

Course Structure of M.Com (Banking & Insurance) under CBCS

I Semester

S.No.	Paper code	Title	contact Hours	Credits	Intrenal	External	Total
1	101	Business Environment	5	5	20	80	100
2	102	Managerial Economics	5	5	20	80	100
3	103	Corporate Financial Accounting	5	5	20	80	100
4	104	Quantitative Techniques	5	5	20	80	100
5	105	Organization Theory & Behaviour	5	5	20	80	100
6	106	Seminars		1	50		50
		Total	25	26	150	400	550

II Semester

S.No.	Paper code	Title	contact Hours	Credits	Intrenal	External	Total
1	201	Marketing Management	5	5	20	80	100
2	202	Financial Management	5	5	20	80	100
3	203	Human Resource Management	5	5	20	80	100
4	204	Principles and Practices of Banking	5	5	20	80	100
5	205	Principles and Practices of Insurance	5	5	20	80	100
6	206	Seminars		1	50		50
		Total	25	26	150	400	550

Course Structure of M.Com (Banking & Insurance) under CBCS

III Semester

S.No.	Paper code	Title	contact Hours	Credits	Intrenal	External	Total
1	301	Advanced Financial Accounting	5	5	20	80	100
2	302	Information Technology	5	5	20	80	100
3	303	Indian Financial System	5	5	20	80	100
4	304	Regulation of Banking and Insurance	5	5	20	80	100
5	305	Corporate Tax Management	5	5	20	80	100
6	306	Seminars		1	50		50
		Total	25	26	150	400	550

IV Semester

S.No.	Paper code	Title	contact Hours	Credits	Intrenal	External	Total
1	401	Business Research Methods	5	5	20	80	100
2	402	Strategic Cost Management	5	5	20	80	100
3	403	Risk Management in Banking and Insurance	5	5	20	80	100
4	404	International Accounting	5	5	20	80	100
5	405	Management of Life and Non-Life Insurance	5	5	20	80	100
6	406	Seminars		1	50		50
		Total	25	26	150	400	550

MASTER OF COMMERCE- FIRST SEMESTER (Banking & Insurance)
101 – BUSINESS ENVIRONMENT
(Common to M.Com, M.Com -Computer Applications - under CBCS)

- Unit-I:** Business Environment – significance – Types of Environment – Internal and External Environment – Micro and Macro Environment – Environmental Analysis Stages – Approaches – Techniques of Environmental Analysis – Steps – Types and Techniques of Environmental forecasting – Benefits and limitations.
- Unit-II:** Economic Environment – Economic System – Capitalism – Communism and Mixed Economy – Economic Reforms – Economic Policies – Industrial Policies – Trade policies – Fiscal and Monetary Policies – Economic Development and Role of Government – Technological Environment – features – Impact – Technology transfer.
- Unit-III:** Politico – Legal Environment – Political Institutions – Legislative – Executive and judiciary – Constitution of India – Fundamental rights – Directive Principles of State policy – Business Responsibilities to Government – Government responsibilities to business – Legal framework of Business- Regulatory Institutions- TRAI-SEBI-IRDA- Electricity Regulatory Agencies- Central Electricity Regulatory Commission-Telangana State Electricity Regulatory Commission (TSERC) .
- Unit-IV:** Socio-Cultural Environment – Business and Society – Objectives of Business – Social Responsibilities of Business – Business and culture – Cultural dimensions – Social audit – Nature – Evolution – benefits – Social Audit in India – Business Ethics – Nature Sources – Managing Ethics – Corporate Governance – Nature and Mechanism.
- Unit-V:** Global Environment – Globalisation – Meaning and Dimensions –Stages – Drivers and effects of Globalisation – Players in Global Business – Benefits and problems of MNCs – Challenges of global Business – WTO and India – Foreign Direct Investment – (FDI) Foreign Institutional Investors (FIIS).

Suggested Readings

1. Francis Cherunilam, **Business Environment Text and Cases**, Himalaya Publishing House, Text and Cases, Himalaya Publishing House, 2014.
2. Aswathappa K, **Essentials of Business Environment**, Himalaya Publishing House, 2014.

References

1. Faisal Ahmed and Absar Alam.M, **Business Environment: Indian and Global Perspective**, Prentice Hall of India, 2014.
2. Veena Keshav Pailwar, **Business Environment**, Prentice Hall of India Private Limited, 2014.
3. Justin Paul, **Business Environment: Text and Cases**, Tata McGraw-Hill Publishing Company Limited, 2008.
4. Sukumar Nandi, **International Business Environment**, McGraw-Hill Education Company Limited, 2010.
5. Fernando A.C, **Business Environment**, Dorling Kindersley India Pvt. Ltd, 2011.

MASTER OF COMMERCE- FIRST SEMESTER (Banking & Insurance)
102 - MANAGERIAL ECONOMICS
(For M.Com under CBCS)

- Unit-I:** Introduction to Managerial Economics – Nature – Scope – Applications of Micro Economics and Macro Economics – Need and Significance – Theory of firm - Business objectives of Organization
- Unit-II:** Demand and Supply Analysis – Concepts – Determinants of Demand – Law of Demand- Elasticity of Demand – Price Elasticity of Demand- Income Elasticity of Demand-Cross Elasticity of Demand- Supply function – Law of Supply – Exceptions to the Law of Supply – Demand forecasting – Objectives and methods
- Unit-III:** Production and Cost functions – Cobb Douglas Production function – Isoquants – Isocosts – Production Equilibrium – Returns to Scale – Cost function – Behaviour of costs in Short run and Long run – Economies and Diseconomies of Scale
- Unit-IV:** Structure of Competition – Price and Output decisions in Perfect Competition – Monopoly – Monopolistic Competition – Oligopoly – Barriers to Entry – Pricing – Dual Pricing – Discriminatory Price – Pricing methods and Strategies.
- Unit-V:** Concept of Industry – Plant – Firm - Industry – Factors influencing size of firm – Optimum firm – Location and size decisions – Measurement of Efficiency – Productivity – Profit- Policy – Planning- Controlling and Forecasting

Suggested Readings

1. Mote V.L., Paul Samuel, Gupta G.S., **Managerial Economics – Concepts and Cases**, Tata McGraw Hill Publishing Company Limited, 2013.
2. Varshney R.L., Maheshwari K.L., **Managerial Economics**, Sultan Chand and Sons, 2014.

