

**SIES COLLEGE OF COMMERCE & ECONOMICS
AUTONOMOUS
B.COM (BANKING & INSURANCE)**

Sr. No.	Heading	Particulars
1	Title of the course	B. Com (Banking & Insurance)
2	Eligibility for admission	HSC or Equivalent
3	Minimum percentage	45%
4	Semesters	I and II
5	Level	UG
6	Pattern	03 years & 06 semesters CBGS
7	To be implemented from	From Academic year 2020-21 in a progressive manner

(AUTONOMOUS)
(Affiliated to University of Mumbai)
RE-ACCREDITED GRADE “A” BY NAAC

BOARD OF STUDIES
B.COM (BANKING & INSURANCE)

(WITH EFFECT FROM THE ACADEMIC YEAR 2020-2021)

OBJECTIVES OF THE PROGRAMME:

1. To exploit opportunities in the Banking & Finance industry.
2. To create better avenues for improving employability.
3. To provide exposure to operational environment.
4. To enable increased industry academia interaction

SCHEME OF MODULES

SEMESTER I			
Serial No	Course code	Credits	Course Name
I	Discipline Related Elective Courses (DRE)		
1	BBIS101	03	Environment and Management of Financial Services
2	BBIS102	03	Principles of Management
3	BBIS103	03	Financial Accounting - I
II	ABILITY ENHANCEMENT COURSES (AEC)		
IIA	ABILITY ENHANCEMENT COMPULSORY COURSE		
4	BBIS104	03	Business Communication - I
IIB	SKILL ENHANCEMENT ELECTIVE COURSE		
5	BBIS105	02	Foundation course - I
III	CORE COURSES (CC)		
6	BBIS106	03	Business Economics - I
7	BBIS107	03	Quantitative Methods - I
TOTAL CREDITS		20	

Environment and Management of Financial Services

COURSE CODE : BBIS101

COURSE CREDIT: 03

Course Objectives:

- To understand the basics of Indian Financial System.
- To study brief history of commercial banking in India, their functions and major items of liabilities and assets.
- To develop basic understanding about the banking sector, its working and various banking services.

Sr. No	Syllabus	No. of lectures
01	Module -1- Introduction to Financial System Institutional set- up, Marketing Structure, Instruments, Overview of different kinds of financial services. Meaning and concepts of Leasing, 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.	15
02	Module-2 -Phases of Development of Banking and Insurance Significance and Role of Banking and Insurance in mobilizing savings, investment, accumulation and economic growth. Functions and working of banking and insurance companies.	15
03	Module-3 -Management, Regulation and Development Risk management within the organizations of Banks and Insurance companies, Asset - Liability Management in Banking and Insurance, Organisational structure and management.	15

04	Module-4 -Regulatory and Developmental Framework of Banking & Insurance Introduction to Banking companies Act, RBI Act and legal framework governing the insurance. Role and functions of IRDA. Developmental Activities of RBI and IRDA. Mechanism of supervision and regulation. Prudential Norms. Introduction to SEBI, Functions of SEBI.	15
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References:

1. Management of Banking and Financial Services 2nd Edition, by Suresh Padmalatha, Pearson Education India.
2. Banking and Financial Services, by Dr. Mukund Sharma, Himalaya Publications.
3. Indian Financial System, by M.Y. Khan, Tata Mc Graw Hill.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- **Internal assessment** **40% i.e. 40 marks**
- **Semester end examination** **60% i.e. 60 marks**

(A) Internal Assessment 40 marks

Description	Marks
Two internal tests of 20 marks each – (Multiple choice Questions) (Best of two to be considered)	20
One Project and Viva voce/Case studies/Assignments	10
Open Book Test/ Review of Book, Magazine or Article	10
Total	40

B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15
Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks Three short notes of 5 marks each or Case study	15
Total	60
Note: 1. Q.1, 2 and 3 - 15 marks question may be divided into sub questions if required. 2. Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination.

PRINCIPLES OF MANAGEMENT

COURSE CODE : BBIS102

COURSE CREDIT: 03

Objectives of the course:

1. To make students aware of various principles governing management and its significance in the banking and insurance industry
2. To make students understand the organisation structures used in companies in general and the structures used by banking and insurance companies
3. To bring in students a sense of appreciation towards the various leaders.

Syllabus	No.of Lectures
Module -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, Sumantra Ghoshal)	15
Module-2 Management Process Management Process, Practices, Functions of Management related to Banking and Insurance companies	15
Module-3 Organization Structure of Banking and Insurance companies	15
Module-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, Godrej,Aziz Premzi, Narayan Murthy, Anand Mahindra, Anil Manibhai Naik) • Leaders in the Banking and Insurance Industry <ul style="list-style-type: none"> ▪ Indian Leaders (Banking & Insurance: Uday Kotak, Naina Kidwai, Deepak Parekh, Chanda Kochhar, Hinduja) ▪ International Leaders K.V. Kamath Mohammed Younus 	15

References:

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

(A) Internal Assessment 40 marks

Description	Marks
Best out of two multiple choice tests for 20 marks each	20
Any one for 20 marks or any 2 for 10 marks each Project, Presentation and Viva voce / Case studies /Assignments/ Internship /Certificate courses.	20
Total	40

(B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15
Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks	15
Total	60
Note:	
1. Q.1,2 and 3 - 15 marks question may be divided into sub questions if required.	
2. Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Financial Accounting I

COURSE CODE : BBIS103

COURSE CREDIT: 03

Course Objectives:

- To familiarize the students with the basic accounting principles and rules of preparing and presenting the accounts.
- To acquaint the students with, how to prepare financial statements, principles underlying them and to develop their skills in preparing final accounts.

