |
| | <ul style="list-style-type: none"> • Meaning and Nature of OD. • Techniques of OD. • Importance of OD. |

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Core Courses (CC)

7. Quantitative Methods-II

Modules at a Glance

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

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

Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I
with effect from the Academic Year 2016-2017

Reference Books

| Reference Books |
|--|
| Environment and Management of Financial Services |
| <ul style="list-style-type: none"> • <i>Essentials of Business Finance</i> - R.H. Srivastava, Himalaya • <i>Management of Financial Institution</i> - R. .N. Srivastava, Himalaya • <i>Investment Management</i> - Preeti Singh, Himalaya. • <i>Corporate Financial Policies and Returns to the Shareholders.</i> N. Balsubramanian • <i>Modern Banking-</i> R.S. Sayers • <i>Investment Analysis and Securities in India</i>, V.A. Avadhani, Himalaya. • <i>Life insurance Corporates as Financial Institutions</i>, IIC Associates of America. • <i>Modern Life Insurance</i>, M J Oster and W, Robert, Macmillan NY • <i>Capital Market in a Planned Economy</i>, NCAERT, Delhi, • <i>Banking In India.</i> S.G. Panandikar, Worali, Mumbai. • <i>Investment Mgmt.</i> S.L.V. Sinha & Others, Institute for Financial Development and Research. Madras • <i>Indian Financial System (Vol. I & II)</i> B.D. Ghonasgi & Maloti Anagol • <i>Indian Financial System</i> M.Y. Khan, Tata Mcgrow Hill. • <i>Financial Institutions in India</i> - Vadilal Dagli, Mumbai. • <i>Financial Institutions in Indian Markets</i> - L. M. Bhole, Tata Mcgrow Hill • <i>Outline of Mondy</i> - G.M. Gonter • <i>Investment for Beginners</i> - V.A. Avadhani, Himalaya • <i>Financial Services in India</i> - M.Y. Khan, Tata Macgrow Hill. • <i>Structure of Financial Institutions</i> - V,V. Bhatt, Varadeo • <i>Financial Analysis and Portfolio Management</i>-Graham Dodd & Cotler, Macgrow Hill. • <i>Globalisation Indian Financial Markets</i> - Tandon R.K. Gupta S.L. • <i>Life Insurance Corporation of India. Vol.1. II & III</i> Mishra M.N. • <i>Life Insurance Corporation Act, 1956.</i> • <i>Insurance Regulatory Development Act, 1999.</i> |
| Principles of Management |
| <ul style="list-style-type: none"> • <i>Principles of Management</i>, T.Ramaswamy Himalaya Publications, Mumbai. • <i>Practices and Principles of Management</i> L.M. Prasad, S.Chand and Sons Education Publishers, New Delhi. • <i>Business Maharajas</i>, Gita Piramal, Penguin Books, New Delhi. • <i>Wisdom of Indian Business Leadership</i>, G. Narayana, English Edition Publishers and Distributors India Pvt, Ltd. • <i>In Search of Change Maestros</i> Pritam Singh and Asha Bhandarkar, Sage Publications, UK |
| Financial Accounting |
| <ul style="list-style-type: none"> • <i>Introduction to Accountancy</i> -T. S. Grewal-(S.Chand & Co.) • <i>Double Entry Book Keeping</i>- J. R. Batliboi. • <i>Double Entry Book Keeping</i> - M. M. Chokshi • <i>Advanced Accounts</i> -Shukia & Grewal (S.Chand & Co.) • <i>Advanced Accountancy</i> - R.L.Gupta & M. Radhaswamy • <i>Accounting Standards</i> -Institute of Chartered Accountants of India. New Delhi • <i>Gupa S C & Shukla, M C: Advanced Accounts Vol.1.</i> New Delhi. S. Chand & Company Ltd. |

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- Agarwal, Anju D (1989) *A Practical Handbook for Consumers*, IBH.
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- *Social Problems in India*, Ram Ahuja, Rawat Pub (2014)
- *Faces of Feminine in Ancient , medieval and Modern India*, Mandakranta Bose Oxford University Press
- *National Humana rights commission- disability Manual*
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- *Politics in India: structure, Process and Policy* Subrata Mitra, Routledge Pub
- *Politics in India*, Rajani Kothari, Orient Blackswan
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- *Cadet's Hand book – Specialised Subjects, Army, Navy, Air-force, BY DG NCC, New Delhi.*
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- *“AVAN” Model of Disaster Mang., Vinayak Dalvie, Proceedings of Int. Conf. on Urban Plan. and Env Strat & Challenges, Elphinstone College, Jan 2007.*
- *Humanistic Tradition of India, N.L.Gupta, Mohit Publication, New Delhi*
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- *The Habit of Winning., Iyer , Prakash, Penguin , India ; 2011*
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- *India 1996- A Reference Annual Govt. of India*
- *Saha Soneri Pane, Vinayak D. Savarkar*
- *Environmental Biology and Toxicology, P.D. Sharma., Rastogi Publication*
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- *Discovery of India, Jawaharlal Nehru*
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- Mehta, P.L.: *Managerial Economics – Analysis, Problem and Cases* (S. Chand & Sons, N. Delhi, 2000)
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- Frank Robert.H, Bernanke. Ben S., *Principles of Economics* (Tata McGraw Hill (ed.3)
- Gregory Mankiw., *Principles of Economics*, Thomson South western (2002 reprint)
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- *Statistics for Management* - Lovin R. Rubin D.S, (Prentice Hall of India)
- *Statistics - Theory, Method & Applications* D.S.Sancheti & V. K. Kapoor.
- *Modern Business Statistics - (Revised)*-B. Pearles & C. Sullivan -Prentice Hall of India.
- *Business Mathematics & Statistics* : B Aggarwal, Ane Book Pvt. Limited
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- *Fundamentals of Applied Statistics*: S G Gupta and V K Kapoor, Sultan Chand & Co

Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester II
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| Principles and Practices of Banking and Insurance |
| <ul style="list-style-type: none"> • <i>Dr. K.M.Bhattacharaya & O.P.Agarwal, Basics of Banking and Finance, Himalaya Publishing House</i> • <i>Gordan and Natrajan, Banking Theory Law and Practices, Himalaya Publishing House</i> • <i>V.S.Gopal & Sumathi Gopal, Principles and Practices of Banking and Insurance, Himalaya Publishing House.</i> • <i>Dr. Seethalekshmy & Jitendra Aherkar, Principles and Practices of Banking and Insurance. Sheth Publishing House</i> • <i>Dr. P.K.Gupta, Insurance and Risk Management, Himalaya Publishing House</i> • <i>M.N.Mishra, Insurance Principles and Practices, S.Chand & Company Ltd.</i> • <i>Nalini Tripathy, Insurance Theory and Practices, Prentice Hall of India Ltd. New Delhi</i> |
| Business Law |
| <ul style="list-style-type: none"> • <i>The Constitution of India</i> • <i>Respective Acts</i> • <i>Indian Contract Act, Sale of Goods Act, Partnership Act.</i> • <i>Business Law - Kucchat M. C.</i> • <i>Business Law - Kapoor N. D.</i> • <i>Business Law - Chaudha P. R.</i> |
| Financial Accounting-II |
| <ul style="list-style-type: none"> • <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by Lesile Chandwickk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi</i> • <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i> • <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i> • <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i> • <i>Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida</i> • <i>Compendium of Statement and Standard of Accounting, ICAI</i> • <i>Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Company Accounting Standards by Shrinivasan Anand, Taxman, New Delhi</i> • <i>Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi</i> • <i>Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi</i> • <i>Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i> • <i>Financial Accounting a Managerial Perspective, Varadraj B. Bapat, Mehul Raithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi</i> |

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- *Impact of the policies of WTO on Indian agriculture* - S. Nehru, Serial Pub. (2012)
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Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I and II
with effect from the Academic Year 2016-2017

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

Question Paper Pattern
(Internal Assessment- Courses without Practical Courses)

| Sr. No. | Particular | Marks |
|---------|---|----------|
| 1 | One class test (20 Marks) | |
| | Match the Column/ Fill in the Blanks/ Multiple Choice Questions <i>(½ Mark each)</i> | 05 Marks |
| | Answer in One or Two Lines (Concept based Questions) <i>(01 Mark each)</i> | 05 Marks |
| | Answer in Brief (Attempt Any Two of the Three) <i>(05 Marks each)</i> | 10 Marks |
| 2 | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities | 05 Marks |

Question Paper Pattern
(Internal Assessment- Courses with Practical Courses)

| Sr. No. | Particular | Marks |
|---------|--|----------|
| 1 | Semester End Practical Examination (20 Marks) | |
| | Journal | 05 Marks |
| | Viva | 05 Marks |
| | Laboratory Work | 10 Marks |
| 2 | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities articulation and exhibit of leadership qualities in organizing related academic activities | 05 Marks |

B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

Question Paper Pattern (Practical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

| Question No | Particular | Marks |
|-------------|--|----------------------|
| Q-1 | Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks) | 15 Marks |
| Q-2 | Full Length Practical Question OR | 15 Marks |
| Q-2 | Full Length Practical Question | 15 Marks |
| Q-3 | Full Length Practical Question OR | 15 Marks |
| Q-3 | Full Length Practical Question | 15 Marks |
| Q-4 | Full Length Practical Question OR | 15 Marks |
| Q-4 | Full Length Practical Question | 15 Marks |
| Q-5 | A) Theory questions B) Theory questions OR | 08 Marks 07 Marks |
| Q-5 | Short Notes To be asked 05 To be answered 03 | 15 Marks |

Note:

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

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

| Question No | Particular | Marks |
|-------------|--|----------------------|
| Q-1 | Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks) | 15 Marks |
| Q-2 | Full Length Question OR | 15 Marks |
| Q-2 | Full Length Question | 15 Marks |
| Q-3 | Full Length Question OR | 15 Marks |
| Q-3 | Full Length Question | 15 Marks |
| Q-4 | Full Length Question OR | 15 Marks |
| Q-4 | Full Length Question | 15 Marks |
| Q-5 | A) Theory questions B) Theory questions OR | 08 Marks 07 Marks |
| Q-5 | Short Notes To be asked 05 To be answered 03 | 15 Marks |

Note:

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