References

1. Mehta P.L., **Managerial Economics**, Sultan Chand & Sons (P) Limited, 2007.
2. Joel Dean, **Managerial Economics**, Prentice-Hall of India Pvt. Limited, 2010.
3. Mithani, D.M., **Managerial Economics**, Himalaya Publishing House Pvt. Limited, 2010.
4. Robinson E.A.G., **Structure of Competitive Industry**, NISBET & Co. Limited, 1958.
5. Justin Paul, Leena Kaushal and Sebastian VJ., **Managerial Economics**, Cengage Learning India, 2012.

6. Christopher R.Thomas and Charles Maurice.S., **Managerial Economics**, McGraw Hill Education (India) Private Limited, 2014.

MASTER OF COMMERCE- FIRST SEMESTER (Banking & Insurance)
103 – CORPORATE FINANCIAL ACCOUNTING

- Unit-I:** Company Accounts – Legal provisions relating to Company Accounts – Profit and Loss Account – Balance Sheet – Valuation of Shares and Goodwill – Methods(simple problems)
- Unit-II:** Accounting for Mergers and Amalgamations –Types of Restructuring –Nature of Merger and Amalgamation- Purchase Consideration –Exchange Ratio- Minimum and Maximum Exchange Ratio-Intrinsic Value of Share-Accounting Entries in the Books of Transferring Company- Accounting in the Books of Transferee Company- Pooling of Interest method – The Purchasing Method (simple problems)
- Unit-III:** Inflation Accounting – Meaning – Need – Scope – Approaches –Current Cost Accounting – Current Purchasing Power (simple problems)
- Unit-IV:** Investment Accounting – Meaning – Need – Investment Transactions – Ex-dividend – Cum – Dividend – Treatment of Interest and Dividend – Lease Accounting-Disclosure- Journal Entries- Schedule of Payment – Sale and Lease back Transactions (Simple problems)
- Unit-V:** Accounting of Public utilities – Nature – Significance – Public utility Accounts — Fund Accounting- Double Accounting – Accounting of Electricity Undertakings including Distribution of Surplus (Simple Problems) –Human Resource Accounting – Approaches.

Suggested Readings

1. Gupta R.L. and Radhaswamy M., **Advanced Accountancy**, Sultan Chand and Sons, 2014.
2. Jain SP. And Narang KL, **Advanced Accountancy**, Kalyani Publishers, 2013.

References

1. John Gabriel S., and Marcus A., **Financial Accounting**, Tata McGraw Hill Education Private Limited, 2010.
2. Bhattacharyya S.K., and John Dearden, **Accounting For Management: Text and Cases**, Vikas Publishing House Private Limited, 2009.
3. Shukla M.C., Grewal T.S., and Gupta S.C., **Advanced Accounts**, Sultan Chand Limited, 2006.
4. Narayana Swamy R., **Financial Accounting – A Managerial perspective**, PHI Learning Private Limited, 2014.
5. Mukherjee A., and Hanif M., **Corporate Accounting**, Tata McGraw-Hill Publishing Company Limited, 2006.
6. Rajasekaran V. and Lalitha R., **Financial Accounting**, Pearson Education, 2011.
7. Mukherjee A and Hanif M., **Financial Accounting**, Mc Graw Hill Pvt Ltd 2012

MASTER OF COMMERCE- FIRST SEMESTER (Banking & Insurance)
104- QUANTITATIVE TECHNIQUES

- UNIT – I:** **Statistical Decision Theory:** Decision Theory Introduction – Meaning and Definition – Steps in Decision Theory — **Ingredients of Decision problem:** Acts, States of nature or events, Payoff table, Opportunity Loss table – Decision making under Certainty – Decision making under Risk – Decision making under Uncertainty – Optimal. **Game Theory:** Concept and applications of game – Two – Person – zero-sum game – Value of the Game – Competitive situations – Pure (with saddle point) and Mixed strategy (without saddle point) Games – Dominance Method – Limitations of Game theory. (Theory and Problems).
- UNIT – II:** **Theory of Probability and Probability Distributions:** Probability Meaning and definition of probability – Approaches – Axioms – Additive and Multiplicative theorems – Conditional probability theorem; **Bayes theorem:** Meaning and its application; **Theoretical frequency Distributions:** Classification – Binomial – Poisson – Normal Distributions (Theory and Problems).
- UNIT – III:** **Sampling and Testing of Hypothesis:** **Sampling** Meaning – Random and non-random sampling - Merits and demerits; **Hypothesis:** Meaning and steps in testing of hypothesis – Type I and Type II errors – Standard Error – Point and Interval estimates; **Testing of Hypothesis:** Sampling of Attributes – Sampling of Variables –**Parametric Tests -Large Sample tests:** Difference between means and Standard Deviation tests; **Small Samples Tests** – t-distribution and its application
- UNIT - IV:** **Analysis of Variance:** ANOVA - Meaning – Significance– **Classification of ANOVA:** One-way classification –Two-way classification (Problems).
- UNIT – V:** **Non-Parametric Tests:** Meaning – Difference between Parametric and Non-parametric tests –**Types of non-parametric tests:** One sample sign test -One sample run - The Mann Whitney U-test – Kruskal Wallis H-test; **Chi-square test:** Types of Association and Coefficients – Yule’s Coefficient - - Yates Correction – Coefficient of Contingency – Test for Goodness of Fit (Problems)

Suggested Readings

1. Gupta S.P., **Statistical Methods**, Sultan Chand and Sons, 2014.
2. Beri G.C., **Business Statistics**, Tata McGraw-Hill Education, 2010.

References

1. Richard I. Levin and David S.Rubin., **Statistics for Management**, Pearson Education, 2009.
2. Gupta.S.C., and Kapoor V.K., **Fundamentals of Applied Statistics**, Sultan Chand & Sons (P) Limited, 2008.
3. Srivastava U.K., Shenoy G.V., and Sharma S.C., **Quantitative Techniques for Managerial Decisions**, New Age International (P) Limited., 2005.

4. Amir D. Aczel, and Jayavel Sounderpandian., **Complete Business Statistics**, Tata McGraw-Hill Education Private Limited, 2012.
5. Vohra N.D., **Quantitative Techniques in Management**, Tata McGraw-Hill Publishing Company Limited, 2007.

MASTER OF COMMERCE- FIRST SEMESTER (Banking & Insurance)
105- ORGANISATION THEORY AND BEHAVIOUR

Unit I: Introduction to Organisation and Behaviour: Organisation – Definitions and Characteristics Principles of Organisation. Organisational Behaviour: Meaning – Definition - Factors influencing organisational behaviour - Significance - Emergence of Organisational Behaviour - Contributing Disciplines - Emerging challenges to organisational behaviour -Understanding Human Behaviour: Similarities and dissimilarities.