Sr.No.	Modules	Number of lectures
1	<p><u>Unit I - Introduction to Accounting</u></p> <p>Meaning, Scope, objective, need, importance and limitations of accounting, Basic accounting Concepts, Conventions and Principles, Double entry system</p> <p>Accounting Transactions:</p> <p>Classification of accounts, Journal entries, subsidiary books, introduction to Source documents required for practical accounting, Ledger, Trial Balance, Introduction and Practical Accounting of Bank reconciliation and Rectification of errors</p>	18
2	<p><u>Unit II - Accounting Standards</u></p> <p>Accounting Standards AS 1, 2, 9, 10 - Including introduction to methods of Depreciation (Provision for Depreciation method),</p> <p>Stock valuation (FIFO and Weighted average method only)</p> <p>Introduction to Ind-AS vis-a-vis International Financial</p>	15

	Reporting Standards (IFRSs).	
3	<p><u>Unit – III Final Accounts of Sole trader</u></p> <p>Classification of Capital and Revenue expenditure and receipts and its impact and importance in accounting.</p> <p>Final Accounts including Manufacturing, Trading and Profit and Loss Account, Balance sheet, Adjustment entries of Sole Proprietor.</p>	14
4	<p><u>Unit IV - Hire Purchase, Instalment and Lease</u></p> <p>Concept of Hire Purchase, Instalment and Lease and difference between Hire Purchase, Instalment and Lease, Types of lease, Advantages and limitations.</p> <p>Hire Purchase transactions (calculation of interest, accounting as per asset purchase method only, exclude repossession)</p>	13
	Total Lectures	60

References:

1. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
3. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi
4. Accounting for managers by M.E Tukaram Rao.

Scheme of Examination

The scheme of examination shall be divided into two parts:

- **Internal assessment** **40% i.e. 40 marks**
- **Semester end examination** **60% i.e. 60 marks**

Please Note:

- In view of the current situation, following additions are made in pattern of examination.
- Internal test can be conducted on line in the form of MCQs.
- Under the challenging and unforeseen situations, all the examinations including viva, submission of projects & assignments will conducted through online mode or as directed by the University/State Govt/UGC.

(A) Internal Assessment 40 marks

Description	Marks
Two internal test of 20 marks each – (Multiple choice Questions to be conducted online) (Best of two to be considered)	20
One Project or Viva or Case studies or Assignment or NGO assignments or Internship	10
One Open book test or book review (books from library)	10
Total	40

(B) Semester end examination 60 marks

Paper Pattern

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15

Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks	15
Total	60
Note:	
Q.1, Q.2, Q.3 are of 15 marks question but may be divided into sub questions if required.	
Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination.

BUSINESS COMMUNICATION – I

COURSE CODE : BBIS104

COURSE CREDIT: 03

Course Objectives:

- To develop awareness of the complexity of the communication process.
- To develop effective listening skills in students so as to enable them to comprehend instructions and become critical listeners.
- To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups.
- To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centred manner.
- To develop ability to communicate effectively with the help of electronic media.

SYLLABUS FOR BUSINESS COMMUNICATION – I

Sr.No.	Module	Number of lectures
1	<p>Theory of Communication</p> <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-</p> <p>Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication:</p> <p>Methods: Verbal and Nonverbal, Characteristics of Verbal</p>	15

	<p>Communication Characteristics of Non-verbal Communication, Business Etiquette</p> <p>Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]</p> <p>Computers and E- communication Video and Satellite Conferencing</p>	
2	<p>Obstacles to Communication in Business World</p> <p>Problems in Communication /Barriers to Communication:</p> <p>Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p> <p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, <u>Gender Equity at the workplace.</u></p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,</p> <p>Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace</p> <p>Piracy, Insurance, Child Labour</p>	15
3	<p>Business Correspondence</p> <p>Theory of Business Letter Writing:</p> <p>Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing.</p> <p>Personnel Correspondence:</p> <p>Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p> <p>[Letter of Appointment, Promotion and Termination, Letter of</p>	15

	Recommendation (to be taught but not to be tested in the examination)]	
4	<p>Language and writing skills</p> <p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing:</p> <p>Developing an idea, using appropriate linking devices, etc</p> <p>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. <p>Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>	15
	TOTAL	60

References:

1. Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
2. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
3. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
4. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
5. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
6. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
7. Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
8. Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application ,Richard D. Irwin Inc. Illinois.