Unit-II: Individual Behaviour in Organisations: Personality – Definitions – Characteristics Determinants - Personality Traits Influencing Organisational Behaviour - Models of Human Personality: Rational Economic, Administrative, Social, Organisational, Self-Actualising - Perception: Definitions, Process, Factors influencing Perception, Distortions in Perception - Attitudes: Definitions and Formation of Attitudes - Learning: Definitions, Learning Process, Classical Conditioning, Operant Conditioning, Social Learning Theories.

Unit III: Group Behaviour in Organisations: Groups Meaning – Formation - Group Development -Types of Groups - Group Dynamics: Definitions Group Behaviour: Group Cohesiveness, Norming, Thinking, Risk Shift, Social Loafing - Team Development: Meaning, Definitions, Groups vs. Teams, Team Development, Using Teams for Organisational Building - Conflicts: Definitions, Process, Drives for Conflicts, Types, Outcomes, Conflict Resolution Techniques.

Unit IV: Behavioural Basis of Organisation Theory: Organisation Process - Elements of Organisation Structure: Types of Organisational Designs – Behaviour implications of Organisational Design – Authority and Power – Delegation and Decentralisation - Span of Management – Line and Staff. Organisational Change: Meaning – Need - Types – Resistance to Change and Overcoming Resistance.

Unit V: Organisational Communication and Leadership –Communication- Meaning - Process – Barriers – Overcoming Barriers. Leadership: Meaning – Styles – Managerial Grid – Traits Vs. Situational – Transformational Leadership – Leadership for Millennium Organisations. Motivation: Meaning – Motivators – Maslow and Herzberg Theories of Motivation – Approaches to Motivating Employees. Stress: Meaning –Individual - Organisational dimensions of Stress- Stress Management Techniques: Individual and Organisational.

Suggested Readings

1. Greenberg Jerald and Baron A Robert, **Behaviour in Organisations**, Prentice Hall of India Learning Private Limited, 2009.
2. Sarma V S Veluri, **Organisational Behaviour - An Interactive Learning Approach -Text and Cases**, Jaico Publishing House, 2009.

References

1. Robbins P Stephen, Judge A Timothy and Sanghi Seema, **Organizational Behavior**, Pearson Education, 2009.
2. McShane L Steven and Mary Von Glinow., **Organizational Behavior**, McGraw Hill Education India, 2010.
3. Rae Andre., **Organizational Behavior – An Introduction to Your Life in Organizations**, Pearson Education, 2009.

**MASTER OF COMMERCE- SECOND SEMESTER (Banking & Insurance)
201 – MARKETING MANAGEMENT**

- UNIT-I: INTRODUCTION:**– Marketing Management – Definition – Core concepts – Nature, scope and importance of marketing – Evolution of marketing concepts – Role of marketing in economic development – Functions and tasks of marketing management – Marketing mix – Recent trends in marketing.
- UNIT-II: MARKET ANALYSIS** - Marketing environment – Macro and Micro components and their impact on marketing decisions- Competitive Marketing Strategies- Market Leader, Challenger, Follower and Nicher – STP marketing – Market segmentation – Concept – Bases and process – Target market selection – Positioning – Concept , bases and process - Consumer behavior- Concept - Factors influencing consumer behavior – Consumer buying decision process – Marketing research - Steps and process.
- UNIT-III: PRODUCT AND PRICING DECISIONS** – Concept of product – Classification – Levels –Product line decisions - New product development – Product life cycle and its implications – Branding and packaging decisions. Price – Concept –Objectives - Factors influencing pricing decisions – Methods of Pricing- Cost based, demand based and competition based pricing strategies – Initiating and responding to price changes.
- UNIT-IV: PLACE DECISIONS** – Channels of distribution – Concept – Levels – Functions and types of distribution channels – Channel management decisions – Channel conflict – Channel cooperation – Retailing and wholesaling. Physical distribution decisions - Concept - Importance – Components of physical distribution (market logistics) – Market logistics decisions – Direct marketing – Major channels of direct marketing.
- UNIT-V: PROMOTION DECISIONS** – Promotion mix – Integrated marketing communication – Concept , process – Nature and importance of advertising – Advertising copy – Media selection – Advertising budget – Measurement of advertisement effectiveness - Personal selling – Nature and importance – Process – Sales force management – Recruitment ,selection ,training ,compensation and control of sales force – Sales promotion – Objectives – Techniques.

Suggested Readings

1. Kotler.P, Keller K.L., Koshy.A., and Jha.M, **Marketing Management : A South Asian Perspective**, Pearson Education Limited, 2014.

2. Stanton W.J., Michael J. Etzel and Bruce J. Walker, **Fundamentals of marketing**, McGraw-Hill publications, 1997.

References

1. Ramaswamy V.S., and Namakumari S., **Marketing Management: Planning, Implementation and Control**, Macmillan India publishers, 1991.
2. Rajan Saxena, **Marketing Management**, Tata McGraw Hill Education Private Limited, 2009.

MASTER OF COMMERCE- SECOND SEMESTER (Banking & Insurance) 202 – FINANCIAL MANAGEMENT

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- UNIT-I: INTRODUCTION:** Finance Function – Concept, Classification, Scope, Goals and Functions of Finance, Risk-Return – Trade-off; **Forms of Business Organization** –Tax Environment, Financial Environment and Financial Regulation; **Time Value of Money** –Concept, Time Preference for Money, Present Values, Future Values and their Computation.
- UNIT-II: FINANCING DECISION: Capital Structure** – Concept, Source of Long Term Capital and their relative merits and demerits, Optimum Capital Structure, and Determinants of Capital Structure; **Cost of Capital** – Definition, Concepts of Cost, and Measurement of Specific Costs of Capital and Firm’s Weighted Average Cost of Capital; **Capital Structure and Firm’s Value** – Net Income Approach, Net Operating Income Approach, Traditional Position, Modigliani and Miller Position, and Taxation and Capital Structure; **Capital Structure Decision** - Leverage Analysis: Concepts of Operating and Financial Leverage and EBIT – EPS Analysis (Simple Problems).
- UNIT-III: INVESTMENT DECISION: Capital Budgeting Decision** – Meaning, Characteristics, Process and Significance; **Estimation of Cash Flows** – Elements of Cash Flow Stream and Basic Principles of their Estimation **Methods of Evaluating Alternative Investment Projects** – Payback Period, Adjusted Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Modified Internal Rate of Return, and Benefit-Cost Ratio(Simple Problems), Capital Rationing and Capital Budgeting; Inflation and Capital Budgeting.
- UNIT-IV: DIVIDEND DECISION: Dividend Policy and Firm’s Value** – Models in which Investment and Dividend Decisions are related- Walter and Gordon’s Models, Traditional Position, Miller and Modigliani Model(Simple Problems) - Financial Signaling; **Dividend Decision** – Types of Dividend, Stock Dividend, Stock-Splits, Bonus Shares, Share Repurchase and Managerial Considerations in Dividend Policy Formulation.
- UNIT-V: WORKING CAPITAL MANAGEMENT: Working Capital Decision** – Concept, Characteristics, Components, Operating Cycle, Cash Cycle, Determinants of Working Capital, and Estimation of Working Capital (Simple Problems); **Cash and Liquidity Management** – Objectives, Cash Budgeting – Cash Collection and Disbursement – Optimum Cash Balance, and Investment of Surplus Funds; **Credit**

Management – Credit terms – **Credit** Policy Variables, Credit Evaluation and Granting Decision, and Control of Receivables; **Inventory Management** - Need, Objectives, Order Quantity, Monitoring and Control of Inventories; **Working Capital Financing** – Sources and Financing Strategies.

Suggested Readings:

1. Prasanna Chandra., **Financial Management- Theory and Practice**, Tata Mc Graw Hill Education (India) Private Limited, Eighth Edition, 2008.
2. Van Horne, James C., and Wachowicz John M. Jr., **Financial Management and Policy**, Pearson Education Inc., 2012.

References:

1. Brigham., and Ehrhardt, **Financial Management: Theory & Practice**, Cengage Learning, 2014.
2. Shashi K.Gupta, **Financial Management: Theory and Practice**, Kalyani Publishers, 1996.

MASTER OF COMMERCE- SECOND SEMESTER (Banking & Insurance)
203– HUMAN RESOURCE MANAGEMENT

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- Unit I:** **Human Resource Management:** Nature – Scope – Functions - Roles of HR Manager, HRM and PM Distinctions – Models of HRM: Fombrun, Harvard, Warwick Models – **HRM in Changing Environment** - Impact of Technology on HRM – Workforce Diversity – **Contemporary issues in HRM** - Employee Engagement – Talent Management – Competency Management – Internationalization of HRM.
- Unit II:** **Human Resource Planning:** Forecasting Human Resource Requirements – **Job Analysis** – Reasons for conducting Job Analysis:– Job Analysis Methods: Questionnaire, Observation and Interviews – Job Description – Job Specification - Job Design Concepts – Job Enrichment – Job Enlargement – Reengineering – **Recruitment** – Recruitment Process – Recruitment Methods: Online Recruitment Methods
- Unit III:** **Selection** – Significance of Employee Selection – Factors affecting the Selection – Selection Process: Preliminary Interview, View of Resumes – Selection Tests – Characteristics of properly designed Selection Tests - Types of Employment Tests: Cognitive Aptitude Tests, Job Knowledge Tests and Personality Tests – Online Testing – **Employment Interview**- General Types of Interviews – Methods of Interview: One-to-One Interview, Group Interview, Panel Interview and Stress Interview – Interviewing Problems.
- Unit IV:** **Training and Development** – Socialization – Assumptions – Socialization Process – Employee Orientation – Employee Training - Factors influencing Training and Development – Training and Development Process – Training and Development Methods: On-the -Job Training Methods, Off-the-Job Training Methods – **Employee Development** – Employee Development Methods – Evaluating Training and Development Effectiveness.
- Unit V:** **Performance Management** – Purposes – Performance Appraisal Process – Appraisal Methods – Critical Incident Appraisal, Checklist appraisal, Graphic Rating

Appraisal, Forced Choice Appraisal and Behaviourally Anchored Rating Scales-
Career Planning and Development – Career Planning – Career Paths: Traditional Career Path, Lateral Skill Path, Dual Career Path and Demotion – Career Development Methods –Workshops – Personal Development Plans.

Suggested Readings

1. Wayne Mondy. R, **Human Resource Management**, Pearson Education, 2010.
2. David A.Decenzo, Stephen P.Robbins and Susan L.Verhulst, **Human Resource Management**, Wiley India Private Limited, 2013.

References

1. Sharon Pande and Swapnalekha Basak, **Human Resource Management**, Pearson Education, 2014.
2. Aswathappa K, **Human Resource Management: Text and Cases**, McGraw Hill Education India Private Limited, 2013.
3. Subba Rao .P, **Human Resource Management**, Himalaya Publishing House, 2010.

MASTER OF COMMERCE- SECOND SEMESTER (Banking & Insurance)
204- PRINCIPLES AND PRACTICES OF BANKING

Class Hours: 5 ppw

Credits: 5

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- Unit-I: Origin and Growth of Banking:** Role and Functions of Banks – Organisational structure of Banking – Forms of Banking – Unit Banking, Branch banking, Group Banking, Chain Banking, Satellite and Affiliate Banking – Money Lenders & Indigenous Bankers – Growth of Banking Sector – Banking Sector Reforms.
- Unit-II: Functions of Commercial Banks:** Opening of accounts - Types of customers — Negotiable Instruments – Loans and Advances: Lending Policies – Pledge – Hypothecation lien – Assignment – Mortgage – Asset Liability Management – Credit Management: Credit Appraisal techniques – Risk Management Practices-ALM GAP Analysis – CRM in Banking.
- Unit-III: Credit Management in Banks:** Principles of Sound Bank Lending – Loan Policy –Credit Creation – Credit Appraisal – Private Sector Lending – Monitoring and Review of Loan Portfolio – Management of Non-Performing Assets (NPAs) – Classification of NPAs – Debt Restructuring.
- Unit-IV: Central Banking:** Reserve Bank of India (RBI)– Its Constitution – Organisational Structure – Management – Objectives – Functions – Working – Methods of Credit Control: Quantitative Controls – Selective Controls – Monetary Policy and its Evaluation – Licensing of Banks - Role of Board for Financial Supervision.
- Unit-V: Banking Technology:** Innovations in Banking – Bank Computerization – Electronic Banking – Electronic Payment Systems – Online and Offshore Banking – Fund Transfers – Cash Dispensers – Credit Cards – Debit Cards – ATMs – NEFT-RTGS-SWIFT – Information Technology and Global Developments: Bank Net, RBI Net, Data Net, I-Net, Internet, E-Mail – Know Your Customer (KYC) - Current Trends.