SCHEME OF EXAMINATION

Q.2 Theory based questions (2 out of 3)	12
Q.3 Application Letter with Resume (1 out of 2)	12
Q.4 Personnel Letter (2 out of 3)	12
Q.5 a) Case study/Reading Comprehension b) Paragraph Writing	06 06
Total	60

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

FOUNDATION COURSE - I

Course Code: BBIS105

Course Credits : 02

Course Objectives:

1. To create awareness among students about various social issues and societal problems
2. To generate awareness among students regarding social, linguistic, religious, gender-based and caste-based disparities and physical, social and mental disabilities.
3. To foster interest in students in constitutional safeguards and legal provisions.

Module No.	Topics	Number of lectures
1	Overview of Indian Society <ul style="list-style-type: none">• 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	5
2	Concept of Disparity- I <ul style="list-style-type: none">• Understand the concept of disparity as arising out of stratification and inequality; Meaning of Gender, Gender Identity, 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	15
3	Concept of Disparity – II <ul style="list-style-type: none">• 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	5
4	The Indian Constitution	10

	<ul style="list-style-type: none"> 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 the Political Processes <ul style="list-style-type: none"> 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 	10
	Total Lectures	45

References:

- 1) Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)
- 2) Indian Society and Culture, Vinita Padey, Rawat Pub (2016)
- 3) Social Problems in India, Ram Ahuja, Rawat Pub (2014)
- 4) Faces of Feminine in Ancient , medieval and Modern India, Mandakranta Bose Oxford University Press
- 5) National Human rights commission- disability Manual
- 6) Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012
- 7) Regional Inequities in India Bhat L SSSRD- New Delhi
- 8) Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)
- 9) The Constitution of India, P M Bakshi 2011
- 10) The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub
- 11) Politics in India: structure, Process and Policy SubrataMitra, Routledge Pub
- 12) Politics in India, Rajani Kothari, Orient Blackswan
- 13) Problems of Communalism in india, Ravindra Kumar Mittal Pub
- 14) Combating communalism in India: Key to National Integration, Kawal Kishor Bhardwaj, Mittal Pub

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

SCHEME OF EXAMINATION FOR B.Com (Banking and Insurance)

(C) Internal Assessment 40 marks

Description	Marks
One best out of two tests for 20 marks each – Objective Tests	20
Any one for 20 marks or any 2 for 10 marks each Project, Presentation and Viva voce/Case studies/Assignments/ Outreach programmes/Certificate courses.	20
Total	40

(B) Semester End Examination – 60 marks

Duration : 2 hours	
Total Marks: 60	
Based on Module1 Q.1 (a) Full length question Or (b) Full length question	12
Based on Module 2 Q 2. (a) Full length question Or (b) Full length question	12
Based on unit 3 Q.3 (a) Full length question Or (b) Full length question	12
Based on Module 4 and 5 Q.4 (a) Full length question Or (b) Full length question	12
Refer note below Q.5 (a) Full length question Or	12

(b) Write short notes (any 3 out of 5)	
Total Marks	60

Note:

- Q.5 will be a full length question for 12 marks from any of the five modules
- Q.5 Short Notes: (Any 3 out of 5) – 4 marks each from Module 5

Passing criteria: : Minimum 40% marks (16 out of 40) in internal and 40% marks (24 out of 60) in semester end examination.

Business Economics I

COURSE CODE: BBIS106

COURSE CREDIT: 03

Course Objectives:

To make the students understand the meaning and concepts of business economics and its functional relations.

To make student understand the root cause of economic problems.

To make student learn micro economics & its application to business.

SR.NO	MODULES	No. of lectures
1	Module-1 Scope and importance of Business Economics: Basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium	10
2	Module-2 Demand Analysis: 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 Consumer's Surplus.	10
3	Module-3 Supply and Production Decisions and Cost of Production 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	15

	<p>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>),</p> <p>LAC and Learning curve - Break even analysis (<i>with business applications</i>)</p>	
4	<p>Module-4</p> <p>Market structure - Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition:</p> <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, role of social media</p> <p>(<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</p> <p>(<i>with practical examples</i>)</p>	15
	<p>Module-5</p> <p>Pricing Practices: Cost oriented pricing methods:</p> <p>Cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing</p> <p>(<i>case studies on how pricing methods are used in business world</i>)</p>	10
	TOTAL	60

References:

1. Business Economic – 1 (Johnson, Mascarenhas, Chatterjee)
2. Business Economic – 1 (Saraswathi Swaminathan)
3. Advanced Economic Theory (H L Ahuja)

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- **Internal assessment** **40% i.e. 40 marks**

- **Semester end examination** **60% i.e. 60 marks**

SCHEME OF EXAMINATION FOR B.Com (Banking and Insurance)

(A) Internal Assessment 40 marks

Description	Marks
Two internal tests of 20 marks each – (Multiple choice Questions) (Best of two to be considered)	20
One Project and Viva voce/Case studies/Assignments	20
Total	40