Suggested Readings

1. Sundaram KPM, **Banking Theory, Law and Practice**, Sultan Chand Publishers, New Delhi, 2004.
2. Maheswari SN, **Banking and Financial Services**, Kalyani Publishers, New Delhi, 2006.

References

1. Sundaram KPM, **Money, Banking and International Trade**, Sultan Chand & Sons, 2000.
2. Vasant Desai, **Principles of Bank Management**, Himalaya Publishing House, New Delhi.
3. Maheswari SN and Paul RR, **Banking Theory and Practice**, Kalyani Publishers, New Delhi.

MASTER OF COMMERCE- SECOND SEMESTER (Banking & Insurance) 205 - PRINCIPLES AND PRACTICES OF INSURANCE

- Unit-I:** **Risk Management**-Understanding of Risk Management – Kinds and Classification of Risks- Elements of Insurable Risk- Management of Different Types of Risks – Insurance as Social Security Tool- Nature of Insurance Contract- Essentials-Principles of Insurance Contract.
- Unit-II:** **Types of Insurance**- Life Insurance – General Insurance; Fire, Marine, Motor, Aviation, Crop Insurances- Insurance Market in India – Constituents of Insurance Market- Underwriting and Pricing of Insurance – Retention and Re-insurance – Principle of Insurable Interest – Principle of Indemnity – Principle of Subrogation – Principle of Utmost Good Faith.
- Unit-III:** **Principles and Practice of Life Insurance and Health Insurance**- Broad Classification of Life Insurances- Special Purpose Policies-Family Maintenance-Family Policy- Joint Life Policies-Classes of Life Insurance- United Linked Insurance- Health Insurance-: Medical Insurance- Types of Health Insurance- Coverage- Health Insurance Contract- Considerations in buying Life Insurance Policies.
- Unit-IV:** **Principles and Practices of General Insurance**: Meaning, Functions and Scope of Fire, Engineering, Accident, Marine and Aviation Insurance-: Types of Policies – Floating Policies and Declaration Policies - Endorsements and Clauses-Personal Accident Insurance - Various Risk Covers - Miscellaneous (Accident) Insurance - Fidelity Guarantees and Bonds – Burglary Insurance.

Unit-V: Insurance Regulation in India- Insurance and Law of Contract-Interpretation of Wagering Contract- Doctrine of Implied and Informal Warranties and Benefits- Exclusion of Convergence- Legal Framework- Brief discussion of The Insurance Act, 1938 as amended by Insurance (amendment) Act, 2002 and Life Insurance Corporation Act, 1956 - Insurance Regulation Authority of India(IRDA); Objectives, Functions and Performance of IRDA.

Suggested Readings

1. MN Mishra and SB Mishra, **Insurance Principles and Practice**, Sultan Chand Limited, New Delhi, 2008.
2. G Krishnaswamy, **Principles and Practices of Life Insurance**, Excel Books, New Delhi, 2009.

References

1. Karam Pal, BS Bodla and MC Garg, **Insurance Management: Principles and Practices**, Deep & Deep Publications Private Limited, New Delhi, 2007.
2. S Arunajatesan and TR Viswanathan, **Risk Management & Insurance: Concepts and Practices of Life and General Insurance**, MacMillan Publishers India Limited, New Delhi, 2009.
3. Neelam C Gulati, **Principles of Insurance Management**, Excel Books, New Delhi, 2007.

M.com – III Semester (Banking and Insurance)

301 – ADVANCED FINANCIAL ACCOUNTING

Unit-I: Ratio Analysis for Analysing Financial Statements: Meaning of Ratio Analysis – Classification of Ratios – Profitability Ratios – Liquidity Ratios – Turnover Ratios – Financial Ratios – Advantages of Ratio Analysis – Limitations of Accounting Ratios – Computation of items of Financial Statements – DU Pont Control Chart – Capital Gearing – Inter – Firm and Intra-firm Comparison. (Problems)

Unit-II: Statement of Changes of Financial Positions.

Funds flow Statement: Need – Meaning – Uses – Differences between Funds flow Statement and Income Statement – Preparation of Funds flow statement-Is Depreciation a Source of Funds (Problems). Cash flow statement: Meaning – Uses – Preparation of Cash flow statement – Difference between cash flow analysis and funds flow analysis – uses of Cash flow statement – cash forecasts (Problems)

Unit-III: Banking Company Accounts II – Important Provision Concerning Conduct of Banking

Business in India – Bankers Books – Preparation and Presentation of final Accounts of Banking Companies. (simple problems)

Unit-IV: Insurance Company Accounts I – Accounts of Life Insurance Business – Statutory and Subsidiary Books – Revenue Accounts – Balance Sheet – Ascertainment of Net Profit/Loss. (simple problems)

Unit-V: Insurance Company Accounts II – Accounts of General Insurance Business – Statutory and Subsidiary Books – Revenue Account – Balance Sheet – Ascertainment of Net Profit/Loss - Settlement of Claims and Claims Accounts. (simple problems)

Reference Books:

1. Jain and Narang, Accounting Part – I. Kalyani Publishing Ludhiana
2. R. Narayana Swamy, Financial Accounting. Prentice Hall of India.
3. Arunlanadam Advances Accounting. Himalaya Publishing House.
4. Ashok Sehgal Deepak Sehgal : Advance Accounting – II Corporate Accounting. Taxman Publication.

M.com – III Semester (Banking and Insurance)

302 – INFORMATION TECHNOLOGY

UNIT - I : Information Technology

Development and Trends - Managerial Issues in IT Planning - Information Technology Economics - Cost-Benefit Analysis of IT - Role of Computers in Management -MIS-Concept and applications - Decision Making Process - Programmed and Non-Programmed Decisions.

UNIT - II : Data Communication and Management

Computer Networks - Network Topology - Security in Data Communication - Internet and World Wide Web - E-Commerce and E-Business - Concepts.

UNIT - III : Database Management Systems

Database Models - Creating and Managing Databases - Data Warehousing and Data Mining

Concepts and Applications.

UNIT - IV : Working with Office Productivity Software-I

MS-Office - Document Creation and Management through MS Word - Mail Merge - Spread Sheet Applications - MS Excel - Creation and Applications of Spread Sheets - Data Analysis and Management through Spread Sheets - Use of functions and diagrams. (Theory -8 hours and Practicals-10 Hours)

UNIT - V : Working with Office Productivity Software-II

Presentation Graphics through MS Power Point - Creation and Organisation of Slides - Organising presentation through Multimedia Files and Slides - Data Management through MS-Access - Database Creation-Table creation - Establishing relationships - Creation of forms and reports.

Suggested Readings:

1. Turban,McLean,Wetherbe-Information Technology for Management, 4th Edition,Wiley India,2007.
2. Peter Norton- Introduction to Computers-Sixth Edition, 2007, Tata McGraw Hill.
3. Brian K.Williams, Stacey C.Sawyer-Using Information Technology-A Practical Introduction to Computers and Communications-Sixth Edition-Tata McGraw Hill, 2007.
4. V.Rajaraman-Introduction to Information Technology, Prentice Hall India, 2008.
5. V.Rajaraman-Introduction to Information Technology, Prentice Hall India, 2008.

M.com – III Semester (Banking and Insurance)

303 – INDIAN FINANCIAL SYSTEM

UNIT-1: Financial System

Overview - Structure of Financial System - Components-Markets, Institutions, Instruments, Services - Functions of financial system - Role of Financial system in Economic Development.

UNIT - II : Money Market

Functions - benefits - money market instruments - Treasury Bills market - Call/notice money market - commercial papers - certificate of deposits - commercial bills market - discount markets.

UNIT - III : Capital Market

Primary Markets: Initial Public Offer (IPO) - Follow on Public Offering (FPO) - Rights Issue -

Private Placements, Preference Issues - Book Building, American Depository Receipts (ADRs), Global Depository Receipts (GDRs), Foreign Currency Convertible Bonds (FCCBs).

UNIT - IV : Capital Market

Secondary Markets: Stock Exchange - Organisation, Management & Membership - Functions - listing, trading and settlement - Bond Market: Significance, functions, participants - Depositories and Custodians - National Securities Depository Ltd (NSDL), Central Depository Services (India) Ltd (CDSL), The Stock Holding Corporation of India Ltd (SHCIL).

UNIT - V : Regulatory Framework

RBI: Functions and Role - Monetary Policy. SEBI: Objectives, Powers and functions - SEBI Regulations relating to Capital Markets - Investors' Protection.

Suggested readings :

1. Bhole L.M. & Jitendra Mahakud: Financial Institutions and Markets, Tata McGraw Hill Education Private Ltd., New Delhi.
2. Bharati V. Pathak: The Indian Financial System - Markets, Institutions and Services, Pearson Education Pvt. Ltd., New Delhi.
3. Srivastava R.M. & Divya Nigam: Management of Indian Financial Institutions, Himalaya Publishing House, Delhi.
4. Clifford Gomez: financial Markets, Institutions and Financial Services, Prentice Hall of India Pvt. Ltd., New Delhi.
5. Guruswamy.S: Financial Markets and Institutions, Tata McGraw-Hill Education Pvt. Ltd.

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304 – REGULATION IN BANKING AND INSURANCE

UNIT – I:RELATION BETWEEN BANKERAND CUSTOMER i. Legal character of Banker – Customer relationship. ii. Rights and obligations of Banker. iii. Types of Accounts. iv. Principles of good lending. The Negotiable Instrument Act, 1881 Legal aspects of negotiable instrument in general and special features of the following instruments in particular: i. Companies, Promissory Note, Bill of Exchange, Cheque, Drawer, Drawee, Payee, Holder, Holder in due course, Inland Instrument, Foreign Instrument, negotiable Instrument, Negotiation, Endorsement, inchoate stamped Instruments. ii. Crossing of Cheques-- Criminal liability on dishonour of Cheque (Section

138 – 142) the law relating to payment of customers cheque-- rights and duties of paying banker and a collecting banker.

UNIT – II: RESERVE BANK OF INDIA: Structure and Functions i. Central Banking: Organizational Structure of RBI ii. Functions of the Reserve Bank - Primary functions • Secondary functions iii. Controlling function of RBI over Banking and Non-Banking Companies - BANKING REGULATION ACT, 1949 i. Control over Management. ii. Prohibition of certain activities in relation to Banking Companies. iii. Acquisition of the undertakings of Banking Companies. iv. Suspension of Business and winding up of Banking Companies. v. Special provisions for speedy disposal of winding up proceedings. vi. Powers of the Central Government towards Banking Companies.

UNIT – III: CONTROL OF BANKS IN INDIA The role of banking institutions in the socio-economic development of the country- Advanced to priority sector and Credit Guarantee Scheme. i. Social Control of Banks. ii. Nationalisation of Banks. iii. Priority lending. iv. Protection of Depositors, Promotion of underprivileged classes, Development work and participation in national economy – Banking Sector Reforms (Bassel Norms) [Narshimam Committee Recommendations]

UNIT – IV : Life Insurance Corporation of India(LIC) – Objectives – Growth – Performance and Government Control and investment pattern of LIC

UNIT – V: Life Insurance Policies - Important Life insurance Policies – Life insurance annuities – Important legal provisions and judicial pronouncements in India – ULIPS & Traditional Insurance, LIC Act, 1956, IRDA Act – Regulation – Ombudsman –

Suggested Readings:

1. M.L. Tannan, Tannan’s Banking Law and Practice in India (Eighth Edition-2008), India Law House, New Delhi, 2 volumes

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305 – CORPORATE TAX MANAGEMENT

Unit-I: Introduction: Significance of Corporate Taxation – Concepts and definitions of Corporate Income Tax – Assessee- Assessee in default-Previous Year-Assessment Year – Residential Status of Company-Incidence of Tax – Types of Companies for tax purpose – Incomes forming part of total income of a company — Exempted Incomes and Tax free incomes with special reference to corporate assessee. (Theory only)