B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15

Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks Three short notes of 5 marks each or Case study	15
Total	60
Note:	
1. Q.1,2 and 3 - 15 marks question may be divided into sub questions if required. 2. Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

QUANTITATIVE METHODS - I

COURSE CODE : BBIS107

COURSE CREDIT: 03

Course Objectives:

- To make the students learn data collection, representation and central tendency and application usage in industry
- To make the students understand usage of Measures of Dispersion, Probability theory
- To make students learn statistical techniques like Correlation and Regression
- To make students learn how are Index numbers used and basic fundamentals of insurance sector

Sr. No	Modules/Units	No of Lectures
1.	<u>INTRODUCTION, ORGANISING DATA, FREQUENCY DISTRIBUTION, DATA REPRESENTATION</u> Organizing data, preparation of frequency distribution, cumulative frequencies, histogram, frequency polygon and ogives.	10
2.	<u>MEASURES OF CENTRAL TENDENCIES</u> 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 & percentiles for both grouped as well as ungrouped data.	10
3.	<u>MEASURES OF DISPERSION</u> Concept and idea of dispersion. Absolute measures of dispersion: Range, quartile deviation, Mean Deviation, Standard Deviation & corresponding relative measures of dispersion.	08
4.	<u>PROBABILITY, PROBABILITY DISTRIBUTION & DECISION THEORY</u> Concept of probability (Factorial, permutations & combinations, set theory & Venn diagrams), rules of Probability conditional & unconditional probability & probability tree. Probability distribution: Discrete and continuous variable. Expected value of the variable, variance of variable & normal distribution Decision Theory: decision making under uncertainty, decision making	10

	under risk & decision tree.	
5.	<u>CO-VARIANCE, CORRELATION & REGRESSION</u> Meaning, definition and Application of covariance. Concept of correlation. Rank correlation, Coefficient of correlation. Regression concept, relationship with correlation, Assumptions in simple linear Regression, Estimation using Simple linear Regression: Fitting of straight line, method of least square, construction of characteristic line/estimation line.	10
6.	<u>INDEX NUMBERS</u> Concept and usage of index nos. Construction of index nos. Types of index nos. Aggregate - Laspeyres, Paasche, Dorbish Bowley, Fisher, Marshall-Edgeworth, Walsch & Kelly Price indices 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 no's. for agricultural, industrial production, Retail Prices, Consumer price index nos. for security prices, etc.	06
7.	<u>INSURANCE</u> Meaning, Objective, Purpose and need for Insurance. Fundamentals of Insurance - Calculation of age, Premiums, Bonuses, Paid up value of a policy, surrender value of insurance policy.	06

REFERENCE BOOKS:

- Mathematics for Economics & Finance by Martin Anthony & Norman Biggs,1996.
- Fundamentals of Statistics - D. N. Elhance,1964
- Statistical Methods - S.G. Gupta (S. Chand & Co.),2012
- Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India),2017
- Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.,2017
- Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited,2015
- Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons,2012
- Business Mathematics: A P Verma, Asian Books Pvt.: Limited,2009
- Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co,2014
- Introduction to probability – Charles M Grinstead & J.L. Snell,2003

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment % i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

SCHEME OF EXAMINATION FOR QUANTITATIVE METHODS I

(A) Internal Assessment 40 marks

Description	Marks
Internal test - Objectives based, 20 marks each (best of two)	20
Project/Presentation/Open book tests/ Assignments	20
Total	40

(B) Semester end examination 60 marks – Paper Pattern

Duration: 2 hours	Total Marks: 60
Q1. Question 1 will be from Unit 1 & 2 (7 and 8 Marks)	15
Q2. Question 2 will be from Unit 3 & 4 (5 & 10 Marks) or (7 and 8 Marks)	15
Q3. Question 3 will be from Unit 5 & 6 (7 and 8 Marks)	15
Q4. Question 4 will be from Unit 7 & Short notes (5 x 3 Marks) or (7 and 8 Marks)	15

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

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AUTONOMOUS
B.COM (BANKING & INSURANCE)**

Sr. No.	Heading	Particulars
1	Title of the course	B. Com (Banking & Insurance)
2	Eligibility for admission	HSC or Equivalent
3	Minimum percentage	45%
4	Semesters	I and II
5	Level	UG
6	Pattern	03 years & 06 semesters CBGS
7	To be implemented from	From Academic year 2020-21 in a progressive manner



**SIES COLLEGE OF COMMERCE & ECONOMICS
(AUTONOMOUS)
(Affiliated to University of Mumbai)
RE-ACCREDITED GRADE “A” BY NAAC**

**BOARD OF STUDIES
B.COM (BANKING & INSURANCE)**

(WITH EFFECT FROM THE ACADEMIC YEAR 2020-2021)

OBJECTIVES OF THE PROGRAM:

1. To exploit opportunities in the Banking & Finance industry.
2. To create better avenues for improving employability.
3. To provide exposure to operational environment.
4. To enable increased industry academia interaction

SCHEME OF MODULES

SEMESTER II			
Serial No	Course code	Credits	Course Name
I	Discipline Related Elective Courses (DRE)		
1	BBIS101	03	Principles & Practices of Banking & Insurance
2	BBIS102	03	Business Law
3	BBIS103	03	Financial Accounting - II
II	ABILITY ENHANCEMENT COURSES (AEC)		
IIA	ABILITY ENHANCEMENT COMPULSORY COURSE		
4	BBIS104	03	Business Communication - II
IIB	SKILL ENHANCEMENT ELECTIVE COURSE		
5	BBIS105	02	Foundation course - II
III	CORE COURSES (CC)		
6	BBIS106	03	Organisational behaviour
7	BBIS107	03	Quantitative Methods - II
TOTAL CREDITS		20	

Principles and practices of Banking and Insurance

COURSE CODE: BBIS201

COURSE CREDIT: 03

Course Objectives:

1. To create understanding about the fundamental principles of banking supervision and its practices in India.
2. Updating students with the various technologies used in banking.
3. To make students understand the working of insurance companies.

Sr. No	Syllabus	No. of lectures
01	Module -1 Introduction to Banking Basic Concepts: Origin, Need, Types, Scope and Functions of Banking, Types of Account, Need for Regulation and Supervision.	15
02	Module-2 Banking Scenario in India Banking Operations , Banking Services - Retail Banking concept and products, Introduction to Digital Banking, Introduction to Mobile wallet, UPI, E-Banking and Internet Banking. Current Banking Scenario, Financial Inclusion and Banking Regulations & Role of RBI.	15
03	Module-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.	15
04	Module-4 Insurance Business Environment in India Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures. Insurance Regulations Role of IRDA.	15

References:

1. Banking and Insurance: Principles and Practices by Neelam C. Gulati, Excel.
2. Banking and Insurance, volume 12 – 13 by Shakti R. Mohapatra, Debidutta Acharya, Pearson Edition India.
3. Elements of Banking and Insurance, Jyotsna Sethi, Nishwan Bhatia, PHI Learning Pvt. Ltd.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment 40 marks

Description	Marks
Internal test - Objectives based, 20 marks each (best of two)	20
Presentation/Assignment - Viva/NGO Activity/Internship/ Book Review/Project/ Open Book Test	20
Total	40

B) Semester end examination 60 marks – Paper Pattern

Duration: 2 hours	Total
Marks: 60	
Particulars	Marks **
Q1. Question 1 (5 Marks x 3) or (7 and 8 Marks) or (15 Marks)	15
Q2. Question 2 (5 Marks x 3) or (7 and 8 Marks) or (15 Marks)	15
Q3. Question 3 (5 Marks x 3) or (7 and 8 Marks) or (15 Marks)	15
Q4. Question 4 (5 Marks x 3) or (7 and 8 Marks) or (15 Marks)	15

****Marks assigned in the external question paper will be based on the weightage (number of lectures) of each module in the syllabus.**

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Business Law

COURSE CODE: BBIS202

COURSE CREDIT: 03

Learning Objectives

1. To impart knowledge of the legal environment in which a consumer and business operate.
2. To demonstrate understanding of the basic Legal System and knowledge of basic court procedures.
3. To provide knowledge of legal principles.
4. To understand the concept of General and Special Contracts, Negotiable Instruments and Sale of Goods Act.
5. To enable the learner to understand, explore and acquire a critical understanding of Cyber Law and to develop competencies for dealing with frauds(phishing) and other cyber crimes that take place via internet.

Syllabus	No of Lectures
<u>Unit 1: Introduction to Law</u> Introduction to Law Meaning, Definitions, Features, Types, Sources and Classification. Civil Law and Criminal Law features	08
<u>Unit 2: Indian Constitution</u> Indian Constitution Natural Justice, Special Leave Appeal, Features, Writs, Fundamental Rights	10
<u>Unit 3: Contract Act</u> Contract Act Meaning, Essentials, Agreement, Offer, Acceptance, Consent, Free Consent, Consideration, Capacity of contract, Kinds and Classification of Contract- Valid, Void, Voidable, E -contract, Quasi , Contingent, Wagering agreements. Performance and Discharge of contract.	12

<p><u>Unit 4: Special Contract</u> Indemnity & Guarantee – Indemnity-Meaning, Features, Rights of the Indemnity Holder and Commencement of Liability of the Indemnifier. Guarantee- meaning, features, types of guarantee, revocation of continuing guarantee, distinguish between Indemnity & Guarantee, position of Surety. Bailment : Meaning, Types, Features, Position, Lien, Finder of Goods ,Pledge Agency: Meaning, Features, types, Position, Ratification and Termination of Agency, Personal Liability of an Agent. Sale of Goods Act: Introduction, Meaning, Features, Terms, Goods Classification, Sale and Agreement to sell, Unpaid Seller and position Conditions and Warranty, Sale by Non-Owners, Auction Sale.</p>	12
<p><u>Unit 5:Negotiable Instruments</u> Negotiable Instrument Act Features, Promissory Note, Bills of Exchange, Cheque, Features, Distinguish, 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.</p>	10
<p><u>Unit 6: Information Technology Act</u> Information Technology Act Objectives, Scheme, Digital Signature, Authorization, E- Governance, Certifying Authorities, Digital Certificates, Offences & Penalties (Sec 43, 43A)Cyber Crime- Financial Cyber Crime, Meaning, Types (relevance to Phishing),Cyber Attacks in India, Reporting of Financial Cyber Crimes.</p>	8