- Unit-II: Corporate Taxation:** Computation of Income from House Property-Business-Capital Gains-Other Sources – Set-Off and Carry-Forward of losses – Deductions out of G.T.I. u/s. 80 applicable to companies – Computation of Total Income and tax liability of Company – Minimum Alternative Tax – Dividend Tax. (Problems with special focus on computation of total income and tax liability)
- Unit- III: Tax Planning – Financial Management Decisions:** Concept of tax planning; Tax avoidance and Tax evasion – Tax Management: Meaning and Scope of Tax Management – Implications of tax planning – Requisites of a successful tax planning – Methods of Tax Planning. (Theory only)
Capital Structure Decisions: Meaning of capital structure-Tax considerations in deciding capital structure-Choice of Capital Structure (Problems) – Dividend Policy: Meaning-Factors affecting dividend policy – Dividend Policy and Tax Considerations: Meaning of dividend under IT Act
- Unit-IV: Tax Planning - Business Restructuring and Managerial Decisions:** Tax issues relating to Amalgamation of Companies: Meaning of Amalgamation under IT Act; Tax Concessions to Amalgamating Company; Tax Concessions to Amalgamated Company; Tax Concessions to the Shareholders of Amalgamating Company – Tax Issues relating to Demerger: Meaning of Demerger; Parties to Demerger; Tax Incentives in case of Demerger: Tax Incentives to Demerged Company-Tax Incentives to Shareholders-Tax Incentives to Resulting Company. (Theory only)
Tax considerations with reference to specific managerial decisions: Own or Lease-Tax considerations in Buy or Lease – Sale of Assets of Scientific Research – Make or Buy – Repair, Replace, Renewal or Renovation – Shut Down or Continue (Problems on tax planning with special focus on Buying Asset with Borrowing or Taking on Lease)
- Unit-V: Special Tax Provisions for Certain Undertakings:** Special provisions in respect of Newly established units in Special Economic Zones – Special Provisions in respect of Newly established 100% Export-oriented Undertakings – Undertakings engaged in Infrastructure, Telecommunication, Power Sector and Industrial Parks – Undertakings engaged in Development of SEZ – Undertakings located in backward Areas and Other Notified Areas – Capital Gains (Theory and Problems on Capital Gains investment)

Suggested Readings:

1. Rajeev Puri and Puja Gaur, **Corporate Tax Planning & Management**, Kalyani Publishers, 2015.
2. Vinod K. Singhania, **Direct Taxes, Planning and Management**, Taxmann's Publications Private Limited, New Delhi, 2015.

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401 – BUSINESS RESEARCH METHODS

- Unit-I: Introduction-** Business Research: Definition-Types of Business Research. Scientific Investigation: The Building Blocks of Science in Research-The Language of Research: Concepts, Constructs, Definitions, Variables, Propositions and

Hypotheses, Theory and Models. Technology and Business Research: Information needs of Business - Technologies used in Business Research: The Internet, E-mail, Browsers and Websites.

Unit-II: The Research Process- Problem Identification: Broad Problem Area-Preliminary Data Gathering. Literature Survey - Online Data Bases Useful for Business Research - Problem Definition- Theoretical Framework- -Components of Theoretical Framework - Hypothesis Development - Statement of Hypothesis- Procedure for Testing of Hypothesis

Unit-III: The Research Design- Types of Research Designs: Exploratory, Descriptive, Experimental Designs and Case Study - Measurement of Variables- Operational Definitions and Scales-Nominal and Ordinal Scales Rating Scales- Ranking Scales- Reliability and Validity- Content Validity, Criterion Related Validity and Construct Validity.

Unit-IV: Collection and Analysis of Data -Sources of Data-Primary Sources of Data-Secondary Sources of Data - Data Collection Methods- Interviews: Structured Interviews and Unstructured Interviews-Face to face and Telephone Interviews-Observational Surveys- Questionnaire Construction: Organizing Questions-Structured and Unstructured Questionnaires – Guidelines for Construction of Questionnaires. Data Analysis: An overview of Descriptive, Associational and Inferential Statistical Measures.

Unit-V: The Research Report- -Components-The Title Page-Table of Contents-The Executive Summary-The Introductory Section-The Body of the Report-The Final Part of the Report- Acknowledgements – References-Appendix - Guidelines for Preparing a Good Research Report- Oral Presentation- Visual Aids-The Presenter-The Presentation and Handling Questions

Suggested Readings

1. Uma Sekaran, **Research Methods for Business–A Skill Building Approach**, John Wiley & Sons (Asia) Pvt. Ltd, Singapore, 2003.
2. William G. Zikmund, **Business Research Methods**, Thomson Business Information India Pvt. Limited, Bangalore, 2005.
3. Donald R Cooper and Pamela S Schindler, **Business Research Methods**, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2007
4. Wilkinson & Bhandarkar: **Methodology and Techniques of Social Science Research**, Himalaya Publishing House, 1996
5. C.R. Kothari, **Research Methodology – Methods & Techniques**, Vishwa Prakashan, New Delhi, 2003

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402 - STRATEGIC COST MANAGEMENT

Unit- I: Cost Management-Introduction-Factors affecting cost Management-Strategic Cost Analysis-Cross Functional perspective of Cost Management-International issues in Cost Management-Levels of Involvement in International Trade-Foreign Currency Exchange-Managing Transaction risk, Economic Risk, Translation risk-Decentralization-Creation of Divisions-Role of Cost and Management Accountant

Unit-II: Strategic Cost Audit – Management Audit – Structure – Objectives – Generally accepted Cost Accounting Principles – Cost Records and Rules - Cost Audit Report

Unit-III: Strategic Cost Management-Concepts-Strategic Positioning-key to Creating and Sustaining a Competitive Advantage, Value Chain Framework, linkages and Activities-organizational activities and Cost Drivers-Life Cycle Cost Management-Product life Costing-Activities- Project life cycle.

Unit-IV: Balanced Score-Card: Definition, Activity-Based V/s Strategic Based Responsibility Accounting-Assigning Responsibility-Balanced Score Card-Basic Concepts-Strategy Translation-Linking measures to strategy-Strategic Alignment.

Unit-V: Quality Cost Management: Meaning, Definition, Quality Cost Measurement-Reporting Quality Costs-Quality cost information and Decision Making-Controlling Quality Costs-Environmental costs: Definition, Measuring and Controlling environmental costs,

Suggested Readings

1. Don R. Hansen, Maryanne M. Mowen (2005): Cost Management: Accounting and Control (4th Edt). International Student Edition. Thomson South-Western.
2. Ravi M. Kishore, (1997): Advanced Management Accounting. Taxmann Allied Services (P) Ltd.
3. John K. Shank, Vijay Govindaraja, Strategic Cost Management. The Free Press Publication.
4. Dr.Pradip Kumar Sinha: Strategic Cost Management: Nirali Prakashan Publication.

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403 – RISK MANAGEMENT IN BANKING

Unit-I: Asset Liability Management (ALM) – Introduction ALM, Meaning, Significance – Objective: Analyzing bank Performance using the Assets Liability Management Techniques – components of banks – Financial Statements – balance Sheet – Relationship between the balances Sheet and the income statements. Return on Equity Management Risks and Returns (profitability, Liquidity, solvency, Trade-off) – Credit Risk – CAMEL Ratings and Financial Statements Manipulation – Assets liability Management (ALM) implementation.