Reference:

1. Business Law- Kapoor N.D.
2. Business Law- Kucchat M.C.
3. Business Law- Chaudha P.R.
4. Business Law- Wadhvani M
5. Business Law- Bulchandani K.R.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

SCHEME OF EXAMINATION

A) Internal Assessment 40 marks

Description	Marks
2 Tests of 20 marks each based on best of two format	20
Assignment/ Viva /Presentation	10
Open Book Exam	10
Total	40

B) Semester end examination 60 marks

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15
Q.3 15 marks OR 15 marks	15
Q.4 Case Study (a) 3 marks (b) 3 marks (c) 3 marks (d) 3 marks (e) 3 marks OR Q.4. Short Notes(Any 3 out of 5)- 5 marks each	15
TOTAL	60
Note: 1. The 15 marks full length question may be sub divided into 2 questions of 8 and 7 marks each 2. There will be no objective questions.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in Semester end examination.

Financial Accounting - II

COURSE CODE : BBIS203

COURSE CREDIT: 03

Course Objectives:

1. To acquaint the students with the process, regulatory framework, accounting entries at the time of issue and redemption of various securities.
2. To introduce the students with basics of valuation of goodwill and shares.

Sr.No.	Modules	Number of lectures
1	<p><u>Unit I: Issue and Buyback of shares</u> Issue of shares (forfeiture and reissue included), Bonus Issue and Rights issue. 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</p>	16
2	<p><u>Unit II: Redemption of preference shares:</u> 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 Schedule III to the Companies Act, 2013).</p>	12

3	<p><u>Unit III - Issue & Redemption of Debentures</u> Issue of Debentures – Legal provisions and accounting Redemption of debentures (excluding buy back of own debentures). Methods of redemption including out of profits. Debenture redemption reserve and debenture redemption sinking fund (excluding insurance policy and Schedule III to the Companies Act, 2013). Redemption of debentures by conversion into new class of shares or debentures with options- including at par, premium and discount.</p>	16
4	<p><u>Unit – IV Valuation of goodwill & Shares</u> Valuation of Goodwill – Maintainable Profit method, Super Profit Method Capitalization method, Annuity method Valuation of Shares – Intrinsic Value method, Yield value and Fair value method, Introduction to valuation of shares by DCF method.</p>	16
	Total Lectures	60

References:

1. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

Please Note:

- In view of the current situation, following additions are made in pattern of examination.
- Internal test can be conducted on line in the form of MCQs.
- Under the challenging and unforeseen situations, all the examinations including viva, submission of projects & assignments will conducted through online mode or as directed by the University/State Govt/UGC.

(A) Internal Assessment 40 marks

Description	Marks
Two internal tests of 20 marks each – (Multiple choice Questions) (Best of two to be one will be considered)	20
One Project and Viva voce/Case studies/Assignments	10
Open Book Test/ Review of Book, Magazine or Article	10
Total	40

B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15
Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks	15
Three short notes of 5 marks each or Case study	
Total	60
Note:	
1. Q.1,2 and 3 - 15 marks question may be divided into sub questions if required.	
2. Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Business Communication – II

Course code: BBIS204

Credits:03

Objectives:

1. To develop awareness of the complexity of the communication process.
2. To develop effective listening skills in students so as to enable them to comprehend instructions and become critical listeners.
3. To develop effective oral skills so as to enable students to speak confidently interpersonally as well as in large groups.
4. To develop effective writing skills so as enable students to write in a clear, concise, persuasive and audience centred manner.
5. To develop ability to communicate effectively with the help of electronic media.

Sr.No.	Module	Number of lectures
1	Presentation Skills 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	15
2	Group Communication 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	15

3	<p>Business Correspondence Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) <u>Social and Public Relations Invite</u> Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, Promotional leaflets and fliers, Consumer Grievance Letters [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>	15
4	<p>Language and writing skills Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner</p>	15
	TOTAL	60

References:

1. Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books
2. Bhargava and Bhargava(1971) Company Notices, Meetings and Regulations
3. Black, Sam (1972) Practical Public Relations, E.L.B.S. London.
4. Bovee Courtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.
5. Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.
6. Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.
7. Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.
8. Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application Richard D. Irwin Inc. Illinois.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment (40 marks)

Description	Marks
Two internal tests of 20 marks each – (Multiple choice Questions) (Best of two to be considered)	20
Reading, Listening and Presentation Skills Topic based individual/group presentation Group discussion based on current/relevant issues Mock Interview based on Application and CV Listening to short videos and tested on the same Decoding Job advertisements	10
Writing Skills – Paragraph, Email, Blog, Tweets, Statement of Purpose, Bio-note, Precis, Caption writing	10
Total	40

(B) Semester end examination (60 marks)

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 Short Notes (Any 3 out of 5)	12
Q.2 Theory based questions (2 out of 3)	12
Q.3 Trade Letters(2 out of 3)	12

Q.4 a) Report writing b) Summarization	06 06
Q.5 a) Notice / Agenda / Resolution b) Case Study	06 06
Total	60

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Foundation Course – II

COURSE CODE: BBIS205

COURSE CREDIT: 03

Course Objectives:

1. To orient students with the concepts of liberalization, privatization and globalization along with its impact
2. To introduce the concept of Human Rights and Fundamental Rights stated in the Constitution
3. To improve understanding of the importance of environment and its preservation
4. To equip students with an understanding of stress and its coping mechanisms

Module No.	Modules	Number of lectures
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.	7
2	Human Rights Concept of Human Rights; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution, LGBTQ Rights	10
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	10
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	10

	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	8
	Total Lectures	45

References:

1. A decade of economic reforms in India (The past, the present, the future)-Edited by Raj Kapila and Uma Kapila, Academic Foundation (2002)
2. Impact of the policies of WTO on Indian agriculture - S. Nehru, Serial Pub. (2012)
3. Privatisation of public enterprises – Emerging dimensions – Edited by G.S. Batra, Narinder Kaur , Anmol Pub. (1995)
4. Economics of development – Dwight Perkins, Steven Radelet, David Lindauer, Norton company (2006)
5. Industrial Policy and economic development in India (1947 -2012) – Anup ChatterjeeNew Century Pub. (2012)
6. Globalisation and development of backward areas – Edited by G. Satyanarayana New Century Pub. (2007)
7. Contemporary issues in globalisation – An introduction to theory and policy in India Soumyen Sikder , Oxford University Press (2002)
8. Environmental Studies – Dr. Vijay Kumar Tiwari , Himalayan Pub. (2010)
9. Ecology and environment – Benu Singh, Vista International Pub. (2006)
10. Universal Human Rights : In theory and practice, Jack Donnelly, (2014)
11. Stress Management – Dr. N. Tejmani Singh ,Maxford books (2011)
12. LGBT Rights in India: What Travellers Should know before going in

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment 40 marks

Description	Marks
One best out of two tests for 20 marks each – Objective Tests	20
Any one for 20 marks or any 2 for 10 marks each Project, Presentation and Viva voce/Case studies/Assignments/ Outreach programmes/Certificate courses.	20
Total	40

(B) Semester End Examination – 60 marks

Duration : 2 hours	
Total Marks: 60	
Based on Module1 Q.1 (a) Full length question Or (b) Full length question	12
Based on Module 2 Q 2. (a) Full length question Or (b) Full length question	12
Based on unit 3 Q.3 (a) Full length question Or (b) Full length question	12
Based on Module 4 and 5 Q.4 (a) Full length question Or (b) Full length question	12
Refer note below Q.5 (a) Full length question Or (b) Write short notes (any 3 out of 5)	12
Total Marks	60

Note:

- Q.5 will be a full length question for 12 marks from any of the five modules

- Q.5 Short Notes: (Any 3 out of 5) – 4 marks each from Module 5

Passing criteria: : Minimum 40% marks (16 out of 40) in internal and 40% marks (24 out of 60) in semester end examination.

Organizational Behavior

COURSE CODE: BBIS206

COURSE CREDIT: 03

Course Objectives:

1. Make students develop an understanding for the various concepts and principles in Organisational Behaviour
2. To make students aware of the various aspects of individual behavior . They will be able to analyse the benefits of working in groups and teams.
3. To make students aware of the concepts of stress and conflicts and the ways in which it affects individuals at personal and professional level.
Students will become aware of the factors that cause stress and conflicts and will learn about ways to avoid or minimise them,
4. To make students appreciate the differences between the various types of intelligences
5. To make students analyse the significance of culture and change in organizations

Syllabus	No.of Lectures
Module -1 Introduction to 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	14
Module-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	19
Module-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, Kotter's eight steps change model, ways to overcome resistance to change.• Time and Stress Management.	17
Module-4 Organizational Development	10

- | | |
|---|--|
| <ul style="list-style-type: none">• Meaning and Nature of OD.• Techniques of OD.• Importance of OD. | |
|---|--|

References:

1. Stephen P. Robbins “Organizational Behavior ”Prentice Hall of India Private Ltd.
2. John Bratton “Work and Organizational Behaviour ”MilitzaCallinan Carolyn Forshaw and Peter Sawchuk Palgrave Macmilla, New York.
3. Margie Parikh and Rajen Gupta “Organizational Behaviour ”Tata Mc. Graw Hill Education Private Limited , New Delhi.
4. Suja Nair“Organizational Behaviour”Himalaya Publishing House , Mumbai.