Unit-II: Alternative Models of bank performance – A Critique of Traditional GAAP – Base performance Measure – Line of Business Profitability analysis, Management of Market Risk, Non – Interest Income and Non Interest Expenses: Peer Group Comparison, Total Operative Revenues – Stock Market Risk Performance – Customer focused Performance.

Unit-III: Capital Management and profit Planning: Prudential Norms – Capital Adequacy – Basel II – Assets classification & Provision Norms – Profit Planning – Effects of NPA On Profitability – share holders value performance. Risk Management System in Banks in India – System introduced in India Basel II recommendation and RBI Guidelines

Unit-IV: Introduction to risk Management and Insurance – Risk and uncertainly – Risk Perception and reactions- Risk analysis and Management – Risk Concepts – type of Risks in Insurance, Classification of Risks – Individual Risk, Types of Individual Risks-Operational Risks – Financial Risks, Strategic Risks – Risk Management – Subjective Risk Attitude to Risk, Acceptable Risk Vs Unacceptable Risk – The Cost Of Risks – Role of Insurance brokers in Risk Management.

Unit-V: Risk Management and Corporate Objective – Risk Management Policy – Risk Management and functional Management: The scope and Objective of the Risk Management in Corporate bodies, Nationalized Industries – Local Governments and Public Utilities – Personal Risk Management – risk Management – Steps – Risk Management Process Risk Management of liability exposures – Risk Management of Public Liability exposures – Administration.

Reference Books:

1. Treischamann: Risk Management & Insurance, Thomson, 2007.
2. Alka Mittal and SL Gupta: Principles of Insurance and Risk Management: Sultan Chand & Sons.
3. Dr.P.K.Gupta: Insurance and Risk Management: Himalaya Publishing House.
4. Bank Management by Koch Mac Donald – Thomson.
5. Risk Management, Indian Institute of banking and finance MC Millioan.

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404 – INTERNATIONAL ACCOUNTING

Unit- I: International Accounting – An overview- Definition, Scope of International Accounting Contributing Factors to the International Accounting- -Historical perspective, contemporary Perspective-Growth and spread of Multinational operations-Financial Innovation, Global Competition, Cross-Border-Merger and Acquisitions- Internationalization of capital Markets- International Accounting Standards Vs Indian Accounting standards.

Unit-II: Foreign Currency Translation-Need, Origin for Translation, International Transactions-Accounting Issues. Foreign Currency Translation-Methods and Approaches to Translation-Translation of Balance Sheet-Translation of Profit & Loss Account-Methods of Translation financial Statement Analysis-Treatment of Translation Gains and Losses. (simple problems)

Unit-III: Business Combinations and Consolidations-Introduction, Motives of a business Combination-Accounting Treatment of Combinations-Consolidation of Financial Statements-Consolidation Techniques-Treatment of Consolidation differences-Mechanics of Consolidation-Financial Risk Management-Need for financial Risk Management-Role of Accounting-Identifying Market risks-Quantifying Tradeoff-Forecasting Exchange Rate Changes-Foreign Exchange Risk – Exposure (simple problems)

Unit-IV: International Taxation: Evolution, concept of International Taxation-Types of Taxes Individual Equity Tax Burdens-Factors influencing Double Taxation-Foreign Tax Incentives-Need for relief Against Double Taxation Havens-Taxation-Methods of Relief. International Transfer Pricing- Tax Consideration, Tariff Considerations-Competitive Factors- Environmental risks.

Unit-V: International Financial Statement Analysis-An Overview, Need for Financial Statement Analysis-Techniques of financial statement Analysis-Vertical Analysis-Analyzing Global Financial Statements-Challenges and Opportunities in Cross-Border Analysis.

Suggested readings:

1. Frederick, D.S. Choi and G.Mueller (1984): International Accounting: Englewood
2. Radebaugh, Lee H., Gray, Sidney J. & Black, Ervin L. (2005). International Accounting Enterprises (6th ed). Wiley Publication.

3. Miller Paul B.W and Bahnson, Paul R. (2005). Quality Financial Reporting. Tata McGraw Hill.
4. Evans, Thomas G., Taylor, Martin E. and Holzman. Oscar: International Accounting. NewYork: Macmillan Publishing Company.
5. Rathore, shirin. International Accounting; Prentice Hall of India.

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405 – MANAGEMENT OF LIFE AND NON-LIFE INSURANCE

Unit-I: Life Insurance Organisation – Important Activities – the Distribution System – Appointment of Agents – Factors of Agents – Remuneration of Agents. Plans of Life Insurance – Need, levels – some popular Plans (Limited payment Plans, participating policies, convertible plans, joint life policies, Children plans, variable insurance policies) – Riders of the Handicapped Miscellaneous, Annuities – Nature of Annuities – Types.

Unit-II: Group Insurance: Nature of Group Insurance – Types – Group gratuity schemes – Ways of meeting Gratuity liabilities – Group super annuation schemes – Other group schemes – Social Security schemes – other special need plans – Industrial life insurance Salary Saving Schemes – Additional benefits, Married Women Property Act.

Unit-III: Applications and Acceptance: Principles of good faith – Insurable Interest – Prospectus – Proposal forms and other related documents – Medical Examinations – Age proof, - Special reports – Medical report – IRDA Regulations on Management of Life Insurance Services/Products.

Unit-IV: Corporate Agents: Corporate Agents – Brokers – Functions of Broker – Tariff Advisory – Committee Insurance forms – Proposal of Insurance – Cover notes – Motor Vehicle Act, 1988 – Motor vehicle Coverage – Declaration Policy – Floating Policy – Private Insurance Companies – Comparison between different Products offered by various Insurance.

Unit-V: Policy Document in General Insurance: Need and format – policy preamble – Schedule attestation – Conditions and Privileges – Alteration – Duplicate Policy – Premium payment, lapse and renewal – Assignment – Nomination, loans – Surrenders – Foreclosure.

Reference Books:

1. Treischamann: Risk Management & Insurance, Thomson, 2007.
2. Alka Mittal and SL Gupta: Principles of Insurance and Risk Management: Sultan Chand & Sons.
3. P.K. Gupta, Principles and Practice of Non-Life Insurance, Himalaya Publications.
4. Dr.P.K.Gupta, Fundamentals of Insurance, Himalaya Publications.

5. Dr.P.Peria Swamy, Principles and Practice of Insurance, Himalalya Publications.