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- Internal assessment 40% i.e. 40 marks
- Semester end examination 60% i.e. 60 marks

(A) Internal Assessment 40 marks

Description	Marks
Best out of two multiple choice tests for 20 marks each	20
Any one for 20 marks or any 2 for 10 marks each Project, Presentation and Viva voce / Case studies /Assignments/ Internship /Certificate courses.	20
Total	40

(B) Semester end examination 60 marks

PAPER PATTERN

Duration : 2 hours	
Total Marks: 60	
Q.1 15 marks OR 15 marks	15
Q.2 15 marks OR 15 marks	15
Q.3 15 marks OR 15 marks	15
Q.4 15 marks OR 15 marks	15
Three short notes of 5 marks each or Case study	
Total	60
Note:	
1. Q.1,2 and 3 - 15 marks question may be divided into sub questions if required.	
2. Q.4 May include theory (short notes) /Case Study in one of the options.	

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

Quantitative Methods - II

COURSE CODE: BBIS207

COURSE CREDIT: 03

Course Objectives:

1. To make the students learn Testing of Hypothesis and application usage in Industry
2. To make the students understand usage of linear programming problems (LPP), Matrices and determinants.
3. To make students learn fundamental, mathematical concepts like ratio , proportion and percentage
4. To make students understand Statistical applications in Investment management, Time value of money and Economic indicators.

Sr. No	Modules/Units	No of Lectures
1.	<u>TESTING OF HYPOTHESIS</u> 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	08
2.	<u>LINEAR PROGRAMMING TECHNIQUES</u> Meaning, Advantages, limitations, business applications, basic terminology, formulation of linear Programming Problems, Graphical Method of solving Linear Programming Problems, Simplex method (up to 3 variables) with Maximization & Minimization. Duality in Linear Programming (concept only)	12
3.	<u>MATRICES & DETERMINANTS (Application in Business & Economics)</u> 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 & Determinants to Business Economics)	12
4.	<u>RATIO, PROPORTION & PERCENTAGE</u> Ratio Definition, Continued Ratio, Inverse Ratio, Proportion, Continued Proportion, Direct Proportion, Inverse proportion, Variation, Inverse Variation, Joint Variation, Percentage: Meaning & Computation of Percentage.	06

5.	<p align="center"><u>STATISTICAL APPLICATIONS IN INVESTMENT MANAGEMENT & INSURANCE</u></p> <p>Expected return from shares (using probability) Measuring total risk from investigator shares (using standard deviations) Partitioning risk into systematic and unsystematic components (using covariance) Measuring risks of portfolio (using correlation). Insurance- Time value of Money (Present value, Future value & annuity calculations for immediate & deferred)</p>	18
6.	<p align="center"><u>ECONOMIC INDICATORS</u></p> <p>GDP, Real growth in GDP price level Inflation rate, Money supply, Index for agricultural production Index for industrial production, Electrical</p>	04

Reference:

1. Mathematics for Economics & Finance by Martin Anthony & Norman Biggs,1996.
2. Fundamentals of Statistics - D. N. Elhance,1964
3. Statistical Methods - S.G. Gupta (S. Chand & Co.),2012
4. Statistics for Management - Lovin R. Rubin D.S, (Prentice Hall of India),2017
5. Statistics - Theory, Method & Applications D.S.Sancheti & V. K. Kapoor.,2017
6. Business Mathematics & Statistics : B Aggarwal, Ane Book Pvt. Limited,2015
7. Business Mathematics : D C Sancheti & V K Kapoor, Sultan Chand & Sons,2012
8. Business Mathematics: A P Verma, Asian Books Pvt.: Limited,2009
9. Fundamentals of Applied Statistics: S G Gupta and V K Kapoor, Sultan Chand & Co,2014
10. Foundations & applications of time value of money - Pamela Peterson Drake, Frank J. Fabozzi,2009

SCHEME OF EXAMINATION

The scheme of examination shall be divided into two parts:

- | | |
|------------------------------|-------------------|
| (A) Internal assessment | 40% i.e. 40 marks |
| (B) Semester end examination | 60% i.e. 60 marks |

(A) Internal Assessment 40 marks

Description	Marks
Internal test - Objectives based, 20 marks each (best of two)	20
Project/Presentation/ Open book tests/ Assignments	20
Total	40

(B) Semester end examination 60 marks – Paper Pattern

Duration: 2 hours	Total Marks: 60
Q1. Question 1 will be from Unit 1 & 2 (7 and 8 Marks)	15
Q2. Question 2 will be from Unit 3 & 4 (5 & 10 Marks) or (7 and 8 Marks)	15
Q3. Question 3 will be from Unit 5 (7 and 8 Marks)	15
Q4. Question 4 will be from Unit 6 & Short notes (5 x 3 Marks) or (7 and 8 Marks)	15

Passing criteria: Minimum 40% in Internal (16 out of 40) and 40% (24 out of 60) in semester end examination

